



REQUEST FOR QUALIFICATIONS (RFQ # VBDA-25-02)

Annual Services Contract for Civil Engineering and Architectural Services

City of Virginia Beach Development Authority - Virginia Beach, VA 23451

I. Purpose:

This document constitutes a request for qualifications from experienced and qualified sources to provide engineering and architectural services for the City of Virginia Beach Development Authority ("VBDA").

II. Background:

The VBDA assets include over 100 acres of developable land and other fixed (buildings) assets such as two entertainment venues, nine municipal garages, two golf courses, stormwater management facilities, and office space.

VBDA is a political subdivision of the Commonwealth of Virginia. Its mission is to facilitate the expansion of the tax base and employment opportunities in the City through increased business development and redevelopment. The VBDA is authorized to contract and be contracted with, acquire, whether by purchase, exchange, gift, lease, or otherwise, to improve, maintain, equip, furnish, and construct one or more VBDA facilities, lease, sell, exchange, donate, and convey any or all of its facilities or other properties (real or personal), issue Industrial Revenue Bonds, facilitate public-private partnerships on behalf of the City of Virginia Beach, and administer the Economic Development Investment Program (EDIP).

III. Contract Term:

The contract period shall consist of a term of one (1) year with three (3) one-year renewals at the option of the VBDA.

IV. Description of Services

The VBDA is soliciting statements of interest and qualifications from interested firms to provide a variety of architectural, interior design, civil and structural engineering, surveying, mechanical, plumbing and electrical design, asset inspection, project management, technical and support services to support their assets and strategic development initiatives. Work orders under this contract may include the preparation of feasibility studies, condition assessments, planning and analysis, special testing and inspections, preparation of contract documents, design/build contract documents, and construction bidding and administration services.

The selected firm will not be eligible to participate in any design/build solicitations and contracts resulting from these services.

The maximum amount for any work order and the annual maximum shall be in accordance with § 2.2-4301 of the Code of Virginia as amended. There is no guarantee of the amount of work

that will be authorized. It is the intention of the VBDA to select one or more A/E firms for this solicitation.

The successful firm(s) must demonstrate expertise and experience in the planning, design, and construction of a variety of civil engineering projects and related services including, but not limited to:

- site improvements
- drainage improvements
- highway/roadway improvements
- street reconstruction
- intersection improvements
- traffic/pedestrian traffic safety improvements
- preliminary alignments
- transportation planning
- highway/roadway corridor studies
- preparation of grant applications
- environmental studies and services
- regulatory permitting
- special inspections
- geotechnical testing and analysis
- water and sanitary sewer design
- land surveying
- drainage and storm water management design
- traffic signal and signal pole foundation design
- streetlight design
- pavement design
- geotechnical analysis
- development of aesthetic elements such as site furnishings
- landscape and planting design
- coordination of private utility companies
- preparation of reports and concept plans
- preparation of supplemental specifications and standards

And successful firm(s) must also demonstrate expertise and experience in Architectural-related projects and services, including, but not limited to:

- building and building system assessments
- renovations and rehabilitation design and planning
- construction inspections and administration services
- construction of municipal facilities, and related services
- structural engineering
- architectural renderings
- mechanical, plumbing, and electrical design
- preparation of design/build documents, construction documents and supplemental specifications and standards
- signage and wayfinding design

- interior design

Qualified respondents will have a demonstrated knowledge of applicable federal, state building codes, VDOT, and the City of Virginia Beach Specifications, Standards. The ability to prepare a Virginia Pollutant Discharge Elimination System General Permit Registration Statement for Storm Water Discharges from construction activities will also be required.

Firm(s) must have a demonstrated history, capacity, and ability to provide quick response to projects of immediate need which will be a significant factor by the selection committee.

VI. Evaluation Criteria and Qualification Requirements:

Firms with demonstrated expertise and experience with the services described herein are encouraged to apply, as are multi-disciplinary teams with the capability to manage multi-faceted projects and coordinate sub-consultants. Evaluation of the RFQ submittals will be based on the following selection criteria. The percentage listed in parenthesis is the weight that each selection criterion will have in the evaluation of the qualifications.

- a. Professional qualifications of staff and any sub-consultants assigned (20%)
- b. Specialized experience in the type of work required (20%)
- c. Familiarity with scope of work and conceptual approach proposed to address those requirements (10%)
- d. Evidence of cost and quality control effectiveness (10%)
- e. Quality of past performance on similar projects (10%)
- f. Current volume of work and capability to reallocate resources effectively as needed to meet project schedule and needs (10%)
- g. Demonstrated ability for a high degree of responsiveness, public participation and related coordination for input and resolution of project issues (10%)
- h. Capability to provide aesthetic design features for a quality outcome (5%)
- i. Accessibility of the project team to potential project sites (5%)
- j. Insurability (Pass/Fail) – Qualified responders shall have the minimum insurance requirements listed below:

<u>Form</u>	<u>Limits</u>
(i) Workers' Compensation	Statutory
(ii) Automobile Liability	\$1,000,000 Combined Single Limit
(iii) Commercial General Liability	\$1,000,000 Combined Single Limit

