



VCU

Procurement Services

July 26, 2023

Sara Lasseter, President
KSA Interiors
11531-A Nuckols Road
Glen Allen, VA 23059

RE: Contract #: 7748325CP-1
Renewal No.: Contract Extension

Ms. Lasseter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Interior Design Services** expires on **September 30, 2023**. VCU intends to extend this contract for the period of October 1, 2023 through December 31, 2023, after which the contract shall terminate.

Your signature constitutes your firm's acceptance of this extension, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources.

☒ Pricing remains the same as the previous contract period.

☒ By signing and submitting this contract extension letter, Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response and any questions you have may be emailed to sfclark@vcu.edu.

Sincerely,

Susan Lewis

Susan Lewis, VCCO
Senior Buyer

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

Contract #: : 7748325CP-1 – Interior Design Services

RESPONSE:

KSA Interiors

Name of Firm



Signature

Sara Lasseter

Name Printed

President

Title

8/3/2023

Date



Procurement Services

May 17, 2023

Sara Lasseter, President
KSA Interiors
11531-A Nuckols Road
Glen Allen, VA 23059

RE: Contract #: 7748325CP-1
Renewal No.: Contract Extension

Ms. Lasseter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Interior Design Services** expires on **June 30, 2023**. VCU intends to extend this contract for the period of July 1, 2023 through September 30, 2023, after which the contract shall terminate.

Your signature constitutes your firm's acceptance of this extension, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources.

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Sincerely,

Susan Lewis

Susan Lewis, VCCO
Senior Buyer

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

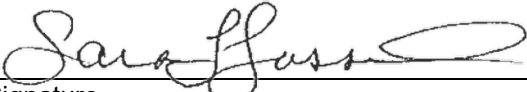
804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

Contract #: 7748325CP-1 – Interior Design Services

RESPONSE:

KSA Interiors

Name of Firm



Signature

Sara L Lasseter

Name Printed

President

Title

5/19/2023

Date



Procurement Services

January 23, 2023

Sara Lasseter, President
KSA Interiors
11531-A Nuckols Road
Glen Allen, VA 23059

RE: Contract #: 7748325CP-1
Renewal No.: Contract Extension

Ms. Lasseter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Interior Design Services** expires on **February 21, 2023**. VCU intends to extend this contract for the period of February 22, 2023 through June 30, 2023, after which the contract shall terminate.

Your signature constitutes your firm's acceptance of this extension, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources.

☒ Pricing remains the same as the previous contract period.

☒ By signing and submitting this contract extension letter, Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response and any questions you have may be emailed to sfclark@vcu.edu.

Sincerely,

Susan Lewis

Susan Lewis, VCCO
Senior Buyer

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

Contract #: 7748325CP-1 – Interior Design Services

RESPONSE:

KSA Interiors

Name of Firm



Signature

Sara Lasseter

Name Printed

President

Title

1/24/2023

Date



VCU

Procurement Services

January 24, 2022

Sara Lasseter
KSA Interiors
11531-A Nuckols Road
Glen Allen, VA 23059

RE: Contract #: 7748325CP-1
Renewal No.: Four of Four available

Ms. Lasseter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Interior Design Services** expires on **2/21/2022**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7748325CP-1.

Services shall be provided for renewal period: 2/22/2022 through 2/21/2023.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

☐ Pricing remains the same as the previous contract period.

☒ Attached is the revised pricing in accordance with the contract terms.

☒ By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA, 23284.

Please return this document to me as soon as possible. Your response may be emailed to me at tlhall2@vcu.edu. If you have any questions, please contact me at (804) 828-3409.

Sincerely,

Teresa L. Hall, VCA, VCO, CUPO, VCCO
Senior Buyer

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

Contract #: 7748325CP-1 Interior Design Services

RESPONSE:

KSA Interiors, Inc.

Name of Firm



Signature

Sara L. Lasseter

Name Printed

President

Title

1/25/2022

Date



Procurement Services

January 13, 2020

Sara Lasseter
KSA Interiors
11531-A Nuckols Road
Glen Allen, VA 23059

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

RE: Contract #: 7748325CP-1
Renewal No.: Three of Four available

Ms. Lasseter,

Your firm's contract with Virginia Commonwealth University (VCU) for Interior Design Services expires on 2/21/2021. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7748325CP-1.

Services shall be provided for renewal period: 2/22/2021 through 2/21/2022.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

☒ Pricing remains the same as the previous contract period.

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☒ By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA, 23284.

Please return this document to me as soon as possible. Your response may be emailed to me at tlhall2@vcu.edu. If you have any questions, please contact me at (804) 828-3409.

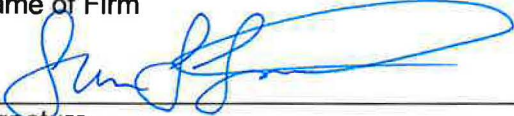
Sincerely,
Teresa L. Hall, VCA, VCO, CUPO, VCCO
Senior Buyer

Contract #: 7748325CP-1 Interior Design Services

RESPONSE:

KSA Interiors

Name of Firm



Signature

Sara Lasseter

Name Printed

President

Title

1-6-2021

Date



Procurement Services

January 13, 2020

Sara Lasseter
KSA Interiors
11531-A Nuckols Road
Glen Allen, VA 23059

RE: Contract #: 7748325CP-1
Renewal No.: Two of Four available

Ms. Lasseter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Interior Design Services** expires on **2/21/2020**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7748325CP-1.

Services shall be provided for renewal period: 2/22/2020 through 2/21/2021.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

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Please return this document to me as soon as possible. Your response may be emailed to me at tlhall2@vcu.edu. If you have any questions, please contact me at (804) 828-3409.

Sincerely,
Teresa L. Hall, VCO, CUPO, VCCO
Senior Buyer

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

Contract #: : 7748325CP-1 Interior Design Services

RESPONSE:

KSA Interiors, Inc.

Name of Firm



Signature

Sara L. Lasseter CID, IIDA

Name Printed

President

Title

January 17, 2020

Date



Procurement Services

February 12, 2019

Sara Lasseter
KSA Interiors
11531-A Nuckols Road
Glen Allen, VA 23059

Procurement Services
912 W. Grace Street, 5th Floor
Richmond, VA 23284

804 828-1077
Fax: 804 828-7837
www.vcu.edu/procurement

RE: Contract #: 7748325CP-1
Renewal No.: One of Four available

Ms. Lasseter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Interior Design Services** expires on **2/21/2019**. VCU intends to exercise the renewal of this contract in accordance with the terms and conditions of contract 7748325CP-1.

Services shall be provided for renewal period: 2/22/2019 through 2/23/2020.

Your signature constitutes your firm's acceptance of this renewal, to include the optional-use language requirement provision below.

OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities on a purchase order issued against this contract do not represent a purchase commitment by VCU.

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Please return this document to me as soon as possible. Your response may be emailed to me at tlhall2@vcu.edu. If you have any questions, please contact me at (804) 828-3409.

Sincerely,
Teresa L. Hall, VCO, CUPO, VCCO
Senior Buyer

Contract #: 7748325CP-1 Interior Design Services

RESPONSE:

KSA Interiors Inc.

Name of Firm



Signature

Sara L. Lasseter, CID IIDA

Name Printed

President

Title

February 13, 2019

Date

February 13, 2019

Teresa L. Hall, VCO, CUPO, VCCO
Senior Buyer
Virginia Commonwealth University
Business Services and Treasurer
10 South 6th Street, Suite 200
Richmond, VA 23298-0327

RE: Contract # 7748325CP-1
Renewal No.: 1 of 4

Dear Teresa,

This letter is to request an adjustment to our hourly labor rates to be effective February 22, 2019 through February 23, 2020.

Following is a list of our proposed increases.

	VCU 2018 Rates	VCU 2019 Rates 1.6 CPI-U
Principal & Associate Principal	\$118.00	\$119.89
Interior Design Project Manager	\$100.00	\$101.60
Sr. Interior Designer	\$100.00	\$101.60
Interior Designer	\$85.00	\$86.36
Jr. Interior Designer	\$79.00	\$80.26
FIPM	\$60.00 (sub)	\$60.96 (sub)
Administration:	\$70.00	\$71.12

I look forward to hearing from you.

Respectfully Submitted:



Sara L. Lasseter CID, IIDA
President
KSA Interiors
SWaM #7149
Woman-Owned Mico/Small Business





VCU

Procurement Services

Virginia Commonwealth University Notice of Award

To: Sara Lasseter
KSA Interiors

Re: Virginia Commonwealth University
RFP 7748325CP for Interior Design Services
Contract Number: 7748325CP-1

Sara,

KSA Interiors proposal dated 10/16/2017 for the Request for Proposal and interior design services for Virginia Commonwealth University performed on an as-needed basis has been considered and you are a successful bidder. You are hereby notified that you have been awarded a contract to provide as-needed project type services. The project is subject to the provisions stated in the Request for Proposal dated 9/18/2017.

The Facilities Management team will serve as Contract Administrators for this contract and shall use all powers under the contract to enforce its faithful performance. A purchase order will be issued and the purchase order number must be referenced on each invoice submitted. The Contract Administrator shall approve all invoices submitted for payment and assure that all services have been performed in accordance with the contract terms and conditions. The Contract Administrator, or his designee, shall not have the authority to approve changes in the contract which may alter the concept or which calls for an extension of time or a change in the contract price. Any modifications made must be authorized by Procurement Services as a written addendum to the contract.

VCU is looking forward to a successful working relationship with KSA Interiors during this contract period.

If you have any questions or concerns, please feel free to contact me at (804) 828-5954.

John Kostyniuk
Manager-Construction, A and E and facilities
Virginia Commonwealth University



VCU

Procurement Services

**Commonwealth of Virginia
Standard Contract**

Contract Number: 7748325CP-1

This optional use contract entered into on February 22, 2018 by KSA Interiors, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University, called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

PERIOD OF THE PERFORMANCE: From February 22, 2018 through February 21, 2019 with four (4) successive one (1) year renewal options, to be exercised upon written agreement of both parties.

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

The contract documents shall consist of:

- (1) This signed form
- (2) The RFP 7748325CP dated September 18, 2017 including Addendum Number One dated October 9, 2017
- (3) The contractors Proposal dated October 16, 2017

Any conflict or inconsistency between the provisions of this document and any other documents that are attached hereto as part of this Agreement shall be resolved by giving precedence in the following order:

- (1) This signed form
- (2) The RFP 7748325CP dated September 18, 2017 including Addendum Number One dated October 9, 2017
- (3) The contractors Proposal dated October 16, 2017

ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties and supersedes all prior oral or written agreements.



VCU

Procurement Services

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: KSA Interiors

By: *[Signature]*

Date: 2-22-18

Name Printed: Sara Lasseter

Title: President

Purchasing Agency: Virginia Commonwealth University

By: *[Signature]*

Date: 3/9/18

Name Printed: Karol Kain Gray

Title: VP for Finance and Budget

Request for Proposals

RFP #: 7748325CP

RFP Title #: INTERIOR DESIGN SERVICES

Issuing Agency: Virginia Commonwealth University

Issue Date: September 18, 2017

Closing Date: October 16, 2017 @ 2:00 PM EST



A VASCUPP Member Institution

Request for Proposals RFP #7748325CP

Issue Date: September 18, 2017

Title: Interior Design Services

Send all Proposals To: Virginia Commonwealth University
RFP #7748325CP
Attention: Cheryl Price
912 W Grace St, 5th floor
Richmond, Virginia 23284-0327

Proposals Shall Be Received Until: October 16, 2017 @ 2:00 PM EST

Direct ALL inquiries concerning this RFP to: Cheryl Price, Senior Buyer (caprice@vcu.edu)

Questions concerning this RFP must be received via email no later than: October 4, 2017 @ 2:00 PM

This Request for Proposals & any Addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE: VIRGINIA COMMONWEALTH UNIVERSITY, RFP #7748325CP, ATTENTION: Cheryl Price, 912 W. GRACE ST., 5TH FLOOR, RICHMOND, VA 23284-0327. IF USING US MAIL (NOT RECOMMENDED): IF PROPOSALS ARE MAILED VIA US MAIL, MAIL TO VIRGINIA COMMONWEALTH UNIVERSITY, RFP#7748325CP, ATTN: Cheryl Price, 912 W. Grace St., RICHMOND, VA 23284-0327. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University's Department of Procurement Services. Any Work Relative To This Request for Proposals Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University. **Signature below constitutes acknowledgement of all information contained through links referenced herein.**

NAME AND ADDRESS OF COMPANY:

_____	Date: _____
_____	By (Signature In Ink): _____
_____ Zip Code _____	Name Typed: _____
E-Mail Address: _____	Title: _____
Telephone: (____) _____	Fax Number: (____) _____
Toll free, if available	Toll free, if available
DUNS NO.: _____	FEI/FIN NO.: _____
REGISTERED WITH eVA: () YES () NO	SMALL BUSINESS: () YES () NO
VIRGINIA DSBSD CERTIFIED: () YES () NO	MINORITY-OWNED: () YES () NO
DSBSD CERTIFICATION #: _____	WOMEN-OWNED: () YES () NO

ACKNOWLEDGE RECEIPT OF ADDENDA IF APPLICABLE: #1____#2____#3____#4____#5____ (PLEASE INITIAL)

A Pre-Proposal conference will be held. See Section V herein.

THIS SOLICITATION CONTAINS 24 PAGES.

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I. PURPOSE:

The intent and purpose of this Request for Proposals (RFP) is to establish a term contract with one or more qualified interior design consulting firms for Interior Design Services for Virginia Commonwealth University (the lead issuing institution and hereafter referred to as “the University” or “VCU”).

The initial contract term shall be one (1) year, with the option of up to four (4); one (1) year renewals, to be executed upon mutual signed agreement of both parties.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement, at the contractor’s discretion. Accordingly, any public body, public or private health or educational institution or lead-issuing institution’s affiliated foundations may access any resulting contract(s) if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. Upon request, the Contractor shall notify the lead-issuing institution in writing of any entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor shall provide usage reports for all entities accessing the Contract upon request. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.

Additional information on cooperative procurement is available at:

http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Cooperative_Procurement.pdf

II. GOVERNING RULES:

This solicitation is issued in accordance with the provisions of:

- A. Purchasing Manual for Institutions of Higher Education and their Vendors (<https://vascupp.org/hem.pdf>)
- B. Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (<https://vascupp.org/rules.pdf>)

III. OPTIONAL USE CONTRACT:

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

IV. THE UNIVERSITY:

Information is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP Website Link The University.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_The_University.pdf)

V. PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held at **2:00 PM on September 28, 2017** at the:

**VCU Procurement Services Conference Room
912 W. Grace St., 5th Floor
Richmond, Va 23284**

For directions and paid parking information visit:

<http://business.vcu.edu/about-the-school/our-location/directions--parking/>

The purpose of the conference is to allow Offerors an opportunity to ask questions and obtain clarification relative to any facet of this solicitation. Offerors are strongly encouraged to submit questions in advance by emailing them to **caprice@vcu.edu** prior to the conference.

While attendance at this conference is optional, Offerors who intend to submit a proposal are highly encouraged to attend and to have a copy of this solicitation to reference. Any questions and answers that are presented during the conference or any changes to the solicitation resulting from this conference will be issued in a written addendum to the solicitation.

Firms may participate in the pre-proposal conference via conference call. Dial in information is below:

- “Dial-In” numbers:
 - 866-842-5779 (United States and Canada)
 - 832-445-3763 (International)
- Conference Code # 8291055716, Enter when prompted followed by the # sign.
- “Dial-In” at the scheduled date and time.

Note: Offerors who participate in the pre-proposal conference via conference call shall submit an email to Cheryl Price at caprice@vcu.edu at least one (1) business day prior to the pre-proposal conference, confirming the Offerors participation and the Offeror’s contact information.

VI. BACKGROUND

A. Internal Resources:

VCU Facilities Management employs Interior Design Project Managers (VCU IDPMs) to oversee the interior design projects on the two (2) VCU academic campuses: the Monroe Park Campus and the MCV Campus; they work in tandem with VCU Architectural Project Managers, or individually when architecture is not part of the scope.

B. Projects:

Projects at VCU vary in size and quantity. Project scope may range from minor consultation for finishes and furniture, to large capital projects involving early planning tasks through to final installation and punch list completion.

VCU anticipates that all interior design services performed/provided by the Contractor will

be on the Monroe Park Campus and/or the MCV Campus (projects for the MCV Campus do not include hospital related spaces).

C. Resources:

1. Leadership in Energy and Environmental Design (LEED):
<http://www.fmd.vcu.edu/construction/index.html>
2. Design and Construction Standards:
<http://www.fmd.vcu.edu/construction/index.html>
3. Sign Standards: <http://www.fmd.vcu.edu/planningdesign/signage.html>

VII. STATEMENT OF NEEDS:

VCU requests services, as detailed in **ATTACHMENT B - Interior Design Services provided by Interior Design Consultant.**

- A. The Contractor should, for each assigned project, provide Interior Design Services; as specified in **ATTACHMENT B - Interior Design Services provided by Interior Design Consultant**; including labor, supervision, equipment, materials, supplies and incidentals, as required.
1. The Contractor may be asked to serve in the role of an adjunct interior design project manager by overseeing and managing the work of design consultants (not the Contractor's firm). This may include meeting with end users to establish scope of project and individual scope of work of all project resources, establish and manage budget and schedule, manage all project communications, both internal and external, analyze and propose product resources and how VCU will obtain those, manage the process of obtaining all necessary resources for complete and timely project delivery.
- B. **CONTRACTOR PERSONNEL REQUIREMENTS:**
The Contractor shall:
1. Verify that the following assigned personnel are certified as a "Commonwealth of Virginia Certified Interior Designer":
 - a) The "Principal";
 - b) The "IDPM"; and all
 - c) "Senior Interior Designers."
 2. Notify the VCU Interior Design Project Manager, as soon as possible, of any changes to personnel within the firm's VCU team.
 3. Guarantee Confidentiality:
The Contractor's personnel may have access to confidential information regarding employees, students, patients, or the public, or to proprietary or other confidential business information belonging to Virginia Commonwealth University (VCU). VCU and its employees, students, patients, or others may suffer irreparable harm by disclosure of confidential or proprietary information and VCU may seek legal remedies available to it should such disclosure occur.

