

**Attachment A**  
**City of Falls Church**

**Architectural & Facilities Engineering Services**

**CONTENTS**

**I. PURPOSE**

**II. DETAILED SCOPE OF WORK**

- **GROUP 1** - Architectural and Facilities Engineering Services  
(Projects exceeding \$100,000 Estimated Construction Costs)
- **GROUP 2** - Architectural and Facilities Engineering Services  
(Projects with Estimated Construction Costs of \$100,000 and below)
- GENERAL REQUIREMENTS
- PROPOSAL FORMAT

**III. PROPOSAL SUBMITTAL GUIDELINES**

- GENERAL REQUIREMENTS
- PROPOSAL FORMAT

**IV. DELIVERY OF PROPOSALS**

**V. CRITERIA FOR PROPOSAL EVALUATION**

## I. PURPOSE

The City of Falls Church ("City") is soliciting proposals from qualified professional firms to provide Architectural and Facilities Engineering Services on an as-needed basis for the following categories:

1. Group 1 – Architectural and Facilities Engineering Services (Projects with Estimated Construction Costs exceeding \$100,000)
2. Group 2 – Architectural and Facilities Engineering Services (Projects with Estimated Construction Costs of \$100,000 and below)

Offerors shall submit a proposal for one group for which they would like to be considered, either Group 1 or Group 2. There is a limit of one proposal per Offeror.

## II. DETAILED SCOPE OF WORK

The Offeror shall from time to time, furnish all labor and resources to perform and provide professional architectural and facilities engineering services, to include, but not limited to: evaluations, investigations, analysis, measurements, recommendations, cost and time estimates, testing, reports, studies, design, preparation of documents (including construction plans, as-builts, permit applications, and easement plats), title research, project management, construction management, and inspections with an emphasis on City facilities and associated mechanical, electrical, HVAC, plumbing, and other systems as deemed necessary by the City.

Such work will be individually assigned by task order at the sole discretion of the City. For each project, the City shall discuss the nature and scope of the project/task order with the Offeror. The Offeror shall then furnish a proposal in writing to the City's designee, for the City's review and approval, with a detailed scope of work, detailed cost estimate, Quality Control Plan (with task order specific amendments as necessary), and identified qualified staff that will be personally performing the requested services and/or involved in the Quality Assurance/Quality Control process. (See RFP Section XV "Task Order Contract.")

### **GROUP 1 – Architectural and Facilities Engineering Services (Projects exceeding \$100,000 Estimated Construction Costs)**

Group 1 covers services for public facilities, including schematic design, design development, and construction documents, with emphasis on renovation and rehabilitation of older 1950s era buildings, law enforcement and public safety facilities, public works operations facilities, and historical buildings. Task orders assigned to contracts awarded under this service group will generally be for more comprehensive services for projects with an estimated construction cost exceeding \$100,000. However, the City may assign tasks to contracts awarded under this service group for projects of any size and/or estimated cost, at its own discretion and as it deems in the City's best interests.

The City anticipates several major facilities projects within the next 5 years including:

1. Major City Hall renovation and addition including elements such as public safety, Court security, law enforcement, secure garage, code compliance, ADA compliance, HVAC renovation, new public entrance and lobby, and additional office space. The budget for this project will be approximately \$15,000,000.
2. Major library renovation and addition with final scope to be determined and budget of approximately \$8,400,000.
3. Downtown center parking garage with final scope to be determined and budget of approximately \$3,400,000.

Group 1 services may include but are not limited to the following (not listed in any particular order of priority):

**A. Architectural and Engineering Design Services**

1. Develop an architectural program for new facilities or facility renovations.
2. Design of renovations to facility interiors and exteriors.
3. Design of structural rehabilitation and/or repair work for facilities or appurtenances.
4. Design of new facilities.
5. Landscape design/architecture.
6. Utility coordination and design.
7. Design work for the renovation, rehabilitation, replacement, and/or new construction of mechanical, electrical, HVAC, plumbing, life safety and other facility systems.
8. Design of facility site stormwater capture and/or mitigation systems and solutions.
9. Preparation of CADD drawings and/or 3-D renderings which could include but not limited to as-builts, plans, and presentation materials. The Offeror may be given reference materials by the City or expected to conduct their own measurements, surveys, and field visits as needed.
10. Preparation of Project Construction Documents for bid including plans, technical specifications, unit pricing sheets, and other documents necessary to solicit bids and proposals for project construction consistent with Federal, State, and local policies and practices.
11. Concept design including project feasibility and project alternatives.
12. Cost estimation and value engineering analysis including operating and maintenance costs.
13. Preparation of plans for project sequencing, scheduling, staging, temporary housing, and space planning.
14. Support during and after construction including but not limited to: review of submittals, construction stakeout, design services, field investigations, attending preconstruction meetings, schedule analysis, and conflict/change order resolution.

