

**Request For Proposal (RFP)**

**A/E Services**

**For New Hospital Facility**

**RFP Number: 25-002**

**CONTENTS**

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Administrative Requirements** | **Page 2** |
| **Section 2** | **Scope of Work** | **Page 4** |
| **Section 3** | **Format & Submission Requirements** | **Page 10** |
| **Section 4** | **Proposal Contents** | **Page 12** |
| **Section 5** | **Evaluation & Award Procedures** | **Page 14** |
|  | **Submittal Forms** | **Page 19** |
|  | **Exhibits** | **Page 31** |

**SECTION 1**

**ADMINISTRATIVE REQUIREMENTS**

1. **OVERVIEW**

The Virginia Commonwealth University Health System Authority (“VCUHS” or “Owner”) is issuing this Request-For-Proposal (“RFP”) to solicit proposals from professional design firms (each a “Proposer” or collectively, “Proposers”) that can provide architectural, engineering, and design services as described in Section 2.

1. **BUYER**

The key contact listed below (referred to as “Buyer” herein) is responsible for the conduct of this procurement. Proposers SHALL NOT contact or communicate with any other VCUHS employees regarding this solicitation. If a Proposer is approached by any VCUHS employee about this Project or RFP, the Proposer shall immediately contact the Buyer. Any violation of these requirements may constitute grounds for immediate disqualification from this procurement.

|  |  |
| --- | --- |
| Contact Name:  E-Mail: | **Amber Copeland**  **Amber.Copeland@vcuhealth.org** |

1. **PROCUREMENT SCHEDULE**

VCUHS will make every effort to adhere to the schedule below. However, VCUHS reserves the right, at its sole discretion, to adjust the schedule of events as it deems necessary.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Date** |
| RFP Released / Issued |  | 7/9/25 |
| Pre-Proposal Meeting | 9:00 a.m. ET | 7/30/25 |
| Deadline to Submit Questions |  | 8/6/25 |
| Answers Posted |  | 8/13/25 |
| **Closing Date (Deadline to Submit Proposal)** | **2:00 p.m. ET** | **8/20/25** |
| Presentations & Interviews |  | 10/6 – 10/10 |
| Clarification Kick-Off Meeting |  | 10/22/25 |
| Clarification & Negotiation Period |  | 10/14 – 11/21 |
| Anticipated Award Date |  | 11/24/25 |

1. **PRE-PROPOSAL MEETING**

A pre-proposal meeting will be conducted to provide an overview of the RFP and the Project. The meeting is NOT mandatory, but highly recommended for all Proposers. The meeting will be presented and hosted virtually online. Due to capacity constraints, Proposers are asked to limit attendance to three people from each company.

|  |  |
| --- | --- |
| Meeting Link: | **https://vcuhealth.zoom.us/j/95796430984** |
| Meeting ID: | **957 9643 0984** |
| Dial In Number: | **301-715-8592** |

1. **QUESTIONS AND CLARIFICATIONS**

Proposers are expected to promptly review this solicitation, including all of the submittal forms, attachments, exhibits, appendixes, and addenda. All questions, inquiries, concerns, clarifications, noted discrepancies or omissions in the RFP documents, shall be submitted by email to the Buyer. The e-mail subject line must include the RFP Number. Questions should include the section number of the text that is being questioned.

1. **ADDENDA**

VCUHS may issue amendments/addenda to make changes to the RFP, the scope, respond to any questions, or provide clarification. All published amendments/addenda shall become part of this RFP, and must be considered by the Proposer in its submittal. All other communications are unofficial and non-binding, including any statements made by VCUHS during the Pre-Proposal Meeting and/or the site visit. To receive a copy of all amendments/addenda, the Proposer is responsible for completing and submitting Exhibit 1 to the Buyer at least 1-week prior to the Closing Date.

1. **GENERAL PROCUREMENT TERMS AND CONDITIONS**

The following terms and conditions apply to this RFP:

1. **Incurred Costs:** VCUHS will not be held responsible for any costs incurred by the Proposer for work performed in the preparation and production of a proposal or for any work performed prior to the issuance of a contract.
2. **Ownership:** Proposals that are submitted in response to this RFP shall become the property of the VCUHS. Ownership of all data, materials and documentation originated and prepared by VCUHS pursuant to the RFP shall belong exclusively to VCUHS.
3. **Exceptions:** Proposers are cautioned to limit exceptions, conditions, and limitations to the provisions of this RFP as they may be determined to be so fundamental as to cause rejection of the proposal.
4. **Trade Secrets:** Trade secrets or proprietary information submitted by a Proposer may be protected under the Virginia Freedom of Information Act. To be eligible for such protection, the Proposer must provide written notice of what information is being declared proprietary before, or at the time, the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific works, figures, or paragraphs that constitute trade secret or proprietary information. Firms submitting proprietary information must also submit a separate copy of the proposal with the proprietary information redacted. VCUHS is not responsible for any determination that the material or information is deemed not to be protected under the Virginia Freedom of Information Act, and Proposers waive any and all claims against VCUHS based on such a determination.
5. **Rights:**VCUHS expressly reserves the right to investigate the qualifications and experience of any Proposer, to reject any condition or exception in any proposal, to reissue a revised RFP, negotiate with any, all or none of the Proposers, and waive informalities, minor irregularities and discrepancies. VCUHS shall reserve the right to cancel this Request For Proposal, or reject proposals at any time prior to an award for any or no reason, without recourse by any Proposer. VCUHS is not required to furnish a statement of the reason a proposal was not deemed to be the most advantageous. VCUHS reserves the right to award a single contract, or to make multiple awards. VCUHS shall not be liable for any costs, damages, or liabilities caused to or incurred by any Proposer as a result of VCUHS’s modification or termination of this RFP, or as the result of VCUHS’s failure to award all or a portion of the Project to any Proposer.

**SECTION 2**

**SCOPE OF WORK**

1. **ABOUT VCUHS**

VCUHS is one of the nation’s leading academic medical centers. We are on the forefront of health care, providing patients with the most progressive treatments and latest medical technology available in more than 200 specialty areas including cardiology, cancer, neurosurgery, orthopedics, and transplantation. VCUHS is the region’s Level 1 Trauma Center and has the area’s only NCI-designated cancer center — VCU Massey Cancer Center — and full-service children’s hospital, Children’s Hospital of Richmond at VCU. Additional information can be found: http://www.vcuhealth.org

1. **OVERVIEW, PURPOSE, & GOALS**

VCUHS is undertaking the construction of a new hospital facility in Richmond, Virginia (hereinafter called the “Project”). This is a complex and large-scale project that is expected to span multiple years. VCUHS is seeking to hire an Architectural and Engineering firm (hereinafter called the “A/E”) to provide services, as described in this Section.

1. **SCHEDULE EXPECTATIONS**

The preliminary timeline is described below. It is very important to meet this schedule, or deliver even faster, since VCUHS is currently out of capacity. Getting beds online is imperative to fulfill our mission to serve the community.

* Design Phase: Approximately 2026–2028
* Construction Phase: Approximately 2027–2032
* Commissioning, Occupancy, and Close Out Phase: Approximately 2032–2033

1. **BUDGET EXPECTATIONS**

The total all-in budget for this Project is $1.47 billion. This budget includes: PM Services, Design Services, Pre-Construction Services, CMAR Construction Services, Equipment, Furniture and Fixtures, Consulting Services, and all other associated costs.

