

# REQUEST FOR PROPOSALS

Issue Date: 22 July 2002

RFP# V211-03-019

Title: A/E Services for Crozet Hall Renovations

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Commonwealth of Virginia  
Virginia Military Institute  
Purchasing Office  
314 Smith Hall  
Lexington VA 24450

Location of Work: Virginia Military Institute, Lexington VA

Period Of Contract: Single project services

All inquiries for information should be directed to: Phone #: (540) 464 -7734

**IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE.  
IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:** Virginia Military Institute Purchasing Office, 314 Smith Hall, Lexington VA 24450

**Sealed proposals for furnishing the services described herein will be received until 2:00 p.m. local time on 28 August 2002.**

Proposals must reach the above address by the deadline stated.

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified by mutual agreement in subsequent negotiations.

Name And Address Of Proposer:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

(Signature in Ink)

\_\_\_\_\_

Typed Name: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_

FEIN/SSN # \_\_\_\_\_

Telephone No.(\_\_\_\_) \_\_\_\_\_

**PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will not be held and no on-site visits will be scheduled.

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NOTE: Hard copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 may be found in Appendix B of the Manual. Hard copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms may be found in Appendix C of the Manual. Electronic copies of these forms are available for download at the following website: <http://forms.dgs.state.va.us/>

Hard Copies of the feasibility study may be obtained by contacting the VMI Purchasing Office at 540-464-7323 or by sending email to [wilsoncs@mail.vmi.edu](mailto:wilsoncs@mail.vmi.edu).

## **I. APPLICABILITY OF THE A/E MANUAL**

**The Commonwealth of Virginia Construction and Professional Services Manual for Architect/Engineers (A/E Manual)** shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

Proposer's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFP. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFP and mean the public body issuing this solicitation for services and with whom the successful A/E Proposer will enter into an agreement.

Proposer's attention is also directed to Chapter 3, General Terms and Conditions for Professional Service Contracts.

## **II. PURPOSE**

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm (A/E), authorized to do business in the Commonwealth of Virginia, with experience in the design of and/or renovation of college and university dining facilities similar to that required for Crozet Hall, Virginia Military Institute.

The A/E shall provide professional and certain non-professional services for the project described in Part V of this RFP consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

## **III. BACKGROUND**

The contract will include design and services for the renovation and expansion of Crozet Hall, the VMI dining facility and, in military terminology the "Mess Hall." VMI requires all students to live in Barracks and eat in the Mess Hall, and Crozet Hall is the sole dining facility for the 1300 member Corps of Cadets.

Crozet Hall was constructed in 1934 and has served VMI for 68 years, far exceeding its useful life. It is a two-story stucco and stone building of 41,200 GSF situated on sloping terrain. There has been little capital improvement since its construction.

This project will increase the size of the existing facility by approximately 13,800 GSF to accommodate the current Corps and potential increases in its size. The new space will house a new kitchen, food storage space, coolers, freezers, staff lockers, and food preparation areas. The old kitchen and adjacent area will be renovated to provide much needed food service areas, improved circulation, food storage space, and restroom facilities. Zoning will be improved between dining, food service, and food preparation and the supporting food delivery and storage areas. Additional dining space will be created with the relocation of food service stations currently in the dining area to the old kitchen area and with the creation of some dining space on the second floor of the facility.

Crozet Hall will be refurbished and modernized to bring it into compliance with current health, safety, and code standards. Existing mechanical, electric, and plumbing systems are to be replaced and updated to meet current codes. The facility will be air conditioned and fitted with a fire suppression system, neither of which currently exist. The roof and falling flashings will be replaced. Vertical and horizontal egress will be improved and designed to meet current codes and accessibility standards. Hazardous materials such as asbestos will be

removed and replaced with suitable finishes. Lighting and emergency lighting will be provided and electrical service within and to the facility will be brought up to code. Site improvements include parking for approximately 80 vehicles on a hard surface lot with adequate lighting. Roads in the service and delivery areas will be improved for access and maneuverability.

