



# Virginia State University

Physical Plant Building; Capital Outlay Management  
Virginia State University, VA 23806

## **Request for Proposals** **PROFESSIONAL ARCHITECT/ENGINEERING (A/E) SERVICES**

Date: October 22, 2025

RFP# 234-18711-000

Title: Renovate Wilder Cooperative Extension Building

Commodity Codes: 90607 Architect Services, Professional

Location of Work: Virginia State University Campus; Chesterfield, Virginia

Period Of Contract: Single project services

Hardcopy proposals for furnishing the services will be received until **2:00 pm local time** on December 2, 2025. **Proposals must reach the above address by the deadline stated.** Electronic and Facsimile submissions will not be accepted in lieu of the hardcopy proposals. If proposals are mailed via FedEx or UPS or if submissions are hand-delivered use the information below.

Issuing and Using Agency: Virginia State University  
Attention; Debra AC Sulla

**FedEx/UPS/Hand-deliver:** Physical Plant Building; Capital Outlay  
2916 Myster Macklin Street; Suite 30A  
Petersburg, VA 23806

**All inquiries for information must be in writing** and directed to: Debra AC. Sulla; [dacsulla@vsu.edu](mailto:dacsulla@vsu.edu) by **COB November 14, 2025; questions will NOT be addressed after this date.** NO QUESTIONS WILL BE ANSWERED BY PHONE: All responses to email inquiries will be answered as an addendum and posted to the eVA website by the deadline date listed above. **An addenda will be emailed and posted by COB November 21, 2025.**

BE SURE TO TAKE NOTE OF ALL **BOLDED, BLUE, OR UNDERLINED TEXT!**

**All attachments are listed in blue text**

**PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will not be held.

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 (**Attachment A**) 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: \_\_\_\_\_ FEI/FIN Number: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ By: \_\_\_\_\_  
 (Signature; Electronic or Wet allowed)  
 \_\_\_\_\_ Zip: \_\_\_\_\_ Typed Name: \_\_\_\_\_  
 eVA ID: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email : \_\_\_\_\_

**SWaM and MICRO Business: Check ALL that apply:**

SMALL OWNED: ( ) YES ( ) NO MICRO OWNED: ( ) YES ( ) NO  
 MINORITY OWNED: ( ) YES ( ) NO WOMEN OWNED: ( ) YES ( ) NO  
 DSBSD Certified: ( ) YES ( ) NO

DSBSD Certification Number: \_\_\_\_\_

**Check here is you are Non-Small Certified**

NON-SMALL OWNED (LARGE): ( ) YES

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**eVA Vendor Registration:** The bidder or offeror shall be a registered vendor in eVA.

**eVA Vendor Registration Requirements;** dgs-30-384\_01-21\_eva-regist form ([Attachment B](#)).

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

**The 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.

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

## **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.

Experience in renovation of buildings on an active College Campus and the infrastructure located within them. The AE selected will provide for the complete renovation of the approximate 34,267 GSF L. Douglas Wilder 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:**

Founded in 1882, Virginia State University is one of Virginia's two land-grant institutions. VSU's College of Agriculture consists of three academic departments: Agriculture, Hospitality Management, and Family and Consumer Sciences. Integrated within the College are an Agricultural Research Station Randolph Farm, a 417 acre research and educational facility; and Virginia Cooperative Extension.

Constructed in 1997, the 34,267 GSF L. Douglas Wilder building houses the Cooperative Extension staff, assembly areas and demonstration spaces for the public services offered by the University's College of Agriculture. Through the Virginia Cooperative Extension service, Virginia State University brings agricultural resources to Virginia's citizens through innovative programs, youth and small farmer outreach, expert advice and research-based solutions.

