REQUEST FOR PROPOSALS

Issue Date: June 24, 2015 RFP# 15-02

Title: TERM CONTRACT FOR MECHANICAL/ELECTRICAL/PLUMBING ENGINEERING SERVICES

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Commonwealth of Virginia
Department of Behavioral Health and Developmental Services
Office of Architectural & Engineering Services
P.O. Box 1797
Richmond, Virginia 23218

Location of Work: Statewide

Period Of Contract: One Year, with the option of up to four (4) one-year renewals

All inquiries for information should be directed to: Joe Cronin, Director, Office of A&E Services, Telephone number *(804) 786 - 3926*

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: DBHDS Office of A & E Services, Jefferson Building, 7th Floor, Room 732, 1220 Bank Street, Richmond, Virginia 23219.

Sealed proposals for furnishing the services described herein will be received until *4:00* p.m. local time on July 23, 2015. **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-1A, 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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eVA Vendor Registration: The bidder or offeror shall be a registered vendor in eVA. eVA Vendor registration requirements are available at www.eva.virginia.gov.

NOTE: Electronic copies of A/E Data Forms AE-1 through AE-6 (DGS-30-004) and the eVA Vendor Registration Form (DGS-30-384) are available for download at the following website: http://forms.dgs.virginia.gov/

Enlist in the Department of Accounts EDI program: The bidder or offeror should be registered in the Department of Accounts, Electronic Data Interchange (EDI). To find out more information or to enlist in the program, please visit http://www.doa.virginia.gov/Admin_Services/EDI/EDI_Main.cfm.

I. APPLICABILITY OF THE A/E MANUAL:

The rights and duties of the Owner and Architect/Engineers applicable to State projects are set forth in the Terms and Conditions of the A/E Contract (CO-3a) and The **A/E Manual** as defined in the current edition of the **Construction and Professional Services Manual**, current edition, as amended.

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. For purposes of clarity and uniformity in this RFP, only the term "Agency" will be used herein.

II. PURPOSE:

The Agency often needs professional mechanical/electrical/plumbing (MEP) engineering assistance for discrete, small projects such as investigations, studies, reports, design of small projects, and related services. The aim of this RFP is to contract with two or more MEP Engineering firms that will agree to be available to provide these services in a timely manner, thereby reducing the Agency's cost and time for advertising and developing numerous RFP's, and generally to increase the Agency's efficiency in obtaining professional services.

These services may be required at any of the fifteen (15) DBHDS, five (5) Department of Veteran Services facilities (DVS) or three (3) Department for the Blind and Vision Impaired (DBHDS facilities statewide, the Department of Aviation, and/or less frequently, at any one or more of the forty (40) Community Services Board (CSB's) statewide, or occasionally at any other Agency as requested.

The purpose and intent of this RFP is to solicit proposals for a Term Contract for such professional MEP engineering services to be provided on an "as needed" basis pursuant to Project Orders issued during the contract term **The contract shall be renewable for a one year term, at the Agency's option, for up to a maximum of four (4) one year term renewals.**.

III. AGENCY'S RIGHT TO ISSUE RFP'S AND PROJECT ORDERS:

The Owner reserves the right, at its sole discretion, to issue RFP's for similar work, for other disciplines or types of work, and for other projects as the need may occur. An A/E may have only one A/E Term Contract in effect with an Agency or its subsidiaries or branches at any time.

The Owner also reserves the right to issue Project Orders to other A/E's under Term contracts at its sole discretion, based on its evaluation of each A/E's qualifications, expertise, current workload, capabilities, performance record, location or distance to the project, and other factors as may be pertinent to the particular project. The Owner also reserves the right under the provisions of this Contract to issue a Project Order to the A/E to provide services of a similar type or discipline covered by this RFP to a subsidiary, branch or state agency in the same geographic area.

IV. SCOPE OF SERVICES:

The selected A/E shall furnish all expertise, labor and resources, in accordance with the requirements of the A/E Manual, to provide complete services necessary for Project Order(s) issued during the Contract Term. The following generally summarizes the types of scopes of services that the A/E may be required to perform, depending on the individual Project Orders:

A. Provide evaluations, analysis, recommendations, cost and time estimates, reports, feasibility studies, preparation of schematic or preliminary designs, field inspections and investigations, and code compliance investigation for architectural/engineering projects.

