

# REQUEST FOR PROPOSALS

Issue Date: 1 July 2002

RFP# V211-03-014

Title: A/E Services for Nichols Engineering 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 6 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.

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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/>

## **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, authorized to do business in the Commonwealth of Virginia, with experience in the design of and/or renovation of college and university academic facilities similar to that required for Nichols Engineering 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 of Nichols Engineering Hall (NEH), the renovation of Jackson Memorial Hall (JMH), and the design of a new annex to Coker Hall (CH), referred to hereafter as CHX. State authorization was obtained as separate projects for NEH, JMH, and CHX. The Owner chooses to consolidate the three projects for purposes of this solicitation, and will decide at a later date to either consolidate the three projects for construction or to bid them separately. State priorities for GOB funding may affect the planned construction schedule.

The original NEH was built in 1932, was partially renovated in 1978, and contains about 46,260 GSF on seven levels. Annex #1, to the south and connected to the original building, was constructed in 1960 with 16,870 GSF on four levels. Annex #2, to the west of the original building and also connected to Preston Library, was constructed in 1968 with 25,920 GSF on four levels. NEH currently houses office and classroom space for three academic departments: Civil and Environmental Engineering, Electrical and Computer Engineering, and Mechanical Engineering. Annex #2 also houses office and equipment space for the Information Technology Department. The Owner is in general agreement with a 2001 renovations planning study for a three-phase project that includes relocating all engineering department office spaces to the original building; installation of an additional stairwell and two elevators; bringing the building into compliance with all building fire and life safety codes and ADA requirements; adding air conditioning, new lighting, and audio/visual technology to classrooms and laboratories; and consolidating Information Technology offices and facilities on a single level of Annex #2.

JMH was built in 1916 as a multi-purpose building with 30,162 GSF that included an auditorium on the upper level, a gymnasium on the middle level, and a swimming pool on the lowest level. In its current

configuration, the middle (200) level houses the VMI Museum, and the lower (100) level is used for physical education, primarily boxing, with a false floor constructed above the original swimming pool. The project will totally replace the interior of the 100 and 200 levels, creating a two-story museum with a connecting open stairway. The 200 level will also provide toilet and lobby facilities to serve both the museum and the auditorium. The auditorium will be upgraded with new lighting and sound systems and air conditioning, as well as window treatments. An elevator will be constructed in the north end of the auditorium to serve the balcony as well as both levels of the new museum. The Owner is in general agreement with a 2001 feasibility study of this project

The CHX is conceived as a 11,400 GSF annex in the open area immediately west of the CH swimming pool, with enclosed access from the main section of CH that will not interfere with the swimming pool operations. This new construction will accommodate the physical education facilities removed from JMH. Exterior architectural features must complement those of CH and other buildings on the VMI Post. The Owner is in general agreement with a 2001 feasibility study of this project.

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

Site information:

Location: NEH, JMH and the site selected for CHX are adjacent, and all located between Main Street (Route 11) and Letcher Avenue on the eastern side of Virginia Military Institute.

Soil conditions: Soils are typically clay or sandy clay.

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. No changes are proposed to the topography.

Roads/Parking: No change is anticipated to existing roads or parking areas, although some parking space may be lost to CHX construction.

Landscaping: Landscaping for CHX is included.

Elevator: NEH will require a new elevator in the main building, and replacement of the existing elevator in Annex #1. JMH will require a new elevator to serve all three levels and the upper level balcony. CHX will require an elevator to serve all three levels.

Utilities information:

Electrical Distribution: NEH and JMH are currently marginally served by outmoded and occasionally makeshift equipment that must be largely replaced.

Area Lighting: Wall and pole mounted site lighting.

Mechanical Distribution: NEH and JMH are served by central steam lines for heating and central hot water distribution lines, both of which appear to be adequate for both those buildings and the new CHX construction.

Water lines: Existing domestic water supply lines appear to be adequate, but taps for new sprinkler systems will be required.

Sanitary Lines: Existing lines appear to be adequate.

Storm Water Management: Construction of CHX may require storm water and erosion control plans.

Interior Utilities:

Domestic Plumbing: The existing plumbing systems are primarily those installed during the original construction and subsequent alterations/renovations, although the toilet rooms in NEH were upgraded and made handicap accessible in 1998. Other 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 existing mechanical systems in NEH and JMH were installed during original construction or subsequent alteration/renovation. Portions of NEH Annex #2 are served by air conditioning, as is the 200 level museum in JMH. All systems are believed to be beyond their useful life and need to be replaced. The Owner is separately investigating the feasibility of employing a central chiller system for all three buildings, and will announce a decision on that issue at a later date. Central steam will be the heating source for each building.

Sprinkler System: The buildings are not currently served by sprinkler systems, and completely new systems of wet pipe sprinklers are 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: NEH has a complex electrical system, dating from the original phased construction and the 1978 renovation. The electrical equipment in each portion of the NEH complex is obsolete, replacement parts are no longer available, and the various electric services do not have the capacity for the addition of HVAC equipment. JMH is served by several panel boards and, in the upper level auditorium, numerous aging wall sconces.

Lighting: Replacement lighting in the JMH auditorium must reflect the historic décor of that space.

Special Systems: Installed equipment in some NEH laboratory spaces will require special construction considerations. Museum operations and storage in JMH will require special temperature and humidity controls in the final design and construction. Construction must not place at risk historic features of JMH, such as the large mural in the upper level.

Interior Building – Structural:

NEH and JMH are of generally sound exterior construction, although roof leaking has been a recurring problem in both buildings.

Water infiltration into the lower levels has been a recurring problem in both NEH and JMH.

The Owner desires to incorporate modern information technology capabilities in all classroom and laboratory spaces.

**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

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## **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.