

REQUEST FOR QUALIFICATIONS

Title: Category B Small Purchase Professional Services Prequalification – Statewide Pool 2025

Commodity Code: Professional Services

Issuing Agency & Address: Commonwealth of Virginia
Department of General Services
Division of Purchases and Supply
1111 East Broad Street
Richmond, VA 23219

Location of Work: Statewide, For Use by All Public Bodies

Period Of Contract: Through December 31, 2025

All inquiries for information should be directed to:

Calisha Williams, CPPB, VCO

email: Calisha.Williams@dgs.virginia.gov

Statewide Sourcing and Contracting Officer

QUALIFICATION APPLICATIONS MUST SUBMITTED ELECTRONICALLY, SUBMIT THROUGH eVA

In compliance with this Request For Qualifications, 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 RFQ cited above and submit this signed qualification application 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 RFQ. It is understood that this qualification application and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name And Address Of Respondent:

Date: _____

By _____
(Signature in Ink)

Typed Name: _____

Zip: _____

Title: _____

FEIN/SSN # _____

Telephone No.() _____

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

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

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 Qualifications for a Term Contract for such professional architectural and/or professional engineering services to be provided on an "as needed" basis.

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

III. SCOPE OF SERVICES:

The qualified A/E shall furnish all expertise, labor and resources, in accordance with the requirements of the A/E Manual, to provide complete services necessary. The following generally summarizes the types of scopes of services that the A/E may be required to perform, depending on the individual Agency's need:

- 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 Project Order.
- 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 project order for a feasibility study, programming, or bridging documents issued pursuant to the Term Contract 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 project order shall not be prohibited from participating in competitive negotiation procurement for such future services.

IV. PROPOSAL REQUIREMENTS:

- A. Qualifications shall be signed by an authorized representative of the A/E. By submitting a proposal, 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 proposal.
- 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 proposal 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. One (1) electronic copy the qualification application shall be submitted to the Agency. 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 proposal shall be included in that single 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 Respondent 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 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 choosing to use the Statewide Category B Pool, and agencies may use the following criteria below:

- A. Expertise, experience, and qualifications of the A/E's personnel in each discipline that may provide services relevant to the RFQ.
- B. A/E's plan to respond to requests for services and ability to complete any assigned work in a timely manner.
- C. A/E's willingness to provide services on the small projects associated with Category B for a reasonable fee as determined by the agency.
- D. A/E's recent (past 5 years) experience / history in designing projects within the established "Design-not -to -exceed" budget.

- E. 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.
- F. Financial Responsibility as evidenced by the A/E carrying Professional Liability Insurance.

VI. POOL AVAILABILITY PERIOD:

The Statewide Category B Pool shall be valid for a period of one (1) year, January to December.

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. 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

Request For Qualifications Submission Attachments Checklist

- Section IV: Submission Requirements: A-G
- Attachment A: eVA registered.
- Attachment B: Architectural/Engineering Firm Data, Forms AE-1 through AE-6 (DGS-30-004)
- Attachment C: Vendor Data Sheet
- Attachment D: State Corporation Commission Form
- Attachment E: Virginia Regional Services Map Checklist
- Attachment F: Regions
- 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, 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 Bidder's response to this solicitation. Failure to complete and provide this sheet may result in bid being declared nonresponsive. (In the case of a Combined Two-Step IFB, it may cause the Technical Proposal to be determined to be not acceptable.)

1. Qualification: The Bidder 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: _____
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 or DUNS Number: _____
5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that the Bidder 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 ☐ _____

Region 6: To offer your services to Region 6, check all that apply.Architectural Services ☐Landscape Architecture ☐

Engineering Services ☐→ Civil ☐ MEP ☐ Structural ☐ Energy ☐
 LEED ☐ Geotechnical ☐ Land Surveying ☐
 Other ☐ _____

Region 7: To offer your services to Region 7, check all that apply.Architectural Services ☐Landscape Architecture ☐

Engineering Services ☐→ Civil ☐ MEP ☐ Structural ☐ Energy ☐
 LEED ☐ Geotechnical ☐ Land Surveying ☐
 Other ☐ _____