B. Develop a Preliminary Design submission consistent with the requirements of the A/E Manual. Respond to all BCOM and other review agency comments and resolve outstanding design issues prior to submission of construction documents.

C. Provide complete contract documents for small project designs in accord with the procedures of the A/E Manual for projects assigned by the Project Order.

D. Provide services to investigate problems and prepare recommendations for corrective action.

E. Prepare an A/E cost estimate for proposed projects.

F. Prepare feasibility studies for proposed projects.

G. Other types of professional services of a nature consistent with the intent of the RFP.

Any project order for a feasibility study, programming, or bridging documents issued pursuant to the Term Contract shall not include the right to extend the A/E's scope of services to include full design and construction period services and shall not be considered as preparation of an RFP for services. The A/E completing such project order shall not be prohibited from participating in competitive negotiation procurement for such future services.

V. PARTICIPATION OF SMALL BUSINESSES AND MICRO BUSINESSES:

Under Executive Order 20 (2014), Cabinet Secretaries and all executive branch agencies are directed to continue and advance the following on a race and gender neutral basis: exceed a target goal of 42% on discretionary spending with small businesses certified by DSBSD (the Virginia Department of Small Business and Supplier Diversity).

Owner's Small Business Participation Goal: 42%

VI. 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-1A, AE-2, AE-3, AE-4, AE-5 and AE-6. One (1) manually signed original and *[three (3) 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 through AE-6 shall be completed and included with the A/E's proposal.

G. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. The AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5, AE-6 data forms are available for download from the DGS Forms Center website (http://forms.dgs.virginia.gov).

VII. 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 personnel in each discipline that may provide services relevant to the RFP.

2. Geographic location of the A/E's office where work will be performed in relation to the project location(s).

3. A/E's plan to respond to requests for services and ability to complete any Project Orders in a timely manner.

4. Expertise and past experience of the A/E in providing services on other Term Contracts or on projects of similar size, scope and features as those required for the Scope of Services on this RFP.

5. A/E's willingness to provide services on the small projects associated with Term Contracts for a reasonable fee as determined by the agency.

6. A/E's recent (past 5 years) experience/history in designing project within the established "Design-not -to -exceed" budget.

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.

8. Use of small businesses as consultants, subcontractors, suppliers or support services.

9. Size of the firm relative to the size of the project(s).

10. Financial Responsibility as evidenced by the A/E carrying Professional Liability Insurance.

11. Generally, the selection committee will consider the A/E's overall suitability to provide the services for the Term Contract within the time, budget and operational constraints that may be present, and the comments and/or recommendations of the A/E's previous clients, references and others.

B. AWARD OF CONTRACT: The Agency shall engage in individual discussions and interviews with two or more offerors 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. 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. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposal and all information 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 to establish an acceptable MOU, including marked up hourly rates considered fair and reasonable, and which compare favorably with the typical labor rates for the various A/E skill levels required for the work. A contract award will be made to that Proposer. The Agency may then issue the first Project Order provided the A/E accepts / agrees to the Project Order offered. If other interviewed proposers were also determined to be qualified, negotiations may be conducted in order to establish acceptable MOUs with them as well in advance of awarding the other Term Contracts.

A/E Term Contracts are not exclusive. An Agency may issue separate RFPs for similar work and other projects as the need may occur. An Agency may issue Term Contracts to not more than four of the fully qualified and best suited firms interviewed from a particular A/E Term Contract RFP advertisement and selection process. When multiple awards are made, the Agency shall have established procedures for distributing the Project Orders among the Term Contractors during the contract term.

VIII. FEES:

A. The Memorandum of Understanding prepared by the Agency will document the negotiated acceptable labor rates for the various A/E classifications/disciplines/skill levels. These rates will be used by the Agency in arriving at lump sum fees and any hourly rate work that is authorized by the Agency for Project Orders issued under the Term Contract resulting from this solicitation.

B. If a Project Order is to be performed on a lump sum basis, the Agency shall determine a lump sum based on the Scope of Service required, the estimated man-hours required for each classification/discipline/skill level, and the labor rates agreed upon during the contract negotiations.

