



**Request for Qualifications # 898182101**

**For**

**Architecture/Engineering Professional Services  
For Small Projects**

**August 1<sup>st</sup>, 2021**

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

# REQUEST FOR QUALIFICATIONS

RFQ# 898182101

Issue Date: August 1<sup>st</sup>, 2021

Title: A/E Services for Small Projects

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Virginia Polytechnic Institute and State University, Procurement Department (0333)  
Attn: Doug Broyles, North End Center, Suite 2100, 300 Turner Street NW,  
Blacksburg, VA 24061

Location of Work: Virginia Polytechnic Institute and State University (“Virginia Tech”)

Period of Contract: A & E Services for Small Projects for the period of August 1st, 2021 through August 1st, 2026.

All inquiries for information should be directed to:

Doug Broyles, Senior Buyer, Virginia Tech Procurement

Phone #: (540) 231-0485

Email: [dbroyles@vt.edu](mailto:dbroyles@vt.edu)

## **QUALIFICATION SUBMISSION:**

**Proposals may NOT be hand deliver to the Procurement Office.**

**All submissions should be sent via e-mail attachment (PDF preferred) to [procurement@vt.edu](mailto:procurement@vt.edu) with the RFQ number, due date, and time in the subject line of the email.**

**Virginia Tech will not confirm receipt of qualifications submitted. It is the responsibility of the proposers to make sure their proposal is delivered. Delivery Confirmation functionality is recommended from the proposer’s email system.**

**Attachments must not exceed 25MB to avoid delivery issues thru email servers.**

Qualification statements for furnishing the services described herein will be received, reviewed, and may be approved on a rolling basis until the 5-year term is over.

Qualification statements will be accepted throughout the period and remain on file until August 1st, 2026.

In compliance with this Request For Qualifications, 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 RFQ 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 RFQ. It is understood that this statement and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Proposer:

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_ Title: \_\_\_\_\_  
FEIN/SSN # \_\_\_\_\_ Telephone No.(\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_ DPOR#: \_\_\_\_\_

**I. PURPOSE**

From time to time, Virginia Tech needs the expertise of the various architectural/engineering disciplines to accomplish its goals and objectives in the facility maintenance and construction areas. These services typically support small projects and are often needed in an expeditious manner.

Therefore, the purpose of this Request for Qualifications (RFQ) is to solicit qualification statements for the professional services of architectural/engineering firms, authorized to do business in the Commonwealth of Virginia, with experience in architectural design, architectural interiors, mechanical engineering, electrical engineering, civil engineering, geotechnical engineering, structural engineering, asbestos/lead abatement design, and other professional services. Contracts will be executed on an as needed basis with fees commensurate with the identified scope of work. Under no circumstances will the fee exceed \$80,000 including reimbursables.

Responsive, responsible firms will be added to the Agencies list of qualified firms, but this in no way guarantees that any listed firm will receive project orders or requests for proposals during the term of this solicitation. Rather, Virginia Tech will use the submitted credentials to help identify firms that would be eligible and suitable for small projects that require A/E services. Virginia Tech will then contact one or more firms as needs arise for A/E services.

**II. SCOPE OF SERVICES**

The selected A/E shall furnish all expertise, labor, and resources for design and construction period services for selected projects. Where applicable, and as requested in Virginia Tech’s RFPs, services shall comply with the current version of the Virginia Tech Construction and Professional Services Manual (CPSM) (“A/E Manual”, “Maroon Manual”) which can be found at this link: <https://www.facilities.vt.edu/planning-construction.html> . The following generally highlights the types of services that the A/E may be required to perform, but is not an exhaustive list:

- A. Provide complete construction documents with professional seals and signatures.
- B. Provide 3<sup>rd</sup> party review of construction documents developed in-house by Virginia Tech for conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, but not limited to, the following:
  - 1. Virginia Uniform Statewide Building Code and the Uniform Federal Accessibility Standards.
  - 2. ICC/ANSI A117.1 – 03 Accessible and Usable Buildings and Facilities
  - 3. 2004 Americans with Disabilities Act Accessibility Guidelines
  - 4. Uniform Federal Accessibility Standards
  - 5. the Virginia State Fire Prevention Code
  - 6. The Virginia Department of Health Regulations