**B. Architectural and Engineering Evaluation and Testing Services**

1. Facility master planning including but not limited to determining/projecting City needs, facility assessment(s), and developing implementation plan(s) for maintenance, rehabilitation, and new construction.
2. Existing facility assessments including but not limited to facility condition, stormwater, code compliance, ADA compliance, OSHA compliance, space needs, security and public safety, building envelope testing, and energy use.
3. Structural Engineering services including but not limited to inspections and evaluations of the interior and/or exterior of existing facilities.
4. Mechanical, Electrical, HVAC, Plumbing, Life Safety, Lighting, and other facility systems evaluations and assessments
5. Geotechnical Engineering and Testing services
6. Exterior and interior surveying services which may include facilities/buildings survey, tree survey, and site survey.
7. Tree impact evaluation.
8. Plat preparation services and title/deed research for project easements and facility related projects and issues.

### **C. Sustainable Public Facility Services**

1. Cost-benefit analysis, which may include recommendations, on implementing sustainable and green building practices for facility projects including renovation, new construction, and existing City policies and practices.
2. Recommendations, analysis, assessments, and evaluations regarding sustainable design and practices for City facilities and facility projects.

### **D. Project Budgets and Cost Estimates**

Prior to initiation of design documents, the City will establish, and convey to the Offeror, a Project Budget. Construction documents developed under this Contract and released for competitive bid shall result in an acceptable bid that falls within 20% of the City's budget. If the lowest responsible and responsive bid exceeds this threshold, the Offeror shall redesign the project and produce revised Construction Documents which result in a competitive bid within the 20% threshold of the City's established budget. Such redesign shall be performed at no cost to the City, and shall preserve the Project Requirements to the maximum extent possible.

## **GROUP 2 – Architectural and Facilities Engineering Services (Projects with Estimated Construction Costs of \$100,000 and below)**

Group 2 covers design services for public facilities, including schematic design, design development, and construction documents, with emphasis on renovation and rehabilitation of older 1950s era buildings, law enforcement and public safety facilities, public works operations facilities, and historical buildings. Although similar to Group 1, there are several differences and omissions from Group 1's scope of work. Please review the scope of work carefully.

Task orders assigned to contracts awarded under this service group will generally be for projects with an estimated construction cost of \$100,000 or below. However, the City may assign tasks to contracts awarded under this service group for projects of any size and/or estimated cost, at its own discretion and as it deems in the City's best interests. Services sought under this service group may not be as comprehensive as Group 1 and the City will give priority to flexible and responsive firms who can provide streamlined services and creative solutions.

In past years the City has undergone several modifications and upgrades to existing facilities, which are listed below as examples of the type of services that would be requested under contracts awarded for this service group. These projects are intended to serve only as examples and may not reflect the City's future needs.

1. New Police Evidence Room which involved modifying an existing room for a pass through locker and new security door, and installation of new furnishings. Total approximate construction costs: \$40,000.
2. Stair replacement to replace concrete block staircase with covered metal staircase at the City's Property Yard. Total estimated construction cost: \$70,000.
3. Renovations to City Hall basement corridor and rooms including asbestos abatement, new lighting, flooring, and fire sprinklers. Total approximate construction costs: \$30,000.
4. New prefabricated Salt Shed structure to store salt at the Property Yard. Total approximate construction costs: \$80,000

Group 2 services may include but are not limited to the following (not listed in any particular order of priority):

### **A. Architectural and Engineering Design Services**

1. Design of renovations to facility interiors and exteriors.
2. Design of structural rehabilitation and/or repair work for facilities or appurtenances.
3. Design of new facilities.

4. Landscape design/architecture.
5. Utility coordination and design.
6. Design work for the renovation, rehabilitation, replacement, and/or new construction of mechanical, electrical, HVAC, plumbing, life safety and other facility systems.
7. Preparation of CADD drawings and/or 3-D renderings which could include but not limited to as-builts, plans, and presentation materials. The Offeror may be given reference materials by the City or expected to conduct their own measurements, surveys, and field visits as needed.
8. Preparation of Project Construction Documents for bid including plans, technical specifications, unit pricing sheets, and other documents necessary to solicit bids and proposals for project construction consistent with Federal, State, and local policies and practices.
9. Concept design including project feasibility and project alternatives.
10. Cost estimation and value engineering analysis including maintenance costs.
11. Preparation of plans for project sequencing, scheduling, staging, temporary housing, and space planning.
12. Support during and after construction including but not limited to: review of submittals, construction stakeout, design services, field investigations, attending preconstruction meetings, schedule analysis, and conflict/change order resolution.