Identified special considerations include retaining the capacity to provide complete food services to the Corps of Cadets during the fall and spring semesters throughout all phases of the project. Where possible, project phasing should take advantage of the summer sessions, when only a limited food service requirement exists. Significant rock on the site, the possible co-location of an alternative fuel storage site with the planned Crozet Hall parking area, and the status of two adjacent VMI owned homes are other special considerations.

The VMI Crozet Hall Reconstruction Advisory Committee and the food service concessionaire will have the opportunity to provide recommendations on the physical changes to the facility and the project phasing.

Proposals will include descriptions of the firm's experience in food service facility construction and/or renovation.

The Owner is in general agreement with a 2001 feasibility study of this project. The feasibility study is included with the hardcopies of the RFP as Attachment A. For those potential offerors obtaining the RFP electronically, a hard copy of the feasibility study may be obtained by contacting the VMI Purchasing Office at 540-464-7323 or by sending email to wilsoncs@mail.vmi.edu.

#### **IV. INFORMATION AVAILABLE**

##### **A. Site information:**

Location: Crozet Hall is located on sloping terrain west of Main Street (Route 11) on the eastern side of Virginia Military Institute. Two VMI owned homes in the vicinity of the project may have to be relocated or demolished to accommodate the expansion and parking/loading dock improvements. The Owner requires an early A/E recommendation on the disposition of the existing homes and will make a timely decision.

Soil conditions: Soils are typically clay or sandy clay. The site is heavy with rock and even shallow excavations will likely include significant quantities of rock. Blasting will not be allowed due to the proximity of other historical buildings.

Topography: The Institute lies on a small flat plateau surrounded by steep hillsides and embankments. The local area is characterized by an underlay of argillaceous limestone with imbedded shale.

Roads/Parking: Staff parking facilities, access, and support for delivery and service vehicles are currently inadequate and will be improved.

Landscaping: Landscaping will not have an impact on the project, however, retaining walls will be provided for terraced and other areas. Exterior and security lighting will be provided.

Elevator: The facility requires both personnel and cargo elevator service between all levels. The current elevator is poorly positioned and inadequate.

##### **B. Utilities information:**

Electrical Distribution: Existing electrical service capacity to the site and facility must be inspected and evaluated.

Area Lighting: Area lighting, security lighting, and emergency lighting will be provided for the site and building.

Mechanical Distribution: The current natural gas line capacity must be evaluated to include servicing mechanical upgrades. Crozet Hall is served by central steam lines for heating and central hot water distribution lines, both of which are believed to be adequate for the building and the new construction.

Water lines: Potable water lines serving the facility must be inspected and evaluated for possible upgrade or repair.

Sanitary Lines: Existing sanitary sewers serving the facility must be inspected and evaluated for possible upgrade or repair.

Storm Water Management: The expansion of Crozet Hall may require storm water and erosion control plans and application of appropriate code solutions.

### **C. Interior Utilities:**

Domestic Plumbing: The existing plumbing systems are primarily those installed during the original construction and subsequent minor alterations. Plumbing fixtures, piping, and equipment will be brought into full ADA compliance and replaced as needed, depending on the condition of the particular item.

Mechanical (HVAC): The intermittent use of the facility, largely during conventional meal service times, provides opportunities and challenges for efficient and economical air conditioning, thermal storage, and heat recovery systems. Kitchen areas require exhaust systems. Central steam will be the heating source for the facility.

Sprinkler System: The building is not currently served by a sprinkler system, and a completely new system of wet pipe sprinklers is to be provided, except that dry pipe systems will be provided as required for elevators. Based on recent flow tests in this area of the VMI Post, a fire pump does not appear to be required.

Electrical Power: Existing wiring, service entrances, and switch gear are old and deteriorating. Some may be saved, but the value saved would exceed the cost of subsequent near-term replacement.

Lighting: Existing interior lighting is inefficient and lighting levels should be upgraded. Replacement lighting in the main dining room must reflect the historical décor of that space.

### **D. Interior Building:**

Structural: The existing building is believed to be structurally sound, and, with proper expansion, renovation, and improvement, should provide many more years of service.

## **V. SCOPE OF SERVICES:**

The Agency's documents indicated in Section IV above describe the program, siting, appearance, aesthetics, functional arrangement, and level of quality desired by the Agency.

