



**TABLE OF CONTENTS**

<u>Section No.</u>	<u>Description</u>	<u>Page No.</u>
I.	Applicability of the Architect/Engineers (A/E) Manual	3
II.	Purpose	3
III.	Scope of Services	3
IV.	Qualification Requirements	4
V.	Qualifications of the Pool	4
VI.	Pool Availability Period	5
VII.	Purchase Order Procedures	5
VIII.	Contractor's Quarterly Report of Category B Sales	5
IX.	Attachments	5
X.	Request For Qualifications Submission Attachments Checklist	5

***eVA Vendor Registration:*** The Respondent 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 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.

Respondent's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFQ. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFQ and mean the public body issuing this solicitation for services and with whom the successful A/E Respondent will enter into an agreement.

**II. PURPOSE:**

The Agency often needs professional architectural and/or engineering assistance for discrete, small projects such as investigations, studies, reports, design of small projects, and related services. The aim of this RFQ is to contract with an A/E who 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 RFQ's, and generally to increase the Agency's efficiency in obtaining professional services.

The purpose and intent of this RFQ is to solicit statements of qualifications from A/E firms to create a group of qualification statements which allows agencies to evaluate and compare the qualifications against the specific requirements of their individual projects. These professional architectural and/or engineering services will be provided on an 'as-needed' basis. The contract mechanism will be either the CO-3 or CO-3.2.

Projects with fees less than \$10,000 are set aside award priority for DSBSD-certified micro businesses. Projects with fees of \$10,000 not exceeding \$80,000 are set aside award priority for DSBSD-certified small businesses, including micro businesses.

**III. 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 the Agency's specific project. The following generally summarizes the types of scopes of services that the A/E may be required to perform, depending on the Agency's specific project:

- 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 and engineering services.
- B. Provide complete contract documents for small project designs in accord with the procedures of the A/E Manual for projects assigned by the Agency.
- C. Provide services to investigate problems and prepare recommendations for corrective action.
- D. Prepare an A/E cost estimate for proposed projects.
- E. Prepare feasibility studies for proposed projects.
- F. Other types of professional services of a nature consistent with the intent of the RFQ.

Any Agency specific project for a feasibility study, programming, or bridging documents issued 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 RFQ for services. The A/E completing such Agency specific project shall not be prohibited from participating in competitive negotiation procurement for such future services.

**IV. QUALIFICATION REQUIREMENTS:**

- A. Qualifications shall be signed by an authorized representative of the A/E. By submitting a qualification, the Respondent certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the qualification.
- B. Qualifications should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- C. The Respondent's qualifications shall include: the completed and signed RFQ cover page 1; the completed and signed Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6. The qualification shall be bound electronically, in a single volume where practical. The Commonwealth reserves the right to allow contractors with approved qualifications as a result of this solicitation to submit a condensed response to future Statewide Category B RFQ(s).
- D. All documentation submitted with the qualification shall be included in that single volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective qualification 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 qualification. If publications are supplied by the Respondent 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 RFQ.
- F. To reduce the effort and expense of responding to RFQ's, provide uniformity in the type of 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 qualification application.
- 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> ).

**V. QUALIFICATIONS OF THE POOL:**

Evaluation Criteria: Qualifications shall be evaluated by the Agency using the following criteria for their specific projects:

- A. Expertise, experience, and qualifications of the A/E's personnel in each discipline that may provide services relevant to the RFQ.
- B. Expertise, experience and qualifications of any special consultants proposed.
- C. Geographic location of the A/E's office where work will be performed in relation to the project location(s).

- D. A/E's plan to respond to requests for services and ability to complete any Agency specific project in a timely manner.
- E. Expertise and past experience of the A/E in providing services on other projects of similar size, scope and features as those required for the Scope of Services on this RFQ.
- F. A/E's willingness to provide services on the small projects for a reasonable fee as determined by the Agency.
- G. A/E's recent (past 5 years) experience / history in designing project within the established "Design-not -to -exceed" budget.
- H. 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.
- I. Size of the firm relative to the size of the project(s).
- J. Financial Responsibility as evidenced by the A/E carrying Professional Liability Insurance.

**VI. POOL AVAILABILITY PERIOD:**

The Statewide Category B Pool shall be valid until December 2026.

**VII. PURCHASE ORDER PROCEDURES:**

Category B – Small Purchase Services Procurements shall comply with CPSM Section 3.1.8.2. This Prequalification meets the RFQ requirements outlined in the above noted section.

