



VIRGINIA UNIVERSITY OF LYNCHBURG

REQUEST FOR PROPOSALS

**ARCHITECTURAL STRUCTURE SERVICES FOR
PRESERVATION OF CACHELIN LIBRARY AND GRAHAM HALL**

RFP NO. 0001-FY20-21

The Virginia University of Lynchburg (VUL) is seeking competitive proposals from interested architectural service firms to serve as architectural structure services consultants and to provide an architectural survey and Historical Structure Report for the Preservation of Cachelin Library and Graham Hall under VUL's U.S. Department of Interior National Park Services Grant Agreement P19AP00485 and P19AP00482.

Proposals shall be submitted no later than 4:00 p.m., September 13, 2020, to

Dr. Rex Hammond, VUL Project Manager
Virginia University of Virginia
2058 Garfield Avenue
Lynchburg, VA 24501-6417

All proposals must indicate RFP title, number and proposal date on the external shipping material.

All questions regarding this RFP must be received in writing by email at rhammond@vul.edu no later than 5:00 P.M. on September 13, 2020.

Contact Dr. Rex Hammond at 434-363-3019, [434-528-5276](tel:434-528-5276) Ext. 1142 to leave a message, or rhammond@vul.edu with questions about obtaining these bid documents.

Dr. Rex Hammond
VUL Project Manager

**ARCHITECTURAL STRUCTURE SERVICES FOR
PRESERVATION OF HUMBLER HALL
RFP NO. 0006-FY20-21**

PURPOSE OF THE REQUEST

The Virginia University of Lynchburg (VUL) is seeking proposals for **ARCHITECTURAL STRUCTURE SERVICES CONSULTANT** to provide an architectural survey and Historical Structure Report for the preservation of historic Cachelin Library and Graham Hall, academic buildings located on the VUL campus in Lynchburg. Graham Hall serves as a primary educational facility for the School of Liberal Arts & School of Religion, at the Virginia University of Lynchburg (VUL). Mary Jane Cachelin Memorial Science and Library Building serves as a primary educational facility for the arts and sciences, at the Virginia University of Lynchburg (VUL). Mary Jane Cachelin Memorial Science and Library Building is one of three academic buildings, Mary Jane Cachelin Memorial Science and Library Building also houses the university's library and archives. Graham Hall is one of three academic buildings. VUL is a registered Historically Black College and University (HBCU) established in 1888. Graham Hall was erected in 1917, the oldest structure on the VUL Campus. It is a single story, wood frame structure built on a stone foundation with brick veneer and cladding.

VUL applied and received \$483,850 and \$300,000 grants for the preservation of Cachelin Library and Graham Hall, respectively, from the U.S. Department of Interior National Park Service's Historically Black College and University Grant Program to stabilize and to diminish the most immediate threats, prevent reoccurrence, and allow for better long-range construction planning.

The consultant must have demonstrated successful architectural experience working with historical preservation projects and must abide by the Secretary of Interior Standards for this project.

PROJECT DESCRIPTION

Graham Hall was erected in 1917, the oldest structure on the VUL Campus. It is a single story, wood frame structure built on a stone foundation with brick veneer and cladding. There is marked deterioration of the exterior facade and mortar joints around the facility. The physical structure and wood underpinning appear to be compromised by the sudden drop of the grading along the south elevation of the building, but based on the age further investigation is necessary. A poorly designed modular classroom layout has been developed in the center of the building, with a perimeter walkway around it. The classrooms are used daily. Limited privacy between the classrooms limits their flexibility and scheduling. During the winter, electric space heaters are frequently used. These classrooms do not meet current ventilation requirements for assembly occupancy. The floor is wood beam construction with hardwood tongue and groove. The floor has warped in many areas due to improper drainage around the exterior of the structure. Groundwater accumulates and remains under the foundation on two sides of the building for extended periods of time after the rain has stopped.

The roofing system is a standing seam, metal panel system, painted. The main roof and entrance canopy are in need of maintenance and repair. There is a wooden, shingled roof over a small

addition that has failed, currently being covered by a trap. The rear porch is the emergency exit from the back of the building. The overhanging roof, above the rear stairs, is in need of replacement. It is a wooden frame, does not conform to code and is visibly unsafe. There is a large uncovered patio on the east elevation of the building. This area is experiencing progressing failure, settling and cracking. Currently, a significant portion of maintenance, repair, and building renewal projects are being deferred. The required projects include roofing repairs, structural deficiencies, HVAC replacement, window replacement, site stabilization, and stormwater management.

Mary Jane Cachelin Memorial Science and Library Building also houses the university's library and archives.