**B. Architectural and Engineering Evaluation and Testing Services**

1. Existing facility assessments including but not limited to facility condition, stormwater, code compliance, ADA compliance, OSHA compliance, space needs, security and public safety, building envelope testing, and energy use.
2. Structural Engineering services including but not limited to inspections and evaluations of the interior and/or exterior of existing facilities.
3. Mechanical, Electrical, HVAC, Plumbing, Life Safety, Lighting, and other facility systems evaluations and assessments
4. Geotechnical Engineering and Testing services
5. Exterior and interior surveying services which may include facilities/buildings survey and site survey.

**C. Sustainable Public Facilities**

1. Cost-benefit analysis, which may include recommendations, on implementing sustainable and green building practices for facility projects including renovation, new construction, and existing City policies and practices.
2. Recommendations, analysis, assessments, and evaluations regarding sustainable design and practices for City facilities and facility projects.

**GENERAL REQUIREMENTS**

**The following requirements apply to all Offerors for both Service Groups:**

**A. General**

1. Notice to Proceed

The Offeror shall not proceed with the work until a written task order from the City authorizing the Offeror to proceed is received.

2. Qualified Staff

The Offeror is expected to have qualified staff or make arrangements with partner or subcontractors to meet service requirements throughout the duration of the contract.

The Offeror shall use qualified staff to perform the work and quality assurance/quality control. The qualified staff assigned to each task order by the Offeror shall be submitted as part of proposals and shall be approved at the discretion of the City.

3. Schedule

The City may require a schedule be provided with the proposal for most tasks. The Offeror shall provide a schedule commensurate with the complexity of the task illustrating measureable milestones. Failure to achieve the proposed schedule may be cause for the City to terminate the task and/or contract, and may affect the award of future tasks.

**B. Guidelines, Regulations and Permits**

1. Regulations

The Offeror shall be familiar with and adhere to local, State, and Federal regulations, permits, zoning, ordinances, policies, and practices. All work shall be consistent with public and City of Falls Church procurement standards and policies.

2. Accessible Design

The Offeror shall comply with current accessible design standards, such as ADAAG (Americans with Disability Act Accessibility Guidelines) and Section 504 of the Rehabilitations Act of 1973, and should consider all users of the facility.

3. Sustainable Design

The Offeror shall comply with LEED Silver guidelines in accordance with City adopted policies unless otherwise directed by the City project manager. Refer to Attachment C: City of Falls Church Sustainable Public Facilities – Policy and Council Resolution.

4. Permits

The Offeror will be required to identify and/or obtain permits and other approvals needed to prosecute the work, including any subsequent revisions, to local, State, and Federal agencies as required for their review and approval of project design and construction. This includes but is not limited to building permits, environmental permits, and site plans.

**C. Project Coordination and Support**

1. Meetings

Participate and/or lead meetings throughout all project phases including but not limited to, kick-off meetings, pre-bid/proposal meetings, site visits, pre-construction meetings, construction meetings, field meetings, public engagement meetings, and/or progress meetings.

2. Technical Support

Provide technical support, evaluations, and recommendations throughout all project phases including, but not limited to, responding to questions during an Invitation for Bid (IFB) or Request for Proposal (RFP) process, responding to a Request for Information (RFI), assisting in evaluation of bids, proposals, cost estimates, and/or change orders.

3. Coordination with Others

Coordinate as needed with others involved in a project which may include but not limited to: utility companies, other government agencies, design contractors, environmental assessment contractors, construction managers, commissioning

agents, maintenance contractors, and construction contractors to during all project phases including design phases, construction, and/or post construction/close out. Provide technical interpretations and support, plans and specifications reviews, design recommendations, troubleshooting, assistance addressing issues in the field, and/or other support as needed. Organize and conduct meetings as needed or as directed.

4. Public Engagement

Provide public engagement meeting support as needed which may include but not limited to: participation in public meetings, leading public meetings, and responding to public concerns and complaints. Preparation of public engagement materials such as maps, renderings, plans, drawings, powerpoint presentations, agendas, and printed handouts.

5. Claims

Provide claims support including but not limited to: technical support, negotiation, evaluations, recommendation, and providing as needed project documentation.

**D. Documents**

1. Quality

All plans and specifications developed shall be at a level of quality for inclusion in Invitations for Bid (IFBs) and/or Request for Proposals (RFPs), unless otherwise directed by the City.

2. Specifications Format

Unless otherwise directed, specifications shall comply with the latest edition of The Construction Specifications Institute's (CSI) Master Format regarding Division, Section, and Page formatting.