The Contractor's personnel shall not:

- a) Access data that is unrelated to their job duties at VCU.
- b) Disclose to any other person, or allow any other person access to, any information related to VCU that is proprietary or confidential. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic email messages, voice mail communication, written documentation, "loaning" computer access codes, and/or other transmission or sharing of data.

C. OWNERSHIP OF INTELLECTUAL PROPERTY:

1. All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract should become the sole property of VCU.
2. Upon request from VCU, the Contractor should promptly provide an acknowledgment or assignment in a tangible form satisfactory to VCU, to evidence VCU's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

D. PRICE REQUIREMENTS:

1. Hourly Rates:
 - a) The Hourly Rate should be inclusive of all costs associated with providing the Interior Design Services specified herein, to include, but not limited to all applicable:
 - 1) Travel
 - 2) Tolls
 - 3) Parking
 - 4) Presentation materials (unless previously authorized by the VCU IDPM)
 - 5) Fax transmission/electronic submissions (e.g. CDs, DVD, etc.)
 - 6) Local/long distance/cellular telephone calls
 - 7) Project "Close-out Manuals"
 - 8) As Built drawings
2. Billable Expenses: The Contractor, may upon prior approval from the VCU IDPM, bill (at the Contractor's actual cost) separately for furnishing multiple copies of the final drawings (this should be the only cost not included in the "Hourly Rates"); the Contractor shall provide documentation of its actual costs to the VCU IDPM.
3. Firm should provide pricing in accordance with "**ATTACHMENT A - PRICE SCHEDULE.**"

E. CONTRACTOR QUESTIONNAIRE

Referring to **ATTACHMENT B - *Interior Design Services Provided by Interior Design Firm***, as a basis of service expected, please respond to the following:

1. Provide your firm's Experience and Qualifications:
 - a. the number of years your firm has provided the interior design services as specified herein
 - b. the size and scope of interior design projects for which your firm typically provides interior design services
 - c. resume' for each staff proposed for VCU work

2. Describe your experience in providing services to higher education facilities.
3. According to A.1, under VII Statement of Needs, explain your experience in providing this type of service to higher education facilities, including how you prepared to assume an “in-house” staff role. Include specific project description and staff involved.
4. When developing a fee proposal, describe how you estimate time requirements per task and how you ensure the time spent is efficiently utilized.
5. Describe your firm’s philosophy for developing design recommendations. How do you ensure those recommendations are in the client’s best interest?
6. Describe how your firm develops project cost estimates.
7. Describe how your firm will keep the project within budget.
8. Describe how your firm will keep the project on schedule.
9. Describe how your firm provides quality control of drawings and specifications.
10. Describe how your firm ensures consistent, thorough and accurate communication on a project.
11. Explain how you warranty your design work.
12. Describe a project where you teamed with a furniture dealership at the beginning of a project and how the roles of all were organized, defined and performed. Include examples of challenges that arose and how you resolved them to provide customer satisfaction.
13. Describe other services provided by your firm that may be utilized by VCU.
14. How much advance notice will your firm require to initiate interior design services?

VIII. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. Instructions are as follows:

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities. Emphasis should be placed on completeness and clarity of content. Failure to submit all information requested may result in rejection of the Proposal from consideration. Proposals that are substantially incomplete or lack key information may be rejected by VCU. Please note that utilization of the words “shall” or “must” indicates a mandatory requirement.

1. In order to be considered for award, proposal submissions must contain, at minimum, the following:
 - a. Company Qualifications and Experience
 - b. A list of three (3) references for whom similar services were provided, preferably institutions of higher education, or similarly-sized organizations.
 - c. Price Schedule – **Attachment A**

- d. SWaM documentation as required in **Section X**
 - e. Completed Contractor Questionnaire **on separate sheet(s) of paper with firm name at top.**
2. Complete and return page 2 of the RFP. Proposals shall be signed by an authorized representative of the Offeror. By submitting a Proposal, Offerors certify that all information provided in response to the Request for Proposals is true and accurate. Failure to provide information required by this Request for Proposals may ultimately result in rejection of the Proposal.
 3. Acknowledge receipt of Addenda(s) found at the bottom of page 2 (if applicable).
 4. Submit one (1) original and five (5) hard copies (paper) of the entire Proposal, including all attachments and all proprietary information (see #6 below). Submit one (1) unsecured, electronic copy (on a disc or flash drive) of the entire Proposal including all attachments and **EXCLUDING ANY PROPRIETARY INFORMATION**. This disc or flash drive must be clearly marked on the outside that it **excludes** proprietary information.
 5. All information requested must be submitted. Failure to submit all information requested may result in the University 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 University, at the University's sole discretion.
 6. If applicable, the outside of the Proposal must be marked to clearly denote proprietary information is contained in the documents. **Written notice of proprietary information must be submitted as the first page of the Offeror's Proposal.** Notice must specifically identify the applicable portions of the Offeror's Proposal that contain data or materials to be protected and shall state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's Proposal, by some distinct method, such as highlighting, underlining, etc. **The classification of an entire Proposal document, line item prices and/or total Proposal prices as proprietary or trade secrets is not acceptable and may result in rejection and return of the Proposal, at the University's sole discretion.**
 7. Invoicing and Payment: Firm must complete Appendix II which is available at:

http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf
 8. Communications regarding this Request for Proposals (RFP) shall be formal from the date of the issuance for this RFP, until either a Contractor has been selected or the University Procurement Services Department rejects all proposals. Formal communications shall be directed to the University Procurement Department only. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than Procurement Services Department representative may result in the offending Offeror's Proposal being rejected.
 9. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available. Offerors who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU, on the Offerors presentation team. VCU reserves the right to rescore proposals following oral presentations.

10. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda is the mandatory controlling version of the document. Any modification of or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by the Virginia Commonwealth University Purchasing Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.
11. **Exceptions:** Firm must note any exceptions to any of the requirements and/or any of the terms and conditions stated in this RFP in *Appendix III: Exceptions*.
12. Additional information is available at: <http://go.vcu.edu/procurement-purchasing>

IX. PRICING SCHEDULE:

Offeror should provide pricing as described in **Attachment A – “PRICE SCHEDULE”**

X. SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS COMMITMENT (SWaM):

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in VCU procurement activities. The Commonwealth encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

Offerors must submit complete Appendix I (see section XIV: Attachments) unless offeror is a DSBSD certified small business. DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.

Use of Subcontractors: If the Offeror intends to use subcontractors to perform any portion of the work described in this RFP, the Offeror must clearly so state. VCU is placing an increased emphasis on its SWaM (Small, Women, and Minority Owned) business program and is interested in identifying any potential opportunities that may be available to engage SWaM vendors to be certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) through new or existing contracts. **Identify and list any such opportunities that your firm would commit to if awarded this Contract in Appendix 1- Participation in VCU Procurement Transactions Small Businesses and Businesses Owned by Women and Minority.** The Offeror's response must include a description of which portion(s) of the work will be sub-contracted out and the names and addresses of potential Subcontractor(s) under the Contract.

SWaM REPORTING AND DELIVERY REQUIREMENTS:

Unless the Contractor is a DSBSD certified small business, the Contractor shall submit quarterly reports on the direct involvement of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM Businesses in the performance of the Contract. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DSBSD SWaM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University
Procurement Services Office
Attn: SWaM Coordinator
912 W. Grace Street
Richmond, VA 23284
Email: swamreporting@vcu.edu

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

XI. EVALUATION AND AWARD CRITERIA:

Proposals will be evaluated based upon the information provided in the Offeror's Proposal using the criteria specified below. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the VCU shall select the Offeror(s) which, in its opinion, has made the best offer, and shall award the contract to that Offeror(s). The University may cancel this Request for Proposals or reject Proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous (Governing Rules Section 49.D). Should the University determine in writing and in its sole discretion that only one Offeror has made the best proposal, a Contract may be negotiated and awarded to that Offeror. The award document will be a Contract incorporating by reference all the requirements, terms and conditions of the RFP, and the Offeror's response thereto. VCU reserves the right to award to multiple offerors, should such an award benefit the University.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

EVALUATION CRITERIA

Qualifications and Experience	30%
Methodology/Approach	30%
Pricing Schedule	30%
SWaM Status/Utilization*	10%

**Offeror's status as a Virginia certified SWaM Business or the Offeror's plans to utilize Virginia DSBSD-certified SWaM Businesses in the Offeror's performance of the contract.*

XII. GENERAL TERMS AND CONDITIONS:

- A. **PURCHASING MANUAL:** This RFP is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the VCU Procurement Services Office. In addition, the manual may be accessed electronically at <http://procurement.vcu.edu/> or a copy can be obtained by calling VCU Procurement Services at (804) 828-1077.
- B. **APPLICABLE LAW AND COURTS:** This RFP and any resulting Contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall

be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- C. ANTI-DISCRIMINATION: By submitting their Proposals, Offerors certify to the Commonwealth and to VCU that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1).

In every Contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this Contract, the Contractor agrees as follows:
 - a) Virginia Commonwealth University is an equal opportunity/affirmative action institution providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, the Contractor will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. ETHICS IN PUBLIC CONTRACTING: By submitting their Proposals, Offerors certify that their Proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their Proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their Proposals, Offerors certify that they do not and will not during the performance of this Contract employ illegal alien

workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

- F. DEBARMENT STATUS: By submitting their Proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a Proposal on the official VCU Form provided for that purpose may be a cause for rejection of the Proposal. Modification of, or additions to, the General Terms and Conditions of the solicitation may be cause for rejection of the Proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a Proposal.
- I. PAYMENT:
 - 1. To Prime Contractor:
 - a) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/Contract. All invoices shall show the VCU Contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b) Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.
 - c) All goods or services provided under this Contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public institution is being billed.
 - d) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, VCU shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this Section do not relieve VCU of its prompt payment obligations with respect to those charges that are not in dispute (Code of Virginia, § 2.2-4363).

2. To Subcontractors:

- a) Contractor awarded a contract under this RFP is hereby obligated:
 - i. To pay the Subcontractor(s) within seven (7) days of the Contractor's receipt of payment from VCU for the proportionate share of the payment received for work performed by the Subcontractor(s) under the contract; or
 - ii. To notify VCU and the Subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
 - b) The Contractor is obligated to pay the Subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from VCU, except for amounts withheld as stated in 2. above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a Subcontractor may not be construed to be an obligation of VCU.
- J. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- K. QUALIFICATIONS OF OFFERORS: VCU may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to VCU all such information and data for this purpose as may be requested. VCU reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. VCU further reserves the right to reject any Proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy VCU that such Offeror is properly qualified to carry out the obligations of the Contract and to provide the services and/or furnish the goods contemplated therein.
- L. TESTING AND INSPECTION: VCU reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- M. ASSIGNMENT OF CONTRACT: A Contract shall not be assignable by the Contractor in whole or in part without the written consent of the VCU Director of Procurement Services.
- N. CHANGES TO THE CONTRACT: Changes can be made to the Contract in any one of the following ways:
- 1. The parties may agree in writing to modify the scope of the Contract. An increase or decrease in the price of the Contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the Contract.
 - 2. The VCU Procurement Services Department may order changes within the general scope of the Contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give VCU a credit for any savings. Said compensation shall be determined by one of the following methods:

- a) By mutual agreement between the parties in writing; or
 - b) By agreeing upon a unit price or using a unit price set forth in the Contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the VCU's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - c) By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present VCU with all vouchers and records of expenses incurred and savings realized. VCU shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to VCU within thirty (30) days from the date of receipt of the written order from VCU. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the Contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by the VCU Procurement Service Office or with the performance of the Contract generally.
- O. DEFAULT: In case of failure to deliver goods or services in accordance with the Contract terms and conditions, VCU after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which VCU may have in law or equity.
- P. USE OF BRAND NAMES: Unless otherwise provided in this RFP, the name of a certain brand, make or manufacturer does not restrict Offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article, which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable VCU to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Unless the Offeror clearly indicates in its proposal that the product offered is an "equal" product, such proposal will be considered to offer the brand name product referenced in the RFP.
- Q. INSURANCE: By signing and submitting a Proposal under this RFP, the Offeror certifies that if awarded the Contract, it will have the following insurance coverages at the time the Contract is awarded. For construction contracts, if any Subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The Offeror further certifies that the Contractor and any Subcontractors will maintain these insurance coverages during the entire term of the Contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Minimum Insurance Coverages and Limits Required for Most Contracts:

1. Worker's Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify VCU of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the Contract shall be in noncompliance with the Contract.
 2. Employers Liability - \$100,000.
 3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. VCU must be named as an additional insured and so endorsed on the policy.
 4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
- R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this RFP, VCU will publicly post such notice electronically at <http://www.eva.virginia.gov> for a minimum of ten (10) days.
- S. DRUG-FREE WORKPLACE: During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every Subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor and/ or Vendor.
- For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.
- T. NONDISCRIMINATION OF CONTRACTORS: A Bidder, Offeror, or Contractor shall not be discriminated against in the solicitation or award of this Contract because of race, religion, color, sex, national origin, age, disability, or against faith-based organizations or any other basis prohibited by state law relating to discrimination in employment. If the award of this Contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this Contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- U. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in VCU. The eVA portal is the gateway for vendors to conduct business with VCU Institution and other public bodies. All Vendors desiring to provide goods and/or services to VCU shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration.

Vendor Transaction Fees are determined by the date the original purchase order is issued and are as follows:

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - b) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
2. For orders issued July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately thirty (30) days after the corresponding purchase order is issued and payable thirty (30) days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

XIII. SPECIAL TERMS AND CONDITIONS:

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. **AUDIT:** The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- C. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

D. AWARD OF CONTRACT:

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (*Governing Rules Section 49-D*). Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

- E. **BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further

negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

- F. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- G. PROPOSAL PRICES: Proposal prices shall be in the form of a firm unit price for each item during the contract period.
- H. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- I. CONTRACTOR LICENSE REQUIREMENT: **By my signature** on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: _____

Subcontractor Name: _____

License# _____ Type: _____

- J. DRUG FREE WORKPLACE: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:
 - i. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
 - ii. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 - iii. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.
- K. EXTRA CHARGES NOT ALLOWED: The proposal price shall be for complete installation ready for Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.

- L. **IDENTIFICATION OF PROPOSAL:** The proposal package should be identified as follows:

From: _____
Name of Offeror Due Date Time

Street or Box Number RFP No.

City, State, Zip Code +4 RFP Title

Name of Contract / Purchase Officer or Buyer: **Interior Design Services/Cheryl Price**

The package should be addressed as directed on Page 2 of the solicitation.

If a proposal is not clearly identified, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intrauniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.

- M. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.
- N. **REFERENCES:** Offerors shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

- O. **RENEWAL OF CONTRACT:** The initial term of the contract shall be one (1) year. This contract may be renewed by the Commonwealth for four (4) successive one (1) year periods under the terms and conditions of the original contract.

Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately sixty (60) days prior to the expiration date of each contract period: If the Commonwealth elects to exercise the option to renew the contract for an additional one (1) year period, the contract price(s) for the additional

one (1) year shall not exceed the contract price(s) of the previous contract period increased/decreased by more than the percentage increase/decrease of the Service category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- P. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- Q. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the Contractor's expense.
- R. WORK ESTIMATES: Under this time and material contract, the Contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the Contractor's hourly rates specified in the contract, and
- S. ELECTRONIC DATA INTERCHANGE: University Purchasing has a great interest in utilizing Electronic Data Interchange (EDI) to improve efficiency of operation in the transmission of purchasing related information. Vendors are encouraged to provide a statement indicating their current EDI capabilities and/or future plans to establish/improve their EDI capabilities.
- T. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.
- U. ADDITIONAL USERS OF CONTRACT: It is the University's intent to provide other Virginia Association of State College and University Purchasing Professionals (VASCUPP) with access to the University's Agreements and to provide Contractors with opportunities to do business with other VASCUPP institutions of higher education.

To that end and if agreeable with the Contractor, the following Colleges and Universities listed are the VASCUPP institutions and may have access to any agreement resulting from this solicitation: College of William and Mary, University of Virginia, George Mason University, Virginia Military Institute, James Madison University, Old Dominion University, Virginia Polytechnic Institute & State University and Radford University. Upon written request from a VASCUPP institution, the Contractor may allow access to the Contract. Although the University desires to provide access on such contract to VASCUPP, the Contractor is not required to provide such access. A firm's willingness to provide this access to VASCUPP members will not be a consideration in awarding this contract. Although the VASCUPP Agencies may have access to any resulting Agreement, VASCUPP is not bound to use the Agreement and any use of the Agreement is strictly optional.

If the VASCUPP institutions choose to access the Agreement and the Contractor agrees to such access, the terms and conditions of the Agreement will be in full force and effect as between the VASCUPP institutions and the Contractor. VCU will have no responsibility for the resolution of any contractual disputes, or for payment for services rendered which may arise from a VASCUPP institution accessing the Agreement. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this Agreement.

- V. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.

Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.

W. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in purchase order(s) with the eVA transaction fee specified below assessed for each order.

i. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:

1. DSBSD-certified Small Businesses: 0.75%, Capped at \$500 per order.
2. Businesses that are not DSBSD-certified Small Businesses: 0.75%, Capped at \$1,500 per order.

ii. For orders issued July 1, 2013, and after, the Vendor Transaction Fee is:

1. DSBSD-certified Small Businesses: 1%, Capped at \$500 per order.
2. Businesses that are not DSBSD-certified Small Businesses: 1%, Capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, may provide an electronic catalog (price list) or index page catalog for items awarded. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

X. ELECTRONIC COPIES OF PROPOSALS:

The successful Contractor may be required to provide the VCU Department of Procurement Services with a copy of the Contractor's entire original proposal (to include all attachments), and all subsequent correspondence (i.e. responses to requests for clarification and documents generated through the negotiation process) in an unsecured electronic format (i.e. email, disc – CD or DVD or flash drive). **The Contractor SHALL NOT INCLUDE ANY PREVIOUSLY IDENTIFIED PROPRIETARY INFORMATION IN THE ELECTRONIC FORMAT; VCU will post the Contractor's original proposal, and all subsequent correspondence on the VCU Department of Procurement Services Website, VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format).**

Y. CONTRACT SUMMARY:

The Contractor must provide to the University within fourteen (14) days after award of contract, an unsecured electronic summary of the contract. All the main features of the contract, including pricing, must be summarized. The contract summary will provide information for authorized users that choose to access the contract.

Z. GRAMM-LEACH-BLILEY ACT:

The Contractor shall comply with the Act by implementing and maintaining appropriate safeguards to protect and prevent unauthorized release of student, faculty and staff nonpublic information. Nonpublic information is defined as social security numbers, or financial transactions, bank, credit and tax information.

AA. CRIMINAL BACKGROUND CHECK:

The Contractor is required to comply with Virginia Commonwealth University's ("VCU") employment policies on criminal conviction investigations.

<https://policy.vcu.edu/sites/default/files/Criminal%20Conviction%20Investigations.pdf>

The Contractor shall perform criminal conviction investigations on all prospective candidates for full time or part time placement at VCU, including newly hired, re-hired, seasonal, and or temporary employees.

BB. Identification Cards:

All Contractor employees authorized to work at VCU, must obtain a VCU identification card.

Information on obtaining a card is available at <http://vcucard.vcu.edu/myid.html>. Contractor's employees must wear their VCU identification when they are on VCU property.

CC. PROTEST:

Any Offeror who desires to protest the award or decision to award a Contract shall submit the protest in writing to:

Director of Procurement Services
Virginia Commonwealth University
912 West Grace, 5th Floor
Richmond, VA 23284

VCU will announce the award utilizing the Commonwealth of Virginia's e-Procurement system (eVA). The protest must be received no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. However, if the protest of any actual or potential Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restricted Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38.88 et seq) of Title 23 of the Code of Virginia, §34, then the time within which the protest shall be submitted shall expire ten (10) days after those records are available for inspection by such Offeror under §34, or at such later time as provided in this section.

VCU Notices of Award(s) or Notices of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

No protest shall lie for a claim that the selected Offeror is not a responsible Offeror. The written protest shall include the basis for the protest and relief sought.

The VCU Director of Procurement Services shall issue a decision in writing within ten (10) days of receipt stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in Section 54 of the Governing Rules.

Nothing in this clause shall be construed to permit a proposer to challenge the validity of the terms or conditions of the RFP. "Days" as used in this paragraph refer to calendar days. If a deadline falls on a Saturday or Sunday, the next business day shall be considered to be the deadline.

XIV. CONTRACT ADMINISTRATION:

Upon award of the contract VCU shall designate, in writing, the name(s) of the Contract Administrator(s) who shall work with the contractor in formulating mutually acceptable plans and

standards for the delivery, installation and on-going service and/or maintenance that may be required.

- A. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work.
- B. All direction and orders from VCU shall be transmitted through the Contract Administrator, or his designee. However the Contract Administrator shall have no authority to order changes in the work which alter the concept or scope of the work or change the basis for compensation to the contractor.

XV. APPENDICES:

Appendix I: SwaM Form – Participation in State Procurement Transactions by Small and Businesses Owned by Women and Minorities:

http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_1.pdf

Appendix II: Invoicing and Payment:

http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf

Appendix III: Exceptions – see below.

XVI. ATTACHMENT(S):

ATTACHMENT A - PRICE SCHEDULE

ATTACHMENT B - VCU FM INTERIOR DESIGN SERVICES PROVIDED BY
INTERIOR DESIGN CONSULTANT

ATTACHMENT C - FURNITURE SPECIFICATION SHEET

Appendix III: Exceptions

Any and all exceptions to the terms, conditions or specifications of this RFP must be clearly stated, section by section, in the space provided below. Exceptions should be numbered to coincide with the RFP numbering and be provided in the sequence in which the item appears in the RFP. If more space is required, please copy this page or attach separate sheets. Please note VCU, at its discretion, reserves the right to consider proposals containing significant exceptions to be non-responsive.

[illegible]

ATTACHMENT A
PRICE SCHEDULE

RFP SPECIFIED CLASSIFICATION:	HOURLY RATE
Principal:	\$
Project Manager (IDPM):	\$
Senior Interior Designer:	\$
Junior Interior Designer:	\$
Interior Designer:	\$
Furniture Installation Project Manager (FIPM):	\$
Administator:	\$
Adjunct Project Manager:	\$

ATTACHMENT B

Virginia Commonwealth University Facilities Management
Interior Design Services provided by Interior Design Consultant
(Attachment B)
9/1/17

General Requirements – The following are the required services by the Interior Design Consultant (ID).

1. Project Start Up:
 - a. The ID firm shall attend an initial meeting with the VCU end user and project managers to determine the project scope, project cost and budget development, schedule and required interior design services. Number of user groups and decision/approval matrix should also be determined. One point of contact from the user group is desired.
 - b. The ID firm shall provide the VCU Interior Design Project Manager (IDPM) with a fee proposal for Phase 1 – Programming and Conceptual Design Development. A fee proposal for the remainder of the services will be requested upon approval of the project concept and budget.
 - c. The ID firm shall only proceed with the work upon receipt of a VCU purchase order.
2. Project Management – The ID firm will assign a project team to include the Project Manager and design staff. The project manager shall be a Virginia certified (CID) senior level interior designer, pre-approved by VCU, and will be the primary contact by VCU. The project manager shall:
 - a. Reference VCU's Design & Construction Standards for use on all projects. [VCU Design & Construction Standards](#)
 - b. Develop and maintain a project work plan which includes schedule, meetings, deliverables, tasks and all project milestones.
 - c. Communicate with the VCU Interior Design Project Manager (IDPM) on all project matters.
 - d. Schedule, plan, and run all project meetings. Prepare and distribute agendas and meeting minutes following VCU IDPM approval.
 - e. Ensure all project fee proposals will include up to two design revisions, within each phase.
 - f. Assist VCU in project strategy development to include budget and schedule limitations and how to exceed user expectations.
 - g. The ID will provide services as needed for post occupancy warranty resolution issues.
3. Project Budget Development – The ID firm will assist VCU, as required, in estimating probable project costs which may include furnishings, construction (if a renovation project) including finishes and specialty services (i.e. graphics), fees, and other, using historic and/or current cost data for similar projects and furnishings cost data as provided by manufacturers and dealerships. Budget development is an on-going part of all projects and continuously updated as the project phases evolve.
4. Phase I – Programming and Conceptual Design:
 - a. Programming:
 - i. Obtain existing drawings and verify field dimensions, if renovation.
 - ii. User Interviews to obtain all programmatic requirements including space and circulation needs, furnishings and equipment needs, forecasted growth, and aesthetic requirements.
 - iii. Include re-use/refurbishment of existing F&E, if requested. Include details and photographs in the excel spreadsheet.
 - b. Conceptual Design:
 - i. Develop space and generic furniture and equipment (F&E) layouts, including any existing F&E that will remain and/or be refurbished.
 - ii. Develop finishes, graphics, and fabric palettes that align with architectural finishes and meet VCU use requirements.
 - iii. Prepare a preliminary furniture budget, in excel spreadsheet format, with these attributes:
 1. Each room listed by floor, room number, name, department name
 2. Generic furniture description
 3. Quantity
 4. Unit estimated cost, installed
 5. Total estimated cost, installed

6. Notes
 7. Additional columns for Manufacturer, Vendor, Final unit and total cost
 8. Searchable by floor, room name, and generic furniture description
 - iv. Present Program narrative, budget, and schedule to VCU IDPM and user in binder format. Revise as required.
 - v. VCU may request that furniture dealership(s) collaborate with the ID in the furniture selection, finish, and pricing options.
5. Phase II – Remaining Services – If the project is approved to move forward, the VCU IDPM, user, and ID will discuss what services will be required. The ID will prepare a fee proposal for this phase, detailing all tasks, submittals, documents, schedule, budget, and all other terms of the scope of work. Upon approval of the fee proposal and receipt of a VCU purchase order, the ID will perform (any or all as agreed upon):
- a. **Design Development**, including up to two (2) revisions.
 - b. **Contract Documents/Bid Documents**, including data/electric, millwork, lighting, etc., but not requiring stamped architectural documents. ID to meet with internal VCU staff as needed. Note, CAD furniture floor plans must be submitted to VCU's Plan Room at start of construction.
 - c. **Furnishings selection and dealer selection coordination** – Selected dealership(s) will lead the furniture selection process, using the Program, Conceptual and developed design, and preliminary budget. The ID will consult with the dealership(s), as needed, throughout the selection process. Charrettes, presentation review, editing, work sessions, etc., are considered standard means to achieve this. The dealership(s) will prepare final cost data for new furniture, and the ID firm will confirm budget and schedule meet and align with project requirements, prior to user presentation. The ID will also prepare Furniture Specification Sheet(s), using VCU's format, which give overall furniture specifications, photographs, color samples, and cost value information per furniture type.
 - d. **Furnishings installation coordination** – in association with the dealership(s), user, IDPM, construction project manager, general contractor, Furniture Installation Project Manager, Move Manager and others, conduct planning meetings and prepare installation plans, schedules, binders, room identifiers and color coded floor plans for the new and existing furniture installations. Unless otherwise instructed, the ID firm is fully responsible for the entire furniture installation, including scheduling and on site supervision.
 - e. **Construction administration** – of finishes, millwork, lighting, etc., within the scope of the ID work, including answers to Request for Information during procurement process.
 - f. **Punch List Development** of interior renovations, finishes, and/or furniture, etc., within the scope of the ID work.
 - g. **Training** of users in product use, manufacturers cleaning recommendations, maintenance, and all warranty parameters. This information should also be clearly written and documented in the project close out manual. Warranty information must include all components of an item (i.e. fabric and chair frame).
 - h. **LEED Data gathering** and submittal
 - i. **Interior graphics and/or signage**, using VCU's sign standards, to be defined as needed.
 - j. **Project Close Out** – includes:
 - i. Close Out Manual – two (2) binder submittals required (consider adding to the binder submittal at the end of Phase 1) to include all of the following:
 1. All final furniture plans and other drawings
 2. Final furniture selections – photographs of the final, installed piece of furniture, showing the final finish and fabric selections, including vendor contact information and final pricing.

3. Final finish samples, or photographic images of same, noted with Finish Key legend and specifications. Small format preferred.
 4. LEED, testing (if applicable), cleaning, and warranty information (see "g." above).
 5. Final project cost data.
- ii. As Built Drawing Documentation - ID will provide the As Built drawing set that reflect all design decisions and changes made during installation or after the installation drawings were finalized.

VCU Requirements

1. Propose best furniture solutions, including finishes and fabrics, to meet VCU's needs. Pay particular attention to upholstery fabric selections (fiber content, backings, cleaning requirements, durability and manufacturer seaming). The use of COM textiles must be pre-approved by VCU and must be considered on how it may impact manufacturer product warranties. All VCU facilities receive extreme use. Proposed products must meet high durability requirements. All proposed products must meet building and fire safety codes. Furniture solutions should be what is best for VCU and user needs and not limited to one manufacturer.
2. Notify the VCU IDPM immediately if an end user contacts you directly with conflicting programmatic requirements or additional service requests. Do not proceed without approval from the VCU IDPM.
3. Never use modesty panels or workstation panels against walls. All data/electrical outlets must be accessible.
4. VCU prefers to utilize established purchasing contracts. The VCU IDPM must give permission to waiver from this requirement.

The following are considered additional services and not included in primary contract:

1. Revisions due to change in project scope/design direction.
2. Excessive schedule changes or project delays.
3. Revisions in excess of required minimum.
4. Change order/VE due to user/IDPM/Dealership changes, changes to budget, etc.
5. Meetings that consistently exceed quantitative number and/or timeframes.
6. Allowable research & documentation for design/product application in unusual circumstances.
7. BCOM or City of Richmond coordination.
8. Furniture specifications (if dealership(s) are not involved).



Virginia Commonwealth University

ATTACHMENT C

Furniture Specification Sheet

Date:

Revised:

Tag #

Project Name:

Location(s):

(keyed to plan)

Quantity:

Manufacturer:

Photograph/Illustration

Product Name:

Product Number:

Description:

Dimensions:

Finishes:

Construction:

Special Features:

Special Instructions:

Finish Specification(s) and Color Representation(s)



Level™ Certification of this product:

LEED Credits this product supports:

Specifier:



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

VCU 2018 Interior Design Contract

RFP #: 7748325CP

RFP Title #: INTERIOR DESIGN SERVICES/ CHERYL PRICE

Issuing Agency: Virginia Commonwealth University Issue Date:
September 18, 2017 Closing Date: October 16, 2017 @ 2:00 PM
EST

ksainteriors

Woman-Owned Small Business

Economically Disadvantaged Women-Owned Small Business
(EDWOSB) - #EDWOSB11076

VA-SWAM Certification #7149 (pending)

11531-A Nuckols Road
Glen Allen, VA 23059
(804) 527-0131

www.ksainteriors.com



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letter of transmittal cover letter

September 29, 2017

Virginia Commonwealth University
RFP # 7748325CP
Attention: Cheryl Price
912 W Grace St, 5th floor
Richmond, Virginia 23284-0327

Dear Ms. Price,

Thank you for the opportunity to submit our Proposal for Interior Design Services for Virginia Commonwealth University. KSA Interiors has enjoyed our relationship with your top caliber university and the people who are instrumental in making it such. KSA Interiors is a certified SWAM, woman-owned small business, #WS 7149 (pending).

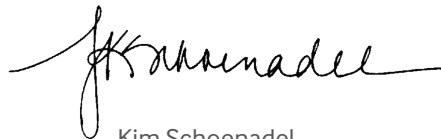
In responding to the RFP, we would like to point out some distinct advantages KSA Interiors can offer. First, KSA shares a philosophy of offering a high level of customer service. In our experience of providing our services for VCU, our project team has become an integral members of your project delivery team. Second, we are familiar with your organization, procedures, project requirements and facilities and can service them well from our Glen Allen office. Finally, we offer team members that have worked together for many years supporting the Interior Design Project Managers at VCU. Through our years of experience, we have provided services where accuracy and efficiency are critical to the successful outcome of a project.

We hope you enjoy the proposal we have prepared for you and we look forward to continuing as a member of the VCU team.

Sincerely,



Sara Lasseter
President
KSA Interiors
804-527-0131 ext.120
slaseter@ksainteriors.com



Kim Schoenadel
CEO
KSA Interiors
804-527-0131 ext.102
kschoenadel@ksainteriors.com



Request for Proposals RFP #7748325CP

Issue Date: September 18, 2017

Title: Interior Design Services

Send all Proposals To: Virginia Commonwealth University
RFP #7748325CP
Attention: Cheryl Price
912 W Grace St, 5th floor
Richmond, Virginia 23284-0327

Proposals Shall Be Received Until: October 16, 2017 @ 2:00 PM EST

Direct ALL inquiries concerning this RFP to: Cheryl Price, Senior Buyer (caprice@vcu.edu)

Questions concerning this RFP must be received via email no later than: October 4, 2017 @ 2:00 PM

This Request for Proposals & any Addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE: VIRGINIA COMMONWEALTH UNIVERSITY, RFP #7748325CP, ATTENTION: Cheryl Price, 912 W. GRACE ST., 5TH FLOOR, RICHMOND, VA 23284-0327. IF USING US MAIL (NOT RECOMMENDED): IF PROPOSALS ARE MAILED VIA US MAIL, MAIL TO VIRGINIA COMMONWEALTH UNIVERSITY, RFP#7748325CP, ATTN: Cheryl Price, 912 W. Grace St., RICHMOND, VA 23284-0327. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University's Department of Procurement Services. Any Work Relative To This Request for Proposals Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University. **Signature below constitutes acknowledgement of all information contained through links referenced herein.**

NAME AND ADDRESS OF COMPANY:

<u>KSA Interiors</u>		Date: <u>10-16-2017</u>
<u>11531-A Nuckols Rd</u>		By (Signature In Ink): _____
<u>Glen Allen, VA</u>	Zip Code <u>23059</u>	Name Typed: <u>Sara Lasseter</u>
E-Mail Address: <u>slaseter@ksainterior.com</u>		Title: <u>President</u>
Telephone: (<u> </u>) <u>527-0131 x120</u>		Fax Number: (<u>804</u>) <u>527-0623</u>
Toll free, if available		Toll free, if available
DUNS NO.: <u>#790362578</u>		FEI/FIN NO.: <u>54-1210087</u>
REGISTERED WITH eVA:	(<input checked="" type="checkbox"/>) YES (<input type="checkbox"/>) NO	SMALL BUSINESS: (<input checked="" type="checkbox"/>) YES (<input type="checkbox"/>) NO
VIRGINIA DSBSD CERTIFIED:	(<input checked="" type="checkbox"/>) YES (<input type="checkbox"/>) NO	MINORITY-OWNED: (<input type="checkbox"/>) YES (<input checked="" type="checkbox"/>) NO
DSBSD CERTIFICATION #:	<u>#EDWOSB1107</u>	WOMEN-OWNED: (<input checked="" type="checkbox"/>) YES (<input type="checkbox"/>) NO

ACKNOWLEDGE RECEIPT OF ADDENDA IF APPLICABLE: #1_____#2_____#3_____#4_____#5_____ (PLEASE INITIAL)

A Pre-Proposal conference will be held. See Section V herein.