This backlog of high priority projects is accelerating the deterioration of the building. The proposed grant projects will stabilize this historically significant building, and stopping the continuing deterioration of the physical structures is of the highest priority. Current conditions have placed the library's collections at risk, and have accelerated the deterioration of the books and other collectibles housed inside of the archives. The archives serve as the home for the collections of numerous authors, original prints, noted African American historians, and renowned pastors that studied and attended this institution for higher education of African Americans, and preachers that have played a contributing role in the architecture of the civil rights movement of the 20th century.

Currently, a significant portion of maintenance, repair, and building renewal projects in Cachelin Library are being deferred. The required projects include roofing repairs, structural deficiencies, repair or replacement of HVAC equipment, stormwater management, and hardscape surrounding the building. The lack of an operational HVAC has eliminated the ability to control the temperature and humidity within the building. Underground water infiltration is very destructive to the materials used to construct this building, plaster walls and ceilings, and limestone and brick facades. Also, these failed mechanical systems are harmful to the library and archived materials, promoting the growth of mold and mildew. The failed stormwater management system allows runoff water to be absorbed into the ground adjacent to the building's foundation distorting the façade, rotting wood in the summer, freezing and thawing in winter are compromising the foundation and causing the building to settle and crack aggressively.

Construction pre-planning includes architectural and engineering consultation and involvement. The construction project management firm selected for this project will supervise construction to stabilize this historically significant building as funded by federal Grant Agreement P19AP00485 and P19AP00482.

CONTRACT PERIOD AND AWARD

The period of services under this contract shall begin on the date of award by the University and shall extend through the construction phases and final acceptance by VUL, but not later than September 30, 2022 unless amended in writing.

SCOPE OF WORK AND DELIVERABLES

The consultant shall provide pre-construction, construction, and post construction phase services related to the construction of the preservation of Cachelin Library and Graham Hall. Services shall be performed in accordance with this RFP and resulting contract. Additionally, the consultant shall provide administrative, management, and ancillary support services as required. Services may include but are not limited to: coordinating work between all activities, and acting as an agent for the VUL in order to complete the project in accordance with the VUL's objectives for cost, time, and quality.

The Consultant must abide by the Secretary of Interior Standards for this project.

Task 1 – Planning Phase (August – September 2020)

The Consultant will conduct an architectural survey and commission a Historic Structure Report required for and consistent with federal and state historical preservation standards by August 31, 2020.

Task 2: Design Phase (October 2020)

The Consultant will assist VUL's project team with architectural expertise in the development of construction documents including the final scope of architectural work, identifying any areas that need to be stabilized or protected prior to construction, and assisting with the development of the architectural requirements for the Request for Proposals for construction firms with experience in historical preservation projects.

Task 3: Construction Phase (November-December 2020)

The Consultant will assist VUL's project team in developing the detailed scope for the interior structural elements and their impact on the existing architectural elements in the building, integrating the project construction team with the design team, finalizing the design, and advising about the architectural issues throughout the construction phase.

PROPOSAL FORMAT

- I. Virginia University of Lynchburg Bid/Proposal Form (see last page of RFP)
- II. Introductory Letter of Interest (1-page maximum)
- III. Key Personnel Proposed for this Contract
 - A. List of Key Personnel of Proposed Team: Indicate key personnel who will be assigned to the project. Key personnel are defined as those to who the contract will be assigned and who will be performing actual management of the work and be responsible for inspection, administration, and design services. All individuals identified as Key Personnel in the Proposal shall remain on the Consultant's Team for the duration of the procurement process, and, if the consultant is awarded the contract, the duration of the contract. A maximum of 5 personnel should be proposed.
 - B. Organizational Chart of Proposed Team: Indicate on the organizational chart designate personnel by primary consultant or subconsultant and the office the personnel are assigned.

- C. Resumes of Key Personnel Proposed for this Contract: Resumes are required for each individual proposed on the List of the Key Personnel of the Proposed Team. Each resume shall be limited to one page per person with a font not less than 10 point. Resumes should include education, experience, and certifications relevant to this Proposed Contract.

If extraordinary circumstances require a proposed change, it must be submitted in writing to the University for approval, who, at its sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.

IV. Example Projects Which Best Demonstrate Local Work and the Proposed Team's Qualifications for this Contract:

- A. Local work should provide examples, dates, and references for architectural services performed in the local area;
- B. Qualifications of the proposed team's expertise should include examples preferably in the local area of similar architectural services performed with emphasis on historic preservation projects funded by the U.S. Department of Natural Parks and working with the Commonwealth of Virginia's Historic Preservation requirements. Limit example projects to no more than five (5).

V. Additional Information

The consultant should detail the plan to assure the VUL that the staff submitted for evaluation will be available for the services requested by the RFP. This section should include:

- A. Project Understanding Provide your understanding of the project scope and the key construction issues involved.
 - 1. Project Approach: Describe your approach to architectural services for this project. Explain how your firm will provide for client involvement and resource management. List any specialized computer software packages that you will use on this project.
 - 2. Project Organization: Describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed.
 - 3. Other: Describe any potential special considerations.