3. Format of Deliverables

Plans shall be developed in a computerized format (current release of AutoCAD). Written documents shall be in a computerized format compatible with the version of Microsoft Office currently used by the City except as otherwise specified. The Offeror may be asked to provide hard copies of plans, specifications, reports, and other documents including full size (24"x36") plan sheets. The Offeror may be asked to assist in document preparation to assist in a procurement process, meeting, or public event.

**E. Progress Reports**

1. Monthly Reports

Unless otherwise directed, the Offeror shall be required to meet on a monthly basis with the City to discuss progress, timeline, and the status of open tasks and purchase orders under the contract. Meeting requirements will be at the discretion of the City's assigned Project Manager and may be in person, by phone conference, or via an electronically submitted status report.

2. Project Progress

The Offeror may be tasked to participate in project progress meetings at all phases of the project: design, advertise/award, construction, and post-construction and provide technical input, evaluation, and coordination with other agencies, utility companies, and the City as necessary. The Offeror may not necessarily need to be the lead contractor, but may be asked to provide input, evaluation, and

recommendation. Frequency of progress meetings should be determined in the proposal of each task.

#### **F. Quality Assurance and Quality Control**

The Offeror shall implement the following Quality Control procedures:

##### **1. Quality Assurance Reviews**

The Offeror shall conduct quality assurance reviews on all project submittals in accordance with the requirements cited in this Agreement and the Offeror's approved Quality Control Plan. Reviews shall be conducted to evaluate the adequacy of technical decisions, materials, documentation, processes, procedures, guidance, and staffing included in the execution of this contract.

##### **2. Quality Control Plan**

Within fourteen (14) calendar days of Contract Award, the Offeror shall furnish a Quality Control / Quality Assurance (QA/QC) Plan to the City. The Plan shall detail the procedures, evaluation criteria, and how the Offeror's organization will assure conformance with the contract and tasks to be assigned under the contract. No tasks shall be assigned until the Offeror's QA/QC Plan is approved by the City. Such QA/QC Plan is understood and agreed to be part of any task assigned by the City under this contract along with any amendments or clarifications as needed to meet proposal or task requirements and names of key staff who will fill each role identified in the QA/QC Plan. The Plan may need to be updated periodically throughout the life of the contract or amended as needed for each project/assigned task. It shall be the responsibility of the Offeror to keep the QA/QC Plan current and relevant to the work City's requirements.

The Offeror's QA/QC Plan shall demonstrate how all design efforts are to be checked, revised, and rechecked on a continual basis throughout the plan production schedule.

Offeror peer review of the plans and calculations are required, and the results of such review must be indicated on these documents prior to submittal to the City. The names of the designers and reviewers shall be included on the technical reports, calculations, and plans sheets. A statement that such peer review has been accomplished is to be submitted to the City as part of each submittal. Peer review shall also be a continuing process throughout the schedule to address problem areas and help accelerate design decisions to minimize delays to production.

The QA/QC plan shall include, but not be limited to, the following areas:

- a) **Organization** - A description is required of the Offeror's Quality Control Organization and its functional relationship to the part of the organization performing the work under the contract. The authority, autonomy and responsibilities shall be detailed, as well as the names and qualifications of personnel in the Quality Control Organization.
- b) **Quality Control Reviews** - The Offeror shall detail methods used to monitor and assure compliance of its organization with the contract requirements for services and products.
- c) **Proposed Quality Assurance Records** - The types of records that shall be generated and maintained by the Offeror during the execution of its Quality Control Program shall be outlined.



- d) Schedule - The Offeror shall allow sufficient time to complete the Quality Control procedure for each milestone submittal when preparing a schedule for a task or project proposal.
  - e) Records - Review comments with responses and red lined plan markups shall be included as a deliverable with each milestone submittal. All Quality Control review documents shall remain with the City.
  - f) Control of Subcontractors and Vendors - The methods used by the Offeror to control the quality of services of its subcontractors and vendors shall be detailed and complete.
  - g) Quality Assurance Certification - A qualified member of the Offeror's firm shall be required to certify that each submittal, plans, reports, etcetera have been prepared and checked in accordance with good engineering, construction management, and/or surveying practices and represent quality products.
  - h) Monthly Report - The Offeror shall report on its quality assurance effort as part of its regular monthly progress reports.
4. Quality Assurance Records

The Offeror shall maintain adequate records of the quality assurance actions performed by its organization including its subcontractors and vendors, in providing services and products under this contract. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. These records shall be available to the City upon request during the contract term. All records shall be kept at the Offeror's primary office site and are subject to audit review.

