SUFFOLK
PUBLIC SCHOOLS

Department of Purchasing
100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

November 13, 2026

To All Interested Parties

Subject: **Request for Proposal 1977-P**
Architectural and Engineering Services for the Design of a New Elementary School

The Suffolk City School Board (School Board) is requesting proposals from interested parties to provide architectural and engineering services for the design of a new elementary school in Suffolk Borough area of the City of Suffolk, Virginia. Please read carefully all information contained in the RFP document. Interested parties are invited to submit an original and five (5) electronic copies marked "**Architectural and Engineering Services for the Design of a New Elementary School**" on or before **2:00 p.m. on Thursday, December 17, 2026**. The proposal shall be sealed in an envelope/package clearly marked with **RFP-1977-P, the due date and time**. The proposal shall be delivered to:

Robin Booth
Suffolk Public Schools
100 N Main Street, 2nd Floor
Suffolk, VA 23434

Proposals will not be accepted at any other location. Any proposal received after the time designated above will be returned unopened. Nothing herein is intended to exclude any responsible Offeror or in any way restrain or restrict competition. All responsible Offerors are encouraged to submit proposals.

The School Board plans to select a qualified Offeror based on the requirements set forth herein and pursuant to the Commonwealth of Virginia Procurement Regulations. The awarding authority for this contract is the Suffolk City School Board. The School Board reserves the right to reject any or all proposals submitted or take advantage of any available regional or state contracts. Any questions concerning this Request for Proposal shall be submitted in writing to Robin Booth at robinbooth@spsk12.net .

Issued by:
Robin Booth
Coordinator of Purchasing

Robin Booth

Enclosures

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The cover letter (Request for Proposal) and each section attached as listed below constitute this Request for Proposal. All potential Offerors will be required to adhere to all requirements, schedules, terms and conditions as set forth in these sections.

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SECTION I

SCOPE OF SERVICES

The Suffolk City School Board herein after called "School Board" is requesting proposals from Architectural and Engineering firms to provide planning and design services for a new elementary school to house 800 students. The school will be located in the southern end of Suffolk, Virginia. Suffolk Public Schools encourages the use of a prototype design for each of the schools, especially if it could result in a cost savings to the school district.

General Requirements:

A. The successful offeror shall provide planning, architectural and engineering services to include, but not be limited, to the following:

1. Provide engineering, landscape and testing services for the proposed site
2. Conduct user group meetings and assist in finalizing total educational program details
3. Prepare models, renderings, and graphics for School Board and public presentations
4. Prepare conceptual and schematic designs and drawings
5. Attend scheduled site meetings
6. Make presentations as requested to report the progress of the project
7. Prepare all construction drawings, specifications and bid documents
8. Assist the School Board in analyzing and evaluating construction bid
9. File appropriate documents with all authorities as required by the School Board and all federal, state and local codes/requirements
10. Assist in the preparation of cost estimates, cash flow analysis and project schedules
11. Provide other services as requested by the School Board

B. The successful offeror and all consultants shall provide specifications that ensure all systems will be state of the art technology and will be compatible with any relevant School Board infrastructure. In addition, the building and all systems shall be designed to be as energy efficient as possible.

C. The elementary school shall be designed for a student population of 800 students in grades pre-kindergarten through five.

D. Time is of the essence; therefore, the successful offeror will be required to start immediately and complete each design phase on an accelerated schedule without sacrifice to the quality of the project. Budget and schedule adherence will be a requirement of any contract awarded as a result of this Request for Proposal.

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E. All plans and documents related to the design of the school will become the property of the School Board. An electronic copy of all as-built drawings and all specifications shall be provided to the School Board upon final completion of construction.

F. The School Board may contract with a firm to provide Construction Program Management for the construction of the new elementary. The successful offeror will be required to coordinate and assist said firm in the performance of various activities i.e.; budgeting, scheduling, value engineering, etc. As an alternate option, please provide pricing and details for your firm to provide Construction Program Management services. Suffolk Public Schools will determine which option best meets our needs.

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SECTION II
PROPOSAL REQUIREMENTS

Each offeror interested in submitting a proposal for consideration shall submit the detailed information described below in the requested format. An award for the requested services will be based on the best value of the services proposed.

A. Company Profile

Provide a letter of interest indicating the ability of the firm to provide the required services. This statement of interest shall include any information that is considered essential to the proposal, the name of the firm, the type of organization (proprietorship, partnership, corporation, etc.), ownership or parent company (identify name, address, telephone and fax numbers), the names of persons authorized to make representations for the firm (include their titles, address, telephone and email address). Name the location of the office in which the work is to be performed, list of professional staff located in that office, list of support staff working in that office and their primary responsibilities, and identify the office organization (horizontal, vertical, or other) and include an organizational chart. The letter of interest shall include the non-collusion statement below and must be signed by an individual authorized to conduct business for the firm.