Additional information is limited to a maximum of five (5) pages with a font no less than 10 point.

PROPOSAL SELECTION PROCESS

An Evaluation Committee consisting of the VUL Project Manager and others will review the proposals. The evaluation and selection of the Architectural Structure Services firm will be based on the criteria set forth in this RFP. VUL intends to award this contract on the basis of competitive negotiation.

Offerors may be required to make an oral presentation of their proposal. The Evaluation Committee will schedule the time and location for this presentation, if it is necessary. After the

presentations, the firms will be re-ranked. Negotiations will be conducted with the offeror ranked first. If these negotiations are unsuccessful, they will be formally concluded, and the second ranking firm will be contacted. The contract for these services will be based on hourly rates for services provided with an upper, not to exceed limit for each phase of professional services.

EVALUATION OF PROPOSALS/SELECTION CRITERIA

The following criteria and scoring will be used in the evaluation of proposals and developing a short list of qualified firms.

- A. Understanding of the Project and Approach to the Services (5 points)
- B. Firm/Team Capabilities (25 points)
- C. Personnel Experience/Capabilities (35 points)
- D. History of Services on Similar Projects (35 points)

SUBMITTAL INSTRUCTIONS

One (1) original, three (3) copies and one (1) electronic copy on CD in Adobe Acrobat (.pdf) format of the proposal must be received by Dr. Rex Hammond, VUL Project Manager, at the address specified below, not later than the advertised bid date.

Proposal submissions shall be addressed to:
By Mail or Hand Delivered ATTN: Dr. Rex Hammond, VUL Project Manager
Virginia University of Virginia
2058 Garfield Avenue
Lynchburg, VA 24501-6417

Proposals must be placed in a sealed envelope bearing the name of the offeror, the offerors address and the title and due date of the proposal. The proposal shall be signed in the name of the offeror and bear the signature of the person duly authorized to bind the firm in a contract. The name, address, and phone number of the point of contact shall be identified.

LATE PROPOSALS

It is the responsibility of the offeror to ensure that the proposal arrives on time and at the proper location. Late proposals will not be considered.

TERMS AND CONDITIONS

- A. REJECTION OF PROPOSALS – VUL reserves the right to reject any or all proposals, to waive any informality in any proposals or reject any item or combination of items.
- B. CONTRACT EXECUTION - In the event that the offeror to whom the proposal is awarded does not execute a contract within 30 days after the award of proposal, VUL may give notice to such offeror of intent to award the proposal to the next most qualified offeror, or to call for new proposals, and may proceed accordingly. The contents of the proposal submitted by the successful firm and this RFP shall become part of any contract awarded as a result of these specifications. The successful firm shall be expected to sign a contract with the VUL.

- C. **INQUIRIES** - All inquiries concerning this RFP must be directed, in writing by email only, to Rex Hammond, VUL Project Manager, rhammond@vul.edu. Questions will be entertained until close of business five (5) business days prior to the bid due date. A copy of all written questions received, and subsequent responses provided.
- D. **UNDERSTANDING OF RFP** - Offerors shall thoroughly examine and be familiar with the RFP. The failure or omission of any offeror to receive or examine this document shall in no way relieve any offeror of obligations with respect to this proposal or the subsequent contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this paragraph.
- E. **ASSIGNMENT OF CONTRACT** - The firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this contract or its rights, title or interest therein or its power to execute such contract or its rights, title or interest therein or its power to execute such contract to any other person, company or corporation without the consent and approval in writing by VUL's Project Manager.
- F. **EXCEPTIONS TO RFP** – Offerors taking exception to any part or section of this RFP shall clearly indicate such exceptions in their proposal. Failure to indicate any exceptions shall be interpreted as the offeror's intent to fully comply with the RFP as written. Conditional or qualified proposals are subject to rejection in whole or in part.
- G. **LAWS AND REGULATIONS** - It shall be understood and agreed that any contract awarded on this proposal shall comply fully with all local, state and federal laws and regulations. Any litigation arising from this contract will be conducted within the Commonwealth of Virginia.
- H. **COLLUSION AMONG OFFERORS** – More than one proposal from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that an offeror has an interest in more than one proposal for the work contemplated will cause rejection of all proposals in which the offeror is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the offerors. Participants in such collusion may not be considered in future proposals for the same work. Each offeror, by submitting a proposal certifies that it is not a party to any collusive action.
- I. **VUL EMPLOYEES** – No employee of the VUL shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.
- J. **QUALIFICATION OF OFFERORS** – Each offeror may be required, before the award of any contract, to show to the complete satisfaction of the Evaluation Team that it has the necessary facilities, abilities, and financial resources to furnish the service or material specified herein in a satisfactory manner, and the offeror may also be required to show past history and reference which will enable the Evaluation Team to be satisfied as to the offeror's qualifications. Failure to qualify according to the foregoing requirements will justify proposal rejection.