1. **CONSIDERATIONS**

* Demolition of adjacent buildings will include the 800-space visitor parking deck which will be closed 12/1/26. The deck is currently bult into a hillside and will not be replaced. The building will be built on stilts.
* A traffic bridge may be added to the new hospital that will connect to the D Deck where patients, visitors and employes park. A pedestrian bridge may be bult across 13th street to allow patients and visitors to enter from the D Deck to the new tower. VCUHS may be looking to build a free-standing deck on the dental school property, and the bridge may connect from the parking lot to the new tower, and also the AOP, which connects the entire campus.
* Adjacent to the parking deck is the Health Sciences Library which will be demolished along with the Strauss Lab also adjacent to the library.
* The Richmond Academy of Medicine Building is connected to the library and some utilities are shared with the 2 buildings.
* The visitor deck has information system cables and lines that run through the deck.
* A steam line that is at the School of Nursing will need to be relocated to serve the Central Utility Plant that is on a property adjacent to the school and on a hillside.
* The new tower will connect on several floors to the Critical Care Hospital. Will need to provide coordination for the impact to patient units and the operating room floor.

1. **PROJECT DELIVERY METHOD**

The Project will utilize the Construction Manager at Risk (CMAR) Project delivery method.

1. **BACKGROUND INFORMATION**

* VCUHS is completing programming and feasibility studies. A summary of the study is provided in Exhibit 2.
* VCUHS is currently in the process of procuring the PM services firm, the A/E firm, and the CMAR firm. These procurements are expected to be completed as shown below.

1. Anticipated Award for PM Services (November 2025)
2. Anticipated Award for A/E Services (December 2025)
3. Anticipated Award for Construction/CMAR Services (January 2026)

* Note: No Firm shall be awarded more than one of these Contracts (PM Services, A/E Services, or CMAR Services). Each of these Contracts will be to different Firms. For example, if a Firm is awarded a Contract for PM Services, they cannot be awarded a Contract for A/E Services.

1. **DETAILED REQUIREMENTS**

The successful A/E firm shall provide architectural, engineering, and design services, including, but not limited to:

1. **Preliminary & Schematic Design**

* Review and validate VCUHS’s preliminary documentation, including the feasibility study, space plan, and project requirements
  + Prepare Schematic Design Documents consisting of drawing and documents
  + Develop site plans that convey the siting of the building, parking, traffic, vehicular and pedestrian paths, existing conditions, utilities, and site amenities and services.
  + Develop floor plans that show major programmatic elements, circulation, and required support space
  + Develop building massing diagrams of the facility shown on the site
  + Establish design concepts for key functional areas (e.g., ED, ORs, imaging, inpatient units)
* Prepare clinical workflow analysis
  + Conduct preliminary code and life safety analysis
  + Evaluate initial building systems (MEP/FP, structural, IT/low voltage)
  + Develop a list of major pieces of required medical equipment, AV systems, furniture, and furnishings. Identify major equipment types and spatial implications.
  + Develop a high-level design narrative that outlines the proposed building systems, building materials and the requirements for utility service connections.
  + Furnish the services of soil engineers, land surveyors or other consultants if deemed necessary by the A/E firm. Such services may include: surveys, test borings, test pits, soil bearing values, percolation tests, air and water pollution tests, environmental testing (lead and asbestos), ground corrosion and resistivity tests, including necessary operations for determining sub-soil, air and water conditions, with reports and appropriate professional recommendations.
  + Provide initial cost estimate and schedule

1. **CMAR Related Services** 
   * VCUHS plans to issue an RFP to for a Construction Manager at Risk (CMAR) shortly following the issuance of this RFP for AE services. The successful AE shall assist to the successful CMAR during cost estimating, to clarify design and/or specification intent commensurate with the design stage or progress at the time.
   * Fully review all cost estimates for scope completeness, correspondence to design and specification intent, as well as general alignment with market costs.

* Provide documents, clarifications, and revisions as necessary to support development of Guaranteed Maximum Price (GMP) packages.
* Participate in GMP workshops, review CMAR-provided estimates, and assist VCUHS in evaluating the scope and completeness of the GMP proposal(s).
* Support and participate in preconstruction services, in collaboration with VCUHS and the CMAR. Activities may include:
  + Attending preconstruction meetings and coordination sessions
  + Reviewing CMAR-provided cost estimates, constructability reviews, and schedules
  + Responding to value engineering proposals and providing design alternatives as needed
  + Responding to CMAR-generated RFI’s
  + Coordinating development of early work packages
  + Participating in building system and materials selection discussions
  + Providing updated documents for pricing milestones (e.g., 50% DD, 100% DD, 50% CDs)
  + Supporting BIM coordination and clash detection (if applicable)
  + Facilitating input from trade partners or design-assist subs
* Participate in ongoing design-to-budget reviews, coordinate with the CMAR to identify potential scope or specification changes, and assist in maintaining alignment with VCUHS’s budget.
* Propose viable alternatives in cases where overages are identified.
* Prepare separate, coordinated drawing and specification packages to support early procurement and construction activities (e.g., enabling work, site utilities, foundations, structural steel, long-lead MEP equipment). These packages shall be suitable for bidding, permitting, and construction, and shall be developed in coordination with the CMAR and VCUHS. Provide technical review and construction administration services for each early release package as appropriate.
* Prepare and submit design documents at the following formal milestone intervals: 30%, 60%, and 90% completion, followed by final 100% Construction Documents. For each milestone, the Designer shall:
  + Submit a coordinated design package (drawings, narrative, and preliminary specs)
  + Participate in review meetings with VCUHS and the CMAR
  + Respond to consolidated comments and revise documents accordingly
  + Update cost estimates and identify cost or scope risks
  + Coordinate with the CMAR for constructability and value engineering input
* The deliverables at each milestone shall support the CMAR’s cost estimating, schedule development, and early procurement planning.

1. **Design Development**

* Advance all disciplines from schematic-level to design development level.
* Develop architectural, structural, MEP, civil, landscape, and interior design drawings and specifications.
* Develop major system layouts (e.g., HVAC zoning, electrical room placement, structural grids, vertical circulation).
* Develop room data sheets or typical room layouts for all critical spaces (e.g., patient rooms, ORs, imaging, ICU).
* Incorporate medical planning refinements and user feedback.
* Finalize equipment lists and layouts, and ensure integration into the design. Coordinate clearances, adjacencies, workflow around equipment. Refine room-by-room equipment layouts.
* Confirm utility requirements (power, med gases, data, plumbing) for each item.
* Confirm clearances, adjacencies, and clinical flow in coordination with hospital staff.
* Confirm compliance with all applicable healthcare codes.
* If required, coordinate with local AHJ’s, prepare and submit packages to regulatory agencies, and respond to agency comments and resubmit as needed. Identify any waivers, variances, or AHJ coordination needed.
* Provide preliminary layouts for all mechanical, electrical, plumbing, and fire protection systems.
* Coordination of major equipment, infrastructure, and space requirements (e.g., mechanical rooms, utility shafts).
* Integration of technology systems (nurse call, security, AV, IT, etc.).
* Provide preliminary interior finish plans and material selections.
* Outline casework and millwork requirements.
* Initial FF&E planning
* Incorporate sustainability/energy goals
* Integrate energy modeling results into design.
* Participate in workshops with CMAR to:
  + - Review constructability
    - Align design with cost model
    - Identify early work release packages (e.g., site grading, steel, long-lead equipment)
* Respond to CMAR’s VE suggestions and design-impact assessments.
* Provide design narratives and detailed updates aligned with CMAR cost estimates.
* Implement continuous cost and scope alignment.
* Document changes that affect the budget or scope.
* Participate in design review meetings with hospital staff and leadership.
* Refine design based on stakeholder feedback and hospital standards.
* Prepare 30% and 60% design development submittals with:
  + - Drawings, draft specifications, narratives
    - Outline room finish and equipment plans
    - Updated code compliance documents
    - Updated area calculations, and square footage by department
* Basis of Design (BoD) documents for major systems
* Work with the CMAR to develop design implications for site logistics, phasing, or swing space.