C. Any individual Project Order fee shall not exceed $200,000 and the aggregate total of fees for all Project Orders issued during the Contract Term shall not exceed $1,000,000.

IX. CONTRACT TERM:

Under this Contract, Project Orders may be issued during the one-year following the date of execution of this Contract. This one-year period shall be referred to as the "Contract Term." If a Project Order is issued during the Contract Term which, in the aggregate total of it, all previously issued Project Orders and any Change Orders to the previous Project Orders, reaches the $1,000,000 limit, then no further Project Orders may be issued during that Contract Term. It is understood that the A/E's Work under the Project Orders issued may not be completed during the Contract Term; however, all terms and conditions of this Contract, including all rights and obligations, shall survive until the Work is completed, except the Owner's right to issue, and the A/E's right to accept, additional Project Orders.

The Owner may, at its sole discretion, renew the Contract for one additional one year Contract Term provided the option to renew was indicated in the RFP. If the Owner exercises its option to renew, the second Contract Term shall begin one year from the date of the execution of this Contract or the date that the Owner notifies the A/E that the option to renew is being exercised, which ever occurs first. A new aggregate limit of $1,000,000 shall apply to the second Contract Term, without regard to the dollar amounts of Project Orders issued during the first year of the Contract. Any unused amounts from the first Contract Term are forfeited and shall not carry forward to the second Contract Term. The Owner/Agency may, at its sole discretion, exercise the one year renewal a maximum of 4 times.

X. PROJECT ORDERS:

The first Project Order may be issued at any time during the term of the A/E Term Contract. It will authorize the A/E to perform the Work for a lump sum amount or at the marked up hourly rates agreed to and set forth in the MOU attached to the A/E Term Contract. The maximum fee allowed by law for any Project Order is $200,000 which includes all fees and reimbursable expenses and contingencies.

It is understood that more than one Project Orders may, at the Owner's sole discretion, be offered to the A/E during the Contract Term. Although the potential exists for multiple project orders during the Contract Term with aggregate fees up to $1,000,000, the Agency does not represent or guarantee that the A/E will receive any Project Orders.

XI. ATTACHMENTS

Attachment A: Architectural/Engineering Firm Data, Forms AE-1 through AE-6 (DGS-30-004)

DGS-30-004 (Rev. 04/15)	ARCHITECTURAL / ENGINEERING FIRM DATA SYNOPSIS OF RESPONDING FIRM	RFP #

Submitted By (Firm Name):

Submittal For (Project Title): PC # :

1) FIRM NAME AND ADDRESS: (office where work will be done)

TELEPHONE: **FAX:**

FEIN / SSN:

State Corporation Commission ID Number / Partnership Name:

2) YEARS IN BUSINESS:

a) Years under present name.....

b) List other names and years:

3) NAME AND ADDRESS OF PARENT COMPANY / HOME OFFICE:

TELEPHONE: **FAX:**

4) SPECIFIC TYPE OF OWNERSHIP:

Check all that apply:

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ Professional Corp.
- ☐ Other Corporation
- ☐ Micro Business
- ☐ Small Business
- ☐ Woman Owned Bus.
- ☐ Minority Owned Bus.
- ☐ Svc. Disabled Veteran

Firm's APELSCIDLA License #:

Firm's DSBSD Certification #:

5) NAMES OF NOT MORE THAN TWO PRINCIPALS TO CONTACT: (Title and Phone Number)

Name	Title	Phone Number

6) PROPOSED CONSULTANTS OR OTHER OFFICES PROVIDING SERVICES:

FIRM NAME	FUNCTION / RESPONSIBILITY	WORKED WITH PRIME BEFORE?

7) NUMBER OF PERSONNEL IN FIRM:

	OFFICE WHERE WORK WILL BE DONE		ENTIRE FIRM	
	Licensed	Unlicensed	Licensed	Unlicensed
Project Managers				
Architects				
Civil Engineers				
Structural Engineers				
Mechanical Engineers				
Electrical Engineers				
Soils Engineer				
Landscape Architects				
Interior Designers				
Asbestos Designers				
Surveyors				
Construction Admin. / Insp.				
CADD Operators				
Specifications				
TOTALS	0	0	0	0

CONTINUE SYNOPSIS OF RESPONDING FIRM ON FORM AE-1A

DGS-30-004 (Rev. 04/15)	ARCHITECTURAL / ENGINEERING FIRM DATA SYNOPSIS OF RESPONDING FIRM (continued)	RFP # 0

Submitted By (Firm Name): 0

8) LIST PROFESSIONAL LIABILITY INSURANCE CARRIER, LIMITS OF LIABILITY, AND DEDUCTIBLE:

9) DESCRIBE PROPOSED PARTICIPATION OF MICRO BUSINESSES AND SMALL BUSINESSES: (Function and % of fee involved)

The proposed total small business participation is _____%.