> "The offeror expressly warrants that the information submitted herein is not the result of an agreement expressed or implied with any other offeror or offerors in an attempt to influence or restrict competition."

B. Design Team

List the names of each design team member to be assigned to this project. Include their specific responsibilities for the design of this elementary school construction project. In addition, provide a resume for each team member that concentrates on experience related to the area of responsibility with an emphasis on facility design.

C. Project Consultants

List all **outside** consultants your firm plans to utilize on these projects including mechanical, structural, electrical, civil, design, etc. Include names and addresses of principals, a listing of personnel and professional background information on each individual to be assigned to this project. Also include their plan for the project and an explanation of how the consultants will interface with your firm.

In addition, list any **specialty consultants** your firm plans to utilize including kitchen, technology, landscape (soft/hard), interior, etc. Provide the same information for each consulting firm as requested above.

Any change in the use of consultants by the successful offeror shall be approved by the School Board prior to commencement of work.

D. School Design Experience

Provide a list of elementary school design projects completed by your firm in the past five (5) years. Any design projects that were completed by professionals prior to joining your firm shall be listed separately with the resume of each individual professional. In addition, provide complete information on any prototype used in designs submitted. Above information shall include, at a minimum: project name, location, nature of the firm's responsibility, the owner's information, (name, address, contact person, telephone number, email address), estimated project cost and the final completed costs.

E. Project Approach

Discuss your approach and methodology for the delivery of this project from the award of the contract through warranty period to include, but not limited to the following: predesign work, design work, cost estimating and controls, project time lines, material and equipment selection, building systems selections, value engineering, and life cycle cost studies. Provide a projected schedule for the design, construction and closeout activities of each school. The School Board may require the successful offeror to participate in value engineering and life cycle cost studies. Such studies are in addition to the offeror's ongoing value analysis.

In addition, discuss contemporary issues in school design from your perspective as they relate to this project and the Suffolk community. Specifically address issues of flexibility, current trends in education, and technology application in the elementary schools.

F. Statement of Qualifications

Discuss in summary your firm's qualifications and why your services will benefit the School Board. Please emphasize your firm's ability to bring the schools in on time and within budget. Demonstrate your firm's ability to design projects within specified budgets and time schedules. Discuss the methodology to be used to achieve your budget/time objectives. Document your firm's record of keeping change orders due to design omissions and errors to an absolute minimum on past projects. Give examples of successful similar project experiences.

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G. CADD Capabilities

Outline your firm's CADD capabilities and how you will provide the School Board with complete CADD drawings on disk.

H. Liability Claims

Describe the disposition of any liability claims over the last ten (10) years.

I. Promotion and Graphic Information

Drawings, sketches, renderings, of other graphic materials relating to this project are to be included only in the appendix section of the submittal.

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SELECTION III
EVALUATION CRITERIA

Each proposal will be evaluated on the detail, quality and content of their proposal. The proposal shall be clear, factual and contain information necessary for a clear comparison of individual firms and the proposed services. Proposals will be evaluated on the criteria listed below:

1. Qualifications of the firm and their ability to complete the project on time and within budget as evidenced by past experience

2. Specialized experience of the firm in designing elementary schools in the past five (5) years

3. Qualifications and experience of the design team and chosen consultants specifically related to the design of elementary schools

4. Approach to the project and methodologies used in each phase of the project design

5. Qualifications and experience of key personnel assigned to the project.

6. Evidence of your firm's ability to provide design of an elementary school with absolute minimum number of changes due to design omissions and errors

7. Evidence of the lack of any problems concerning liability claims and judgments.

8. Other criteria as deemed important to the project in question i.e.; amount of support staff, structure of the organization and the quality control of the firm

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SECTION IV
SELECTION OF OFFEROR

A. The School Board will use the competitive negotiations process in selecting the offeror(s) to provide this service. The proposal, as submitted, will be evaluated by the School Board. Two or more offerors deemed as best suited and qualified will be selected for formal and/or informal interviews. Selected vendors may be asked to demonstrate their complete program during the evaluation process. Competitive negotiations will be conducted with the top ranked offerors. A contract will be awarded to the top ranked offeror after the completion of competitive negotiations.

B. If the School Board determines that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

C. The School Board reserves the right to negotiate any and all aspects of the contract in the best interest of the School Board.