1. **Construction Documents**

* Prepare full construction drawings for all disciplines. These documents shall reflect all architectural, structural, civil, mechanical, electrical, plumbing, fire protection, interiors, specialty systems, etc.
* Include all plans, elevations, sections, details, and schedules.
* Drawings should fully support construction and permitting without relying on future clarification.
* Finalize Division 00 and 01 specifications (bidding, general conditions, etc.) and Divisions 02–49.
* Include product specifications, performance criteria, installation standards, and testing requirements.
* Coordinate product selections with owner standards, sustainability goals, and infection control criteria.
* Final layouts and utility connections for medical equipment, casework, lighting, and low-voltage systems (IT, nurse call, security, AV, etc.).
* Fully coordinated with MEP drawings and coordinated equipment cut sheets.
* Include wall blocking, ceiling supports, and anchoring details where applicable.
* Finalize drawings for HVAC, electrical, plumbing, fire protection, med gases, and specialty systems.
* Include exact locations of outlets, panels, ductwork, and piping with conflict resolution.
* Final building controls, metering, and sustainability strategies documented. Coordination with backup systems and emergency power systems.
* Provide final life safety plans, fire-rated assemblies, egress plans, and ADA/accessibility documentation.
* Permit set(s) and regulatory compliance (if applicable)
* Final finish plans, materials, room elevations, casework details, and reflected ceiling plans.
* Include art locations, signage zones, and integration with wayfinding programs.
* Prepare coordinated color boards or digital submittals for owner review/approval.
* Develop and document phasing plans in coordination with the CMAR.
* If the project is on an active campus, include interim life safety and infection control plans.
* Site logistics plans to show access, laydown, and sequencing as applicable.
* Update drawings and specs to reflect CMAR input, such as:
  + - Constructability review outcomes
    - Value engineering items accepted by the owner
    - Early work package scopes and bid packaging strategy
* Attend GMP development meetings as needed.
* Assist CMAR in packaging and issuing bid sets to trade partners/subcontractors.
* Answer bidder RFIs and provide clarifications.
* Help evaluate alternates, substitutions, and scope alignment.
* Perform thorough internal QC/QA reviews prior to issue.
* Ensure cross-discipline coordination (especially MEP/architectural/structural) is complete.
* Perform clash detection and coordination with BIM models if required.

1. **Construction Phase Services**

* Support VCUHS and the CMAR during construction, from a design perspective.
* Responding to Requests for Information (RFIs)
* Maintain an RFI log, and submit the log to VCUHS and the CMAR on a monthly basis
* If there is a conflict in the design documents, or a design issue, the A/E Firm shall prepare any sketches, plans, drawings or other documents and shall visit the site as often as is required until the issue is rectified.
* Reviewing and approving submittals, shop drawings, or samples
* Attending construction meetings, site visits, and progress inspections (anticipate 4 times per month)
* Keep VCUHS informed on the progress and quality of work based upon site observations
* Review and provide support regarding change orders
* Performing field observations to verify work aligns with design intent
* Ensure that the building is constructed in accordance with the design documents
* Endeavor to guard VCUHS against defects and deficiencies
* Maintaining and issuing Architect’s Supplemental Instructions
* Reviewing contractor's payment applications and certifying progress
* Conduct inspections as necessary
* Prepare punch-list items
* Prepare occupancy readiness documents
* Provide final record drawings / As-Builts
* To confirm that the CMAR has fulfilled all contractual and design deliverables, the A/E Firm will assist VCUHS in project close-out activities. This includes:
  + Final inspections and punch list resolution
  + Reviewing as-built drawings and O&M manuals
  + Verifying delivery of warranties and final certifications
  + Issuing the Certificate of Substantial Completion
  + Assisting the owner with occupancy planning and move-in
  + Participate and support commissioning activities and functional testing
  + Holding post-occupancy evaluations
    - Observe final testing and start-up of all utilities, operations systems, and equipment
    - Review O&M manuals, and ensure that the CMAR provides the necessary training services
    - Final turnover documentation and building systems orientation

1. **Additional Services**

* **Furniture, Fixtures, and Equipment:** Provide FF&E planning services, including furniture layouts, equipment coordination, selection, specification, and installation oversight in collaboration with VCUHS. This may include:
* Programming and selection of furniture systems, seating, casework
* Coordination with clinical and administrative users
* Development of furniture layouts, specifications, and bid documents
* Coordination with electrical, IT, and architectural drawings
* Oversight during delivery and installation

**Art Planning:** Provide services to lead and coordinate all planning efforts, specification and coordination pertaining to required furnishings and artwork.

**Audio-Visual (AV) & Access Controls:** Provide services to lead and coordinate all planning efforts, specification and coordination pertaining to required audio visual equipment and controls. Door hardware and door access control shall be included in the design scope.

**Wayfinding & Signage:** Provide services to include but not be limited to plans and details for all exterior and interior signage. Services shall include the leading of the design of the exterior signage, any needed lighting to enhance it, fabrication, delivery, coordination with VDOT to ensure that all applicable codes are met, and installation. For interior signage, services shall include the leading of design, fabrication, delivery, and installation.

**Civil & Demolition Services:** Provide civil engineering services to include but not be limited to plans clear and make the site ready included full demolition drawings of existing structures and their associated infrastructure, all required utility connections, storm water retention and management, erosion and sediment control measures, grading, parking, hardscape and landscape. Coordinate all scope relocated to the required primary and secondary electrical service including coordination with the public utility. Coordinate any required site plan entitlement approval required by the local authority including, but not limited to, the plan of development and the storm water management plan. Provide geotechnical services for soil testing and test borings.

**Building Information Modeling (BIM) Services:** Provide design models suitable for coordination with the CMAR and its trade partners. Participate in clash detection reviews and adjust the design to resolve spatial conflicts before final construction documents are issued.

**Solicitation and Procurement Support:** Respond to RFIs and CMAR/subcontractor questions. Assist with preparing addenda. Participate in clarifications if necessary

**SECTION 3**

**FORMAT & SUBMISSION REQUIREMENTS**

1. **ADHERENCE TO REQUIREMENTS**

The proposal shall be submitted in accordance with the requirements set forth in this document. Any proposal that does not adhere to the requirements in this RFP may be deemed non-responsive and rejected. VCUHS reserves the right, in its sole discretion, to overlook any minor informalities that may be non-compliant.