10a) LIST STATE AGENCIES FOR WHICH THE FIRM HAS HAD A PRIME CONTRACT: (within the last five years)

AGENCY	PROJECT

10b) HAS SOMEONE IN FIRM ATTENDED THE BCOM SEMINAR ON THE CONSTRUCTION & PROFESSIONAL SERVICES MANUAL? ☐ Yes ☐ No IF SO, LIST NAMES AND LATEST YEAR OF ATTENDANCE.

NAME	YEAR

11) LIST NOT MORE THAN FIVE PROJECTS DESIGNED WITHIN THE LAST FIVE YEARS WHICH HAVE SIMILAR SCOPES OR FEATURES TO THIS PROJECT. ATTACH A REPRESENTATIVE PROJECT FORM AE-5 FOR EACH.

PROJECT	DATE OF AWARD	LOCATION

The foregoing is a statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____

DGS-30-004 (Rev. 04/15)	**ARCHITECTURAL / ENGINEERING FIRM DATA** CONSULTANT / OTHER OFFICE	RFP #

Submitted By (Firm Name):

Submittal For (Project Title): PC # :

1) FIRM NAME AND ADDRESS: (office where work will be done)

TELEPHONE: **FAX:**

FEIN / SSN:

State Corporation Commission ID Number / Partnership Name:

2) YEARS IN BUSINESS

a) Years under present name.....

b) List other names and years:

3) NAME AND ADDRESS OF PARENT COMPANY / HOME OFFICE:

TELEPHONE: **FAX:**

4) SPECIFIC TYPE OF OWNERSHIP:

Check all that apply:

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ Professional Corp.
- ☐ Other Corporation
- ☐ Micro Business
- ☐ Small Business
- ☐ Woman Owned Bus.
- ☐ Minority Owned Bus.
- ☐ Svc. Disabled Veteran

Firm's APELSCIDLA License #:

Firm's DSBSD Certificate #:

5) NAMES OF NOT MORE THAN TWO PRINCIPALS TO CONTACT: (Title and Phone Number)

Name	Title	Phone Number

6) NUMBER OF PERSONNEL IN FIRM:

	OFFICE WHERE WORK WILL BE DONE		ENTIRE FIRM	
	Licensed	Unlicensed	Licensed	Unlicensed
Project Managers				
Architects				
Civil Engineers				
Structural Engineers				
Mechanical Engineers				
Electrical Engineers				
Soils Engineer				
Landscape Architects				
Interior Designers				
Asbestos Designers				
Surveyors				
Construction Admin. / Insp.				
CADD Operators				
Specifications				
TOTALS	0	0	0	0

7) FUNCTIONS OR SERVICES TO BE PROVIDED:

8) HAS SOMEONE IN FIRM ATTENDED THE BCOM SEMINAR ON THE CONSTRUCTION & PROFESSIONAL SERVICES MANUAL? ☐ Yes ☐ No **IF SO, LIST NAMES AND LATEST YEAR OF ATTENDANCE.**

NAME	YEAR

9) ON HOW MANY PROJECTS HAS THE CONSULTANT WORKED WITH THE PROPOSER IN THE LAST FIVE YEARS?

10) LIMITS OF PROFESSIONAL LIABILITY INSURANCE AND DEDUCTIBLE:

The foregoing is a statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____

DGS-30-004 (Rev. 04/15)	ARCHITECTURAL / ENGINEERING FIRM DATA PROJECT STAFFING ORGANIZATION	RFP #

Submitted By (Firm Name):

Submittal For (Project Title): PC # :

1) KEY PERSONNEL DESIGNATED FOR THIS PROJECT: (Include Form AE-4 for Each)

Function	Name	Title	Firm / Office
Project Manager			
Architect			
Structural Engineer			
Mechanical Engineer			
Electrical Engineer			
Civil Engineer			

2) DESCRIBE AVAILABILITY OF STAFF AND CONSULTANTS TO WORK ON THIS PROJECT:

3) DESCRIBE PROJECT METHODOLOGY, I.E., HOW WILL THE WORK FUNCTIONS, RESPONSIBILITIES AND COORDINATION BE PERFORMED?