D. The School Board reserves the right to reject any or all proposals and will not be liable for any cost incurred in connection with the preparation and submittal for this Request for Proposals.

E. The School Board reserves the right to award a contract or contracts as may be most advantageous to the School Board.

F. Notice of Award for this solicitation shall be in writing to the successful offeror and posted on the Suffolk Public Schools Bid Board at 100 N. Main Street, Second Floor, Suffolk, VA 23434.

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SECTION V
TERMS AND CONDITIONS

A. **INDEPENDENT CONTRACTOR RELATIONS:** Neither the successful offeror, its employees, assignees or Successful Offerors shall be deemed employees of the School Board while performing for the School Board.

B. **GENERAL PROVISIONS:** Nothing in the agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the scope of services contained herein

C. **INVENTIONS & COPYRIGHTS:** The Successful Offeror is prohibited from copyrighting any papers, interim reports, forms or other materials and/or obtaining patents on any invention resulting from its performance of the project, except when specific written authorization of the School Board is given. The copyright or patent shall belong to the School Board.

D. **TERMS OF AGREEMENT:** The initial term of this agreement shall begin on the day of award and continue through the date of final completion of the construction of the new elementary school.

E. **TERMINATION:** The School Board Offeror may terminate the Agreement upon ninety (90) days written notice to the other party. Upon this termination for convenience, the Successful Offeror shall be paid only for those additional fees and expenses incurred between notification of termination and the effective date of termination that are necessary for curtailment of its work under the Agreement. The parties may mutually agree in writing to an earlier termination.

In the event of a breach by the Successful Offeror of the Agreement, the School Board shall have the right to immediately rescind, revoke, or terminate the Agreement. In the alternative, the School Board may give written notice to the Successful Offeror by specifying the manner in which the Agreement has been breached. If a notice of breach is given and the Successful Offeror has not substantially corrected the breach within ten (10) days of receipt of the written notice, the School Board shall have the right to terminate the Agreement. A waiver of breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement. A violation of any state or federal law or regulation by the Successful Offeror shall be considered a breach of the Agreement.

In the event of rescission, revocation, or termination, all documents and other materials related to the performance of the Agreement shall become the property of the School Board. This agreement shall be canceled automatically in the event that the local, state or federal government fails to appropriate or allocate sufficient funds or positions for the purpose of continuing the Agreement. This termination shall be complete upon depletion of the previously allocated funds.

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F. COLLATERAL CONTRACTS: Where there exists any inconsistency between the Agreement and other provisions of collateral contractual Agreements which are made a part of the Agreement by reference or otherwise, the provisions of the Agreement shall control.

G. NONDISCRIMINATION: In its performance of the Agreement, the Successful Offeror warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, disability or national origin.

The Successful Offeror shall post, in conspicuous places that are available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. In its solicitations or advertisements for employees, whether placed by or on behalf of the Successful Offeror, the Successful Offeror shall state that it is an equal opportunity employer. Notices, advertisements and solicitations which conform to federal laws, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

Suffolk Public Schools does not discriminate against faith-based organizations.

H. CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION: Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. (See Exhibit 1)

I. DRUG FREE WORKPLACE: A drug-free workplace is to be maintained by the contractor. All public bodies shall include in every contract over $10,000 the following provisions:

During the performance of this contact, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

J. **APPLICABLE LAWS:** The Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia.

K. **SEVERABILITY:** Each paragraph and provision of the Agreement is severable from the entire Agreement, and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.

L. **CONTINGENT FEE WARRANTY:** The Successful Offeror warrants that it has not employed or retained any person or persons for the purpose of soliciting or securing the Agreement. The Successful Offeror further warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon the award or making of the Agreement. For breach of one or both of the foregoing warranties, the School Board shall have the right to terminate the Agreement without liability, or, in its discretion, to deduct the amount of said prohibited fee.

M. **FINANCIAL RECORDS AVAILABILITY:** The Successful Offeror agrees to retain all books, records, and other documents relative to the Agreement for five (5) years after final payment. The School Board, its authorized agents and/or auditors shall have full access to and the right to examine any of said materials during this period.

N. **OWNERSHIP OF DOCUMENTS:** Any reports, studies, photographs, negatives or other documents prepared by the Successful Offeror shall be retained by the Successful Offeror and shall be remitted to the School Board by the Successful Offeror upon completion, termination or cancellation of the Agreement. The Successful Offeror shall not willingly use or allow or cause to have such materials used for any purpose other than performance of the Successful Offeror's obligations under the Agreement without the prior written consent of the School Board.