Signature: _____

Date: _____

REGIONS

Map of Virginia by Cities and Counties

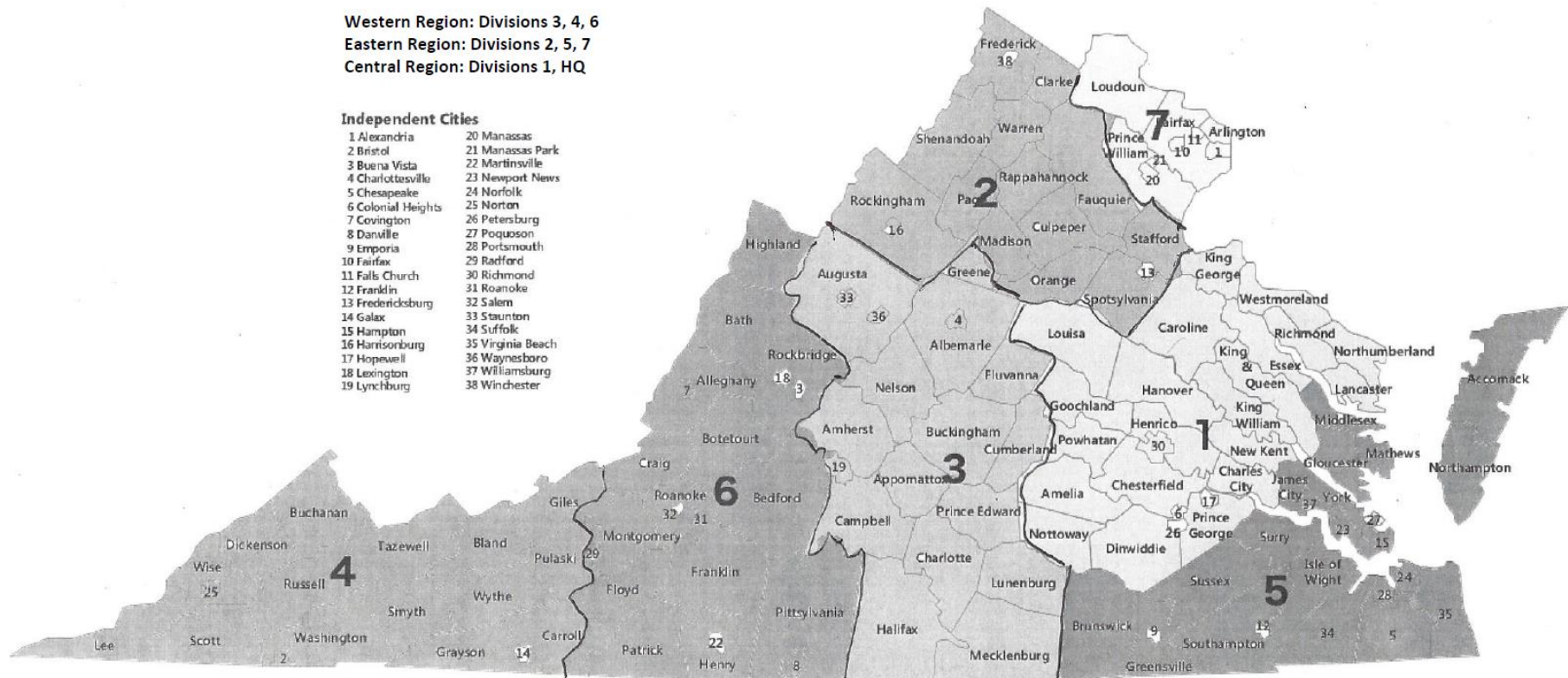
Western Region: Divisions 3, 4, 6

Eastern Region: Divisions 2, 5, 7

Central Region: Divisions 1, HQ

Independent Cities

- | | |
|--------------------|-------------------|
| 1 Alexandria | 20 Manassas |
| 2 Bristol | 21 Manassas Park |
| 3 Buena Vista | 22 Martinsville |
| 4 Charlottesville | 23 Newport News |
| 5 Chesapeake | 24 Norfolk |
| 6 Colonial Heights | 25 Norton |
| 7 Covington | 26 Petersburg |
| 8 Danville | 27 Poquoson |
| 9 Emporia | 28 Portsmouth |
| 10 Fairfax | 29 Radford |
| 11 Falls Church | 30 Richmond |
| 12 Franklin | 31 Roanoke |
| 13 Fredericksburg | 32 Salem |
| 14 Galax | 33 Staunton |
| 15 Hampton | 34 Suffolk |
| 16 Harrisonburg | 35 Virginia Beach |
| 17 Hopewell | 36 Waynesboro |
| 18 Lexington | 37 Williamsburg |
| 19 Lynchburg | 38 Winchester |



IFB SUBMISSION INSTRUCTIONS

A. Proposal Submission Requirements:

RFQ# 76576 is an invitation for an electronic sealed proposal; therefore, proposal submitted outside of the eVA system, such as via e-mail, mail, or fax WILL NOT be accepted. Electronic sealed proposals will be received until the closing date and time provided in the solicitation. Any proposal received after the closing date and time specified in the solicitation will not be considered and will be date and time stamped, marked "late" and retained unopened in the procurement file.

Prior to the due date, Respondent should:

- Check the status of the solicitation on eVA at www.eva.virginia.gov by clicking on Business Opportunities and then click on Virginia Business Opportunities (VBO) for any updates, changes, amendments, cancellations, etc.;
- Complete all attachments, amendments, exhibits, product information, etc. and attach electronically to the Respondent's electronic submission.

Respondent 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.

B. Proposal Submission:

Electronic proposal submission with required documents attached is required. 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;
- 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.

C. Proposal Opening:

A public bid opening will not be held.