### **III. PROPOSAL SUBMITTAL GUIDELINES**

#### **GENERAL REQUIREMENTS**

1. Offerors shall submit one proposal for the service group for which they would like to be considered (Group 1 or Group 2, limited to one service group). The group number and title shall be shown on the cover of each proposal. Service groups names, numbers, and scopes of work are detailed in Section II "Scope of Work."
2. Before submitting a proposal, the Offeror must read the entire solicitation. Failure to read any part of this solicitation shall not relieve the Contractor/Offeror of contractual obligations.
3. All pages of the Proposal should be printed on 8 ½" x 11" paper, single spaced (1.5 or double spaced preferred), with type no smaller than 11 point font size.
4. Offerors are required to submit one (1) original and four (4) copies of each proposal.
5. Each copy of the proposal should be bound in a single volume.
6. In addition to paper copies, each Offeror shall submit a searchable, indexed PDF copy of the complete Proposal on a CD. If the Proposal contains proprietary or confidential information in accordance with RFP Section XX "Trade Secrets or Proprietary Information," the Offeror shall also submit a second, redacted version of the searchable, indexed PDF. The file name of the PDF(s) shall include the RFP number, Firm's name, date of Proposal, service group number and title, redacted SCC ID if applicable. The hard copy proposal shall be the Offeror's "official" Proposal and shall meet all requirements for submission by the due date and time specified herein. The PDF copy will not be accepted in lieu of the hard copy Proposal.

7. All information requested must be submitted. Proposals which are substantially incomplete or lack key information may be rejected by the City at its sole discretion.
8. Proposals should provide straightforward and concise responses to requests for information and descriptions of qualifications and capabilities.
9. In preparing proposals, Offerors should consider the items included in Section II "Scope of Work" and Section IV "Criteria for Proposal Evaluation".
10. Proposals must be signed by an authorized representative of the Offeror. The Offer's signature on the RFP cover page certifies that:
  - (a) The proposal, as submitted, complies with all provisions, requirements terms and conditions and instruction as set forth in this RFP unless otherwise detailed in the "Exceptions" section of the proposal
  - (b) In the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.
  - (c) The firm submitting the proposal is registered to do business in the Commonwealth of Virginia and currently holds all required and applicable licenses and/or permits.
11. The City encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides.
12. No Offeror shall initiate or otherwise have contact with any City representative or employee, other than the Purchasing Manager or Purchasing Manager's designee concerning or related to this RFP, after the date of this solicitation release and before award or cancellation of this RFP. Any contact in contradiction to this requirement is prohibited and may cause the disqualification of the Offeror from this procurement process.
13. The City will not consider information other than the materials provided in a duly submitted proposal and/or subsequent interviews for proposal evaluation purposes.
14. The City reserves the right to accept or reject all or any part of proposals, waive minor technicalities/informalities and award the contract to the most qualified and best suited Offeror to best serve the interest of the City.
15. Failure to submit all information requested may result in the Purchasing Agent requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the City at its discretion.

## PROPOSAL FORMAT

All Offerors are required to submit the following as a complete proposal, organized in the prescribed format and with attention to page limitations, in the order listed. One (1) page is defined as one side of a page, **not** one page, front and back.

### **Title Page**

Include RFP number, RFP name, service group number and title (Group 1 or Group 2), name of Offeror, address, telephone number, and date of preparation. Provide name, telephone number, and email address of person to contact regarding proposal questions or issues.

### **Table of Contents**

Indicate the material included in the proposal by section, including all items set forth below. All pages are to be numbered and include Offeror's name.

#### **Tab 1: Signed Offer & RFP Addenda** (No Page Limit)

- a. RFP Cover Page, completed and signed in ink by person authorized to bind the company.
- b. Any RFP Addenda (signed and dated).
- c. Completed and signed Attachment B "Authority to Transact Business in Virginia."

#### **Tab 2: Executive Summary/Cover Letter** (Maximum 2 Pages)

- a. Executive Summary should be on company letterhead, signed by a person with the corporate authority to enter into contracts.
- b. A brief history of the firm, including number of years in business and current size of firm. State the location of the office from which the work is to be performed. Identify any other business names, including DBAs used by firm within the past ten (10) years, if applicable.
- c. Offeror's understanding of services sought through this RFP and service group, an explanation of how the Offeror would provide these services, and a description of the Offeror's underlying philosophy and approach to providing the services.