- k. Responder can have no outstanding debts or claims against the City of Virginia Beach at the time of execution. (Pass/Fail)

VII. Submittal of Proposals:

Each respondent must submit the items listed below:

- a. Five copies of the RFQ in a sealed envelope marked “**RFQ # VBDA-25-02, Annual Services Contract for Civil Engineering and Architectural Services.**” on the outside.
- b. All proposals shall be received and date-stamped in the location described below no later than **Monday, September 22, 2025 at 3:00PM local time**. **All proposals received after that time will not be considered and will be returned unopened to the respondent.** Details of the meeting will be posted on www.yesvirginiabeach.com/rfp.
- c. Location for submissions: City of Virginia Beach Development Authority
Attention: Pamela Witham, Senior Planner
City of Virginia Beach Economic Development
4525 Main Street, Suite 700
Virginia Beach, Virginia 23462
- d. Proposals submitted by telephone, facsimile, or e-mail will not be considered.
- e. All questions or clarifications related to this RFQ must be submitted to Pamela Witham, Department of Economic Development, via email at PWitham@vb.gov 10 business days prior to the RFQ deadline. All questions and responses will be posted on the RFQ website. Any other contact with any City representative, other than Pamela Witham or the department listed below, concerning this solicitation is prohibited and may cause the disqualification of the respondent from this solicitation process.
- f. The complete RFQ and all relevant documents to this RFQ can be found online: www.yesvirginiabeach.com/rfp

VIII. RFQ Proposal Format:

Respondents must include with their submission the following documents and information, which will be used as evaluation criteria:

- a. Evidence of insurability at limits described above and a copy of your current insurance coverage
- b. Specialized experience in work required
- c. Professional qualifications of staff assigned
- d. Capacity to accomplish work in required time
- e. Familiarity with work similar to past projects of VBDA
- f. Past performance
- g. Experience and qualifications of any consultants
- h. Cost control effectiveness
- i. Current volume of work
- j. Accessibility of firm to VBDA assets
- k. Anti-collision Form as referenced below.
- l. Any exceptions to the form Service Agreement (Attachment A).

IX. Review and Selection:

An Evaluation Committee will evaluate and rank the submissions based on the above criteria. Short-listed respondents may be invited to an interview with the Evaluation Committee and should be prepared to have key management personnel available for these interviews. The successful proposer(s) will be named after the RFQs are evaluated. Notice of intent to award one or multiple contracts resulting from this RFQ will be publicly posted for inspection at the Department of Economic Development located at 4525 Main Street, Suite 700, Virginia Beach, VA 23462.

The below timetable may be amended as required by the Department of Economic Development. Any modifications to the timetable will be provided to those firms who have properly submitted the RFQ.

RFQ Advertisement	July 27, 2025
Pre-Submittal Meeting	August 21, 2025
Deadline for Receipt of Questions	September 5, 2025
RFQs Due	September 22, 2025
Tentative Interviews (if selected)	October 27-31, 2025
Notice of intent to award (anticipated)	November 18, 2025

A non-mandatory pre-submittal meeting will be held Thursday, August 21, 2025, in the Department of Economic Development Boardroom located at 4525 Main Street, Suite 700, Virginia Beach, VA 23462 at 10 a.m.

The participants will be notified by electronic mail of the VBDA's selection. The VBDA reserves the right to reject any and all submissions and to select the proposal(s) that it deems is in the best interests of the VBDA as defined by the above evaluation criteria, even if it is not the lowest cost proposal.

Only responsive and responsible statements of interest will be considered. Submittals that attempt to change or do not meet the requirements in this Request for Qualifications may be rejected as being non-responsive. Each proposal shall be considered a valid offer until the VBDA notifies participants that it has provided notice of intent to award.

If a selection is made, the VBDA will notify the selected respondent(s) and will prepare an annual service contract setting forth the terms consistent with the terms in this Request for Qualifications and the participant's proposal. The engineering firm and/or the architectural firm will sign the contract, and then the matter will be put on the VBDA's Agenda for a public hearing and formal approval pursuant to applicable laws and procedures.

The VBDA reserves the right to select multiple proposals for negotiation and award of a contract.

X. Anti-collusion

ANTI-COLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID RESPONDENT 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), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.8 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED RESPONDENT HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THERE FROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF VIRGINIA BEACH HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

[SIGNATURE(S) ON FOLLOWING PAGE]

Request for Proposals

- Bidder will include the provisions of the foregoing sections A, B, and C in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Respondent Information

Address, Line 1: _____

Address, Line 2: _____

City/Town: _____

State: _____

Zip Code: _____

E-mail Address: _____

Telephone Number: _____

Fax Number: _____

Taxpayer Identification Number (TIN) or Social Security Number (SSN): _____

Is your firm a "minority" business? ☐ Yes ☐ No

If yes, please indicate the "minority" classification below:

☐ African American ☐ Hispanic American ☐ American Indian

☐ Eskimo ☐ Asian American ☐ Aleut

☐ Other; Please Describe: _____

Is your firm Woman Owned? ☐ Yes ☐ No

Is your firm a Small Business? ☐ Yes ☐ No

Signature: _____

Printed Name: _____

Title: _____

Date: _____