

**REQUEST FOR PROPOSALS**

Issue Date: 12/29/2021

RFP#2021-02

Title: *A/E SERVICES FOR Cabin Construction*

Project Code: NA

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Breaks Interstate Park Commission  
627 Commission Dr  
Breaks, VA 24607

Location of Work: *Dickenson County, VA*

Period Of Contract: Single project services

All inquiries for information should be directed to:  
*Austin Bradley-Superintendent*

Phone #: (276) 210 - 4655

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

*627 Commission Drive, Breaks, VA 24607*  
*Ask for Katelin Osborne or Vickie Swiney*

Proposals for furnishing the services described herein will be received until 4:00 p.m. local time on January 11, 2022. **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: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_

FEIN/SSN # \_\_\_\_\_

Telephone No.(\_\_\_\_) \_\_\_\_\_

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

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**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).

**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 designing overnight rental facilities.

The A/E shall provide professional services for the project described in Part V of this RFP consistent with state building code of the Commonwealth of VA and the desires of the Owner.

**III. BACKGROUND**

The Breaks Interstate Park Commission is seeking to construct two additional log cabins on Laurel Lake Loop, in the vicinity of the five rental cabins which have already been constructed. The project will be funded through a special appropriation by the Commonwealth of VA along with other funds.

The two cabins will consist of a single-story design and will feature two bedrooms and two bathrooms. The existing cabins are of hand-hewn log construction and were bought as part of a kit from a Virginia-based manufacturer. The two cabins which are being considered as part of this proposal will be very similar in appearance and construction. The cabins will require minimum excavation/grade work as most grade work was completed in 2009 with the installation of the existing cabins. Utilities are already in place.

**IV. INFORMATION AVAILABLE**

The agency has general floor plans and construction documents pertaining to the cabins which were constructed in 2009. The additional cabins will be very similar in design and appearance. Due to the fact that the cabins will be purchased as part of a kit, it is expected that the cabin kit manufacturer will provide floor plans and other construction related documents. Copies of the plans for the existing cabins can be viewed at the Breaks Interstate Park Business Office, 627 Commission Drive, Breaks, VA 24607.

**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 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 a Preliminary Design submission 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 accord with the procedures of the A/E Manual.
- 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. *Where applicable*, 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. (Utilities owned by the park and are currently in place)
- 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 interest in the project.
- K. Complete all forms and documents in formats required by the A/E Manual and process in accord with the Agency's instructions.
- L. Provide services to assist the Agency in the bidding and award of the construction contract.
- M. Provide services for the construction phase, as required by the A/E Manual, for the administration of the contract.

**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).

**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; One (1) manually signed original 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 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, ARCHITECTURAL/ENGINEERING FIRM DATA (DGS-30-004), shall be used by A/E's responding to State agency RFP's.
- G. Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6 are 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. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section V, Scope of Services.
  - 2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section V, Scope of Services.
  - 3. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
  - 4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.
  - 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.

6. Qualifications and experience of the A/E's project manager to be assigned to this project.
7. A/E's recent (past 10 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.
8. 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.
9. Use of small businesses as consultants, subcontractors, suppliers or support services.
10. Size of the firm relative to the size of the project(s).
11. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

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**

Attachment A: Architectural/Engineering Firm Data, Forms AE-1 through AE-6  
(Access forms online at <https://dgs.virginia.gov/forms/>)