**VIII. CONTRACTOR'S QUARTERLY REPORT OF CATEGORY B SALES:**

Contractor shall provide electronic reports in Microsoft Excel format on a quarterly basis showing total invoiced sales data which means all invoices issued within the reporting period. Reports shall be provided no later the 15th of the next month following the end of the calendar quarter, reporting total invoiced sales and return transactions that took place in the immediately preceding quarter. Reports shall be sent to the DPS Contracting Officer. Failure to submit required information in a timely manner may result in cancellation of the Contract.

**IX. ATTACHMENTS:**

- Attachment A: eVA Vendor Registration Requirements (DGS-30-384)
- Attachment B: Architectural/Engineering Firm Data, Forms AE-1 through AE-6 (DGS-30-004)
- Attachment C: Vendor Data Sheet
- Attachment D: SCC Form
- Attachment E: Virginia Regional Services Map Checklist
- Attachment F: Regions

**X. REQUEST FOR QUALIFICATIONS SUBMISSION ATTACHMENTS CHECKLIST**

- o Section IV: Submission Requirements: A-G
- o Attachment A: eVA registered.
- o Attachment B: Architectural/Engineering Firm Data, Forms AE-1 through AE-6 (DGS-30-004)
- o Attachment C: Vendor Data Sheet

- o Attachment D: State Corporation Commission Form
- o Attachment E: Virginia Regional Services Map Checklist
- o Attachment F: Regions
- o Attachment G: RFQ Submission Instructions

**DGS-30-384**  
(Rev. 01/21)

**Vendor eVA Registration Requirements**

***eVA Business-to-Government Vendor Registration, Contracts, and Order:*** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide construction and/or professional services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All Respondents must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in their bid/proposal being rejected.

*Vendor transaction fees are determined by the date the original purchase order is issued and the current fees can be found on the eVA website at <https://eva.virginia.gov/eva-billing.html>.*

***eVA Orders and Contracts:*** The solicitation/contract will result in multiple purchase order(s) with the eVA applicable transaction fee assessed for each order.

**ARCHITECTURAL ENGINEERING FIRM DATA, Forms AE-1 through AE-6 (DGS-30-004)**

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> ).

**VENDOR DATA SHEET**

The following information is required as part of the Respondent's response to this solicitation. Failure to complete and provide this sheet may result in bid being declared nonresponsive.

1. Qualification: The Respondent must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Bidder's Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

3. Years in Business: Indicate the length of time Bidder has been in business providing this type of good or service:

\_\_\_\_\_ Years \_\_\_\_\_ Months

4. eVA Supplier ID Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

DSBSD/Swam Certification Number: \_\_\_\_\_

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that the Respondent is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_

B. Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_

C. Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_

D. Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_

I certify the accuracy of this information.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## STATE CORPORATION COMMISSION FORM

The following information is required as part of the Respondent's response to this solicitation. Failure to complete and provide this form may result in bid being declared nonresponsive.

**Virginia State Corporation Commission (“SCC”) registration information: The Respondent:**

is a corporation or other business entity with the following SCC identification number:

\_\_\_\_\_

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

**-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Respondent in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Respondent's out-of-state location)

**-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Respondent's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\* >>** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Print

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

Name of Firm: \_\_\_\_\_

## **VIRGINIA REGIONAL SERVICES MAP CHECKLIST STATEWIDE CATEGORY B POOL**

Note: Your submission of this checklist is required to indicate which services you are offering to provide, and whether you propose to offer your services "statewide" or in a specific region or regions. For example, if you are an engineering firm and you want to offer your MEP skills Statewide, but you only want to offer your Structural services to the Central region, fill out all boxes that apply. Please sign and date this form at the bottom of the next page.

NAME OF FIRM: \_\_\_\_\_

**Statewide:** To offer your services to all regions of the state, check all that apply.

Architectural Services

Landscape Architecture

Engineering Services  → Civil  MEP  Structural  Energy   
LEED  Geotechnical  Land Surveying   
Other  \_\_\_\_\_

**Region 1:** To offer your services to Region 1, check all that apply.

Architectural Services

Landscape Architecture

Engineering Services  → Civil  MEP  Structural  Energy   
LEED  Geotechnical  Land Surveying   
Other  \_\_\_\_\_

**Region 2:** To offer your services to Region 2, check all that apply.

Architectural Services

Landscape Architecture

Engineering Services  → Civil  MEP  Structural  Energy   
LEED  Geotechnical  Land Surveying   
Other  \_\_\_\_\_

**Region 3:** To offer your services to Region 3, check all that apply.

Architectural Services

Landscape Architecture

Engineering Services  → Civil  MEP  Structural  Energy   
LEED  Geotechnical  Land Surveying   
Other  \_\_\_\_\_