#### **Tab 3: Qualifications & Credentials** (Maximum 4 Pages)

- a. **Offeror's Qualifications** - Describe Offeror's qualifications and ability to fulfill the work required, documented success and direct experience in providing similar services. Include the number of years providing services specific to the subject matter of this RFP, the number of employees (full time and part time), and the employee turnover rate during the last five years. Describe other relevant professional experience.
- b. **Proposed Team** - Identify key personnel and associates including but not limited to those performing the services and involved in the quality assurance/quality control process. Provide names, qualifications, direct work experience, and description of proposed work responsibilities. Resumes and copies of licenses and certifications may be included in the Appendix (Tab 8) but not in Tab 3.
- c. **Number of Projects and Contracts** - Give a summary of projects and contracts that the Proposed Team is currently involved in including dollar amounts, scope of work, role of Proposed Team, and length of contract.
- d. **Point of Contact** - Identify a primary point of contact (i.e., contract or project manager) who will work with the City during the term of the contract.

- e. **Subconsultants and/or Partners** - Identify all Partners and proposed material subconsultants to be engaged by Offeror for any resultant task order. Describe relevant professional experience and capabilities to perform services under this RFP. Describe previous professional experience and history the Offeror has had with the proposed subconsultant and/or Partner. Resumes and copies of licenses and certifications may be included in Appendix (Tab 8) but not in Tab 3.
- f. **Organizational chart** - Provide organizational chart with names and positions of staff. Highlight Proposed Team staff members, and include Partner Firm(s) and/or Subconsultant(s).
- g. **Table of Information** - Include and complete the Table of Information as formatted below to show how the Offeror proposes to deliver each service identified in the relevant service group under the Scope of Work. The Table of Information shall be included in the Appendix (Tab 8) and will not count towards the page limit of Tab 3. Refer to each service under the relevant service group in Section II "Scope of Work" and specify if these services will be delivered by in house by (or led by) a member of the Proposed Team, subconsultants, Partner firms, or both. Below is a **sample** of how the table should be filled out (Scope used for sample is Service Group 1).

<b><i>Task/Scope Element (Scope Reference #)</i></b>	<b><i>In-house Staff (Name, Certification, Title)</i></b>	<b><i>Subconsultant or Partner Firm(s) (Licenses and/or Certifications)</i></b>
Develop an architectural program for new facilities or facility renovations. (A1)	Jane Doe, Architect Associate Director	
Design of renovations to facility interiors and exteriors. (A2)	John Doe, Architect Senior Architect	ACME Engineering (Structural and Geotechnical Engineering)
Design of structural rehabilitation and/or repair work for facilities or appurtenances. (A3)		ABC Engineering and Architecture (Architects and MEP Engineers)

**Tab 4: Related Project Examples** (Maximum 12 Pages)

Provide a brief synopsis of three (3) successful projects undertaken by the Offeror in the last ten years that best reflects the Offeror's understanding of the City's needs and services. In selecting examples, the Offeror should consider projects of similar size, scope, and complexity as example projects listed in Section II "Scope of Work" or projects that clearly demonstrate the skills, qualifications, experience, and services sought under Section II "Scope of Work".

Project Examples for both service groups shall be limited to the following restrictions and shall include the following information for each project:

- Name & location of project
- Project narrative, including:
  - 1) Offeror's project approach in identifying and addressing project risks and challenges
  - 2) Best practice or innovative approaches taken to increase project budget and schedule efficiency, meet or exceed sustainability goals, and/or address project specific goals or challenges.
- For each project, briefly state how the Offeror addressed the following challenges (if applicable):
  - 1) Code Compliance
  - 2) Public Process/Involvement
  - 3) Accessible Design
  - 4) Hazardous Materials, Environmental Remediation, and/or Abatement
  - 5) Budget and Schedule Constraints
  - 6) Renovation of occupied buildings, including project phasing if applicable
- Initial budget, final pre-solicitation construction estimate, final actual construction cost, total amount of change orders, amount of owner directed change orders, and name of the construction contractor.
- Timeline for the project, identifying key milestones, from A&E to completion.
- Key staff, subconsultants, subcontractors, and Partners involved.
- Four (4) photos: 2 "Before" (1 interior, 1 exterior) and 2 "After" photos (1 interior, 1 exterior). Additional photos may be included in the Appendix but limited to a maximum of 5 pages per project.

**Tab 5: Additional Considerations** (Maximum 1 Page)

This section is meant to be "open-ended" and allows the Offeror an opportunity to provide additional information to the City about qualifications relevant to the services requested which may include, but are not limited to:

- a. Individual staff experience in making presentations to elected officials and citizens.
- b. Capability of Offeror to provide prompt service and support, including the ability to meet scheduled deadlines.
- c. Services in addition to those stated in the Scope which the Offeror considers necessary to offer a full range of services.
- d. Recommended best practices and/or innovative approaches to providing services to the City.