THIS SOLICITATION CONTAINS 24 PAGES.

VII. Statement of Needs

A. The Contractor should, for each assigned project, provide Interior Design Services; as specified in ATTACHMENT B - INTERIOR DESIGN SERVICES PROVIDED BY INTERIOR DESIGN CONSULTANT; including labor, supervision, equipment, materials, supplies and incidentals, as required.

1. The Contractor may be asked to serve in the role of an adjunct interior design project manager by overseeing and managing the work of design consultants (not the Contractor's firm). This may include meeting with end users to establish scope of project and individual scope of work of all project resources, establish and manage budget and schedule, manage all project communications, both internal and external, analyze and propose product resources and how VCU will obtain those, manage the process of obtaining all necessary resources for complete and timely project delivery.

			
Lorri Finn CID, NCIDQ, IIDA, LEED AP	Erin Simmons CID, NCIDQ, ASID, LEED AP	Kelley O'Leary CID, NCIDQ, ASID	Jenna Robinson

Our Team

Our designers are some of the brightest and most hard-working people in the industry. They take pride in their work and aren't afraid of challenges. In the end, it is our clients who reap the rewards of our exceptionally talented team of professionals.

A great company culture is what drives our success. We promote harmony in work, home, and life with a dedication to professionalism and personal responsibility. Our close-knit teams have tremendous mutual respect for one another that fosters growth and collaboration. We are proud of our family-enriched culture here at KSA and understand that great companies are built with great people.

Our process ensures that VCU receives the benefit of 35 years of intimate knowledge, service, and aspiring attitude. We have found that our preferred strategy is to immerse ourselves into our client's culture. Our greatest successes have therefore come from teams which we have imbedded into our clients organizations for a variety of long and short term durations.

We want to be a reliable and inspiring resource for the VCU Interior Design Project Managers (IDPM) and create a seamless VCU Interior Design Team. Communication plays a critical role in our strategy for achieving great project success. We want to be as accessible as possible and break down any barrier that keeps us from having an integrated team.

A | Attachment B Compliance

A. KSA will provide Interior Design Services as specified in Attachment B - Interior Design Services provided by Interior design consultant including labor, supervision, equipment, materials, supplies and incidentals as required.

1. If KSA is asked to serve in the role of an adjunct interior design project manager, we are prepared and capable to fill this roll as outlined in detail by request in Section E. Contractor Questionnaire - 3#. KSA will oversee and manage the work of design consultants (not the Contractor's firm). This may include meeting with end users to establish scope of project and individual scope of work of all project resources, establish and manage budget and schedule, manage all project communications, both internal and external, analyze and propose product resources and how VCU will obtain those, manage the process of obtaining all necessary resources for complete and timely project delivery.



VII. Statement of Needs

B. CONTRACTOR PERSONNEL REQUIREMENTS:
The Contractor shall:

- 1. Verify that the following assigned personnel are certified as a Commonwealth of Virginia Certified Interior Designer":
 - a) The "Principal";
 - b) The "IDPM"; and all
 - c) "Senior Interior Designers."
- 2. Notify the VCU Interior Design Project Manager, as soon as possible, of any changes to personnel within the firm's VCU team.
- 3. Guarantee Confidentiality:
The Contractor's personnel may have access to confidential information regarding employees, students, patients, or the public, or to proprietary or other confidential business information belonging to Virginia Commonwealth University (VCU). VCU and its employees, students, patients, or others may suffer irreparable harm by disclosure of confidential or proprietary information and VCU may seek legal remedies available to it should such disclosure occur.

The Contractor's personnel shall not:

- a) Access data that is unrelated to their job duties at VCU
- b) Disclose to any other person, or allow any other person access to any information related to VCU that is proprietary or confidential. Disclosure of information includes but is not limited to verbal, discussions, FAX, transmissions, electronic email messages, voice mail communication, written documentation, loaning computer access codes and/or other transmission or sharing data.

B | Personnel Requirements

KSA will meet all of the contractor personnel Requirements.

- 1. All of our Principal, IDPM and all Senior Interior Designer are certified with the Virginia Department of Professional and Occupational Regulation.
- 2. KSA will notify the VCU Interior Design Project Manager, as soon as possible, of any changes to personnel within the firm's VCU team.



Strengths	Lorri Finn CID, NCIDQ, IIDA, LEED AP	Erin Simmons CID, NCIDQ, ASID, LEED AP	Kelley O Leary CID, NCIDQ, ASID	Jenna Robinson
Higher Ed Experience	35 years	9 years	5 years	3 years
Project Management	✓	✓	✓	
Certified Interior Designer (CID)	✓	✓	✓	
Has worked with VCU previously	✓	✓	✓	✓
FF&E Installation management	✓	✓	✓	✓
Fun to work with!	✓	✓	✓	✓

3. KSA guarantees it will maintain Confidentiality on all Virginia Commonwealth University projects. We understand that KSA may have access to confidential information regarding employees, students, patients, or the public, or to proprietary or other confidential business information belonging to Virginia Commonwealth University (VCU). KSA will adhere to all confidentiality agreements and will not disclose any confidential or proprietary information. KSA will not Access data that is unrelated to their job duties at VCU or Disclose to any other person, or allow any other person access to any information related to VCU that is proprietary or confidential. Disclosure of information includes but is not limited to verbal, discussions, FAX, transmissions, electronic email messages, voice mail communication, written documentation, loaning computer access codes and/or other transmission or sharing data.



vii statement of needs terms and conditions of RFP

VII. Statement of Needs

C. OWNERSHIP OF INTELLECTUAL PROPERTY:

1. All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract should become the sole property of VCU.
2. Upon request from VCU, the Contractor should promptly provide an acknowledgment or assignment in a tangible form satisfactory to VCU, to evidence VCU's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

D. PRICE REQUIREMENTS:

1. Hourly Rates:
 - a) The Hourly Rate should be inclusive of all costs associated with providing the Interior Design Services specified herein, to include, but not limited to all applicable:
 - 1) Travel
 - 2) Tolls
 - 3) Parking
 - 4) Presentation materials (unless previously authorized by the VCU IDPM)
 - 5) Fax transmission/electronic submissions (e.g. CDs, DVD, etc.)
 - 6) Local/long distance/cellular telephone calls
 - 7) Project "Closeout Manuals"
 - 8) As Built drawings
2. Billable Expenses: The Contractor, may upon prior approval from the VCU IDPM, bill (at the Contractor's actual cost) separately for furnishing multiple copies of the final drawings (this should be the only cost not included in the "Hourly Rates"); the Contractor shall provide documentation of its actual costs to the VCU IDPM.
3. Firm should provide pricing in accordance with "ATTACHMENT A - PRICE SCHEDULE."

E. CONTRACTOR QUESTIONNAIRE

C | Terms and Conditions of RFP

KSA accepts all the Terms and conditions of this RFP and will comply with all stated conditions regarding Ownership of Intellectual Property. This includes:

1. All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract should become the sole property of VCU.
2. Upon request from VCU, KSA will promptly provide an acknowledgment or assignment in a tangible form satisfactory to VCU, to evidence VCU's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

D | Price Requirements

1. KSA's hourly rates shall include all costs associated providing the Interior Design Services specified herein, to include, but not limited to all applicable:

- 1) Travel
- 2) Tolls
- 3) Parking
- 4) Presentation materials (unless previously authorized by the VCU IDPM)
- 5) Fax transmission/electronic submissions (e.g. CDs, DVD, etc.)
- 6) Local/long distance/cellular telephone calls,
- 7) Project "Closeout Manuals"
- 8) As Built drawings

2. Billable Expenses: KSA per the terms of this RFP may upon prior approval from the VCU IDPM, bill (at the Contractor's actual cost) separately for furnishing multiple copies of the final drawings (this should be the only cost not included in the "Hourly Rates"); the Contractor shall provide documentation of its actual costs to the VCU IDPM.

3. Firm has provided pricing in accordance with:

"ATTACHMENT A - PRICE SCHEDULE"

E | Contractors Questionnaire

Per VCU's request, The following separate pages respond to the Contractors's Questionnaire under VII. Statement of needs.



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

1. Provide your firm’s
Experience and Qualifications:

a. The number of years your firm has provided the interior design services as specified herein

In August 2017, KSA Interiors celebrated it’s 35th year in business. The services specified in the RFP are standard to the services we have offered since inception.

We believe that solving difficult design challenges requires passion, creativity, commitment, and especially a little fun! As one of the largest interior design firms in Virginia, we are passionate about our work and strive to create spaces that are functional as well as aesthetically pleasing.

We want to learn about you! We know our clients and we believe in what they stand for. Working with you is what motivates us.

Design is about people and works best when people come together to make it happen. We want you to be engaged in the process so that the solution solves all of your needs. You are the expert on what you do. Our expertise can help you do what you do better.

Work with us and let us help you create a change of space!



contact information

Sara Lasseter
CID, NCIDQ, IIDA, LEED AP
President
slasseter@ksainteriors.com
(804) 527-0131 x120

Lorri Finn
CID, IIDA, LEED AP, NCIDQ
Vice President
lfinn@ksainteriors.com
(804) 527-0131 x 114

fast facts get the details

Services
Interior Design
Space Planning
Experiential Graphics
Project Management

Certifications
Economically Disadvantaged Women-Owned
Small Business (EDWOSB) - #EDWOSB11076
VA-SWAM Certification #7149
MD-Small Business Certification: #SB06-2164
Dun and Bradstreet: #790362578
CAGE Code: 3JVZ6

Contracts
GSA Multiple Award Schedule
71 IIK CFMS Services
Contract# GS-29F-0012V
VASCUPP Contract # 5229245CM-5

Firm Size
4 Directors
2 Project Managers
5 Interior Designers
2 Facility Project Managers
2 Administrative
*7 team members are LEED Accredited Professionals (AP) and 12 are Certified Interior Designers (CID)



vii statement of needs contractor questionnaire

VII. Statement of Needs

E. CONTRACTOR QUESTIONNAIRE

1. Provide your firm's

Experience and Qualifications:

b. The size and scope of interior design projects for which your firm typically provides interior design services

KSA provides interior design services for major clients, such as VCU. Within our VCU contract we have provided our services for projects ranging from individual offices to major project such as the School of Business and School of Engineering and most recently for the Cabell Library Expansion project. To date our largest project has been the replacement hospital at Rockingham Memorial Hospital which was constructed for \$181 million. Below you will find a sample listing of some of the projects we have where we have provided Interior Design Services for Higher Education:

PROJECT NAME	PROJECT SIZE	PROJECT SCOPE
Virginia Commonwealth University		
James W. and Frances G. McGlothlin School of Medical Education	200,000 sq.ft.	FF & E
Molecular Medicine Research Building	125,000 sq.ft.	FF & E
Basketball Development Center	60,000 sq.ft.	FF & E
W. Baxter Perkinson, Jr. School of Dentistry & Dean's Suite	55,000 sq.ft.	FF & E, ID, S
408 W. Franklin, Blair House	5,016 sq.ft.	FF & E, ID, S
VCU Tompkins McCaw Library - Basement, 1st floor, 2nd Floor	36,160 sq.ft.	FF & E, ID SP
Hunton Hall - Renovation	6,032 sq.ft.	FF & E, SP, ID, GR
VCU Police	24,928 sq.ft.	FF & E
Virginia Tech		
New Classroom Building	73,400 sq.ft.	FF & E
Kentland Farms Building Renovation	5,700 sq.ft.	FF & E, ID
RRAB - Renovation	64,306 sq.ft.	FF & E
Rasche & Brodie Hall - Furniture Installation	202,844 sq.ft.	FF & E Installation
Old Dominion University		
Office of Student Activities & Leadership	8,320 sq.ft.	FF & E, ID, SP, GR
Housing Renovation - various housing facilities	45,696 sq.ft.	FF & E, ID, GR
Office of Intercultural Relations	2,300 sq.ft.	FF & E, ID, S
Stadium Lounge Renovation	1,800 sq.ft.	FF & E, ID, SP
James Madison University		
CISAT - Integrated Science & Technology Building	187,000 sq.ft.	ID, SP
Student Center Branding & Wayfinding Study	250,000 sq.ft.	FF & E
University of Virginia		
Alderman Library - McGregor Reading Room	2,400 sq.ft.	FF & E
Virginia State University		
Multi Purpose Center	165,941 sq.ft.	FF & E, ID, GR
ABBREVIATIONS: FF & E - Furniture, Furnishings & Equipment SP: Space Planning S: Signage GR: Graphics ID: Interior Design & Building Finish Selection		



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

1. Provide your firm's
Experience and Qualifications:

c. resumes for each staff proposed for VCU
work



Lorri B. Finn
CID, NCIDQ, IIDA, LEED AP
Senior Director of Design Services

PROFESSIONAL EXPERIENCE

27 years

EDUCATION

B.S. Interior Design, 1985
University of Alabama-Tuscaloosa

CERTIFICATIONS & AFFILIATIONS

Certified Interior Designer (CID)
Virginia DPOR# 0412 000454
Maryland DLLR# 2312
NCIDQ# 008851

Leadership in Energy &
Environmental Design (LEED AP)

Member, International Interior
Design Association (IIDA)

APELCIDLA Board

AWARDS

Education Interiors Showcase
Virginia Commonwealth University (VCU)
James W. and Frances G. McGlothlin
Medical Education Center
Outstanding Design - Healthcare Facilities
/ Teaching Hospitals, 2014

Education Interiors Showcase
Virginia Commonwealth University (VCU)
Student Commons
Outstanding Design - Community Centers
/ Joint-Use Facilities, 2014

Interior Design Excellence Award,
VCU Harris Hall
Focused Inquiry Learning Lounge
1st Place Institutional, 2014

Interior Design Excellence Award
VCU Student Commons
Honorable Mention Institutional, 2014

Interior Design Excellence Award,
John Tyler Community College, Midlothian
1st Place Institutional, 2010

and many more!

Relevant Project Experience

VIRGINIA COMMONWEALTH UNIVERSITY | RICHMOND VA

- | | |
|--|--|
| Student Commons SLIC | Renovation |
| Basketball Training Facility | Student Commons Ballroom, Break Point (Game Room), Corridors |
| Cabell Library New Addition | Physical Plant Building |
| School of Business & Engineering | GBJ Auditorium |
| Cabell Library Learning Commons | Smith Building Restroom Renovations |
| Cabell Library Environmental Graphics, First Floor Renovation | Laurel Deck Dining |
| Molecular Medicine Research Building | Schafer Court Servery Study |
| James W. and Frances G. McGlothlin Medical Education Center | School of Dentistry Lyons Building Lobby |
| BPJ School of Dentistry & Dean's Suite | School of Dentistry Woods Building |
| MCV Medical Center Interfaith Chapel | VCU Tomkins McCaw Library Basement Collaborative Space |
| Sanger Hall | West Hospital Nurse Anesthesia |
| One Capital Square, Public Health Ambulatory Care Center, Pharmacy | Hunton Hall |
| Student Commons Addition & | |

OLD DOMINION UNIVERSITY | NORFOLK VA

- Office of Student Activities and Leadership (OSAL)
- Office of Intercultural Relations
- Systems Research and Academic Building
- Student Housing Common Spaces Renovation

VIRGINIA TECH | BLACKSBURG VA

- Shandong University, International Laboratory, Shandong, China
- Institute of Advanced Learning & Technology, Danville, VA

VIRGINIA COMMUNITY COLLEGES

- John Tyler Community College
- Germanna Community College
- Thomas Nelson Community College
- Rappahannock Community College

UNIVERSITY OF VIRGINIA | CHARLOTTESVILLE VA

- McGregor Reading Room
- Alderman Library
- Asian Reading Room Renovation

JAMES MADISON UNIVERSITY | HARRISONBURG VA

- McGregor Reading Room
- Alderman Library
- Asian Reading Room Renovation



VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

1. Provide your firm's
Experience and Qualifications:

c. resumes for each staff proposed for VCU
work



Erin Simmons
CID, NCIDQ, ASID, LEED AP
Interior Designer III

PROFESSIONAL EXPERIENCE

9 years

EDUCATION

B.S. Interior Design, 2008
Virginia Polytechnic
Institute & State University

AWARDS

Education Interiors Showcase
Virginia Commonwealth University (VCU)
James W. and Frances G. McGlothlin
Medical Education Center
Outstanding Design - Healthcare Facilities
/ Teaching Hospitals, 2014

Interior Design Excellence Awards:
Dominion Power Lincoln Park II
Honorable Mention
Corporate > 35,000, 2011

MWV Foundry Park Signage & Wayfinding
Custom Category, 2010

Honorable Mention in the
Student Category, 2009

Finalist, Virginia Polytechnic
Institute & State University,
Interior Design Thesis Competition

AFFILIATIONS

Certified Interior Designer (CID)
DPOR# 0412 000931
NCIDQ# 28010

American Society of Interior
Designers (ASID), Professional Member

Leadership in Energy &
Environmental Design (LEED AP)