**Region 4:** To offer your services to Region 4, check all that apply.

Architectural Services

Landscape Architecture

Engineering Services  → Civil  MEP  Structural  Energy   
LEED  Geotechnical  Land Surveying   
Other  \_\_\_\_\_

**Region 5:** To offer your services to Region 5, check all that apply.

Architectural Services

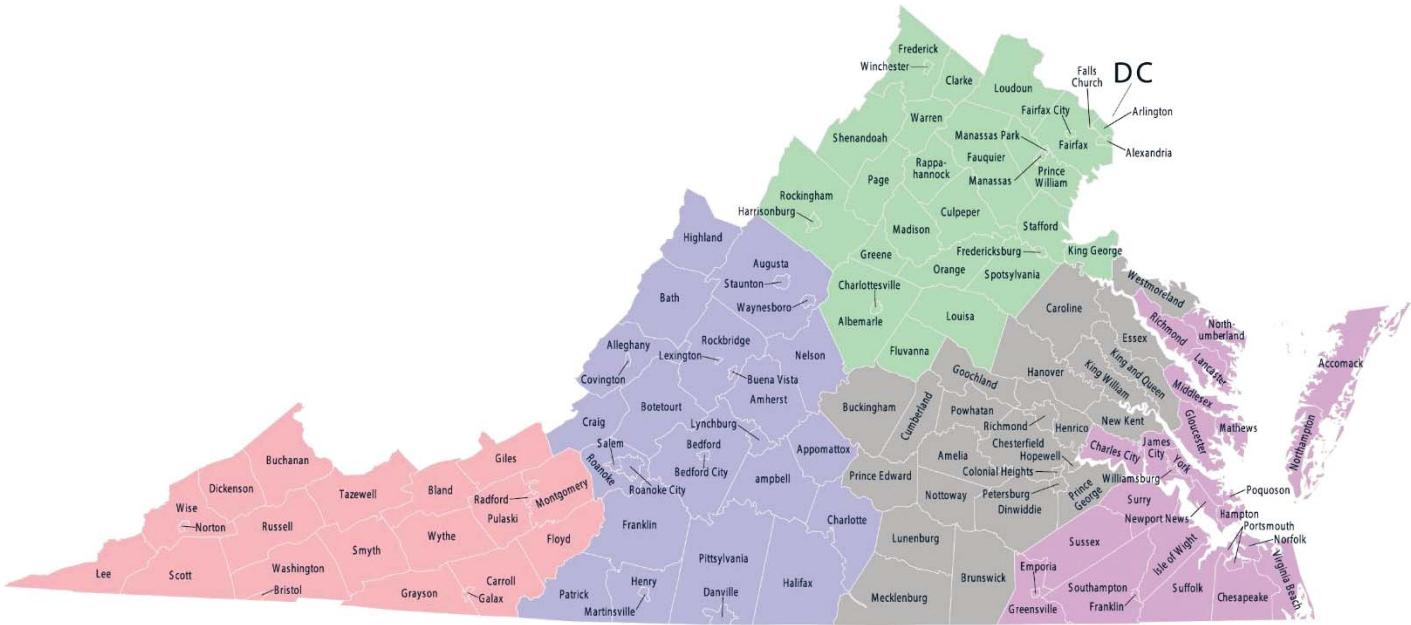
Landscape Architecture

Engineering Services  → Civil  MEP  Structural  Energy   
LEED  Geotechnical  Land Surveying   
Other  \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT F REGION MAP



### Legend

- Region 1: Tidewater (Pink)
- Region 2: Central (Grey)
- Region 3: Northern (Green)
- Region 4: Western (Purple)
- Region 5: Southwestern (Red)

## RFQ SUBMISSION INSTRUCTIONS

### A. Qualification Submission:

Electronic qualifications submission with required documents attached is required.

Respondents are solely responsible for reviewing, complying, and returning a complete and responsive proposal. Failure to submit any of the required information may result in the proposal being declared non-responsive. Changes to the solicitation's forms or formats are prohibited except where clearly instructed and permitted.

Respondent must be registered in eVA in order to submit an electronic proposal. Respondent must submit one (1) complete copy of the proposal and attachments.

The following are instructions for submitting an electronic proposal:

- a. Go to [www.eva.virginia.gov](http://www.eva.virginia.gov);
- b. Click on "I Sell To Virginia";
- c. Click on "eVA Supplier Training"; and
- d. Click on "Viewing and Responding to Solicitations Video".

If a Respondent need assistance submitting an electronic response, the Respondent must contact eVA Customer Care at 866-289-7367 or email [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov).