



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL/ENGINEERING SERVICES

ANNUAL SERVICES

RFQ #5167

Virginia Beach City Public Schools solicits Statements of Qualifications from qualified architectural firms, licensed to do business in the Commonwealth of Virginia, for design services for school projects largely funded under the Capital Improvement Program (CIP). Up to four firms will be hired from this solicitation.

Please send statements to Ms. Melisa A Ingram., Executive Director of Facilities Services, 1568 Corporate Landing Parkway, Suite 200, Virginia Beach, VA 23454. A minimum of six (6) copies must be submitted no later than 3 P.M. on June 3, 2024. Statements of Qualifications shall be limited to forty (40) total pages (can be double sided) inclusive of charts, pictures, etc. Information related to this RFQ #5167 can be found on Demandstar and at <https://www.vbschools.com/departments/services/facilities-services/currentrfp>

DATA TO BE SUBMITTED WITH THE STATEMENT OF QUALIFICATIONS

- Number of years in business
- Provide the name, title, experience and qualifications of the officers and key individuals of the team. Provide resumes and qualifications of team members, to include license numbers and expiration dates.
- List business addresses, phone, fax, and electronic mail addresses for key personnel on the project team.
- State whether the team is made up of individual proprietorships, partnerships, corporations, or joint ventures.
- List examples of relevant projects in progress and completed by the team in the last three years. Provide references with contact names and phone numbers.

TEAM PROCESS AND RESOURCES

- Identify processes for work order responsiveness for timely completion of design / other solicited work products.
- Identify construction administration resources and philosophies.
- Identify a list of potential consultants that would be able to be provided under your services, including but not limited to plumbing, mechanical, civil, electrical, structural, and other specialty consultants.

SCHEDULE

Request for Qualifications date:	May 5, 2024
Due date for Statement of Qualifications:	June 3, 2024
Anticipated Notice of Shortlist Selection date:	June 12, 2024
Anticipated Interview date(s):	June 17, 2024 – July 5, 2024

SELECTION PROCESS

The selection process shall be in accordance with School Board Policy 3-39 Competitive Negotiations/Awards: Procurement of Professional Architectural and Engineering Services. Policy can be viewed online at <https://schoolboard.vbschools.com/policies/section-3/3-39>.

FACTORS TO BE CONSIDERED

Factors to be considered for selection purposes are as follows:

- The expressed desire of the firm to perform the services.
- Professional qualifications of the staff or design team to be assigned to this project.
- The extent of specialized experience of the firm in the type of work required.
- The capacity of the firm to accomplish the work in the required time.
- The degree of familiarity of the firm and the particular project requirements.
- Past performance of the firm on similar projects in general and school board projects in particular.
- Experience and qualification of any consultants to be used by the architect and engineer.
- Current work volume that will affect the ability to complete the work in the required time frame.
- Evidence of cost control effectiveness.
- Familiarity with sustainability practices.