1. **DEADLINE TO SUBMIT**

All proposals are due at the date and time specified in the Procurement Schedule in Section 1.3. Late proposals may not be accepted or considered by VCUHS in its sole discretion. It is the responsibility of the Proposer to ensure that the proposal is received by the Buyer, by the specified deadline. VCUHS shall not be responsible for any technical issues, difficulties, or delays. VCUHS recommends that you submit your Proposal at least one day prior to the due date. The official date and time used in the receipt of responses is the timestamp associated when submissions were received by email.

1. **EMAIL SUBMISSION & INSTRUCTIONS**

* Proposers shall submit their Proposal via email to the Buyer. VCUHS will NOT accept Proposals in any other manner (i.e. facsimile or hardcopy submissions). The Proposer should follow-up with the Buyer to confirm that the Proposal was received.
* The subject line of the email should include the: ‘RFP Number’ and the ‘Proposers Name’
* Submit one (1) email that includes four (4) files as noted below:
  + File 1 (Contains Submittal Form A)
  + File 2 (Contains Submittal Form B)
  + File 3 (Contains Submittal Form C)
  + File 4 (Contains Submittal Form D)
* Each file should be submitted in Adobe PDF format.
* The Proposer shall NOT protect or lock the files in any way.
* The total email size is limited to 10-MB.

1. **VALIDITY PERIOD**

Notwithstanding anything in the proposal to the contrary, any response to this solicitation shall be valid for 90 days. At the end of the 90 days, proposals may be withdrawn at the written request of the Proposer. If the proposal is not withdrawn at that time, it remains in effect until an award is made, or the solicitation is cancelled.

1. **SUBMITTAL FORM TEMPLATES**

The Proposer must ensure that their response meets all requirements detailed within this RFP. This RFP contains Submittal Forms, which must be used by the Proposer to submit their proposal. Proposers must not re-create these Submittal Forms, create their own Submittal Forms, or edit the format structure of the Submittal Forms. An electronic copy of each Submittal Form is posted along with this RFP. The Proposers must download, complete, and submit each Submittal Form in their response. The Proposer shall not embed information or embed any links within the Submittals. The Proposer shall not attach additional information to any Submittal Form, unless it is explicitly permitted.

1. **GENERAL FORMAT REQUIREMENTS**

All responses to this RFP shall be made on standard 8.5” x 11” paper size, using a minimum font size of eleven (11), and using a font style such as: Calibri, Arial, New Times Roman, or similar. The Proposer shall ensure that their Proposal meets all of the special formatting requirements identified in this Section.

**Page Limits:** The Submittal Forms listed below have maximum page limit requirements. Proposers must NOT exceed the maximum page limits. Note, the page limit applies to the front side of a page only (for example, ‘1 Page’ implies that the Proposer can only provide a response on one side of a piece of paper).

**Anonymity:** The Submittal Forms listed below shall NOT contain any names that can be used to identify who the Proposer is (such as company names, company letterhead, personnel names, project names, contractor names, architect names, engineer names, subcontractor names, subconsultant names, manufacturer or supplier names, or product names). These documents must be in black/white format - color is NOT permitted. Any pictures, figures, tables, graphs, or images must also be kept anonymous, and must not have colors.

**Cost Information:** Cost information shall only be contained within the Pricing Schedule Submittal Form. No other document or Submittal Form may contain cost or pricing information.

|  |  |  |
| --- | --- | --- |
| **Submittal Form** | **Anonymous Document** | **Maximum**  **Page Limits** |
| Submittal Form A – Background, Declarations, & Certifications | No | n/a |
| Submittal Form B – Small Business & Supplier Diversity | No | n/a |
| Submittal Form C – Part 1: Qualifications & Experience | **YES** | **2 Pages** |
| Submittal Form C – Part 2: Approach & Schedule | **YES** | **2 Pages** |
| Submittal Form C – Part 3: Obstacles, Challenges, & Risks | **YES** | **2 Pages** |
| Submittal Form D – Pricing Schedule | No | n/a |

Any Submittal Form that does not follow these instructions may receive a ‘0’ score for the evaluated Submittal Form, or the entire response may be deemed non-responsive and rejected.

**SECTION 4**

**PROPOSAL CONTENTS**

1. **BACKGROUND, DECLARATIONS, & CERTIFICATIONS (SUBMITTAL FORM A)**

The Proposer must complete and submit all information requested in this Submittal Form. The Proposer shall provide all modifications or exceptions taken to the Contract (as provided in Exhibit 3). The Proposer is cautioned to limit exceptions, conditions, and limitations to these provisions as excessive or objectionable exceptions may affect VCUHS’s acceptance of the Proposal.

1. **SMALL BUSINESS AND SUPPLIER DIVERSITY (SUBMITTAL FORM B)**

The Proposer must complete and submit all information requested in this Submittal Form.

1. **TECHNICAL PROPOSAL (SUBMITTAL FORM C)**

This Submittal Form consists of four (4) parts, as described herein. SPECIAL NOTE: See Section 3.6 for special formatting requirements that apply to this Submittal. These documents have requirements for anonymity and maximum page limits.

**Part 1: Qualifications & Experience**

The Proposer should summarize the experience and qualifications of the Firm, as it relates to the scope of work being requested in this RFP. The Proposer should also outline the experience and qualification of the key personnel that will be assigned to this Contract. This includes the following:

1. Project Lead
2. Lead Architect
3. Interior Design Lead
4. Medical/Clinical/Healthcare Lead
5. MEP Lead

Do not submit resumes. The Proposer should highlight any unique attributes that make the key personnel especially qualified for the scope of services. This should include:

* Healthcare experience
* Experience with CMAR
* Experience with designing projects valued at over $500 Million.

**Part 2: Approach & Schedule**

The Proposer shall provide a concise summary of the overall approach that will be taken to successfully deliver the project or service. This should include a high-level roadmap outlining the key phases, major activities, and critical tasks that will be undertaken to meet VCUHS’s objectives related to cost, schedule, quality, and overall performance.

In addition, the Proposer shall submit a preliminary schedule identifying major activities, milestones, and deliverables. It is recommended that the schedule clearly delineate tasks associated with the design phase, construction phase, and the commissioning, occupancy, and close-out phase. The anticipated occupancy date should be clearly indicated.

As emphasized in the Scope of Work, the timely opening of this facility is essential to support VCUHS’s mission to serve the community. Accordingly, if applicable, the Proposer is encouraged to identify any value-added strategies or innovative opportunities that could help accelerate the project timeline.

**Part 3: Obstacles, Challenges, & Risks**

The Proposer should identify and address issues, concerns, challenges, obstacles, or risks that may impact the successful delivery of this project. The Proposer should list and prioritize these items that are unique and applicable to this project. This includes areas that may cause the project to not be completed on time, not finished within budget, generate any change orders, or may be a source of dissatisfaction for VCUHS. The Proposer should rely on and use their past experience and knowledge of completing similar projects to identify these potential risks, issues, or challenges.