O. **CONFIDENTIAL INFORMATION:** All confidential and proprietary information and data furnished to the Successful Offeror by the School Board shall remain the property of the School Board. The Successful Offeror agrees to retain in confidence, and not to disclose to or use for the benefit of third parties, any information disclosed to the Successful Offeror by the School Board without the School Board's prior written consent. Excluded from the provisions of the Agreement shall be such information as:

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1. Information which is in the public domain or which the Successful Offeror can show to have been in its possession independently of and prior to such disclosure by the School Board;
2. Information which becomes public knowledge after such disclosure, without fault on the part of the Successful Offeror or its employees;
3. Information made available to the Successful Offeror from a third-party source without any secrecy obligation attaching thereto; and
4. All information uncovered during an investigation conducted by the Successful Offeror that is required to be reported by the Successful Offeror to appropriate agencies pursuant to local, state or federal statutes (i.e., especially concerning or affecting public health and safety). The Successful Offeror will attempt to notify the School Board prior to any such reporting.

P. COMPLIANCE WITH LAW AND STANDARD PRACTICES: The Successful offeror shall perform its obligations under the Agreement in compliance with any and all applicable federal, state and local laws, rules, and regulations, including applicable licensing requirements, and in compliance with any and all rules of the School Board relative to the premises. The Successful Offeror shall be responsible for obtaining all permits, consents, and authorizations as may be required to perform its obligations.

Q. DOCUMENT/INFORMATION: The successful vendor will maintain and provide, upon request of the School Board, records, reports or other information to document attendance and participation of employees.

R. TAXES, FEES, CODE COMPLIANCE AND LICENSING: The Successful Offeror shall be responsible for the payment of any required taxes or fees associated with the Agreement. All work shall be in compliance with all applicable codes, ordinances and permitting requirements.

S. COORDINATION OF WORK: The Successful Offeror shall schedule and coordinate its services with the School Board. Services shall be performed in a professional and timely manner.

T. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT: The successful vendor agrees to the extent permitted by applicable law, to indemnify and hold the School Board and its representatives harmless against any and all liabilities, losses, cost or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against the School Board at any time to the extent such liability, loss or expense results from the successful vendor's negligence, breach of the terms hereof, or willful misconduct under the terms of this Agreement or applicable law.

U. **INSURANCE:** The Successful Offeror shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the School Board. The School Board will be named on all liability policies and Workers' Compensation policies as "Additional Named Insured" or "Alternate Employer Endorsement" for the proposed work.

V. **WORKERS' COMPENSATION INSURANCE AND EMPLOYERS' LIABILITY INSURANCE:** The Successful Offeror shall obtain and maintain during the life of this Agreement the applicable statutory Workers' Compensation Insurance with an insurance company duly authorized to write such insurance. The Successful Offeror shall obtain and maintain during the life of this Agreement, Employers' Liability Insurance with a limit of $200,000.00 per accident/injury by an insurance company duly authorized to execute such insurance in the State of Virginia.

W. **PROFESSIONAL LIABILITY INSURANCE:** The successful vendor shall procure and maintain professional liability insurance for protection from claims arising out of the performance of professional services caused by a negligent act, omission or error for which the insured is legally liable; such liability insurance will provide for coverage in the amount of one million dollars, with such deductible provisions as required by the School Board.

X. **PUBLIC LIABILITY INSURANCE:** The Successful Offeror shall maintain during the life of this Agreement such Public Liability Insurance as shall protect him/her against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from operations under this Contract whether such operations be by himself/herself or his/her employees.

Y. **CERTIFICATE OF INSURANCE:** The Successful Offeror shall furnish the School Board with two (2) copies of certificate of insurance evidencing policies required. The Successful Offeror shall not change any required insurance during the life of this Agreement unless notice of any such change in coverage is given in writing by the Successful Offeror to the School Board at least fourteen (14) calendar days prior to there having any such change in coverage.

Z. **STATE CORPORATION COMMISSION ID NUMBER**: Any bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia shall provide as a part of their bid documentation the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. No award will be made without this information.

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ATTACHMENT 1:

CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. So as not to place an undue burden or hardship on the day-to-day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor (ii) convicted of a crime of moral turpitude.

CONTRACTOR NAME: _____

BUSINESS ADDRESS: _____

_____

PHONE NUMBER: _____

CERTIFIED BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. School boards shall not be liable for materially false statements regarding the certifications required by this subsection.

For the purposes of this subsection, "direct contact with students" means being in the presence of students during regular school hours or during school-sponsored activities.