**Tab 6: Quality Assurance / Quality Control** (Maximum 2 Pages)

Include a summary of the Offeror's Quality Assurance/Quality Control process including the date adopted, procedures, evaluation criteria, and how the Offeror's organization will assure conformance with the contract and tasks to be assigned

under the contract. The Offeror is strongly encouraged to include and reference relevant sample forms and checklists in the Appendix.

**Tab 7: Proprietary Information and/or Exceptions** (No Page Limit)

The City intends to award multiple Contracts based on the terms, conditions and provisions included in this RFP. The Offeror shall identify (by section number, paragraph number, sentence, etc.) any specific sections, language, or issues and elaborate on any exceptions and proposed resolution or alternative to any and all technical, functional, cost, or other issues and/or terms and conditions specified herein. If there is any deviation from that prescribed in the Scope of Work or specifications, the appropriate line(s) shall be crossed out or otherwise clearly highlighted and the substitution indicated. Exception(s) to state, local, or federal laws, rules or guidelines will be cause for rejection of a Proposal. The City may, at its sole discretion, determine that a proposal with Exceptions merits evaluation. A proposal with Exceptions not immediately rejected may be evaluated, but its competitive scoring may be reduced to reflect the relative importance of the exception(s). Evaluation and negotiation will only continue with the Offeror if the City determines that a contract in the best interest of the City may be achieved. The number and extent of Exceptions will be used as part of the City's evaluation of the proposal. The City reserves the right to accept, reject and/or negotiate any proposed change(s) in the scope, specifications, terms and conditions, requirements or other provisions of this RFP.

**Tab 8: Appendices** (No Page Limit)

Offerors may only include documents in the Appendix if referenced in other sections of the Proposal Guidelines. Material in the appendices section is limited to:

1. Resumes and copies of licenses related to Tab 3.
2. "Table of Information" referenced in Tab 3.
3. Additional project photos related to Tab 4 with a maximum of 5 pages per project.
4. Quality Assurance/Quality Control Plan documents including checklists, diagrams, and sample forms related to Tab 6.

**Tab 9: Client References** (Maximum 2 Pages)

- a. Include a minimum of three (3) references, preferably from municipal governments, for whom the Offeror has performed similar work to that described herein. Do not include the City of Falls Church as a reference.
- b. For each reference, describe the work provided, the date of the beginning of the contract, the length of the contract, dollar value of contract, and a contact person (with name, direct telephone number, title and email address).

## **IV. DELIVERY OF PROPOSALS**

- A. Proposals shall be placed in a sealed, opaque envelope, and clearly marked in the lower left-hand corner with the RFP number, RFP title and the date/time proposals are scheduled to be received. Proposals are to be submitted by mail, courier or delivered in person **ONLY** to:

Attn: Purchasing Agent  
City Of Falls Church  
300 Park Avenue, Rm 300 East, 3<sup>rd</sup> Floor, East Wing  
Falls Church, VA 22046

- B. The City Purchasing Office is open for the receipt of proposal from 8:30 AM until 4:30 PM, Monday through Friday (excluding City holidays). The City is not responsible for deliveries attempted outside of these time periods or misdirected to other offices.
- C. The time of receipt shall be determined by the time the hard copy proposal is signed in at the Purchasing Office. Offerors are solely responsible for ensuring that their proposal is stamped by Purchasing Office personnel.
- D. Any proposal received after the proposal due date and time as detailed on the first page of this solicitation whether by mail or otherwise, will not be accepted or considered. The time of receipt shall be determined by the time the proposal is signed in at the Purchasing Office. Offerors are solely responsible for ensuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.
- E. The City is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, the intra-City mail system or delivery by other means. Offerors are solely responsible for ensuring that their proposal is received and stamped by Purchasing Office personnel by the deadline indicated.
- F. The City, and its officers, employees or agents will not be responsible for the opening of a proposal envelope or package prior to the scheduled opening if that envelope or package is not appropriately sealed and marked as specified.
- G. If the City declares administrative or liberal leave, scheduled receipt of proposals will be extended to the next business day after which administrative or liberal leave has been canceled.
- H. Oral proposals or proposals delivered by electronic means such as facsimile and e-mail are not allowed and proposals so delivered will not be considered.
- I. **Questions regarding this solicitation** must be in writing and received by no later than five (5) business days prior to the RFP closing date. No inquiries, if received by the Purchasing Agent in less than five (5) business days of the date set for the opening of proposals, will be given any consideration. Any material interpretation of a specification, as determined by the Purchasing Agent, will be expressed in the form of an addendum which will be sent to all prospective Offerors and/or posted on the City's website ([www.fallschurchva.gov/Bids](http://www.fallschurchva.gov/Bids)) no later than three (3) days before the date set for receipt of proposals. Oral answers will not be authoritative.
- J. **Offerors are solely responsible for checking the City's Website to insure that they have the most current information regarding the RFP.**
- K. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror. Carelessness in quoting business terms or in preparation of the proposal will not relieve the Offeror. Offerors are cautioned to recheck their proposals for possible error. Errors discovered after negotiation cannot be corrected, and the Offeror will be required to perform if its proposal is accepted.
- L. The City reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals and to award contracts to multiple Offerors.
- M. Under no circumstances shall an Offeror, whose proposal has not been awarded, be entitled to any claim for compensation under this solicitation.
- N. Conditional proposals are subject to rejection in whole or in part.