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services for the project in accordance with the requirements of the A/E Manual. The following generally highlights the services that the A/E will be required to perform:

- A. Refine, clarify, and define the Agency's project description, data, and requirements as necessary to develop a Schematic design of the project which meets the Agency's requirements and is within the stipulated "design-not-to-exceed" construction cost. Respond to all BCOM and other agency review comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.
- B. Provide complete construction contract documents with professional seals and signatures in accord with the procedures of the A/E Manual. Documents must be complete and ready for bidding on or about 30 May 2003.
- C. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, but not limited to, the Virginia Uniform Statewide Building Code, and the Uniform Federal Accessibility Standards.
- D. Provide specifications which reflect current requirements, standards and product availability.
- E. Where applicable, develop and prepare construction documents for an Erosion and Sediment Control Plan and a Stormwater Management Plan. Obtain approvals from required Agencies.
- F. Where applicable, coordinate entrance design with and obtain approval from the Virginia Department of Transportation office having jurisdiction.
- G. Coordinate the design of utility connections with local utility provider and obtain necessary approvals. Agency will pay filing fees and connection charges, as required.
- H. Prepare A/E cost estimates for the project per Chapter 8 and Appendix E of the A/E Manual.
- I. Represent the Agency by presenting necessary oral and/or graphic presentations to State Agencies such as the Art and Architectural Review Board, the Division of Engineering and Buildings or any other group having interest in the project.
- J. Complete all forms and documents in formats required by the A/E Manual. Process in accord with the Agency's instructions.
- K. Provide services to assist the Agency in the bidding and award of the construction contract.
- L. Provide services for the construction phase, as required by the A/E Manual, for the administration of the contract.
- M. Provide Project Inspection/Clerk of the Works services, as outlined in the A/E Manual, during the construction phase of the contract. See Appendix N of the A/E Manual for a detailed listing of these services.

**VI. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:**

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses is required. Offeror must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Hard copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms may be found in Appendix C of the Manual. Electronic copies of these forms are available for download at the [www.dgs.state.va.us](http://www.dgs.state.va.us) website

**VII. PROPOSAL REQUIREMENTS:**

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include: the completed and signed RFP cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and Four (4) copies of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume where practical.
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.
- F. To reduce the effort and expense of responding to RFP's, provide uniformity in the type information requested, and enhance the review and evaluation process, the **standard Forms AE-1 thru AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E's responding to State agency RFP's.**
- G. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Hard copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 may be found in Appendix B of the Manual. Hard copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms may be found in Appendix C of the Manual. Electronic

copies of these forms are available for download at [www.dgs.state.va.us](http://www.dgs.state.va.us) website

- H. All contact regarding this RFP must be directed to the VMI Purchasing Office. Contact with members of the selection committee or other VMI employees in regard to this RFP may be grounds for disqualification of the firm.

**VIII. EVALUATION AND AWARD OF CONTRACTS:**

- A. Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria:
1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section IV, Scope of Services. (10 Pts)
  2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services. (10 Pts)
  3. Geographic location of the A/E's office where work will be performed in relation to the project location(s). (5 Pts)
  4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner. (15 Pts)
  5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project. (15 Pts)
  6. Qualifications and experience of the A/E's project manager to be assigned to this project. (10 Pts)
  7. A/E's experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes, Standards, Accessibility and Building Efficiency. (10 Pts)
  8. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services. (5 Pts)
  9. Size of the firm relative to the size of the project(s). (10 Pts)
  10. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance. (10 Pts)

Generally, the selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

- B. **AWARD OF CONTRACT:** After evaluation of the Proposals received in response to the RFP, the Agency shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate

concepts or methodology. Proprietary information from competing proposers (including any data on estimated manhours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VIII and the information provided and developed in the selection process to this point, the Agency shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

**IX. FEES:**

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated manhours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding prepared by the Agency will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of the A/E that is authorized by the Agency.

**X. Attachment A – Feasibility Study:**

The feasibility study is included with the hardcopies of the RFP as Attachment A. For those potential offerors obtaining the RFP electronically, a hard copy of the feasibility study may be obtained by contacting the VMI Purchasing Office at 540-464-7323 or by sending email to wilsoncs@mail.vmi.edu.