Each item should be described in non-technical terms and should contain enough information to describe to a reader why the item is a valid risk/concern. The Proposer should also explain how it will avoid or minimize the risks from occurring. If the Proposer has a unique method to minimize the issue/risk/concern, the Proposer should explain it in non-technical terms. The Proposer should consider:

* Controllable Items: This includes risks, activities, or tasks that are controllable by the Proposer, or by entities/individuals that are contracted to by the Proposer. This includes things that are part of the technical scope of what the Proposer is being hired to do. This may also include risks that have already been minimized before the project begins due to the Proposer’s expertise (i.e. risks that are no longer risks due to the Proposer’s expertise in delivering this type of project). All controllable risks and strategies to mitigate them must be included in the Proposer’s base proposal cost/fee and schedule (if there are any impacts at all).
* Non-Controllable Items: This includes risks, activities, or tasks that are not controllable by the Proposer. This may include risks, issues, challenges, or obstacles attributed by VCUHS, VCUHS personnel, parties hired by VCUHS, risks that are caused by other agencies, or completely uncontrollable risks. These can also be areas/risks that can contribute to contingency. Although these risks may not be controlled by the Proposer, the Proposer should identify a strategy that can be followed or used to mitigate these risks. All non-controllable risks and strategies to mitigate them must NOT be included in the Proposer’s base proposal cost/fee or schedule.

This Submittal Form requests a brief description of the item (background of how the concern/issue may impact the project or service if it occurs), and a strategy to prevent/minimize the issue/concern from occurring, or strategy to minimize the impact of the risk if it does occur.

1. **PRICING SCHEDULE (SUBMITTAL FORM D)**

The Proposer must complete and submit all information requested in this Submittal Form.

**SECTION 5**

**EVALUATION & AWARD PROCEDURES**

1. **BEST-VALUE AWARD**

The Proposer that offers the most desirable overall proposal will be selected by VCUHS, in its sole discretion.

1. **STEP 1 – MANDATORY REQUIREMENTS**

VCUHS will review all submissions to determine compliance with mandatory submission requirements. VCUHS reserves the right to clarify, or seek additional information, on any Proposal. Proposals deemed non-responsive will be eliminated from further consideration. Proposals that meet all mandatory requirements will proceed into Step 2.

1. **STEP 2 – WRITTEN PROPOSAL EVALUATION**

An evaluation committee will review and score all responsive proposals. The Evaluation Committee is expected to contain approximately five (5) VCUHS employees. The Evaluation Committee will independently review and score the proposals based on the degree to which each Submittal Form has met the requirements outlined in Section 4. The Evaluation Committee may also score the documents comparatively to one another. The Buyer will average the evaluator scores for each Submittal Form, for each Proposer. The Buyer will rank the Proposers based on the criteria shown below.

|  |  |
| --- | --- |
| **Criteria** | **Weight** |
| Submittal Form A – Background, Declarations, & Certifications | Pass/Fail |
| Submittal Form B – Small Business & Supplier Diversity Plan | 5 |
| Submittal Form C – Part 1: Qualifications & Experience | 30 |
| Submittal Form C – Part 2: Approach & Schedule | 30 |
| Submittal Form C – Part 3: Obstacles, Challenges, & Risks | 30 |
| Submittal Form D – Pricing Schedule: Total Lump Sum Cost | 5 |
| Total | 100 |

1. **STEP 3 – SHORTLISTING ACTIVITIES**

VCUHS will shortlist the top three (3) Proposers. VCUHS reserves the right, but is not required, to shortlist additional Proposers based on their overall competitiveness. Shortlisted Proposers will be invited to perform:

* Team Presentation
* Key Personnel Interviews
* Financial Presentation

VCUHS may provide additional information and/or updated instructions, regarding these shortlisting activities, to the shortlisted Proposers.

1. **TEAM PRESENTATIONS (SHORTLISTED FIRMS ONLY)**

Shortlisted Proposers will be asked to conduct a presentation, which will be scored by an evaluation committee. The Proposer will be provided 30-minutes to cover the topics listed below. The Proposer is prohibited from disclosing their cost/fee/pricing Proposal at any time during this presentation period. Only the Key Personnel (identified in Submittal Form A) may attend and participate in the presentation. No other individuals can attend, participate, or observe the presentation. VCUHS expects to perform the Presentation virtually. The Proposer may prepare PowerPoint slides.

The Presentation should cover the following topics:

* **Qualifications & Experience of the Key Personnel (~ 5 Minutes)**

Briefly highlight the qualifications and experience of the key personnel that are being assigned to this contract. Highlight any unique attributes that differentiate the individuals and/or make the individuals especially qualified for this Contract. Highlight healthcare experience, experience with CMAR, experience with long-term Contracts (longer than 5-years), and experience on projects valued over $500 Million.

* **Approach (~ 5 Minutes)**

Briefly review the overall approach to deliver the service.

* **Schedule (~ 5 Minutes)**

Briefly review the proposed project schedule.

* **Value-Add (~ 5 Minutes)**

Briefly review and discuss any value-added strategies or innovative opportunities that could help accelerate the project timeline, reduce overall cost, or impact the quality of the project.

1. **INTERVIEWS (SHORTLISTED FIRMS ONLY)**

VCUHS may conduct interviews with the shortlisted Proposers, which will be evaluated and scored by the Evaluation Committee. Interviews are expected to last approximately 30-minutes per person. Interviewees may be asked questions regarding their experience, knowledge and understanding of the scope of work, obstacles and challenges, strategies, and their plan/approach. VCUHS expects to perform the interviews virtually. No other individuals (from the Proposer’s organization) can attend, participate, or observe the interviews. Interviewees may not bring notes or handouts. No substitutes or proxies will be allowed. Individuals who fail to attend the interview will be given a “0” score, which may jeopardize the Proposers competitiveness. VCUHS may provide additional information regarding the interview process to the shortlisted Proposers.

VCUHS may conduct interviews with the following key personnel:

1. Project Lead
2. Lead Architect
3. Interior Design Lead
4. Medical/Clinical/Healthcare Lead
5. MEP Lead
6. **FINANCIAL PRESENTATION (SHORTLISTED FIRMS ONLY)**

Shortlisted Proposers may be asked to conduct a financial presentation. VCUHS expects to perform the financial presentation virtually. The Proposer will be provided a maximum of 30 minutes to cover the topics listed below. The Proposer should allow, and account for approximately 10 minutes of Q&A by VCUHS. The Q&A may be performed throughout the presentation. The Proposer can bring up to four (4) team members to present and participate in these discussions (the team members do not have to be Key Personnel). The Proposer should address the following topics:

* Provide an overview of their cost/financial proposal.
* Identify and address any assumptions or unknowns that have impacted the cost/financial proposal, including items that have, or may, attributed to any cost contingencies.
* Discuss any value-added items, suggestions, alternatives, or strategies that VCUHS should consider, and the potential impact(s) to the financial proposal.

1. **STEP 4 – FINAL RANKING**

The Buyer will rank the shortlisted Proposers based on the criteria shown below.

|  |  |
| --- | --- |
| **Criteria** | **Weight** |
| Submittal Form B – Small Business & Supplier Diversity Plan | 5 |
| Submittal Form C – Part 1: Qualifications & Experience | 10 |
| Submittal Form C – Part 2: Approach & Schedule | 10 |
| Submittal Form C – Part 3: Obstacles, Challenges, & Risks | 10 |
| Submittal Form D – Pricing Schedule: Total Lump Sum Cost | 5 |
| Team Presentation & Key Personnel Interviews | 40 |
| Financial Presentation | 20 |
| Total | 100 |

1. **STEP 5 – COST REASONABLENESS**

Based upon the final scores/ranking, VCUHS will perform a cost-reasonableness assessment to identify the Proposer that will be invited into the Clarification and Negotiation Period. The Buyer will perform the following:

* If the highest ranked Proposer’s Total Cost is within ten percent (10%) of the second highest ranked Proposer’s Total Cost, VCUHS will invite the highest ranked Proposer into the Clarification and Negotiation Period.
* If the highest ranked Proposer’s Total Cost is greater than ten percent (10%) higher than the second highest ranked Proposer’s Total Cost, VCUHS reserves the right (but is not required) to invite the second highest ranked Proposer into the Clarification and Negotiation Period.