## V. CRITERIA FOR PROPOSAL EVALUATION

Proposals shall be evaluated by the City's Selection & Evaluation Committee ("Committee"). Proposals determined not to meet one or more RFP requirements may be excluded from further consideration.

- A. Major factors to be considered in the evaluation may include, but shall not necessarily be limited to the tasks, specifications, and/or requirements referred to in the Scope or Statement of Work and the criteria set forth below. The following factors will be considered by the Committee in the award of a contract:
1. **Qualifications / Credentials of Firm / Proposed Team** - Qualifications of the firm with appropriately qualified, licensed and experienced personnel necessary to perform the work. Resources of the firm and Proposed Team to effectively and efficiently deliver services and meet deadlines. Strength of the resumes of the project manager/point of contact and other staff, partners, subcontractors proposed to do the work including licenses and certifications. History of subcontractors and Partners with the Offeror.
  2. **Experience** - Documented experience of the Offeror its staff in performing similar professional services, project performance, and roles and responsibilities in other contracts/projects. Experience working with municipal governments, especially urban municipalities in the Northern Virginia area. Consideration will be given to firms with experience that best meets the City's needs as outlined in the scope of work. Favorable references from other government entities.
  3. **Approach / Methodology** - Depth of response and a clearly demonstrated understanding of the services to be provided, the City's needs and work to be performed. Ability of the Offeror to address or identify project challenges and develop solutions. Demonstrated understanding of the City's challenges and needs and capabilities to address them. Ability to provide services and complete projects.
  4. **Quality Assurance Process** - Firm's plan for internal review of work. Extent to which QA/QC process has been in place.
  5. **Proposal Compliance** - The extent to which the proposal meets the requirements of the RFP. Proposed exceptions to contract language, Conditions and Instructions to Offerors, and scope of work requirements and other sections of the RFP will also be considered.
  6. **Distance from the City** – Distance between the Offeror's primary office for these services and Falls Church City Hall (300 Park Avenue, Falls Church, VA 22046). Five (5) points will be awarded to Offerors whose primary office for these services is located between zero (0) and 20.0 miles from City Hall. Offerors with a primary office for these services located beyond 20.0 miles will receive zero (0) points. Distance will be measured by driving distance from City Hall as confirmed by Google Maps.
  7. **Reasonableness Of Non-Binding Costs** – Although Consulting fees **ARE NOT** to be submitted with the initial proposal response, such proposed non-binding fees may be considered for those short-listed firms involved in the discussion/negotiation phase of the selection process.
- B. The Committee will evaluate the responses of all Offerors to create a short list of those deemed responsible and most qualified to perform the work.

The following weighting of criteria will be used for the City's evaluation of all Proposals:



	<b>EVALUATION CRITERIA</b>	<b># POINTS</b>
1	Qualifications / Credentials of Firm / Proposed Team	10
2	Experience	40
3	Approach / Methodology	25
4	Quality Assurance Process	10
5	Proposal Compliance	10
6	Distance from the City	5
	<b>TOTAL</b>	<b>100</b>

C. In addition to evaluating the Offeror's proposal as submitted, the City may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Offeror to perform the services required. Such investigations may include:

- a. Evaluation of the Offeror's fiscal responsibility to include a copy of a current Dunn and Bradstreet "Business Information Report", other equivalent independent study which includes an in-depth analysis of the Offeror's financial position, business overview, products and services, history, executives, etc., (if available), and/or the Offeror's last two audited financial statements;
- b. On-site visitation to inspect and/or assess the Offeror's physical facilities and other capabilities;
- c. Documentation that Offeror is licensed under applicable laws of the Commonwealth of Virginia;
- d. Contract references provided in the proposal as well as others for whom the Offeror has provided services;
- e. Certification of other Offeror claims provided in the proposal and/or other applicable data.

The Offeror agrees to cooperation and shall furnish to the City all such reasonable information/data and/or access for this purpose as may be requested.

The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the City that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated herein.