7. The Virginia Soil and Erosion regulations
  8. Laws related to the building code and professional services as found in the Related Laws Package of the 2006 VUSBC.
- C. Provide 3<sup>rd</sup> party inspections of construction activities for compliance with applicable building and accessibility codes.
  - D. Provide specifications which reflect current requirements, standards and product availability.
  - E. Prior to making final proposal submittal, respond to all review comments and resolve outstanding design issues by taking appropriate action in the design of the project.
  - F. Where applicable, develop and prepare construction documents for an erosion and sediment control plan and stormwater management plan. Obtain approval from required agencies.
  - G. Coordinate the design of utility connections with local utility provider and obtain necessary approvals. Virginia Tech will pay filing fees and connection charges, as required.
  - H. Prepare A/E cost estimates for the project in accordance with the current version of the Virginia Tech CPSM ("Maroon Manual").
  - I. Represent Virginia Tech 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. Provide services to assist Virginia Tech in the bidding and award of the construction contract.
  - K. Provide services for the construction phase for the administration of the contract.
  - L. Prepare any feasibility study and/or analysis reports as may be required by Virginia Tech.

### **III. 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 of Virginia 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. Proposers can provide information on past utilization of Small, Women, and Minority-Owned disadvantaged businesses, any plans to utilize such businesses, and the manner in which they may be utilized under this Contract, by completing the "Small Businesses and Businesses Owned by Women & Minorities Participation" data form (DGS 30-360) and submitting it with their RFQ response. This form is available for download at the DGS website: <http://forms.dgs.virginia.gov>

### **IV. PROPOSAL REQUIREMENTS:**

- A. Statement of Qualifications shall be signed by an authorized representative of the A/E. By submitting a statement, the proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the Statement of Qualifications. **Statements of Qualifications shall be valid through August 1st, 2026. Qualifications will be re-verified when the A/E is selected for any project**

- B. Statement of Qualifications should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include:
- The completed and signed RFQ cover page 1.
  - The completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 [Electronic copies of Forms AE-1 thru AE-6 may be downloaded at <https://dgs.virginia.gov/forms/>]
  - Evidence of an active Professional Liability Insurance certificate/policy
- D. One (1) electronic copy of the proposal shall be submitted to Virginia Tech. All documentation submitted with the proposal shall be included in that single submission. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. Any other information thought to be relevant may be provided as an appendix to the proposal. If publications are supplied by the proposer to support their credentials, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFQ.

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

- A. Evaluation Criteria: Proposals shall be evaluated by Virginia Tech using the following criteria:
1. Expertise, experience, and qualifications of the A/E's primary personnel in each relative discipline for providing the services required.
  2. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
  3. Current and projected work load, plan to complete the work, and ability to complete the work in a timely manner.
  4. Expertise and past experience of the A/E in providing services on projects of similar size, scope, and features as those required for future projects.
  5. A/E's recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.
  6. 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.
  7. SWaM status of responding firm and their potential use of SWaM firms as consultants, subcontractors, suppliers or support services.
  8. Size of the firm relative to the size of the project(s).
  9. Financial Responsibility as evidenced by the A/E carrying Professional Liability Insurance.
- B. Award of Contract: Virginia Tech will review the submissions received and determine if each one meets the stated requirements for this A/E pool or not, based on the criteria described above. Virginia Tech may then engage in individual discussions and interviews with offerors deemed fully qualified, responsible,

and suitable on the basis of initial responses, and with professional competence to provide the required professional services. 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 §2.2-4342, Code of Virginia, as revised.

**VI. FEES:**

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

**VII. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:**

The eVA Internet electronic procurement solution, web site portal <http://www.eva.virginia.gov>, streamlines and automates government purchasing activities in the Commonwealth of Virginia. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth of Virginia shall be registered in eVA. Either Basic or Premium Registration may be selected. In addition to the annual eVA Registration Fee, vendors must agree to pay a Supplier Transaction Fee for each order/contract. Refer to the eVA Billing and Payment Portal <http://eva.virginia.gov/billing> for the current eVA Fee Schedule.