1. **STEP 6 – CLARIFICATION AND NEGOTIATION**

The Clarification and Negotiation Period is carried out prior to the signing of a contract. VCUHS reserves the right to negotiate with the Proposer/Proposers offering the best value, as determined by the VCUHS in its sole discretion. There are two major efforts that will be performed in parallel to one another during this period.

**Effort 1 – Contract Terms & Conditions:** The Contract is provided in Exhibit 3. Only exceptions, conditions, and limitations that were submitted with the Proposal will be reviewed by VCUHS. If the Proposer and VCUHS fail to agree to terms, VCUHS reserves the right to reject the Proposal. The Proposer shall provide evidence of insurance that complies with the insurance requirements of the Contract.

**Effort 2 - Scope Clarification:** The objective of the scope clarification period is to allow the apparent best-value Proposer an opportunity to clarify any assumptions, issues, or risks, and confirm that their proposal is accurate. VCUHS’s objective is to have the Project completed on time, without any cost increases, and with high customer satisfaction. It is the Proposer’s responsibility to ensure that the Proposer understands VCUHS’s subjective expectations. The Proposer will be required to preplan the Project in detail to ensure that there are no surprises, including (but not limited to) the following:

* + 1. VCUHS Concerns: Address or resolve any major risks, issues, concerns, obstacles, or deal-breakers that have been identified by VCUHS.
    2. Cost/Fee Proposal: The Proposer should clarify and validate their cost/pricing proposal and provide a detailed cost breakdown (major areas, phases, activities, etc.), clarify any ‘big-ticket’ items, and clarify any value-added options or alternatives. If VCUHS identifies that the Proposer’s cost proposal is significantly different from the average cost proposal, the Proposer should explain the reasons why. The Proposer should identify any expectations regarding finances and payments. The Proposer is expected, in good faith, to incorporate in and submit any additional data, supporting schedules, or substantiation reasonably required.
    3. Schedule: Prepare a detailed schedule (with major milestones, tasks, activities, etc.). The schedule should identify any requirements that VCUHS are expected to perform.
    4. Key Assumptions: Provide a summary of the major assumptions that have been made in preparing the proposal. This should include items/tasks that the Proposer has assumed VCUHS will perform, items/tasks required from VCUHS, and items/tasks that have not been included in the proposal (items that the Proposer feels are outside the scope of work). This should also include any critical expectations, roles, or responsibilities that the Proposer has of VCUHS, VCUHS personnel, or other parties/organizations that are not contracted to by the Proposer.
    5. Value Added Opportunities: Identify any alternatives or options to the scope that VCUHS should incorporate. Identify and document the impacts to schedule, costs, and quality.
    6. Risk Mitigation Approach: Identify all risks, obstacles, challenges, concerns, or activities that may be unforeseen or not within the control of the Proposer. This should include everything (realistically) that may prevent the Proposer from being successful on this project/service. This may include: Proposer risks, VCUHS risks, other party risks, and unforeseen risks. Identify strategies to mitigate these items. Provide a plan of how unforeseen risks will be managed. Identify what (if anything) concerns you the most, or is very unique about this project/service.
    7. Coordination: Coordinate the project/service with all critical parties, including, but not limited to: VCUHS, subcontractors, subconsultants, suppliers, manufacturers, etc. Revisit the site(s) to perform any additional investigation.
    8. Review Technical Requirements: Review any unique technical requirements with VCUHS.
    9. Financial Resources and Responsibility – If requested, provide necessary information on the Proposer’s ability to meet its financial obligations. The Proposer may be required to provide the most recent three (3) years audited financial statements (Balance Sheet, Income Statement, and Cash-Flow Statement). Interim financial statements shall be signed and attested to by an authorized officer as a fair representation, in all material aspects, of the company’s financial condition in accordance with generally accepted accounting principles. VCUHS may request clarifications or additional documentation, other than the aforementioned documents as stated above.
    10. References – VCUHS may request that the Proposer provide references to validate the quality and performance of similar work. This may also include reference checks on the key personnel. References should be on similar projects or services that closely match the size, complexity, and tasks described in the statement of work in this RFP. References must be from the end-client or users of the project or service, and not third-party consultants or an owner’s representatives. VCUHS may contact these references to gather information about their experiences and satisfaction with the ability of the key personnel identified to deliver high quality work. VCUHS reserves the right to seek additional references independent of those supplied by the Proposer.
    11. List of Subconsultants - Provide a list of all subconsultants, by trade, that will be used.
    12. Provide Any Additional Requested Documentation: Provide any additional information that is requested by VCUHS, which may include: resumes, safety plan, operational plan, maintenance plan, warranties, testing plans, commissioning procedures, QA/QC plans, containment plans, bonding and insurance, background checks, etc.

VCUHS will require the Proposer to conduct a clarification kickoff meeting within one week of being notified by VCUHS. This meeting is expected to last 3-6 hours. The Proposer will lead the meeting and is expected to present and discuss the following information (at a minimum):

* Description of the plan/approach for Project execution
* Address any major concerns provided by VCUHS
* Address all Project assumptions, focusing on issues or activities that the Proposer does not directly control and clearly identify any information or actions needed from VCUHS to support successful Project delivery.
* Review the schedule
* Review the cost proposal
* Discuss any value-added items or alternatives that VCUHS should consider
* Propose a schedule for items that must be reviewed in detail and resolved during the remainder of the Clarification and Negotiation Period.

The potential best value Proposer may be required to conduct and participate in several meetings throughout the Clarification and Negotiation Period. At the conclusion of the Clarification and Negotiation Period, the Proposer will prepare and submit a Clarification Document that addresses all of the items requested by VCUHS, which will become part of the Contract.

VCUHS reserves the right, at its sole discretion, to negotiate with the potential best-value Proposer during the Clarification and Negotiation Period. This may include, but is not limited to, modifying the scope of the Project (time, cost, quality, expectations, etc.).

At any time during the Clarification and Negotiation Period, if VCUHS is not satisfied with the progress being made by the invited Proposer, or if the Proposer and VCUHS fail to agree to terms or fail to execute a Contract, VCUHS may terminate the Clarification and Negotiation Period activities and then commence a new Clarification and Negotiation Period with the next most favorable Proposer, without recourse by any Proposer. This process will continue until an agreement is reached with a Proposer.

1. **STEP 7 – AWARD PROCEDURES**

The Contract/Agreement is provided in Exhibit 3. The final Agreement may incorporate all the requirements, terms and conditions of the solicitation, the Proposer’s Proposal response, and the Clarification Document.