Relevant Project Experience
Project Management & Interior Design

VIRGINIA COMMONWEALTH UNIVERSITY | RICHMOND VA

- | | |
|--|------------------------------|
| W. Baxter Perkinson, Jr. School of
Dentistry | 408 W. Franklin, Blair House |
| Sanger Hall, 7th Floor | Welcome Center |
| Healthcare, Policy and Research, One
Capitol Square 4th Floor | Zeigler House |
| Massey, 2nd Floor | VCU Police |
| James W. and Frances G. McGlothlin
Medical Education Center | |
| Stephen Putney House, Basement
Conference | |

VIRGINIA COMMUNITY COLLEGES

- Germanna Community College
- Lord Fairfax Community College
- Rappahannock Community College
- Thomas Nelson Community College

HAMPDEN-SYDNEY COLLEGE | FARMVILLE
VA

- Gammon Hall (Customized Hall of Fame)

VIRGINIA COMMUNITY COLLEGE SYSTEM |
RICHMOND VA

- 14th Floor Internal Audit Reconfiguration
- 15th Floor Institutional Advancement
Reconfiguration
- 16th Floor Space Study and Reconfiguration

HENRICO COUNTY | RICHMOND VA

- Eastern Henrico Resource Workforce
Center - Cedar Fork Road
- Downtown Resource Workforce Center -
E. Cary Street
- Resource Workforce Investment Board -
Williamsburg Road Offices

OLD DOMINION UNIVERSITY | NORFOLK VA

- Office of Intercultural Relations



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

1. Provide your firm's
Experience and Qualifications:
c. resumes for each staff proposed for VCU
work



Kelley O'Leary
CID, NCIDQ, ASID
Interior Designer II

PROFESSIONAL EXPERIENCE
5 years

EDUCATION
B.S. Interior Design, 2013
Virginia Polytechnic Institute & State University
Summa Cum Laude; Honors Scholar

AWARDS
Interior Design Excellence Award
ABC Short Pump Store
Honorable Mention, 2016
Education Interiors Showcase
Virginia Commonwealth University (VCU)
Student Commons
Outstanding Design - Community Centers /
Joint-Use Facilities, 2014
Interior Design Excellence Award
VCU Student Commons
Honorable Mention Institutional, 2014
ASID Janet Kane Spirit Award, 2014
ASID Presidential Citation
ASID Virginia Chapter, 2014

AFFILIATIONS
Certified Interior Designer (CID)
DPOR# 0412001072
NCIDQ #31208
American Society of Interior
Designers (ASID), Professional Member
ASID Student Career Day Co-Chair
2014-Present
ASID Website/Blog Coordinator
2013-Present

Relevant Project Experience
Interior Design

VIRGINIA COMMONWEALTH UNIVERSITY | RICHMOND VA
Student Commons Information Center

OLD DOMINION UNIVERSITY | NORFOLK VA
Virginia House Department of Housing & Residence Life Office Space
Scotland House Lounges
Rogers & Gresham Hall Renovation

VIRGINIA TECH | BLACKSBURG VA
RRAB - Davidson, Sandy and Liberal Arts Building Renovations
ALTITUDE LLC | RICHMOND VA
Altitude at Stone Port Off Campus Student Housing, Harrisonburg, Virginia

HENRICO COUNTY | RICHMOND VA
Workforce Development Center

VIRGINIA DEPARTMENT OF
TRANSPORTATION | RICHMOND VA
4th Floor Annex Feature Wall
1st Floor Lobby Reception Desk

VIRGINIA ABC | RICHMOND VA
Short Pump Premier Store
Prototype Store Design
Prototype Cashwrap Design

PHILIP MORRIS USA & ALTRIA CLIENT
SERVICES | RICHMOND VA
Training & Development Center (TDC)
Relocation & Renovation
Altria Compounding Limited Renovation
Headquarters Annex Conference Center
Lobby Renovation
Manufacturing Center (MC) Block & Stack
Center for Research & Technology (CRT)
Hallways
CRT Patent Wall
CRT 0385 Labs
Restack - SemiWorks Annex Renovation
Facilities Standards Guide
Commerce Center Courtyard Renovation
Park 500 Locker Room/ Restroom
Renovation



VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

1. Provide your firm's
Experience and Qualifications:

c. resumes for each staff proposed for VCU
work



Jenna Robinson
Interior Designer I

PROFESSIONAL EXPERIENCE
3 years

EDUCATION
B.S. Interior Design, 1978
Virginia Polytechnic Institute & State
University

Relevant Project Experience
Interior Design

VIRGINIA COMMONWEALTH UNIVERSITY | RICHMOND VA

Student Commons SLIC

VIRGINIA STATE UNIVERSITY | PETERSBURG VA

- Multi-Purpose Center
- Lockett Hall
- Campus Restack
- Academic Center for Excellence

VIRGINIA DEPARTMENT OF TRANSPORTATION | RICHMOND VA

- Highway Building reconfigurations floors 1, 2, 3 and 4
- Annex Building reconfigurations
- Memorial Hospital Building

DOMINION ENERGY | RICHMOND VA

- Tredegar Campus Reconfigurations
- Innsbrook Technical Center
 - Multi-Purpose Rooms
 - Restack Master Plan
 - Systems Operational Center (2N)
- Generation Renovations
 - Cove Point
- One James River Plaza *
- 8th & Main Renovation (11 floors) *

SENTARA ROCKINGHAM MEMORIAL
HOSPITAL | HARRISONBURG VA

- Main Hospital
- Atrium Building



VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

1. Provide your firm's
Experience and Qualifications:

c. resumes for each staff proposed for VCU
work

PROFESSIONAL EXPERIENCE
33 years
Virginia Contractors License
Class A

DROP SHIP WE DELIVER
2006 – PRESENT
President/CEO, Sole Proprietor
Move Management &
Installation Management

TEAMWORKS
2002 – 2005
Project Manager

PRICE MODERN
1987 – 2002
Warehouse Manager | Installation Manager
| Project Manager

CHASEN'S BUSINESS INTERIORS
1984 – 1987
Lead Installer | Installation PM



Waverly Crawley
sub-contractor

Relevant Project Experience
Furniture Installation Project Manager

VIRGINIA COMMONWEALTH UNIVERSITY | RICHMOND VA

James W. and Frances G. McGlothlin Medical Education Center
VCU School of Business & Engineering
Brandt Hall, Warren
Rhoads Hall, Webster
Grace Street South Residence Center
Broad & Belvidere Student Apartments
Molecular Science Building
Siegel Center
Cabell Library Expansion

VIRGINIA TECH UNIVERSITY| BLACKSBURG VA

Rasche Hall
Brodie Hall
New Classroom Building

OTHER

Regent University – Norfolk – Resident Hall
Virginia Wesleyan – Virginia Beach - Housing & Resident Life
Sweetbriar – Lynchburg Virginia – Resident Hall
Johnson C. Smith – Charlotte N.C.

SUBCONTRACTOR: DROP SHIP WE DELIVER



VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

SUBCONTRACTOR: 3DI

1. Provide your firm's
Experience and Qualifications:

c. resumes for each staff proposed for VCU
work



Bryon E. Jefferson
President/ Co-Founder

PROFESSIONAL EXPERIENCE
18 years

EDUCATION
Bachelors of Architecture
Hampton University

PROFESSIONAL PROFILE

Bryon Jefferson is one of the founding members of 3DI Digital Design Group, a state-of-the-art visualization and graphic communication company. 3DI specializes in three dimensional digital illustration, animation, and multimedia presentation. His professional architectural background strengthens his creativity and has enabled him to conduct business in a variety of market sectors ranging from architecture, construction, and real estate development to animation, graphic design and marketing.

Mr. Jefferson has more than 18 years of experience as an architectural professional. He has been responsible for the design of a broad range of building types. He is experienced in the full range of architectural disciplines, from master planning through construction documents. While versed in all phases of project delivery my primary focus has been on the initial conceptual project design as well as playing a key role in the inception of many projects by way of marketing, business development, schematic design and visualization. His most recent experience has been with HKS, a leading architectural design firm ranked among the top-three architectural/engineering firms in the United States. They are recognized for their high-profile and award-winning design projects which include commercial, healthcare, sports, hospitality, governmental, aviation, educational, retail and industrial.

He was a project designer with the HKS Sports & Entertainment Group, which is nationally known for its modern sports venues and entertainment projects, and has ushered in a new generation of major and minor league venues. Most notable are the National Football League's Dallas Cowboy's and Indianapolis Colt's stadium. As a member of the Sports & Entertainment Group he was responsible for all phases of various projects with a primary focus on the initial development of the project's design and managing the design team.



VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

SUBCONTRACTOR: 3DI

1. Provide your firm's
Experience and Qualifications:

c. resumes for each staff proposed for VCU
work



Marcus A Miller
Creative Director/ Co-Founder

PROFESSIONAL EXPERIENCE
15 years

EDUCATION
Bachelors of Architecture
Hampton University

PROFESSIONAL PROFILE

Marcus Miller is a designer with over 18 years of graphic design, multimedia and architectural rendering experience. He has been responsible for the design of a broad range of visual solutions for various clients ranging from churches to construction companies to architectural firms. In addition to graphic design capabilities, he is experienced in reading and comprehending architectural documents. Marcus is responsible for determining the best ways to assist clients in the visualization process and meeting their project needs. Through continual learning, evaluating and implementing new communication technologies within the company, Marcus is able to provide the most state-of- the art solutions to each and every project.

His primary architectural rendering capabilities include photorealistic interior and exterior renderings for client presentations, design development and material studies. Also included is the ability to create animated interior and exterior fly-bys and walk-throughs , sun/shade studies as well as photo montage manipulation for contextual studies of building designs in actual environments.

His graphic design capabilities include brochures, flyers, websites, print ads, dynamic PowerPoint presentations, business cards, logo designs, postcard mailers, large scale graphics for trade shows and wall murals. Video services include, editing existing content as well as creating commercial spots for television, fundraising videos and conceptual-tual study movies for client presentations.

Mr. Miller is also one of the founding members of 3DI Digital Design Group, a state-of -the art visualization and graphic communication company. Over the course of his career, his varied skill set has allowed him to provide services to notable clients throughout Virginia, Washington D.C and surrounding areas.



VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

2. Describe your experience in providing services to higher education facilities.

For years we have invested in the development of our higher education experience. Higher education design is our passion and KSA has worked with multiple higher education facilities. In question #1b we listed some of the higher education facilities we have worked with such as VCU, VT, ODU, UVA, JMU and VSU. In addition to those previously listed, we have worked with William and Mary, CNU, HSU, University of Richmond and University of Maryland. We have also worked with many Colleges in the Virginia Community College System such as GCC, JTCC, LFCC, GCC, TNCC and RCC.

We have provided various services to these institutions. Our services include:

- Interior Design**
LIGHTING DESIGN, SUSTAINABILITY DESIGN, FURNITURE & EQUIPMENT INVENTORY, FURNITURE STANDARDS, FURNITURE SPECIFICATION, CONSTRUCTION DOCUMENTATION
- Space Planning**
PROGRAMMING, FEASIBILITY STUDIES, BENCHMARKING, BOMA CALCULATION, EMPLOYEE RESTACK, SPACE UTILIZATION REPORTING
- Experiential Graphics**
INTERIOR BRANDING, WAYFINDING, SIGNAGE, WALL GRAPHICS, EMERGENCY EVACUATION PLANS
- Project Management**
MOVE MANAGEMENT, CONTRACT ADMINISTRATION, ON-SITE PROJECT MANAGEMENT, VENDOR COORDINATION SUPPORT, INSTALLATION MANAGEMENT

We have found that our preferred strategy is to immerse ourselves into our client’s culture. Our greatest successes have therefore come from teams which we are imbedded into our clients organizations for a variety of long and short term durations. Through listening and understanding the clients needs and visions as well as staying abreast of the most current products, trends, case studies, and investing in continuing education units , we believe that our services and expertise can enhance the environment and foster limitless learning. Our process ensures that VCU receives the benefit of 35 years of intimate knowledge, service, and aspiring attitude

KSA is committed to creating student success through creating learner-centered environments that fosters inquiry, discovery and innovation. We understand the difference it makes in a student’s life to be in a supportive campus environment that is defined by quality living/learning spaces.

The following pages will showcase KSA’s experience with Higher Education projects.





virginia tech new classroom building



The Virginia Tech New Classroom Building is a new interdisciplinary classroom building with 13 flexible classroom spaces, two SCALE-UP classrooms, and 4 teaching labs. The classroom furniture is easily re-configurable for a variety of different collaboration styles. The SCALE-UP Classrooms (Student-Centered Active Learning Environment for Undergraduate Programs) feature custom-designed powered tables to meet the unique needs of this learning style. Additionally, break-out lounge spaces provide informal collaboration areas for students to meet outside of class. Enclosed group study rooms allow students to work in teams outside of class. The juxtaposition of casual soft-seating areas and impromptu bar-height workspaces create a variety of unique postures ideal for different kinds of work. All areas contain access to power for easy charging.

Owner Address:
Sterrett Facilities Complex
230 Sterrett Drive
Blacksburg, VA 24061

Size: (Gross SF)	73,400 SF
Completion Date:	2016
Industry:	Higher Education





virginia commonwealth university cabell library addition

Project Location
Richmond, Virginia

Project Duration
3 years

Year Completed
2016

Dollar Value of Contract
\$162,072.81

Owner Name & Contact Information
Virginia Commonwealth University Facilities Management
700 West Grace Street, Suite 2200
P.O. Box 842502
Richmond, Virginia 23284-2502
Office phone: (804) 828-9647

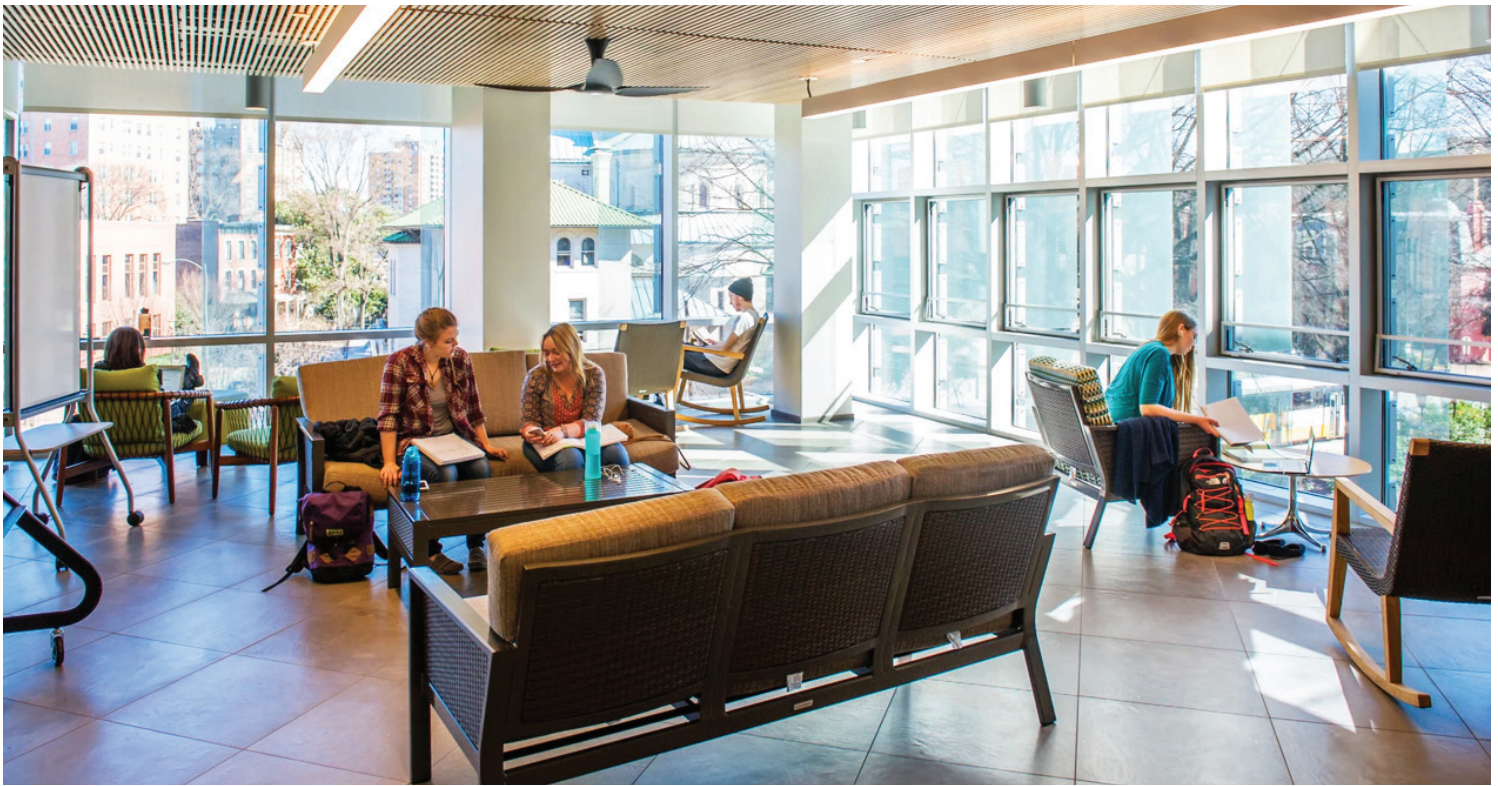
Architect
Shepley Bulfinch
700 West Grace Street, Suite 2200
P.O. Box 842502
Richmond, Virginia 23284-2502
Office phone: (804) 828-9647

Description of Project
Cabell Library is centrally located on VCU’s Monroe Park campus. The 93,000 square foot addition to the existing space includes a maker-space, collaborative break out areas, conference/event rooms, and office space. KSA Interiors selected furniture to support the lower level’s hive of creatives to the fourth floor’s elegant Graduate reading area. **As you work your way up through the addition, the furniture layouts transition from agile and collaborative to stationary and private, adapting to the user’s needs.**

Project Staffing:
Principal: Lorri Finn, CID, NCIDQ, IIDA, LEED AP
Project Manager: Sara Lasseter, CID, NCIDQ, IIDA, LEED AP
Interior Designer: Kate Rancourt, CID, NCIDQ, ASID
Interior Designer: Roy Abdun-Nur, Allied ASID, Associate IIDA

Reference Contact:
Jeanne Hammer
Associate University Librarian for Administration & Policy Development
VCU Libraries
James Branch Cabell Library
901 Park Ave., Box 842033
Richmond, VA 23284-2033
jmhammer@vcu.edu
(804) 828-1116





virginia commonwealth university cabell library addition





virginia commonwealth university hunton student center

Project Location
Richmond, Virginia

Project Duration
10 months

Year Completed
2015

Dollar Value of Contract
\$49,445.44

Owner Name & Contact Information
Virginia Commonwealth University Facilities Management
700 West Grace Street, Suite 2200
P.O. Box 842502
Richmond, Virginia 23284-2502
Office phone: (804) 828-9647

Consulting Architect
KOP Architects
211 Ruthers Road Suite 203
Richmond, Virginia 23235
804 276 4960

Project Staffing:
Principal: Sara Lasseter, CID, NCIDQ, IIDA, LEED AP
Interior Designer: Kate Rancourt, CID, NCIDQ, ASID

Description of Project
Hunton Student Center has been the MCV campus' student center since 1938. **The design team was given the opportunity to transform the under utilized lower level dining area into a unique event experience.** By engaging a variety of stakeholders including facilities, event staff, leadership, and students, the design team came to understand the rich historic relevance of the building along with the need for students to experience a departure from their institutional learning environments.

