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NOTE: Electronic copies of A/E Data Forms (AE-1 through AE-6) and of the "Small Businesses and Businesses Owned by Women & Minorities" forms are available for download at the following website: <http://forms.dgs.virginia.gov/>

eVA Business-To-Government Vendor Registration: The bidder or offeror shall be a registered vendor in eVA prior to making the first Application for Payment. Bidder or offeror must include the cost of the eVA transaction fee in its bid. The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

I. APPLICABILITY OF THE A/E MANUAL

The Commonwealth of Virginia Construction and Professional Services Manual – 2004 Edition, Chapters 1 through 10 (the A/E Manual) shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

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.

Proposer's attention is also directed to Chapter 3, General Terms and Conditions for Professional Service Contracts.

II. PURPOSE

The purpose of this RFP is to solicit proposals for the purposes of entering 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 design and development of construction documents and providing construction administration services relative to renovation of higher education residence halls.

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. REQUIRED PROGRAM AND SCOPE OF WORK

The objective of the program scope of work is to develop a Master Plan for the University of Mary Washington that establishes a vision for the future growth and development of the built and natural environments of the Fredericksburg (main) and Stafford campuses. The Master Plan must be comprehensive and long-range in nature and be responsive to current needs, and sufficiently define and address the future development needs of campus in support of the university's mission and strategic plan. Although well defined, the Master Plan must also allow for flexibility to be modified in response to the ever-changing internal and external factors that influence institutions of higher education.

The Master Plan shall include an analysis of current space usage, conditions and needs and define a future space needs projection in order to develop a set of capital projects that support the mission and strategic plan of the university, as well as to most efficiently and appropriately use the campus site. The Master Plan shall include recommendations for five (2014), ten (2019) and twenty (2029) year horizons. Included will be development of conceptual capital projects for new construction, renovation, utilities and infrastructure, alteration and demolition and replacement, including draft "H-1" forms.

Development of the Master Plan must be an inclusive process that includes participation by and facilitate support of both the internal university units and the external community constituencies.

All existing baseline data sets and related planning reports and documents must be reviewed and considered in the development of the new Master Plan. In addition, the Master Plan must integrate and/or incorporate other specified planning documents developed for and by the University of Mary Washington as specified in this RFP. These plan documents will be provided by the university.

The Master Plan shall be developed in such a way that addresses the requirements set forth by the Department of General Services, as well as to establish Design Guidelines for implementation. The Design Guidelines shall define the specific requirements of each project site or future development area, which advances and implements the approved Master Plan. The Design Guidelines shall be developed to incorporate sustainable design concepts and practices.

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.

A capital improvement plan that prioritizes projects for the identified planning horizons will be required. This plan shall also include a projected cost for all identified projects, including interstitial campus improvements.

IV. INFORMATION AVAILABLE

Copies of the existing master plans for Fredericksburg Campus prepared in 2001 and for the Stafford Campus prepared in 1995 will be available to firms selected for interviews.

V. TASKS:

The consultant shall furnish all services necessary to complete the Master Plan in a thorough, professional manner as required herein and as indicated in the RFP, as well as those requirements, which may be inferred reasonably from the nature of the project. The services shall include, at a minimum, the list of tasks outlined in this section or as redefined by the consultant and accepted by the university.

1. Review and analyze existing documentation & complete needs assessment

This task involves review and analysis of existing university documentation and resources. A complete list will be provided prior to project start.

A survey/briefing of key university representatives and constituencies (both internal and external) to develop the goals and objectives of the Master Plan will be required. This task will also involve an in-depth analysis of all university departments/units to determine/confirm existing and future facility/space needs for the required planning horizons.

Development of the needs assessment must be completed through an inclusive process. This process should include charrette style meetings to engage and facilitate input and feedback from the following university and non-university stakeholders:

- Senior university officials
- Faculty
- Staff
- Students
- Alumni
- Local and municipal government
- Elected officials
- Adjoining residential communities
- Business community

Academic analysis should include: courses taught; credit hours produced, weekly student contact hours by lecture and laboratory by discipline; academic organization; available resources; space used, including room and student station utilization; class size distribution; comparison of classroom size with classroom capacity; and faculty to student ratios.

Administrative analysis should include: number of positions existing and planned; space used and space needed; and functional relationships to each other, faculty and students. Spaces for contract support services will also be analyzed.

A report summarizing the results of the charrette meetings, a draft of the Master Plan goals, objectives and guiding principles, and existing and projected facility and space deficiency findings. For the space categories that have not established, guidelines for national standards should be applied and used.

2. Concept Plan

A concept plan shall be developed by, or under the direction of a senior campus planner/designer with a broad, well-experienced general knowledge of urban/regional planning theory and practice. The concept plan shall, at a minimum, address the following:

- A general campus land-use and facility location plan that is developed with consideration to current project initiatives and to accommodate identified future needs. The plan shall identify utility/site development capacities and/or constraints and prime areas to be preserved as open/green space;
- A plan for organizing the location of academic and administrative units
- A plan for utility/infrastructure support;
- A plan for traffic, transportation and parking;
- A plan to interface with the adjoining communities, including site acquisitions and/or divestments;
- A plan that identifies and addresses pedestrian and vehicular circulation ;
- A plan for entrances, gateways, and campus boundaries;
- A plan identifying visual, scenic and major landscape opportunities;
- A plan for improving the physical image, especially at the edges and perimeters of the university that creates a sense of place for and better defines the university.

Concept plans should maximize existing built and natural assets. The Master Plan Committee will select and approve concept alternatives and the approved concepts will serve as the basis for development of the full Master Plan.