# Submittal Forms

Submittal Form A – Background, Declarations, & Certifications

Submittal Form B – Small Business and SWaM Plan

Submittal Form C – Part 1: Qualifications & Experience

Submittal Form C – Part 2: Approach & Schedule

Submittal Form C – Part 3: Obstacles, Challenges, & Risks

Submittal Form D – Pricing Schedule

# SUBMITTAL FORM A

**Background, Declarations, & Certifications**

|  |  |  |
| --- | --- | --- |
| **A/E Services for a New Hospital Facility** |  | **25-002** |
| Project Name |  | RFP Number |

**PROPOSER INFORMATION**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address |  |
| FEI/FIN: |  |
| DPOR License #: |  |

Contact Information (Individual that can be contacted for clarification on this qualification package)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Telephone |  |

**ADDENDA ACKNOWLEDGEMENT**

|  |  |
| --- | --- |
| □ | By checking this box, the Proposer acknowledges receipt of all addenda, and has incorporated the requirements of such addenda into their proposal. |

**INSURANCE INFORMATION**

|  |  |
| --- | --- |
| □ | By checking this box, the Proposer acknowledges that they can meet the VCUHS’s insurance requirements, and provide proof of insurance prior to the award of this contract. |

**FINANCIAL CERTIFICATIONS**

|  |  |
| --- | --- |
| □ | By checking this box, the Proposer confirms that it has the financial strength to perform the services required under this RFP. |
| □ | By checking this box, the Proposer confirms that they can provide financial information (records, documents, etc.) and financial statements (Balance Sheet, Income Statement, and Cash-Flow Statement), to VCUHS upon request. |

**CONFLICT OF INTEREST**

The Proposer shall select an option below:

* The Proposer declares that there is no potential, perceived, or actual conflicts of interest that may arise as a result of their response to this RFP and/or subsequent award of Contract.
* The Proposer declares that there are potential, perceived, or actual conflicts of interest that may arise as a result of their response to this RFP and/or subsequent award of Contract. The Proposer must attach additional information on the conflicts.

**KEY PERSONNEL**

# Identify the critical team members listed below that will be assigned to this Contract. These individuals shall be assigned to these roles after award is made. The Proposer will not be permitted to remove or replace this individual during the first twelve (12) months of the Contract, unless requested and approved by VCUHS (with the exception of uncontrollable events such as: retirement, resignation, medical emergency, injury, sickness, or death).

**Project Lead:** Individual that will serve as the overall daily point of contact for this Contract. Drives coordination across all disciplines, manages the schedule and deliverables, and interfaces directly with VCUHS and the CMAR. Individual that will be responsible for assuring that the design aligns with construction with regards to scope, cost, schedule, etc.

**Lead Architect:** Individual that ensures the design reflects VCUHS’s identity and balances function with form. Sets the overall design vision and building layout, integrating planning, site constraints, and aesthetics.

**Interior Design Lead:** Individual that is responsible for planning and detailing all interior spaces to create a functional, safe, and healing environment that aligns with clinical needs and regulatory requirements. This includes selecting finishes, materials, and furnishings, and coordinating closely with the architectural and MEP teams to ensure full integration of interior elements throughout the design and construction process.

**Medical/Clinical/Healthcare Lead:** Individual that will be responsible for the development of functional and efficient clinical spaces, ensuring clinical operations are at the heart of design. Ensures the hospital meets operational, regulatory, and user-driven needs from day one.

**MEP Lead:** Individual responsible for the design of Mechanical, Electrical, and Plumbing (MEP) systems (such as HVAC, med gases, power, emergency systems, etc.)

|  |  |
| --- | --- |
| **Project Lead**: |  |
| **Lead Architect**: |  |
| **Interior Design Lead**: |  |
| **Medical/Clinical/Healthcare Lead**: |  |
| **MEP Lead**: |  |

**CONTRACT**

The Contract will be provided pursuant to an amendment and shall become Exhibit 3. The Proposer shall select an option below:

|  |  |
| --- | --- |
| □ | **Option 1:** The Proposer accepts the Contract (provided in Exhibit 3) without any modifications or exceptions. |
| □ | **Option 2:** The Proposer takes exceptions or requests modifications to the Contract (provided in Exhibit 3). Attach a redline draft of the Contract, which identifies all modifications, exceptions, or changes. The redline draft should be attached to this Submittal Form.  The Proposer is cautioned to limit exceptions, conditions, and limitations to these provisions as excessive or objectionable exceptions may affect VCUHS’s acceptance of the Proposal. Proposer’s submission of a Proposal signifies Proposer’s acceptance of the terms and conditions of the Contract, subject to any modifications or exceptions indicated in this Submittal Form. |

**CERTIFICATIONS**

The Proposer shall respond to each question below:

|  |  |  |
| --- | --- | --- |
| **No** | **Criteria** | **Response\*** |
| 1 | The Proposer acknowledges that they have thoroughly examined the RFP, the attachments, and the addenda (if any). The Proposer acknowledges that they have reviewed and inspected all applicable laws, regulations, ordinances, and resolutions dealing with or related to this procurement. | □ True  □ False |
| 2 | The Proposer certifies that it is NOT currently debarred, suspended, or declared ineligible for award by any Agency of the Commonwealth of Virginia. | □ True  □ False |
| 3 | The Proposer certifies that they have NOT had a contract terminated by VCUHS within the past 5 years. | □ True  □ False |
| 4 | The Proposer certifies that they have NOT had a contract terminated by any Virginia Agency within the past 5 years. | □ True  □ False |
| 5 | Within the past five years, the Proposer certifies that they have NOT been convicted or had civil judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or tax evasion. | □ True  □ False |
| 6 | The Proposer certifies that the Proposer has NOT been a party to a criminal proceeding in the past 10 years. | □ True  □ False |

*\* Failure to answer, or answering “False” may be grounds for disqualification. Please attach additional information on any subject where the Proposer responded “False” to a question above.*

**ATTESTATION AND SIGNATURE**

In compliance with this RFP and with all Conditions imposed therein, the undersigned offers and agrees to furnish the goods/services at the price(s) indicated in the Pricing Schedule. This RFP shall constitute the entire understanding between VCUHS and the Proposer. No modification, revision, or waivers of the terms in this RFP shall be binding on VCUHS. By signing this RFP, the Proposer agrees to all VCUHS Terms and Conditions as provided in this RFP. Any additional or different terms and conditions proposed by the Proposer shall be mutually negotiated.

This Submittal must be dated and signed by an officer or agent (“Representative”) duly authorized to execute contracts for the Proposer. I certify that I have read and understand this RFP and I am authorized to sign this proposal on behalf of the Proposer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Representative |  | Signature |  | Date |

# SUBMITTAL FORM B

# Small Business and SWaM Plan

**Overview**

VCU Health System encourages and supports the purchases of goods and services from small businesses certified by the Virginia Department of Small Business and Supplier Diversity (SBSD) including but not limited to business owned by minorities (MBE), women (WBE), service disabled-veteran-owned (SDVBE), and disadvantaged (DBE) and micro businesses with a concentration on firms in the Richmond Metropolitan Area in accordance with the mission, vison, and values of VCU Health System.

These businesses will be referred to as SWaM businesses for the duration of this form.

VCU Health recoginizes certification from the following organizations:

* Virginia Department of Small Business and Supplier Diversity
* Women's Business Enterprise National Council
* National Minority Supplier Development Council
* National Gay & Lesbian Chamber of Commerce
* U.S. Department of Veterans Affairs
* Small Business Administration
* Disability:IN

Other certifications will be considered on a case-by-case basis.

