



COVER PAGE

**EMERGENCY REQUEST FOR QUALIFICATIONS
A/E Design Services for Fox Elementary School
#22-7020-06**

Issue Date: June 13, 2022

Commodity Code: 90600-Architectural Services, Professional
92500-Engineering Services, Professional

Purchasing Agency: Richmond Public Schools
Dept. of School Construction
2395 Hermitage Road
Vatex Building-Administration Side
Richmond, VA 23220

Construction Procurement Manager: Melissa Chasteen, CPPB, VCCO, VCO
MChasteen@rvaschools.net
(804) 780-6163

Location where work will be performed: Richmond, VA

Period of Contract: Single Project Services

The School Board of the City of Richmond (herein as “School Board”), acting through its duly authorized agent, Richmond Public Schools Department of School Construction (herein as “RPS”) will receive Sealed Qualifications until **2:00p.m. (local prevailing time) on June 24, 2022** for furnishing the services described herein. **Sealed submissions must reach the above address and be time-stamped by the deadline stated. It is the responsibility of the Offerors to make sure their proposal is delivered. Note: This is a secured building and Offerors should account for this if hand-delivering submissions. RPS is not responsible for late submissions as a result of Offeror’s failure to plan for this.**

If an emergency, unanticipated event, network failure, or closing of the School Board/RPS offices interrupts or suspends normal business operations so that qualifications cannot be received as specified in the solicitation, then qualifications will be due at the same time of day specified in the solicitation on the first work day that business operations resume.

In compliance with this Request For Qualifications, which includes the attached Table of Contents and all provisions and attachments 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 proposal which includes this completed and signed cover page, the completed and signed Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6 (Attachment C) and Attachments A and B (if applicable) as required by the RFQ. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

PROPRIETARY INFORMATION: YES () *If yes, include Attachment B NO ()

The School Board of the City of Richmond does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

COVER PAGE (CON'D)

The Offeror acknowledges receipt of Addenda as follows:

Number	Dated
_____	_____
_____	_____
_____	_____

Further, the undersigned firm hereby warrants and certifies that:

- (1) All information provided below and in any schedule attached hereto is true, accurate and complete;
- (2) The individual signing on Offeror's behalf is authorized to bind the Offeror in any and all contractual matters relating to this Emergency Request for Qualifications;
- (3) The Offeror, the individual signing on behalf of the Offeror, or any officer of the firm does not have any business or personal relationships with any other persons, including School Board members, RPS employees, officers or executives; or companies that are in conflict with the Commonwealth of Virginia's Conflict of Interest Act or of any School Board terms and conditions;
- (4) The Offeror has not employed or retained any firm or person other than a bona fide employee working solely for the firm to solicit or secure this contract and has not paid or agreed to pay any firm or person other than a bona fide employee working solely for the firm any fee, commission, percentage, brokerage fee, gifts or other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the School Board shall have the right to annul or void any resulting contract without liability or, in its sole discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

If the Offeror knowingly makes a material misrepresentation in submitting information to the School Board, such misrepresentation will be sufficient grounds for rescinding an award to the Offeror.

Sign and type or print requested information.

_____ (Official Signature)	_____ Print Name
_____ Title	_____ Date
_____ Name of Firm (Offeror)	_____ Federal Tax Identification Number
_____ Offeror Business Address (City, State and Zip)	
_____ Print Telephone Number	_____ Fax Number
_____ Email Address	

This cover page must be returned with the Submission.

TABLE OF CONTENTS

<u>Section No.</u>	<u>Description</u>	<u>Page No.</u>
I.	Purpose	4
II.	Background	4
III.	Submission Instructions	4-5
IV.	Evaluation and Award	5
V.	Attachments	5-8
	A. Virginia State Corporation Commission (SCC) Form	
	B. Proprietary Information Form	
	C. Architectural/Engineering Firm Data, Forms AE-1 through AE-6 (DGS-30-004)	

I. PURPOSE

The purpose of this Emergency Request for Qualifications is to solicit qualifications from architectural and professional engineering firms to establish a design not to exceed contract to furnish and provide comprehensive design and construction oversight services for the renovation of William Fox Elementary School, located at 2300 Hanover Avenue, Richmond, VA 23220.

II. BACKGROUND

William Fox Elementary was originally designed by Charles M. Robinson, and was built in 1911, with additions of the east and west wings constructed several years later. Mr. Robinson was hired as the school board architect for Richmond in 1909 and contributed to the design of 23 new schools or additions in the time period between 1910-1929. As such, William Fox Elementary is included on the National Register of Historic Places as a Multiple Property Listing of Public Schools of Richmond, VA, 1869-1930, and is located in the historic Fan district. On February 11, 2022, William Fox Elementary School suffered a catastrophic fire throughout the entire building. While the cause of the fire is still under investigation, it has been determined that a renovation of the historically significant school, to the extent possible, is the desired outcome for Richmond Public Schools. Clark Springs Elementary School has become a temporary location for Fox Elementary School students, but with maintenance issues of its own, is not a long-term solution.