3. Master Plan

A draft of the complete Master Plan shall be developed based on the approved concept plan. The Master Plan shall set forth a new long-range comprehensive plan for development of the university physical plant, the enhancement of the campus setting among the surrounding neighborhoods, and development of the University of Mary Washington as a major institution within the region and the state. More specifically, the Master Plan shall establish a forward thinking framework for orderly growth and development of capital improvements that is responsive to the University's current and projected needs and sets forth a plan for the optimal development of available space.

The Master Plan shall be comprehensive in nature and set forth plans and recommendations for the various planning horizons in the following areas:

- Building Site/Location/Density
- Building Use (UMW to provide for consultant review and incorporation)
- Campus Image
- Edges and Perimeters
- Entrances/Gateways
- Housing
- Infrastructure/Utilities
- Landscape/Signage
- Land Use (with emphasis on open space and preservation)
- Pedestrian Circulation
- Property Acquisition
- Space Needs (provided for consultant review and update)
- Space Utilization (provided for consultant review and update)
- Student Services (provided for consultant review and incorporation)
- Traffic/Transportation/Parking

Essential goals of the campus master plan include the preservation of existing built and natural assets to the greatest extent practical, the correction of existing liabilities and deficiencies, functional and aesthetic integration of new construction and renovations with existing structures, and site development and adaptation of existing utilities and space to serve campus-wide needs and optimize the functional performance of the campus. Creation, preservation, and enhancement of natural assets and green/open space should be addressed as a high priority in the Master Plan.

The Master Plan shall include an evaluation of the adequacy of existing space. The Master Plan shall also identify quantity deficiencies in comparison with state and national guidelines, and the determination of site constraints. The Master Plan shall summarize space needs and guideline allocations, and identify methods by which the two can be brought as close as possible to balance through the development of a capital improvement program.

The Master Plan shall identify issues critical to the University and shall suggest a number of alternative physical solutions to the issues identified.

Building use shall include the identification of space for each of the units of the University as identified in the needs assessment, within the confines of the existing property. Each development alternative shall include the proposed internal use of each building by discipline and/or administrative unit. The alternative selected for development shall include an in-depth analysis of the use of offices and how they relate to the space guidelines.

- An analysis of all utilities/infrastructure shall be completed for the campus to identify what future needs will be required. The analysis should document current conditions, important planning issues, and recommendations for further detailed system evaluations, as needed, for the following: Electrical Service and Distribution System
- Steam and Chilled Water Generation and Distribution Systems
- Fire and Security Alarms (provided for consultant review and incorporation into the Master Plan)
- Communications Systems (Telecommunications, Fiber Optics)
- Storm Water Management System
- Sanitary Sewer and Water Systems

This analysis is intended to evaluate and identify the university's existing utility inventory, noting deficiencies in its current system, and determine how much development the present system is capable of handling. This analysis should also evaluate opportunities for implementing new, cost effective central utility systems that serve multiple buildings and long-term strategies for energy and water conservation and cost controls.

Vehicular circulation (particularly service vehicles within the campus) and parking are critical concerns for the university. A prime consideration in planning future circulation routes is that they be designed for access to parking and for deliveries to buildings, not for through-campus driving. The identification of the need for parking and alternative locations is very important and requires the establishment of land use planning priorities. Recommendations for parking management, mass transit and alternative means of transportation to and around campus should also be made as part of the Master Plan.

Safe pedestrian circulation for all students, faculty, and staff is essential. All Master Plan recommendations should be developed with the safety of the pedestrian as a priority. Although a large number of students live on campus, there are many more commuters. Parking for commuters and their need to feel safe from the time they leave their vehicles until they return to them are extremely important. Exterior lighting issues should be assessed and recommendations be made in the context of

both pedestrian safety and security, as well as utility capacity/extensions needed to support exterior lighting.

Density is a prime concern. Providing the required amount of building space, while at the same time providing for exterior space (green/open space) and acknowledging the relationship of buildings to people, remain essential plan elements. Floor area ratios and ground area coverage recommendations shall be provided for various zones, including future building sites.

The Master Plan must recognize the essential nature of the relationship between people and the spatial quality of their environment. The term "environment" is meant to include both inside buildings and outside in the space not occupied by buildings. The Master Plan must recognize the need for "interactive" spaces that provide an opportunity for interaction between people of diverse interests.

The Master Plan shall identify opportunities for property acquisition and disposition that results in identification of specific parcels of land or properties to be targeted and the potential uses for these properties.

A housing plan for students shall be developed with particular attention to existing and future privatized residential projects both on and adjacent to campus. The plan will also address existing residence halls and provide recommendations for renovation, demolition and replacement.

The Master Plan must acknowledge the fact that the University is a part of a greater community and that it accepts its responsibilities with the people in that community to serve their needs insofar as is practicable. Consideration must be given to the physical relationship of the university with its neighbors, especially as it relates to customary "Town and Gown" issues.

VI. 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 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. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed \$100,000. Proposer must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the <http://forms.dgs.virginia.gov> website.

VII. 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-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and four (4) 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, ARCHITECTURAL/ENGINEERING FIRM DATA, 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. Hard copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 may be found in Appendix B of the Manual. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms 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 IV, Scope of Services.
 - 2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, 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. Use of small businesses and businesses owned by women and minorities 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'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 proposers 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. Proposers may also propose alternate concepts or methodology. 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 Section 2.2-4342, Code of Virginia, as revised. 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 proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer 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 Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer 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 Proposer 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 Proposer.

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

Not applicable.