**Subcontracting Program**

Non-SWaM businesses support our goals by providing subcontracting or tier-2 opportunities to SWaM suppliers. We expect our prime contractors and suppliers to mirror our commitment to supplier diversity by creating subcontracting opportunities for SWaM businesses on VCU Health contracts and report results on a quarterly basis.

**SWaM Goals for this Project**

It is a goal of VCU Health to offer opportunities for the growth and advancement of SWaM businesses. VCU Health’s SWaM participation goals are as follows: **42% SWaM participation goal which also includes a 20% goal for Minority Business Enterprises (MBEs).**

|  |  |
| --- | --- |
| Company Name: |  |

1. Does your company meet the Virginia Department of Small Business and Supplier Diversity’s SWaM program or the U.S. Government's criteria (at least 51 percent ownership) to qualify as SWaM or other small business type?

|  |  |
| --- | --- |
| □ No |  |
| □ Yes\* | \*If yes, please include a copy of your certification to your Bid AND register in VCU Health’s Supplier Diversity Portal at <https://vcuhealth.supplierone.co/> |

1. Does your firm have a formal program or initiatives in place to support SWaM business utilization and development? If yes, provide a narrative description of the program regarding management, outreach, and other activities related to the program.

|  |
| --- |
|  |

1. Does your firm plan to utilize a joint venture, partnering, teaming or mentor-protégé agreement with a SWaM business to support the goals of this contract should your firm be selected? If yes, please describe the arrangement.

|  |
| --- |
|  |

1. In a table format, present your firm’s specific SWaM targets for this project, indicating both the dollar amount and percentage of the total cost/price proposed in response to this Invitation for bid.

|  |  |
| --- | --- |
| SWaM Target ($): |  |
| SWaM Target (%): |  |

Additionally, explain any deviations from the goals of VCU Health. VCU Health’s SWaM participation goal for 42% which also includes a 20% goal for Minority Business Enterprises (MBEs).

|  |
| --- |
|  |

1. If you are not a SWaM business, identify in a list or table format the name of each SWaM contractor or subcontractor as proposed by your firm, included name, location, primary contact with contact information, scope of work to be performed and anticipated dollar amount of the work; also briefly describe any prior experience of your firm in working with the contractor or subcontractor.

|  |  |
| --- | --- |
| Firm Name |  |
| Location |  |
| Contact |  |
| Scope |  |
| Experience |  |
| Dollar ($) |  |

*Add additional tables as necessary*

1. VCU Health requires quarterly reporting for SWaM participation. The selected bidder will be required to submit quarterly reports via SupplierIO, VCU Health’s SWaM reporting tool. Provide contact information for the individual responsible for reporting, including their name, title, email address, and phone number.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Phone |  |
| Email |  |

# SUBMITTAL FORM C

**Part 1: Qualifications & Experience**

*SPECIAL REQUIREMENTS: This Submittal Form must NOT contain any names that can be used to identify the Proposer, must NOT identify the cost/fee, and must NOT exceed the maximum page limit (see RFP Sections 3.6).*

# SUBMITTAL FORM C

**Part 2: Approach& Schedule**

*SPECIAL REQUIREMENTS: This Submittal Form must NOT contain any names that can be used to identify the Proposer, must NOT identify the cost/fee, and must NOT exceed the maximum page limit (see RFP Sections 3.6).*

# SUBMITTAL FORM C

**Part 3: Obstacles, Challenges, & Risks**

*SPECIAL REQUIREMENTS: This Submittal Form must NOT contain any names that can be used to identify the Proposer, must NOT identify the cost/fee, and must NOT exceed the maximum page limit (see RFP Sections 3.6).*

# SUBMITTAL FORM D

# Pricing Schedule

**Instructions**

The Proposer must complete and submit all information requested in this Submittal Form. VCUHS reserves the right to request additional information to verify and validate that the price proposed is fair and reasonable. The Proposer shall provide any additional information, upon request. The Proposer is not permitted to adjust or modify this form, and may not include additional rates, amounts, costs, information, exceptions, or limitations to their costs proposal. Failure to meet these requirements may deem the Proposal to be non-responsive.

**Part 1 – Total Lump Sum Cost**

Provide the total lump sum cost to provide the scope of services, as outlined in Section 2 of this RFP:

|  |  |
| --- | --- |
| **Description** | **Cost** |
| Item 1: Schematic Design Services | $ |
| Item 2: CMAR Related Services | $ |
| Item 3: Design Development Services | $ |
| Item 4: Construction Documents Services | $ |
| Item 5: Construction Phase Services | $ |
| Item 6: Additional Services (as identified in Section 2) | $ |
| Any Other Costs | $ |
| **TOTAL COST:** | **$** |

**Part 2 – Hourly Rates**

Provide the hourly rates of all key personnel that will be involved on this Contract. The rates shall be all inclusive, including but not be limited to: Personnel salaries and wages; All fringe benefits (insurance, sick pay, vacation pay, holiday pay, retirement, etc.); Applicable taxes and duties; Office equipment and facilities as required to perform management and supervisory services; Personal tools required by the craftsperson; All other overhead costs associated with this hourly rate. The hourly rates will not be used during the evaluation process, but may be reviewed, verified, and validated during the Clarification Period.

|  |  |
| --- | --- |
| **Position / Role** | **Hourly Rate ($/hr)** |
| Principal |  |
| Project Lead |  |
| Lead Architect |  |
| Medical/Clinical/Healthcare Lead |  |
| MEP Lead |  |
| Interior Design Lead |  |
| <Insert Role as Needed> |  |
| <Insert Role as Needed> |  |
| <Insert Role as Needed> |  |
| <Insert Role as Needed> |  |
| <Insert Role as Needed> |  |
| <Insert Role as Needed> |  |
| <Insert Role as Needed> |  |
| <Insert Role as Needed> |  |
| <Insert Role as Needed> |  |

*If necessary, you may adjust this table to add additional rows*

**Part 3 – Reimbursable Expenses**

Reimbursable expenses shall be paid at cost, with no markup. Reimbursable expenses shall be limited to the following, subject to VCUHS’s prior written approval:

* **Travel:** Mileage, airfare, hotels, rental cars if they need to visit the site.
  + **Printing and Reproduction:** Copies of plans and specifications for bidding, large-format plotting.
  + **Courier/Shipping:** FedEx or delivery costs for sending drawings or samples related to the project.
  + **Permits/Fees:** If the A/E must pay for building department plan reviews or applications directly.

# Exhibits

Exhibit 1 – Intent To Propose

Exhibit 2 – Feasibility Summary (PDF provided separately)

Exhibit 3 – Contract (to be provided by amendment)

# Exhibit 1

**Intent To Propose**

|  |  |  |
| --- | --- | --- |
| **A/E Services for a New Hospital Facility** |  | **25-002** |
| Project Name |  | RFP Number |

To receive any amendments or addenda related to this Project, the Proposer shall complete and submit this form.

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Person: |  |
| Phone Number: |  |
| Email: |  |

**Email this form to the Buyer as soon as possible (but no later than 1-week prior to the Closing Date).**

# Exhibit 2

**Feasibility Summary**

(PDF Provided Separately)

# Exhibit 3

**Contract**

To Be Released Via Amendment