This federally funded project is described as a general interior renovation to include the replacement of finishes, cosmetic upgrades, minor infrastructure improvements and interior modifications to conform to current programmatic requirements. Included in the scope of the work is upgrades to the current demonstration kitchen and rearrangements to the floor plan to more effectively manage Cooperative Extension services

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

For the RFP submission, provide experience as noted in the scope. The following documents will be **available to the successful firm that is selected to provide services only**:

1. 2024 Campus Master Plan
2. L. Douglas Wilder Existing Drawings
3. L. Douglas Wilder Preplanning and Design package from 2022

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

The Agency's documents indicated in Section IV above describe the current siting, appearance, aesthetics, and functional arrangement of the existing buildings.

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 budget. Respond to all DEB 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. Develop the Design submissions consistent with the requirements of the A/E Manual. Respond to all DEB and other agency review comments and resolve outstanding design issues prior to submission of construction documents.
- C. Provide complete construction contract documents with professional seals and signatures in accordance with the procedures of the A/E Manual. The schedule for bidding documents will vary depending on the phasing of the projects. Grouping types of work as subprojects is allowable.
- 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.
- E. Provide specifications which reflect current requirements, standards and product availability.

- F. Coordinate construction entrance designs with and obtain approval from Virginia State University Capital Outlay.
- G. Prepare A/E cost estimates for the project per the A/E Manual.
- H. 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.
- I. Complete all forms and documents in formats required by the A/E Manual and process in accord with the Agency's instructions.
- J. Provide services to assist the Agency in the bidding and award of the construction contract.
- K. Provide services for the construction phase, as required by the A/E Manual, for the administration of the contract.
- L. Coordinate the design and configuration of removing all sanitary/storm sewer inter-connections with Virginia State University Capital Outlay and obtain approvals.
- M. VSU A/E Supplemental Instructions and Clarifications; [\(Attachment D\)](#).
- N. Provide services to assist the agency with the relocation of staff to temporary quarters prior to construction.

## **VI. PARTICIPATION OF SMALL BUSINESSES AND MICRO BUSINESSES:**

- A. 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).
- B. VSU's Small Business Participation Goal is 42%. With VSU being an HBCU, Minority participation is encouraged.
- C. **Data required with the Proposal (Mandatory to complete and submit):** Electronic copies of the "Participation in State Procurement Transactions by Small Businesses and Businesses Owned by Women, Minorities and Service-Disabled Veteran's" data forms are attached to this RFP [\(Attachment E\)](#).
- D. The **AWARDED A/E Firm** shall be required to submit a monthly SWaM spend to our office on the supplied reporting form by the 5th business day of the month with the previous months SWaM subconsultant reporting [\(Attachment F\)](#). Returning the attachment F is not required.

- E. To meet CPSM requirements and VSU requirements, the small business evaluation will be broken down into two (2) sections; DSBSD certified small and tier participation.
- 1) DSBSD certified small businesses
    - a. Firms will receive the full points for small business participation.
    - b. Firms will also be evaluated for tier participation.
    - c. The tier small business score on the RFP will be determined by multiplying the total “other” Small firms (not including the self-performing %), Women, Minority, and Micro Business participation percentage proposed by the number of points available for small business participation in the RFP evaluation criteria. Minority participation for the tiers is encouraged.
  - 2) NON-DSBSD certified small businesses (Large Businesses)
    - a. Large Firms will be evaluated on their tiers; note any 2<sup>nd</sup> and 3<sup>rd</sup> tiers.
    - b. Complete the % of the total contract to be evaluated on Attachment E.
    - c. The tier small business score on the RFP will be determined by multiplying the total Small, Women, Minority, and Micro Business participation percentage proposed by the number of points available for small business participation in the RFP evaluation criteria. Minority participation for the tiers is encouraged.
  - 3) Scoring example for tiers; if an offeror proposed a total of 50% small business participation and there were 10 points available for small business participation, then the score for small business participation would be 50% x 10 points possible = 5.

## **VII. PROPOSAL REQUIREMENTS:**

- A. **Proposals shall be signed by an authorized representative of the A/E (Electronic or Wet signatures accepted).** 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 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 and the completed "Participation in State Procurement Transactions by Small Businesses and Businesses Owned by Women, Minorities and Service-Disabled Veteran's" Data form. **One (1) manually signed original (identify the “original” RFP) and seven (7) copies,** of the proposal shall be submitted to VSU. Each copy of the proposal shall be bound in a single volume. **Submissions without all the copies and mandatory forms listed above will be deemed nonresponsive and will not be forwarded to the Committee for review.** It is the Firm's responsibility to ensure all the information is provided.