- K. **LIABILITY** – The successful offeror will not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, civil disobedience, riots, rebellions, acts of God and similar occurrences beyond the control of the successful offeror that make performance impossible or illegal, unless otherwise specified in the agreement.
- L. **RELATION TO VUL** – It is the intent of the parties hereto that the successful offeror shall be considered as an independent contractor and that neither it nor its employees shall, under any circumstances, be considered servants or agents of VUL and that these bodies shall be at no time legally responsible for any negligence on the part of said successful offeror, its servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.
- M. **EXPENSES INCURRED IN PREPARING PROPOSAL** – VUL accepts no responsibility for any expense incurred in the proposal preparation and presentation. Such expenses are to be borne exclusively by the offeror.
- N. **OFFEROR RESPONSIBILITY** – Before submitting a proposal, each offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. Before submitting a proposal, each offeror shall make all investigations and examinations necessary to verify any representations made by the VUL Project Manager that the offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful offeror.
- O. **PROTEST OF AWARD OR DECISION TO AWARD** – An offeror may protest an award or decision to award a contract by sending a letter outlines the grounds for protest to the VUL’s President’s Office.
- P. **INSURANCE REQUIREMENTS** – Contractor shall secure at its own expense general liability insurance in an amount not less than \$1,000,000 solely contained in a Commercial General Liability Policy or in combination with an Umbrella or Excess Policy. Included shall be coverage for Bodily Injury and Property Damage resulting from the operations, products, and completed operations of the contractor. Contractor shall also carry automobile insurance in an amount not less than \$1,000,000 solely contained in a Commercial Auto Policy or in combination with an Umbrella or Excess Policy. Contractor shall also carry Workers Compensation insurance, which meets the statutory requirements of the Commonwealth of Virginia. In addition, contractor shall also carry other insurance coverage deemed by the VUL to be appropriate to his agreement. The above-mentioned coverage shall be placed with an insurance carrier licensed to do business in the Commonwealth of Virginia. The carrier must have an AM Best Rating of A or better. A Certificate of Insurance identifying coverage and naming VUL and the

federal government as additional insured shall be furnished to VUL prior to execution of a contract. Liability coverage shall contain wording prohibiting cancellation of coverage, failure to renew, or reduction in limit without the insurer first giving 30 days prior written notice of such action to the VUL.

Q. BUSINESS, PROFESSIONAL, AND OCCUPATIONAL LICENSE – Contractor is required to submit evidence of and remain licensed in accordance with local ordinances.

R. EMPLOYMENT DISCRIMINATION BY CONTRACTORS PROHIBITED – Every contract in excess of \$10,000 shall include the following provisions:

1. During the performance of a contract, the Contractor shall agree that he will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment in the solicitation and award of public contracts except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that he will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that he will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that he is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.
2. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order in excess of \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

S. UNAUTHORIZED ALIENS – In accordance with Section 2.2 – 4311.1 of the Code of Virginia, the Consultant agrees that it does not, and shall not during the performance of the contract, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1980.

T. COMPLIANCE WITH FEDERAL GRANT AGREEMENT – The Consultant agrees that it is willing and able to comply with the all federal requirements stipulated and required in the VUL's Grant specified in this RFP.

**VIRGINIA UNIVERISTY OF LYNCHBURG BID/PROPOSAL FORM
ARCHITECTURAL STRUCTURE SERVICES FOR
PRESERVATION OF CACHELIN LIBRARY AND GRAHAM HALL
RFP NO. 0006-FY20-21**

SECTION I – COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____

Address _____

Contact Person _____ Title _____

Telephone No. _____ Fax No. _____ Email _____

Organized under the laws of the State of _____

Principal place of business _____

Federal Id Number _____ Registered Agent _____

State Corp. Commission Registration No. (attach Certificate of Good Standing) _____

List the names and addresses of all persons having ownership of 3% or more in the company:

Name	Address
_____	_____
_____	_____
_____	_____

The Virginia University of Lynchburg (VUL) requires that any consultant or firm receiving a contract of award resulting from a formal solicitation issued by VUL shall make certification as specified below. Receipt of such certification shall be a prerequisite to the award of contract and payment thereof.

SECTION II – EMPLOYEES NOT TO BENEFIT - I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of VUL, or members of his/her immediate family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder’s fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

SECTION III – CONFLICTS OF INTEREST –

The Offeror [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

SECTION IV – COLLUSION - I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and federal law and can result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for my company.

SECTION V – I certify that if the contract is awarded to our firm, partnership, or corporation, it will abide by the standards and requirements of the Secretary of the Interior.

Signature _____ Date _____

Name (Printed) _____ Title _____

BIDDER MUST RETURN THIS FORM WITH BID