4) DESCRIBE THE METHOD OF QUALITY ASSURANCE YOU WILL USE FOR THE DOCUMENTS FOR THIS PROJECT.

The foregoing is a statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____

DGS-30-004 (Rev. 04/15)	ARCHITECTURAL / ENGINEERING FIRM DATA PERSONNEL QUALIFICATIONS	RFP #

Submitted By (Firm Name):

Submittal For (Project Title): PC # :

BRIEF RESUME OF KEY INDIVIDUAL PROPOSED FOR THIS PROJECT. PROVIDE ONE FORM FOR EACH PERSON.

1) NAME:

TITLE: **OFFICE:**

TYPICAL DUTY OR ASSIGNMENT:

2) ASSIGNMENT FOR THIS PROJECT:

% OF TYPICAL 40 HOUR WORKWEEK THIS PERSON WOULD SPEND ON THIS PROJECT: PERCENT

3) EMPLOYEE OF:

4) YEARS OF EXPERIENCE:

YEARS TOTAL EXPERIENCE YEARS WITH THIS FIRM

5) EDUCATION: COLLEGE / DEGREE(S) / YEAR / SPECIALIZATION:

6) ACTIVE REGISTRATION: Year first registered / State / Discipline or Type

COMMONWEALTH OF VIRGINIA 6-DIGIT REGISTRATION / CERTIFICATE / LICENSE NUMBER:

ARCHITECT # _____ or ENGINEER # _____

7) EXPERIENCE AND / OR QUALIFICATIONS RELEVANT TO THIS PROJECT:

(List up to six (6) relevant projects and indicate your role and responsibility for each.)

Project	Role / Responsibility	Project Completion Date

The foregoing is a statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____

DGS-30-004 (Rev. 04/15)	**ARCHITECTURAL / ENGINEERING FIRM DATA** REPRESENTATIVE PROJECT DATA	RFP #

Submitted By (Firm Name):

Submittal For (Project Title): PC # :

1) PROJECT NAME:

PROJECT TYPE: **LOCATION:**

2) OWNER:

Project Administrator: **Title:**

Address:

Phone Number:

FAX Number:

3) PRIME CONTRACTOR:

Project Manager: **Phone Number:**

Superintendent: **FAX Number:**

4) NAMES OF KEY DESIGNERS/PROJECT MANAGERS STILL WITH THE FIRM AND THEIR SPECIFIC PROJECT RESPONSIBILITIES:

Discipline	Firm / Employer	Individual	Assignment on Project
Prime A/E			
Architectural			
Structural			
Mechanical			
Electrical			
Civil			

5) NAMES OF APPLICABLE CODES: (Place "X" in all codes that applied to this project) Other (describe)

☐ VUSBC ☐ BOCA ☐ IBC ☐ SOUTHERN ☐ LIFE SAFETY ☐ ASAD ☐ ADAAG _____

6) DESCRIPTION OF RELEVANT PROJECT FEATURES:

7) CONSTRUCTION DATA:

Type:

Gross Area: sf

Number of Floor Levels:

Owner's Budget:

A/E Estimate:

Low Bid:

PROJECT SCHEDULE:	Duration (months) Sched	Actual
Design		
Construction		

Number of Change Orders:

Cost of Change Orders:

Substantial Completion Date:

8) DESCRIBE ANY MICRO BUSINESS OR SMALL BUSINESS PARTICIPATION ON THE DESIGN PHASE (Firm, Function, % of Fee):

Proposed Participation: _____ % **Final (Actual) Participation:** _____ %

The foregoing is statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____

DGS-30-004 (Rev. 04/15)	ARCHITECTURAL / ENGINEERING FIRM DATA SUPPLEMENTAL INFORMATION	RFP #

Submitted By (Firm Name):

Submittal For (Project Title): PC # :

The foregoing is a statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____