The design incorporates experiential graphics and brand development to reflect the heritage of the building and the city of Richmond. **The brand, alongside the use of natural materials, textures and a fireplace feature, provides a retreat from students' studies and day-to-day activities.** Overall, the hospitality feel of the space provides a retreat and safe haven to the otherwise bustling downtown area and medical campus.

Reference Contact:
Bill Cramer
Assistant Director for Facilities
USC&A
Virginia Commonwealth University
907 Floyd Avenue suite 104
Richmond, VA 23284-2032
wccramer@vcu.edu
P-804.828.3535





virginia commonwealth university hunton hall





virginia commonwealth university student commons information center

Project Location
Richmond, Virginia

Project Duration
8 months

Year Completed
2014

Dollar Value of Contract
\$34,918.00

Owner Name & Contact Information
Virginia Commonwealth University Facilities Management
700 West Grace Street, Suite 2200
P.O. Box 842502
Richmond, Virginia 23284-2502
Office phone: (804) 828-9647

Consulting Architect
KOP Architects
211 Ruthers Road Suite 203
Richmond, Virginia 23235
804 276 4960

Description of Project
For the VCU Student Commons 30th Anniversary, **KSA updated the interior to better align with VCU's brand identity**

and to establish a hub of activity around an improved information center. The new space contains four distinct areas: the central expressway, the theater lounge, the overflow café, and perimeter focused seating. Each area creates an experience suited to specific modes of work — creating a multi-functional space that is aesthetically cohesive.

Wayfinding, signage, & graphics help to energize the space and reinforce VCU's school culture. Movement is implied through the installation of light beams on the feature wall and ceiling, while landmarks are distinguished by illuminated signage and graphics. Integrated technology provides easy access to power throughout the space.

Project Staffing:
Principal: Lorri Finn, CID, NCIDQ, IIDA, LEED AP
Project Manager: Sara Lasseter, CID, NCIDQ, IIDA, LEED AP
Interior Designer: Kelley O'Leary, NCIDQ, ASID

Reference Contact:
Bill Cramer
Assistant Director for Facilities
USC&A
Virginia Commonwealth University
907 Floyd Avenue suite 104
Richmond, VA 23284-2032
wccramer@vcu.edu
P-804.828.3535





virginia commonwealth university student commons





virginia commonwealth university McGlothlin medical education center



The building's flexible learning environments promote innovative learning modules and earlier exposure to clinical experience and multidisciplinary training. Two floors of the building are for the Center for Human Simulation and Patient Safety. The building also supports the discovery mission of the School with two floors dedicated to cancer research, and additional space for structural biology. KSA provided furniture selections and specifications for the bid package and installation management.



Reference:
Caren Girard
VCU Interior Design Manager
804-828-0770

Owner Address:
1201 E. Marshall Street
Richmond, VA 23298

Size: (Gross SF): 200,000 SF
Cost: \$160 million
Completion Date: 2013
Industry: Health Sciences



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

3. According to A.1, under VII Statement of Needs, explain your experience in providing this type of service to higher education facilities, including how you prepared to assume an “in house” staff role. Include specific project description and staff involved.

KSA has provided On-Site services to various educational, government and corporate clients. The On-Site Project Manager is responsible for support and operations of customer facilities. Primary responsibilities have included project management, space planning, furniture specification and standardization, asset management, move management, finish standardization, project budgets and strategic planning. On-site project managers function independently and as part of a larger series of teams within KSA and within the clients organization. Their primary job duty is to act as and extension to clients Facilities Management and Design Departments providing in house service to FMD , their end users, and leadership. ESSENTIAL DUTIES AND RESPONSIBILITIES include, but have not been limited to the following:

Facilities Support | Project Management

- Project management and project coordination
- Oversee furniture installation
- Overseeing and managing the work of Design Consultants
- Manage furniture inventory and warehouse
- Implement ergonomic recommendations
- Complete programming, space planning, design development, FF & E specifications, cost analysis and budgets and design implementation of furniture reconfigurations
- Manage database and facilities management software solutions
- Assist in facility maintenance operations
- Assist in clearly defining building standards at each facility (Furniture, finishes, equipment, artwork, etc...)

Move Management and Coordination

- Coordinate personnel moves
- Coordinate the movement of departmental equipment
- Coordinate, maintain, and oversee the Utility Technician’s daily work order schedule
- Coordinate special events with the client and other vendors (as needed)
- Coordinate the move timeline schedule with the Telecom Coordinator

Specific In House Project Experience and Staffing

Client	Staffing	Term Contract
Altria Client Services	3 full time 40 hours per week employees	2013 - Present
VA Medical Center	1 full time 40 hour per week employee	2012 - 2017
Virginia State University	1 hourly employee / as needed basis	2014 - Present
Capital One	1 full time 40 hour per week employee	2013
VDOT	3 hourly employee / as needed basis	2014 - Present

KSA will provide VCU with the appropriate level of expertise/experience required. The on site role will be set up to fulfill the needs requested by VCU. This could be from and hourly “as needed bases up to a 40 hour per week full time schedule. This schedule can be adjusted at VCU’s request.




vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

4. When developing a fee proposal, describe how you estimate time requirements per task and how you ensure the time spent is efficiently utilized.

The fee proposal is developed after the initial project scope meeting with the end user. During the meeting a clear defined scope is outlined. Using this outline, KSA develops a list of task per phase with an assigned number of hours per task. Hours use are based on data collected from similar projects. KSA always strives to work efficiently for the benefit of the client. Familiarity with the VCU process allows us to prepare some documents in advance. For example; as each item is approved and specified - the item can be placed in the close out manual or deliverable at the same time. This multi-tasking would lead to a cost reduction in time required for the close out manual . We schedule each meeting with a task list / agenda of decisions to be made. Recently, VCU has asked us to develop a full project budget before beginning a project. Using VCU's standard form (example below), we have worked closely with FMD to completed this task. FMD then takes the project cost to the end user for approval and notice to proceed.



Fee Proposal for Interior Design Services

VCU Student Commons
Student Leadership and Involvement Center (SLIC)

Date: October 28, 2016

Project Name: VCU Student Commons

Project Contact: Caren R. Girard, CID, LEED AP
Manager of Interior Design

Contact Address: Virginia Commonwealth University
Facilities Management - Planning & Design
700 W. Grace Street, First Floor Suite 1500

Phone: 804-828-0770
Fax: 804-828-0006
Email: crgirard@vcu.edu

Anticipated Completion: 3/12/2017

Project Budget:

Project Description:
Working in conjunction with the VCU Student Leadership and Involvement Center (SLIC) and FMD, KSA will provide interior design services for the VCU Student Commons.

Jennifer Chapman
Assist. Director of Operations
Facilities/Event & Mtg Svc
USC & A
907 Floyd Ave.
Richmond, VA 23284

804-828-3527
804-828-6182
jchapman2@vcu.edu

Schematic / Conceptual Design

Schematic Development (two concept options)
Based on VLE Summary:
Prepare generic furniture plan options
Preliminary selection of building materials, finishes and decorative lighting to use for 3D sketch up as types to consider during DD
Preliminary selection of furnishings - to use as types to consider during DD
Prepare 3D sketch up for 3 d view of layout
Prepare preliminary cost estimates

Schematic Presentation
Work session/presentation on complete conceptual design of two options

Schematic | Conceptual Summary / Revision
Revise plans selections, cost estimates and schedule per schematic presentation
Re-submit revisions electronically for approval
Revise as required
Prepare final deliverables of above:
and finish selections. 3D sketch up key area (2 views)
Revised Cost estimate shall include Conceptual Furniture, finishes (carpet) and decorative lighting

Deliverables:
Final Conceptual Design Package to include:
Furniture Plan
3-D Sketch up of approved option (2 views)
Budget estimate for all anticipated project cost
Note: FMD will provide Construction budget

Schematic Design Sign-off
Total Number of Meetings in This Phase: Up to Two meetings
Total Number of Revisions in This Phase: Up to Two revisions



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

5. Describe your firm’s philosophy for developing design recommendations. How do you ensure those recommendations are in the client’s best interest?

Our methodology is rooted in design philosophies of Evidence Based Design, Design Psychology, & Design Thinking.

Our approach focuses on creating empathic solutions to your unique needs. As a team, we can collaborate to come with ideas, which are then validated and implemented. Iteration is important to the process to ensure that solutions continue to be improved upon, leading to the best end result. Below are some examples of some of our methods.



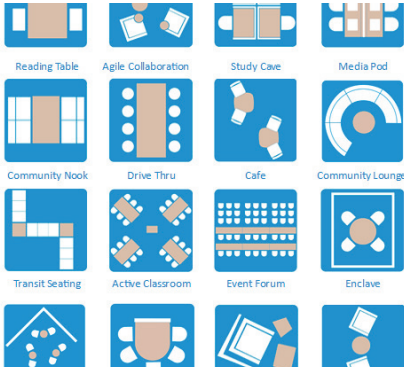
VISUALIZATION & PROTOTYPING

Using analog and digital tools, we explore concepts through visual guides, models, and renderings. This enables us to explore many concepts before pursuing a specific design direction.



DESIGN THINKING

Creating new possibilities requires new ways of thinking. Design thinking exercises engage clients and end users to help identify new opportunities and creative interior design solutions.



FURNITURE MAPPING

Furniture has a psychological effect on individuals within an interior environment. We use furniture mapping to explore layouts that encourage specific behaviors while making your space comfortable and effective.



TEST DRIVE & FEEDBACK

We provide opportunities for end users to interact with proposed options and facilitate through analogue and digital survey and polling tools to synergize all data. Good decision making often depends on first hand experiences.



YOUR VISION

We use furniture, floor coverings, paint, lighting, and many other elements to create memorable interior spaces. We study your organization’s goals to understand how we can reinforce them using color, texture, and lighting.

1	\$650.00	\$650.00
1	\$900.00	\$900.00
1	\$2,900.00	\$2,900.00
1	\$2,500.00	\$2,500.00
1	\$3,500.00	\$3,500.00
8	\$650.00	\$5,200.00
1	\$5,600.00	\$5,600.00
3	\$550.00	\$1,650.00
2	\$1,220.00	\$2,440.00
1	\$650.00	\$650.00
16	\$850.00	\$13,600.00
5	\$650.00	\$3,250.00
5	\$550.00	\$2,750.00
12	\$850.00	\$10,200.00
1	\$1,000.00	\$1,000.00
2	\$550.00	\$1,100.00
3	\$1,200.00	\$3,600.00

ON TIME AND WITHIN BUDGET

Milestones and sign-offs throughout our process keeps the project on schedule and you informed. We thrive on coordinating interdisciplinary teams to deliver on time and on budget.




vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

6. Describe how your firm develops project cost estimates.

We begin with the VCU standard pre-proposal Budget form as noted in Attachment B. General Requirements #3. Working with VCU FMD on construction cost estimates if required. Based on the information gathered during the initial scope / programming meeting, Furniture cost are estimated using similar recent furniture cost from similar projects. For example, if the scope of the project includes furniture for 8 new offices. We can provide VCU with a preliminary estimated cost base on historical data. We also include cost increases to cover inflation for project schedule years out.

		VIRGINIA COMMONWEALTH UNIVERSITY		Facilities Management
		CONCEPT DESIGN BUDGET APPROVAL		Planning and Design
		PROJECT: VCU SLIC		700 W. Grace Street
		DATE: 12-05-16		1st Floor, Suite 1500 PO Box 843049
				Richmond, Virginia 23284-3049
ATTACHMENT B: Preliminary Budget				
A	CONSTRUCTION			\$43,168.00
B	A/E INTERIOR DESIGN FEE			\$22,948.00
C	PM INSPECTION - RENOVATION			\$5,611.84
D	FURNISHINGS & EQUIPMENT			\$74,435.00
E	OTHER (Itemized Below)			\$4,500.00
F	CONTINGENCY (5% of Construction)			\$2,158.40
TOTAL PROJECT COST =				\$152,821.24
NOTES: (1) Concept Design Only				
Anticipated Index Withdrawals (Journal Voucher Entries)				
Facility Assessment Phase				
TOTAL				\$0.00

7. Describe how your firm will keep the project within budget.

Using the new VCU FMD budget sheet at the beginning of projects establishes the perimeters of the project and a budget that must be adhered to. Additional preventive measures listed below are used throughout the duration of the project to monitor the budget

Budget Administration | Cost Control is monitored throughout the project

Perform regular price investigations

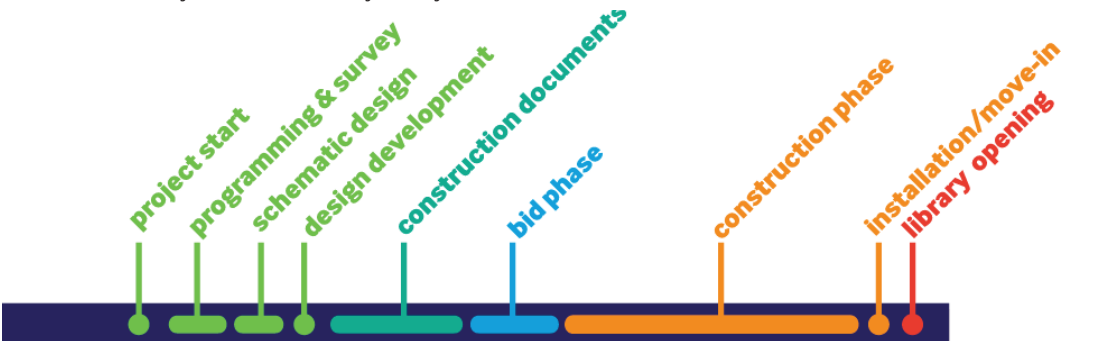
Obtain and review all quotes from vendor for accuracy

Update running budget sheet as actual quotes are received

Notify VCU immediately of any change to the budget due to additional request or unforeseen circumstances. For example: During a renovation project if something was discovered during demolition that could not be seen during field verification that would impact the overall cost of the project.

8. Describe how your firm will keep the project on schedule.

KSA develops a project schedule at the start of each project. As the project progresses we establish milestones that align with the design phases of the project. These QA/QC milestones described in question #9 are scheduled checkpoints for team review of deliverables. KSA will notify VCU immediately of any occurrence that could affect the schedule



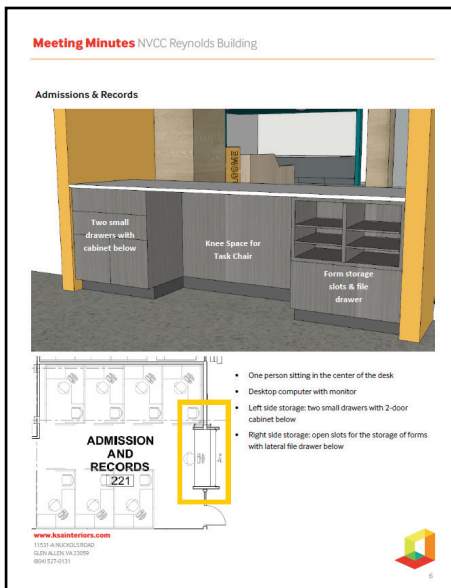
vii statement of needs contractor questionnaire

VII. Statement of Needs

E. CONTRACTOR QUESTIONNAIRE

9. Describe how your firm provides quality control of drawings and specifications.

Programming	6 days?
Project Start - Field Visit	1 day
VLE prep	5 days
Kickoff Presentation	1 day?
Schematic Design & Design Deve	26 days?
Schematic design	10 days
Schematic Options Presented	1 day?
Design Development	5 days
Revision 1 presented	1 day?
Design Development	5 days
Revision 2 presented	1 day?
Design Approved	1 day?
Construction Documents	10 days?
Prepare CDSets	1 day?
CD Set to Renovations	5 days
Furniture Package to VCU	1 day?
Bid/Negotiation	60 days
VCU Procurement Process	20 days
Furniture Leadtimes	40 days
Construction Administration	18 days?
VCU Winter Break	18 days?
Construction	10 days



A | QAIQC Plan Overview

The Quality Assurance and Quality Control (QAIQC) plan has been developed to ensure that all work will be performed in accordance with the contract requirements. This process establishes procedures and identify task required to provide our clients with the detailed project plans, specifications, contract documents and close out manual to complete each project.