RPS requires the services of one qualified professional firm to provide comprehensive design and construction administration services which may include but are not limited to: design, engineering, studies, investigations, specification development, construction and bid documents preparation, bid response review and recommendation, and construction administration as required for the complete historical renovation of the school. RPS will establish a Design Committee to assist the selected firm during design and programming phases. The selected firm shall work with the Design Committee to attain consensus on the design requirements and solutions.

Phase I of the shoring work has been completed to stabilize the structure for completion of the fire investigations. Phase I included removing and disposing of the existing cupola, debris removal and stabilization of the center of the building working from the main floor lobby, up to the third floor and down to the basement. Debris removal will continue to reduce the weight on the third and second floors. Phase II will begin promptly following the return of the building to RPS from the Richmond Fire Department. Phase II will include selective demolition of roof eaves as needed and shoring/bracing the remainder of the building per the City of Richmond's Building Permit: BLDC-100929-2002, Envista Forensics Report of Findings, and written stabilization plan from SB Cox (shoring and demolition contractor), which will be provided to the selected firm. Asbestos identification has occurred and some remediation performed. Additional remediation will likely need to occur in subsequent phases, and the asbestos report will be made available to the selected firm.

III. SUBMISSION INSTRUCTIONS

1. **Qualifications 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 RFQ is true and accurate.
2. 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.
3. The Respondent's qualification package shall include:
 - a. the completed and signed RFQ cover pages 1-2;
 - b. 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 and one (1) signed electronic copy (flash drive) of the qualifications proposal shall be submitted to the Agency.

- c. Attachment A-SCC Form
 - d. Attachment B-Proprietary Information (if applicable; otherwise all information will be subject to public inspection)
 - e. Evidence of an active Professional Liability Insurance certificate/policy
4. All documentation submitted with the qualification shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective qualification are neither required nor desired.
 5. To reduce the effort and expense of responding to RFQs, 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 the Emergency Request for Qualifications. No other format will be considered. The AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5, AE-6 forms are incorporated herein as Attachment C. Instructions for completing the forms are included in Tab 1, as modified by RPS for this procurement.

IV. EVALUATION AND AWARD

1. **EVALUATION:** Generally, RPS 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. Offerors will be evaluated on information provided on Forms AE-1 through AE-6, as noted/highlighted below:
 - 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 the A/E's sub-consultants in each discipline that may provide services relevant to the RFQ.
 - c. A/E's plan to respond to requests for services and ability to complete any assigned work in a timely manner.
 - d. A/E's experience / history in designing projects of similar nature to the scope provided (i.e. historic renovation, disaster response)
 - e. A/E's experience in providing services in conformance to the State/Local requirements for building codes/standards.
 - f. Financial Responsibility as evidenced by the A/E carrying Professional Liability Insurance.
2. **AWARD:** RPS shall negotiate a proposal for services with the most highly qualified firm based on the scope of the emergency needs. This should include the timeframe for completing the work. Pricing will be negotiated on a lump sum or unit cost basis with a determined Not to Exceed Amount. RPS will issue a Notice of Intent to Award stating that the contract is being awarded on an emergency basis, identifying the procurement of professional A/E services, the contractor selected, and the date on which the contract was or will be awarded. The contract will be presented to the Superintendent for final approval.

V. ATTACHMENTS

- A. Virginia State Corporation Commission (SCC) Form
- B. Proprietary Information Form
- C. Architectural/Engineering Firm Data, Forms AE-1 through AE-6 (DGS-30-004)

END OF SOLICITATION



Attachment A – SCC Form

Virginia State Corporation Commission (“SCC”) Registration Information:

The undersigned Offeror:

_____ 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 Offeror 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 Offeror’s out-of-state location)

-or-

_____ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’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*.

_____ check here 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 qualifications.*

Signature: _____ (Date)

Name: _____
(print) Title

Name of firm: _____

* RPS reserves the right to determine in its sole discretion whether to allow such a waiver

Attachment B – Proprietary Information

Trade secrets or proprietary information is hereby submitted and identified. Reasons for protection and exclusion from the Virginia Freedom of Information Act (2.2-3700 et seq.) is set forth below. (Additional sheet may be added if necessary.)

Section and Title	Page No.	Reason for Protection/Exclusion

Do not mark the entire proposal as proprietary. If Proprietary Information is stated, Offerors should submit one additional electric media device clearly indicating “Redacted” copy.

Attachment C – Architectural/Engineering Firm Data, Forms AE-1 through AE-6 (DGS-30-004)

EXCEL FILE INSTRUCTIONS AND FORMS ATTACHED AS A SEPARATE FILE.