

REQUEST FOR PROPOSALS FOR A/E SERVICESIssue Date: **09/23/2025**RFP# **217-18786**Title: **A/E SERVICES FOR THE ROANOKE ACADEMIC HEALTH SCIENCES BUILDING**

Project Code: 217-18786-000

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Commonwealth of Virginia
Radford University
PO Box 6909
Radford, VA 24142

Location of Work: Radford University, Roanoke, Virginia

Period Of Contract: Single project services

All inquiries for information should be directed to:

Paul Ely

Phone #: (540) 831-7817

email: ptely@radford.edu

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE; IF
PROPOSALS ARE HAND DELIVERED, DELIVER TO:

Kim Crowe
Radford University
501 Stockton Street
Radford, VA 24142

Sealed proposals for furnishing the services described herein will be received until 2:00 p.m. local time on
11/04/2025 **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 Offeror:

Date: _____

By _____

(Signature in Ink)

Typed Name: _____

Title: _____

Telephone No. () _____

Contact Email: _____

FEIN/SSN # _____

DSBSD Certification # _____

☐ Micro ☐ Small

PRE-PROPOSAL CONFERENCE: A non-mandatory prep-proposal conference is scheduled at the
Facilities Conference Room in the Armstrong Building at 11 a.m. on 10/08/2025.

TABLE OF CONTENTS

<u>Section No.</u>	<u>Description</u>	<u>Page No.</u>
I	Applicability of the A/E Manual	3
II	Purpose	3
III	Background	3
IV	Information Available	4
V	Scope of Services	4
VI	Participation of Small Businesses and Micro Businesses	5
VII	Proposal Requirements	5
VIII	Evaluation and Award of Contracts	6
IX	Fees	8
X	Attachments	8

eVA Vendor Registration: The offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

*[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/>]*

I. APPLICABILITY OF THE A/E MANUAL

The current **A/E Manual** shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

Offeror'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 Offeror will enter into an agreement.

The Offeror's attention is also directed to the Terms and Conditions of the A/E Contract (CO-3a).

II. PURPOSE

The purpose of this RFP is to solicit proposals with the intent to enter 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 and preparation of required planning and construction documents for higher education academic buildings similar to that required for this building.

The A/E shall provide 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 project will provide design and construction phase services for campus facilities to construct a new Roanoke Academic Building for the Radford University Campus (RUC) in Roanoke, Virginia. The new facility, currently funded through detailed planning (preliminary design) will provide a single multi-story building with parking to combine programs housed in two leased facilities into one purpose-built professional facility in Roanoke, Virginia. The new building will address an array of existing programmatic and building deficiencies across a number of academic colleges, while expanding the university's ability to prepare students for the challenges of today's society and changing workplace. The approximately 300,000 gross square foot multi-story facility, excluding parking, will include state-of-the-art instruction, laboratory, computer, and collaborative spaces that integrate the health sciences and facilitate dynamic ways of teaching and research, along with office and other academic support functions.

The project will engage faculty, staff, students, and other constituents to further define programming, site development, and partnership opportunities.

The project will be located in an area adjacent to the Roanoke Carilion Hospital, located on Elm Avenue in Roanoke, Virginia, within the Roanoke Innovation Corridor, and will need to respond aesthetically to other buildings currently located and planned within this corridor. Significant utility impacts will need to be accommodated, along with erosion/sediment control and stormwater management requirements.

The new facility will replace existing facilities and building systems that are inadequate for today's learning environment and technologies. The project scope will generally provide for the construction of a new Health Sciences building and building systems and components, including HVAC, plumbing, electrical, fire alarm and detection, fire suppression, lightning protection, elevators, and parking. The

parking needs will be investigated during the early design phase of the project. The new construction will be accomplished within a **total** project budget of approximately \$295,000,000. The project is currently funded through Detailed Planning (Preliminary Design).

IV. INFORMATION AVAILABLE

Pertinent drawings on file indicating existing buildings, utilities, and conditions, along with recent programming studies and documents used in the justification of the project, are available for examination in the office of Facilities Planning and Construction located in Radford University's Armstrong Complex, 501 Stockton Street, Radford, VA. This information will be reviewed at the Pre-proposal conference, and this will be the only opportunity to review this information. Electronic or hard copies of this information **will not** be provided to proposers.

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 project will initially provide detailed planning services to develop Schematic and Preliminary Design documents. Subject to further funding, the A/E scope will continue to develop project Working Drawings and provide Construction Administrative services through project close-out.