B | QAIQC Structure

Our project team is structured at two levels of project oversight. The Project Manager on our team is our single point of contact who will work directly with both VCU FMD and the end user to lead all QAIQC efforts. The Project Manager shall develop a project QAIQC file containing all related procedures, instructions and documentation. It is the Project Manager's responsibility to ensure QAIQC procedures and instructions are conveyed to all Team Members. The Project Executive will serve as an additional level to support the Project Managers and will provide adequate resources and personnel as needed to support required QAIQC verification processes.

C | Management Review

Verification shall include monitoring, review, and cross reference check by the Project Manager with the team. All documents will go through a second review process by personnel independent of the project. The final check is completed by the Project Executive. Any discrepancies are reviewed with all members and revisions are completed as needed. This process shall assess overall conformance to the project requirements.

D | Schedule and Milestones

As the project progresses we establish milestones that align with the design phases of the project. These QAIQC milestones are scheduled checkpoints for team review of deliverables.

E | Quality Control—Documentation

- The Project Manager shall ensure that all records are maintained in the project QAIQC file
- KSA utilizes a cloud based project managements platform to develop, assign, monitor and reconcile all task.
- All communication shall be sent from the KSA Project Manager to the Designated point of contact with VCU and the client
- Any revisions to shared Documents shall be date stamped
- All meeting notes shall include visual thumbnails for clarity
- All cost / budget calculations shall be updated as each item is selected



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

9. Describe how your firm provides quality control of drawings and specifications.

NOTE:
QUANTITIES CAPTURED HERE WERE THOSE DISCUSSED DURING THE MEETING. VCU LIBRARIES AND VCU / IT WILL BE RESPONSIBLE FOR THE TOTAL QUANTITIES REQUIRED

A/V | TECHNOLOGY REVIEW
ELECTRICAL COORDINATION

IT / AV Data Drop Review : FIRST FLOOR				
Floor	Room	Area	Qty	Notes
1	101C	Consultation	1	Located Center of room
1	101B	Circulation (Kidney Bean)	6	Hardware
1	101B	Open Seating Security	8	4 PCs
1	101B	Open Seating	2	1 Laptop
1	106	Consultation	1	All peninsula no cutouts change to peninsula
1	108	Consultation	1	
TOTAL FIRST FLOOR =			19	

modeled after those used the School of Medicine.

Mobile Collaborative Tables

Mobile collaborative table for group work allow for flexibility based on the needs of the class and instructor.

Action Item 4.
KSA to send additional te fit options to Laura Garie and Dennis Clark

Tektion Thesis Table

Optional Bag Hook

National Office Jimmy Chair

F | IFF&E Considerations

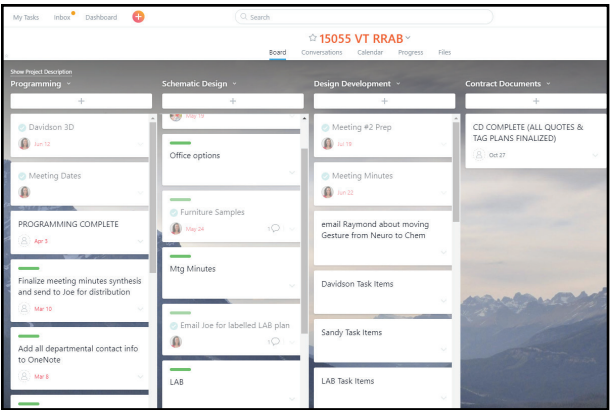
- Budget Administration | Cost Control
- Perform regular price investigations
- Obtain and review all quotes from vendor for accuracy
- Evaluation of Standards and application
- Define and resolve conflicts if any
- Product selected shall have been tested for quality and durability
- Provide actual test samples of furniture for review by Client
- Documentation - Visual Specification Form for Clarity
- Waiver Process—Although VCU is a tier 3 University and exempt from the VCE mandatory source, KSA Interiors is familiar with the State process of procurement and mandatory sources as well as contracts that are accessible for use by VCU
- Use of standardize state forms
- Track and manage all communications: (Architect, Client, Vendor)

- System Coordination: Electrical / Mechanical
- Specialty items Coordination : (Marker boards, signage, EGD, etc.)
- Equipment Coordination: Electrical, Data, Mechanical, Plumbing, Equipment Calibration
- Request and Schedule shop drawings submittal and review prior to fabrication
- Detailed delivery schedule to incorporate the furniture delivery into the contractors schedule
- The quality plan for final inspection requires that all deliveries have been completed and that the product delivered meets all specified requirements.
- KSA Shall ensure that all Punch List items have be satisfied
- Recommend payment of Vendor upon completion
- Deliver final close out Manual to the Client which includes all record copies of specifications, warranties, maintenance instructions and vendor contact information

G | QAIQC Plan Summary

The Quality Assurance and Quality Control (QAIQC) plan has been developed so that the services we provide to our clients conform to those specified requirements of the contract with the Architect as well as the clients expectations.

10. Describe how your firm ensures consistent, thorough and accurate communication on a project.



- As noted in our QAIQC plan, KSA documents all correspondence through meeting notes / project status reports. The Project Manager shall ensure that all records are maintained in the project QAIQC file
- KSA utilizes a cloud based project managements platform to develop, assign, monitor and reconcile all task. See image on the left of Asana Project Management dashboard.
- All communication shall be sent from the KSA Project Manager to the designated point of contact with VCU and the client
- Any revisions to shared Documents shall be date stamped
- All meeting notes shall include visual thumbnails for clarity. We have included



vii statement of needs contractor questionnaire

VII. Statement of Needs

E. CONTRACTOR QUESTIONNAIRE

11. Explain how you warranty your design work.

We understand that sometimes things don't go as planned. Designing for the built environment has it's challenges and the use of visualization tools and fast prototyping helps us be proactive in our solutions. When issues do arise we work with the end user and our vendor partners to develop a solution that is beneficial for all parties involved.

12. Describe a project where you teamed with a furniture dealership at the beginning of a project and how the roles of all were organized, defined and performed. Include examples of challenges that arose and how you resolved them to provide customer satisfaction.

KSA has teamed with furniture dealerships on many projects. We have found to avoid challenges during the project, it is best to assign clear descriptive tasks that will need to be completed throughout the project. Using ASANA (a task assignment based software) we develop the list of all assignments/task required throughout the project. Then based on VCU's direction, assign each task required to the appropriate party. This task list is developed after the initial general requirements of the project which are:

1. Project Start up: Initial Scope Meeting
2. Proposal Preparation
3. Role Assignment - Approved By VCU
4. Project Budget Development

If it is VCU's desire for a complete split by Phase 1 to the Design Consultant and Phase 2 to the Furniture Dealership, the sample of task abbreviated assignments would be as noted below. Upon clarification of division of work, a more detailed list and description of each task will be developed as shown in Attachment B. General Requirements Item #4. If VCU elects not to use a furniture dealership, all tasks required will be under KSA's Contract. KSA is always available throughout the duration of the project to answer any questions or provide clarification to the approved Phase 1 work to VCU and the dealership.

KSA finds that working closely with the dealers throughout the project is an advantage to all parties involved. If challenges arise, it is a total group effort to find the best solutions. The expertise of each discipline adds value to VCU. Tasks are performed efficiently because they are assigned to the correct group with the knowledge and experience to complete the task. This partnership between VCU, KSA and the furniture dealership provides VCU with an efficient cost solution for completing a project.

PHASE 1	PHASE 2
Programming :	Design Development
Obtain Drawings / Field Verify	Based on Phase 1 approved information
Programming meetings / Interviews	Provided by Design Consultant & VCU:
Photo Inventory & evaluation of existing F & E	Prepare updated furniture plans & Budget
Submittal for review, revise as required	Lead Furniture Selection Process
Conceptual Design:	Contract Documents / Bid Documents
Develop space plans for F & E	Prepare all documents required:
Develop Finishes, graphics, fabric Palettes, furniture types	Furniture Specifications, data, electrical, millwork, lighting, etc.)
Prepare preliminary furniture budget	Furniture Installation Coordination - elec, data, etc.
Develop overall basis of Design	Contract Administration
Submittal for review, Revise as required	Furniture Installation, Punch list
Deliverables	Project Close Out
Submittal of final complete package to VCU	Final Walkthrough
	Deliver Close out Manual



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

14. How much advance notice will your firm require to initiate interior design services?

We pride ourselves on always having quick response to VCU. Because we are a local firm, KSA can be at any VCU site in less than 30 minutes.

13. Describe other services provided by your firm that may be utilized by VCU.

KSA's expertise is developed around providing comprehensive "turn-key" interior design services that ensure functional completion of a facility. The following pages will address KSA's ability to provide "miscellaneous / additional" services.

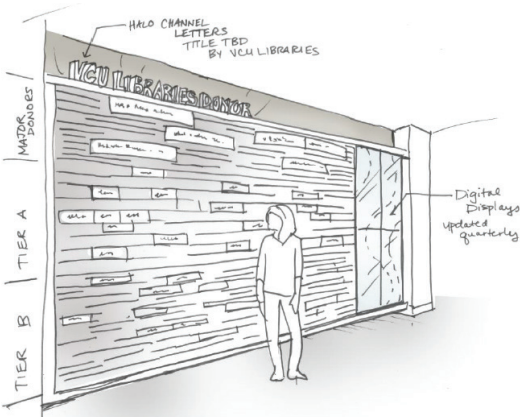
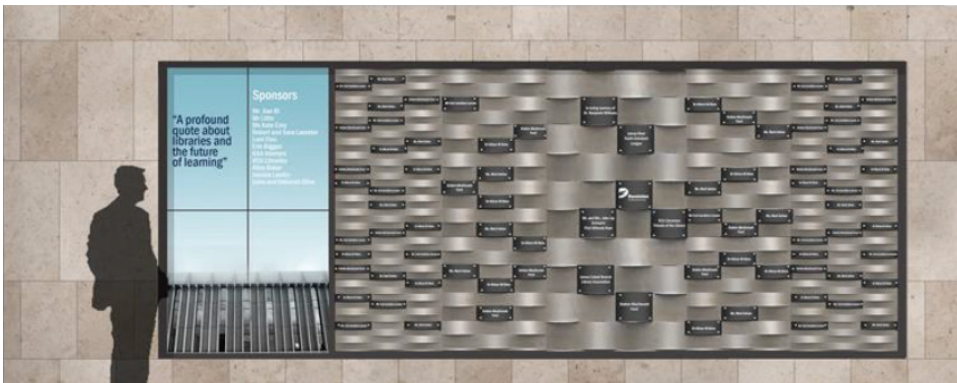
space visualization 3D modeling & renderings

Do you want to see what your space will look like before it is built?

We can show you through the creation of conceptual renderings - either built through a 3D model or manipulating existing photos of the space. Through 3D modeling, we can walk you through your new space - showing spatial relationships, furniture layouts, and overall finish palette.

When additional visualizations are needed, we partner with 3Di Digital Design Group to create dynamic immersive renderings and animations. Our experience working with 3Di started in 2015. Since then we have worked with them as a sub contractor on multiple large scale multi-family projects.

Our common language of digital rendering creates seamless communication and we are always amazed how quickly they can turn around their visuals!



vii statement of needs contractor questionnaire

VII. Statement of Needs

E. CONTRACTOR QUESTIONNAIRE

13. Describe other services provided by your firm that may be utilized by VCU.

space visualization 3D modeling & renderings

3DI FIRM PROFILE

3DI is a state-of-the-art visualization and graphic communication studio located in Richmond, Virginia. Our purpose is to assist our clients in expressing their vision through the digital medium of technology, "We See What You Think."

3DI specializes in 3D digital illustration, animation, and multimedia. Our architectural backgrounds strengthen our creative abilities and have enabled us to become specialists in producing renderings and animation of the highest quality. In addition to our architectural work, we also offer multimedia production services as well as digital graphic design.

SERVICES

Architectural Design

Conceptual Design

3D Modeling

Architectural Illustration (Rendering)

Exterior & Interior Animation / Virtual Tours

Virtual Reality Simulation

Product Development Visualization

3DI Digital Design Group LLC

1901 E. Franklin Street, Suite 118

Richmond, VA 23223

(804) 938-8469

info@3di-studio.com

www.3di-studio.com

Contact:

Bryon Jefferson – President / Co-Founder

bryon@3di-studio.com



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

13. Describe other services provided by your firm that may be utilized by VCU.

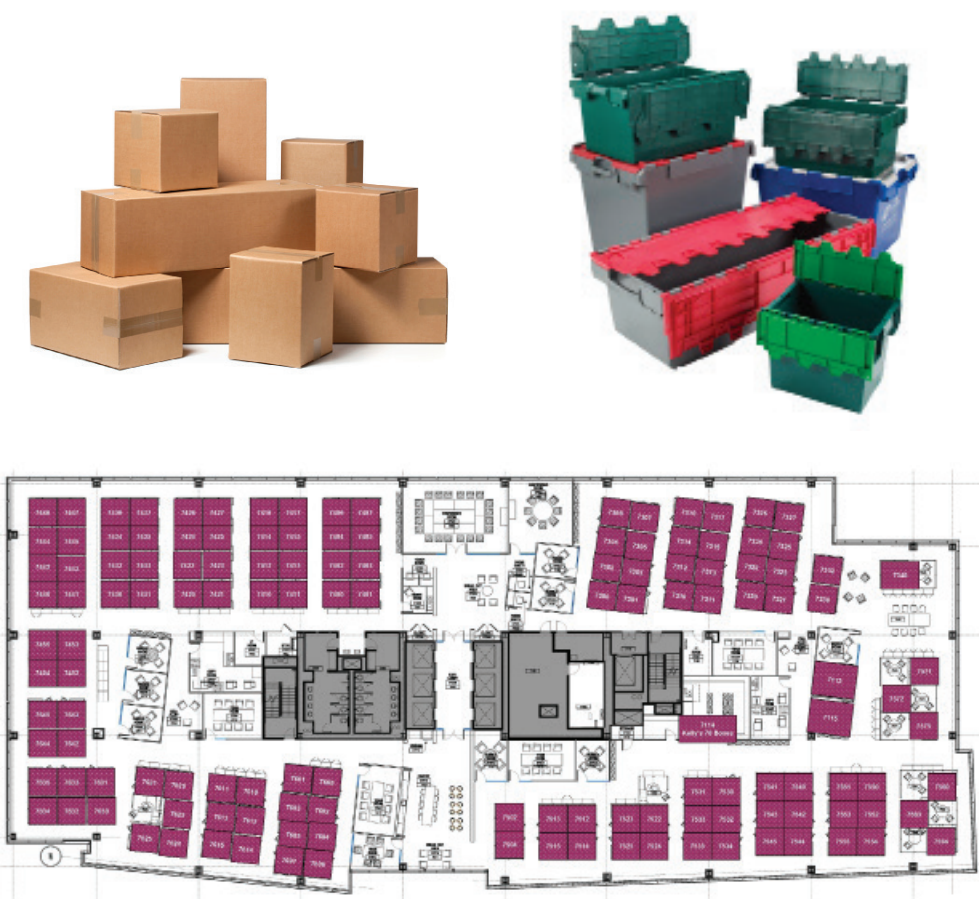
KSA's expertise is developed around providing comprehensive "turn-key" interior design services that ensure functional completion of a facility. The following pages will address KSA's ability to provide "miscellaneous / additional" services.

move management planning & management

Our move team is a powerhouse of efficiency!

We work with businesses of all scales - from large multinational firms to small, privately-owned offices. Let us help you turn a logistics nightmare into an orchestrated masterpiece.

We can create a move management package that will provide any combination of services to best serve your needs. If we need to bring in another contracted group, we can still serve as the single point of management to keep your move as efficient as possible.



vii statement of needs contractor questionnaire

VII. Statement of Needs
E. CONTRACTOR QUESTIONNAIRE

13. Describe other services provided by your firm that may be utilized by VCU.

KSA's expertise is developed around providing comprehensive "turn-key" interior design services that ensure functional completion of a facility. The following pages will address KSA's ability to provide "miscellaneous / additional" services.

experiential graphic design placemaking, signage, & wayfinding

Experiential Graphic Design:

"the orchestration of typography, color, imagery, form, technology, and, especially, content to create environments that communicate."

- SOCIETY FOR EXPERIENTIAL GRAPHIC DESIGN (SEGD)

You want your space to be representative of you and to allow your clients and visitors to get around easily. We can help you create graphics that reinforce your brand, images for donor recognition, as well as custom signage that highlights your organization. Wayfinding increases patrons' comfort levels, instills autonomy, and creates a user-friendly environment.



IX. PRICING SCHEDULE:

Offeror should provide pricing as described in Attachment A – “PRICE SCHEDULE”

X. SMALL WOMEN-OWNED AND MINORITY-OWNED BUSINESS COMMITMENT:

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in VCU procurement activities. The Commonwealth encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

Offerors must submit complete Appendix I (see section XIV: Attachments) unless offeror is a DSBSD certified small business. DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.