- D. **Proposal SHALL include an AE-2 form even if no Sub-Consultants are being utilized. Include a blank SIGNED AE-2 form in the submission.**
- E. **In addition to the eight total hardcopy submissions, one (1) USB flash drive OR an email with the complete submission set in electronic pdf format** will need to be submitted.
- F. 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.
- G. 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 reference will not be considered relevant to the RFP.
- H. 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, Architectural/Engineering Firm Data, shall be completed by A/E's responding to State agency RFP's.
- I. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. **AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5, AE-6 data forms** are attached.
- J. **VSU Supplemental Instructions for completing the AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5, AE-6 data forms: Expand the forms as necessary to add your data, include an organizational chart with the AE-3 form, attach project pictures with the applicable AE-5 representative project data forms, exclude the use of N/A or TBD for responses, and copy/paste the evaluation criteria below (VIII) into the AE-6 to elaborate on details of the means and methods for each criteria.**

#### **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 personnel in each discipline that may provide services described in Section 111 Background and V Scope of Services.
  - 2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section 111 Background and V Scope of Services.
  - 3. Geographic location of the A/E's office where work will be performed in relation to VSU. Scoring for this item is subjective and will be completed by the VCCO using "Google Maps".

4. Size of the firm relative to the size of the project and financial responsibility as evidenced by the A/E's carrying Professional Liability Insurance.
  5. A/E's current and projected work load, plan to complete the work and ability to complete the work in a timely manner; Describe the availability of staff and consultants and project methodology as noted on sheet A-3; include an organizational chart with key personnel.
  6. Firm's expertise and past experience in providing services on projects of similar size, scope and features as noted in Section 111 Background and V Scope of Services.
  7. Qualifications and experience of the A/E's project manager to be assigned to this project. Clearly note the name of the project manager.
  8. A/E's recent (past 10 years) experience / history in designing projects within an established "Design-not-to-exceed" budget. Providing a chart on the AE-6 form is encouraged.
  9. A/E's experience in providing services in conformance to the State's Construction and Capital Outlay procedures; CPSM process, design quality control to minimize design errors and omissions, bidding requirements, construction administration, and AARB submissions. Describe the method of quality assurance you will use for the documents as noted on sheet A-3.
  10. A/E's experience and good working knowledge of Virginia USBC codes, Standards, Accessibility and Building Efficiency; and change order review percentage.
  11. The use of micro business, small business, and businesses owned by women, minorities, and Veteran's as consultants, subcontractors, suppliers or support services. Scoring for this item is subjective and will be completed by the VCCO using the criteria noted in Section VI.
  12. 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. Evaluation Schedule: Below is the proposed schedule for your planning purposes.
- |   |                                     |
|---|-------------------------------------|
| 1. RFP Proposals Due                      | December 2, 2025                    |
| 2. RFP Distribution to Building Committee | December 11, 2025                   |
| 3. VSU closed for Winter Break            | December 19 through January 2, 2026 |
| 4. VSU reopens                            | January 5, 2026                     |
| 5. RFP evaluations by Building Committee  | January 5 through February 11, 2026 |
| 6. RFP interviews                         | End of February, beginning of March |
| 7. RFP selection notice                   | March 2026                          |



- C. 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 man-hours 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. **Please clearly mark any Proprietary information.**

#### IV. **FEES:**

- A. 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.
- B. 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**

- A. Attachment A: Architectural/Engineering Firm Data Forms AE-1 through AE-6
- B. Attachment B: eVA Vendor Registration Requirements
- C. Attachment C: Terms and Conditions of the AE Contract
- D. Attachment D: VSU AE Supplemental Instructions & Clarifications
- E. Attachment E: Participation in State Procurement Transactions by Small Businesses
- F. Attachment F: Small Business Reporting Form