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, program, 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 by taking appropriate action prior to submission of Preliminary Design.
- B. Develop a Preliminary Design submission consistent with the requirements of the A/E Manual. Respond to all BCOM and other agency review comments and resolve outstanding design issues prior to submission of Working Drawings.
- C. Provide complete Working Drawings construction contract documents with professional seals and signatures in accordance with the procedures of the A/E Manual. Documents must be completed for bidding not later than July 2027.
- D. 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 accessibility standards referenced in the CPSM, and in conformance with the University's design standards.
- E. Provide specifications which reflect current requirements, standards and product availability, and are in conformance with the University's design standards.
- F. Provide project design, material selections, etc. to conform to the High Performance Building Act. The University's most common path has followed the US Green Building Council's

Guiding Principles to provide a building performance level that achieves (at minimum) a LEED Silver rating. Provide all services, documentation, and submittals as required to obtain required certifications to meet the HPBA.

- G. Develop and prepare construction documents for an Erosion and Sediment Control Plan and a Stormwater Management Plan. Obtain approvals from required Agencies.
- H. Coordinate the design of utility connections with local utility provider and obtain necessary approvals. Agency will pay filing fees and connections charges, as required.
- I. Prepare A/E cost estimates for the project per the A/E Manual.
- J. 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 an interest in the project.
- K. Complete all forms and documents in formats required by the A/E Manual and process in accordance with the Agency's instructions.
- L. The University may desire to procure construction through the Construction Management (CM)-at-Risk GMP delivery method. If approved, the A/E shall provide support services, including assisting the agency in development of the RFQ and RFP solicitation packages, short list development, and pre-construction CM services in accordance with the CPSM.
- M. Provide services for the construction phase, as required by the A/E Manual, for the administration of the contract.
- N. Provide complete construction contract documents with professional seals and signatures in accordance with the following anticipated schedule: Design 18 months; Design review 3 months; and Construction 24 to 36 months.

VI. PARTICIPATION OF SMALL BUSINESSES AND MICRO BUSINESSES:

Under Executive Order 35 (2019), 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 %

VII. PROPOSAL REQUIREMENTS:

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the Offeror 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 Offeror's proposal shall include: the completed and signed RFP cover page 1; and the completed and signed Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6; The proposal shall be bound in a single volume where practical. When submitted in paper format, one (1) manually signed original and seven (7) copies of the proposal shall be submitted to the Agency.
- 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 Offeror to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such references 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 of information requested, and enhance the review and evaluation process, the standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA (DGS-30-004), 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. Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6 is available for download at the <http://forms.dgs.virginia.gov> website.

VIII. EVALUATION AND AWARD OF CONTRACTS:

- A. Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria:
 - 1. Overall expertise and past experience (5 years) of the A/E firm in providing services for the design and construction administration for university level academic buildings, particularly with respect to sophisticated classroom/laboratory buildings for the Arts and Health Sciences as specified in this RFP.
 - 2. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline who will be providing the professional services for the design and construction of this project, particularly with respect to sophisticated classroom/laboratory buildings for the Arts and Health Sciences as specified in this RFP.
 - 3. Expertise, experience and qualifications of any special consultants proposed for the project, including experience with the lead design A/E.
 - 4. Relevant qualifications and experience of the A/E's project manager to be assigned to this project.

5. Current and projected work load, including man-power assignment plan for completing the work, **with particular emphasis on the ability to complete the work under a compressed design schedule with potential multiple design/construction packages.**
6. A/E's experience in providing services in conformance to the A/E Manual and all State Construction and Capital Outlay procedures including Codes, Standards, Accessibility and Building Efficiency.
7. Experience in providing design services for projects delivered using the CM-at-Risk delivery method.
8. Experience in providing designs that achieve a LEED (minimum Silver) certification, or otherwise meeting the requirements of the HPBA.
9. A/E's recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.
10. Size of the firm relative to the size of the project.
11. Use of small businesses as consultants, subcontractors, suppliers or support services.
12. Financial responsibility as evidenced by the A/E's carrying Professional Liability Insurance.
13. Geographic location of the A/E's office where design and construction administration services will be performed in relation to the project location.

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 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. Offerors shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Offerors may also propose alternate concepts or methodology. 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 Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Offeror 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 Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror 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 Offeror 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 Offeror.

Proprietary information from competing Offerors (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 Offeror and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised.

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. ATTACHMENTS

None