XII. GENERAL TERMS AND CONDITIONS

XIII. SPECIAL TERMS AND CONDITIONS

IX | Pricing Schedule

As per the RFP order, Attachment A Price Schedule is located under **Section XVI Attachments.**

X | Small Women-Owned and Minority-Owned Business Commitment

As request by VCU, KSA has included our DSBSD certification number on the coversheet of this RFP and are not required to complete Appendix I. KSA's SWaM certification #7149 is pending per www.sbsd.virginia.gov

Virginia.gov

Agencies | Governor

DSBSD

Certification Status Search

Search by: ☐ Tracking Number ☒ Company Name

Company Name/Trade Name

KSA

(At least 3 characters required)

SEARCH

Tracking #: 7149

Legal Business Name: KSA INTERIORS, INC.

Trade Name: NA

Submitted Date: 10-02-2017

1 Pending

MS Pending

W Pending

USE OF SUBCONTRACTORS

KSA Interiors intends to use subcontractors to perform a portion of the work described in this RFP. KSA has included their resume's within Section VII Statement of Needs, item E Contractor Questionnaire, Question 1-C Resumes. We are using the subcontractor for the FIPM - Furniture Installation Project Manager.

We have also included the use of subcontractors to provide extended services referenced in Section VII Statement of Needs, item E Contractor Questionnaire, Question 13. We are using the subcontractor for additional rendering services.

XII | General Terms and Conditions

KSA accepts and will adhere to all general terms and conditions as stated in this RFP.

XIII | Special Terms and Conditions

KSA accepts and will adhere to all special terms and conditions as stated in this RFP. Below we have provided a list of three references.

	Organization	Address	Contact Person	Telephone
1	Chesterfield County	PO Box 40, 9800 Government Center Pkwy, Chesterfield Va. 23832	Jasna S Elswick, MAML Division Chief for Capital Projects and Programs	804-717-6448 (office) 804-678-9254 (mobile)
2	John Tyler Community College	800 Charter Colony Pkwy, Midlothian Va. 23114	Vicky V. Henry, MS Facilities Project Manager	804-594-1432 (office)
3	Virginia State University	PO Box 9414, Physical Plan Building, Suite 25, 2916 Myster Macklin Street, Petersburg, V. 23806	Jane Harris Assistant VP for Facilities and Capital Outlay	804-524-6239 (office) 804-218-3225 (mobile)
4	KOP Architects	211 Ruthers Rd # 203, North Chesterfield, VA 23235	Ed Gillikin, AIA, LEED AP, VCCO Principal	804.276.4960 office 804.382.0631 mobile



XV. APPENDICES:

Appendix I: SwaM Form – Participation in State Procurement Transactions by Small and Businesses Owned by Women and Minorities

Appendix II: Invoicing and Payment

Appendix III: Exceptions – see below

XVI. ATTACHMENT(S):

ATTACHMENT A PRICE SCHEDULE

ATTACHMENT B VCU FM INTERIOR DESIGN

SERVICES PROVIDED BY INTERIOR DESIGN

CONSULTANT

ATTACHMENT C FURNITURE SPECIFICATION

SHEET

XV | Appendices

Appendix I: see section X response above.

Appendix II: Invoicing & Payment

On following page

Appendix III: KSA Interiors shall have no exceptions to the terms, conditions or specifications of this RFP.

Appendix III:

Exceptions

Any and all exceptions to the terms, conditions or specifications of this RFP must be clearly stated, section by section, in the space provided below. Exceptions should be numbered to coincide with the RFP numbering and be provided in the sequence in which the item appears in the RFP. If more space is required, please copy this page or attach separate sheets. Please note VCU, at its discretion, reserves the right to consider proposals containing significant exceptions to be non-responsive.

[illegible]REQUEST FOR PROPOSALS RFP#
Page 24 of 24

APPENDIX II
INVOICING AND PAYMENT

Invoicing:

The Contractor shall submit a fully itemized invoice to Virginia Commonwealth University, Accounts Payable and Support Services, Box 980327, Richmond, VA 23298-0327, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

Upon request by VCU, the Contractor shall submit invoices electronically using the Ariba Network or other e-commerce channel utilized by VCU; and agrees to comply, within reason, with any future e-commerce initiatives including, but not limited to: procurement, procurement content, sourcing or any other electronic procurement and sourcing solutions.

Questions regarding this method of invoicing should be sent to: ecommerce@vcu.edu.

Payment:

VCU Procurement Services is automating the payment process to the greatest extent possible. Contractors are encouraged to accept payment electronically through the commercial card program. Please review the payment methods described below and select one for your firm. By selecting the payment method below, Contractor acknowledges that the selected payment method is **not specific to the contract resulting from this solicitation and will apply to all payments made to the Contractor** by Virginia Commonwealth University. For example, if the Contractor has an existing contract(s) and is currently receiving payment by paper check, and the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the commercial card once the commercial card payment process is implemented for the firm.

Payment Methods

1. Electronically through a Wells Fargo Visa commercial card: Payment will be made ten days (10) after receipt of a proper invoice for the amount of payment due, or ten (10) days after receipt of the goods or services, whichever is later.

It is the Contractor's responsibility to contact its banking institutions to determine any credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card.

Questions regarding this method of payment should be sent to commcard@vcu.edu.

2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://treasury.vcu.edu/banking/vendor-ach/>.

Contractor must indicate the method of payment selected:

<input type="checkbox"/>	Commercial Card Payment (Wells Fargo VISA)
<input checked="" type="checkbox"/>	Automated Clearing House (ACH)

Invoicing and Payment Method Acknowledgement:

Signature:	<u>Tamera E. Sharpe</u>
Name Printed:	<u>Tamera E Sharpe</u>
Title:	<u>CFO</u>
Name of Firm:	<u>KSA Interiors</u>
Date:	<u>Oct 16, 2017</u>

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

Name of the individual:	<u>Tamera E Sharpe (Tammi)</u>
Title:	<u>CFO</u>
Mailing address:	<u>11531-A Nuckols Rd</u>
	<u>Glen Allen, VA 23059</u>
Email address:	<u>tsharpe@ksainteriors.com</u>
Phone number:	<u>804-527-0131</u>
Fax number:	<u>804-527-0623</u>

XVI. ATTACHMENT(S):

ATTACHMENT A PRICE SCHEDULE
ATTACHMENT B VCU FM INTERIOR DESIGN
SERVICES PROVIDED BY INTERIOR DESIGN
CONSULTANT
ATTACHMENT C FURNITURE SPECIFICATION
SHEET

XVI | Attachments

Attachment A Price Schedule: See below.
Attachment B VCU FM Interior Design Services: On following pages
Attachment C Furniture Specification: Located after Attachment B

ATTACHMENT A
PRICE SCHEDULE

RFP SPECIFIED CLASSIFICATION:	HOURLY RATE
Principal:	\$ 118.00
Project Manager (IDPM):	\$ 100.00
Senior Interior Designer:	\$ 100.00
Junior Interior Designer:	\$ 79.00
Interior Designer:	\$ 85.00
Furniture Installation Project Manager (FIPM):	\$ 60.00
Administator:	\$ 70.00
Adjunct Project Manager: Principal/IDPM	\$ 118/100



ATTACHMENT B

Virginia Commonwealth University
Facilities Management Interior Design
Services provided by Interior Design
Consultant
(Attachment B)
9/1/17

General Requirements

1. Project Start Up

- a. The ID firm shall attend an initial meeting with the VCU end user and project managers to determine the project scope, project cost and budget development, schedule and required interior design services. Number of user groups and decision/approval matrix should also be determined. One point of contact from the user group is desired.
- b. The ID firm shall provide the VCU Interior Design Project Manager (IDPM) with a fee proposal for Phase 1 – Programming and Conceptual Design Development. A fee proposal for the remainder of the services will be requested upon approval of the project concept and budget.
- c. The ID firm shall only proceed with the work upon receipt of a VCU purchase order.

The following will demonstrate in depth how KSA will adhere to VCU's requirements for each phase of Basic Services and Project Management. This shall include additional services such as Interior Graphics and Wayfinding, Art and Accessory specification and Move Management. KSA Accepts all terms, conditions and specifications of this RFP and will comply with all statements noted.


1 | Project Start Up

At the beginning of any project it is important that all stakeholders come to acquire a common design language and vocabulary. Our Team works hard to understand and define what our clients wish to achieve, KSA works with its partners to simplify technical jargon and develop a common visual lexicon.

AGENDA FOR INITIAL PROJECT MEETING

- Review Full Project Scope
- Acquire information of user group(s)
 - Determine roles and responsibilities - point of contact
 - Approval Process - Decision / approval matrix
 - Determine contacts, timetable, budget,
 - Preliminary audit of existing conditions

Upon completion of the Initial Project meeting, KSA will submit a detailed Proposal for Phase 1 to the IDPM outlining all task, fees and deliverables required to complete Programming and Conceptual Design Development. Each phase will have 2 revisions included. KSA will revise the proposal as requested until a mutual agreement is reached between VCU and KSA. Once KSA has received receipt of a VCU purchase order, an internal KSA project number will be assigned along with the VCU approved project manager and the team will proceed with work.



ksainteriors

Fee Proposal for Interior Design Services

VCU Student Commons
Student Leadership and Involvement Center (SLIC)

Date: October 28, 2016

Project Name: VCU Student Commons

Project Contact: Caren R. Girard, CID, LEED Manager of Interior Design

Contact Address: Virginia Commonwealth Univ
Facilities Management - Plan
700 W. Grace Street, First Fl

Phone: 804-828-0770
Fax: 804-828-0006
Email: crgirard@vcu.edu

Anticipated Completion: 3/12/2017

Project Budget:

Project Description:
Working in conjunction with the Leadership and VCU FMD

Schematic / Conceptual Design

Schematic Development (two concept options)
Based on VLE Summary:
Prepare generic furniture plan options
Preliminary selection of building materials, finishes and decorative lighting to use for 3D sketch up as types to consider during DD
Preliminary selection of furnishings - to use as types to consider during DD
Prepare 3D sketch up for 3 d view of layout
Prepare preliminary cost estimates

Schematic Presentation
Work session/presentation on complete conceptual design of two options

Schematic | Conceptual Summary / Revision
Revise plans selections, cost estimates and schedule per schematic presentation
Re-submit revisions electronically for approval
Revise as required
Prepare final deliverables of above:
and finish selections. 3D sketch up key area (2 views)
Revised Cost estimate shall include Conceptual Furniture, finishes (carpet) and decorative lighting

Deliverables:
Final Conceptual Design Package to include:
Furniture Plan
3-D Sketch up of approved option (2 views)
Budget estimate for all anticipated project cost
Note: FMD will provide Construction budget

Schematic Design Sign-off
Total Number of Meetings In This Phase: Up to Two meetings
Total Number of Revisions In This Phase: Up to Two revisions



ATTACHMENT B

General Requirements

2. Project Management

The ID firm will assign a project team to include the Project Manager and design staff. The project manager shall be a Virginia certified (CID) senior level interior designer, pre-approved by VCU, and will be the primary contact by VCU. The project manager shall:

- Reference VCU's Design & Construction Standards for use on all projects. VCU Design & Construction Standards
- Develop and maintain a project work plan which includes schedule, meetings, deliverables, tasks and all project milestones.
- Communicate with the VCU Interior Design Project Manager (IDPM) on all project matters.
- Schedule, plan, and run all project meetings. Prepare and distribute agendas and meeting minutes following VCU IDPM approval.
- Ensure all project fee proposals will include up to two design revisions, within each phase.

2 | Project Management

Our team consist of engaged designers that are dedicated to creating a long lasting relationship with VCU. A VCU approved senior level designer will be assigned as Project Manager for each project who will serve as the primary contact for VCU throughout the duration of the project. Because KSA works as a team, all members of the team are involved and aware of all aspects of the project. Each one of our senior level designers are certified by the Commonwealth of Virginia (CID) and have extensive experience being part of the VCU team.

PROJECT MANAGERS RESPONSIBILITIES OVERVIEW

- Understanding and Implementation of VCU's Design & Construction Standards
- Ensure all project fee proposals include up to two revisions per phase
- Maintain an active project schedule and list of task to be completed
- Develop project milestones for deliverables and meetings
- Work directly with the IDPM to ensure all project aspects are communicated
- Provide services as needed for post occupancy

PROJECT DESIGN TEAM MEETINGS

KSA will Identify all required project team members. We will schedule and conduct all project team meetings necessary to complete the project. We will distribute a Meeting Agenda to IDPM and at IDPM's request and approval, send to participants (1) business day prior to the meeting. We will send Meeting Minutes to IDPM and at IDPM's request and approval, send to participants as required, within five (5) business days following each meeting.

Our Meeting Minutes will include:

- The date, time and location of the meeting
- The names and titles of all project team members
- The project name and the intended reason for the meeting
- Summary of the meeting discussion
- List of all action items and the associated responsible entity /individual
- Easy to understand visual communications
- An updated project schedule, including the completion date and current milestone status
- Next meeting date, time and location

> 09-29-2015 | 3:00PM @ KSA

MEETING ATTENDEES

- Teresa Knott VCU TML
- Stephen Barkley VCU TML
- Caren Girard VCU FMD
- Lorri Finn KSA Inter
- Kate Rancourt KSA Inter
- Roy Abdun-Nur KSA Inter

> Meeting Summary

1. Review floor plan
2. Test furniture samples
3. Address carpet patterns and color sc

> Action Items

1. KSA to revise floorplan and carpet pl
2. KSA to send updated plan to TML
3. KSA to send schematic budget to TM
4. KSA to coordinate furniture samples



attachment b general requirements

ATTACHMENT B General Requirements

2. Project Management *Continued*

- f. Assist VCU in project strategy development to include budget and schedule limitations and how to exceed user expectations.
- g. The ID will provide services as needed for post occupancy warranty resolution issues.

3. Project Budget Development

The ID firm will assist VCU, as required, in estimating probable project costs which may include furnishings, construction (if a renovation project) including finishes and specialty services (i.e. graphics), fees, and other, using historic and/or current cost data for similar projects and furnishings cost data as provided by manufacturers and dealerships. Budget development is an on-going part of all projects and continuously updated as the project phases evolve.

2 | Project Management *Continued*

PROJECT STRATEGY

We are committed to adhering to all applicable VCU "Goals / Guidelines / Standards." We will assist with the evaluating and preparing cost saving and/or "value engineering" alternatives during the design, bidding, pre-construction and/or construction phase for the space, and (as applicable) incorporate the approved alternates into the final design documents. We will submit to the VCU IDPM, all (as applicable) product fire testing data, full size samples and test material and adhere to all mandatory procurement processes.

POST OCCUPANCY SERVICES

After implementation the Project Manager will be accessible to help resolve warranty issues.

3 | Project Budget

Developing and maintaining project budgets are a core competency at KSA. Based on our experience with VCU and other higher education institutions in Virginia, we are experienced in preparing realistic budgets that identify all costs related to the project.

We begin this process as early as the programming phase to give the client/IDPM a realistic budget. KSA updates the budget with each change made to the project that will effect the cost. KSA will always notify the IDPM immediately of anything the affect the project schedule.

D	FURNISHINGS & EQUIPMENT	QTY	COST	EXTENDED	NOTES
	Reception Desk	1	\$8,500.00	\$8,500.00	
	Reception Chair	1	\$650.00	\$650.00	
	Waiting Area Bench	1	\$900.00	\$900.00	
	Display Wall (clips, bins, notices, paper)	1	\$2,900.00	\$2,900.00	
	Storage Unit Credenza (two 3high files w/ c	1	\$2,500.00	\$2,500.00	
	Community Table	1	\$3,500.00	\$3,500.00	
	Community Table Stools	8	\$650.00	\$5,200.00	
	Tripod Computer Stations	1	\$5,600.00	\$5,600.00	
	Computer Station Chairs	3	\$550.00	\$1,650.00	
	Lounge Chair	2	\$1,220.00	\$2,440.00	
	Side Table	1	\$650.00	\$650.00	
	Banquette - 16'	16	\$850.00	\$13,600.00	
	Banquette Tables 24 x 30	5	\$650.00	\$3,250.00	
	Banquette pull up chairs	5	\$550.00	\$2,750.00	
	Corner Banquette	12	\$850.00	\$10,200.00	
	Corner Banquette Table	1	\$1,000.00	\$1,000.00	
				\$1,100.00	
				\$3,600.00	
				\$1,620.00	
				\$825.00	
				\$2,000.00	

ITEMIZED WORKSHEETS				
A	CONSTRUCTION	QTY	COST	EXTENDED
	Flooring (Carpet Tile per yard)	215	\$60.00	\$12,900.00
	Flooring (Roll Goods for Step - per yard)	15	\$60.00	\$900.00
	Vinyl Base (6" in Perimeter offices)	202	\$60.00	\$12,120.00
	Paint (Per Sq. Foot)	1818	\$6.00	\$10,908.00
	Demolition	2	\$400.00	\$800.00
	Wall Prep - Level 5	108	\$5.00	\$540.00
	Electrical Work	3	\$500.00	\$1,500.00
	Misc. Removal	1	\$2,500.00	\$2,500.00
	Misc. Ceiling Work	1	\$1,000.00	\$1,000.00
	TOTAL PROJECT COST =			\$43,168.00



ATTACHMENT B
General Requirements

4. Phase I – Programming and
Conceptual Design

- a. Programming:
- Obtain existing drawings and verify field dimensions, if renovation.
 - User Interviews to obtain all programmatic requirements including space and circulation needs, furnishings and equipment needs, forecasted growth, and aesthetic requirements.
 - Include re-use/refurbishment of existing F&E, if requested. Include details and photographs in the excel spreadsheet.

4 | Phase I

PROGRAMMING

We have developed a unique project inquiry methodology rooted in design processes such as:

Evidence Based Design

Detailed research, observation, and investigation. Knowing up-front that design solutions will need to reinforce a particular metric for success

Design Psychology

Developing a deep understanding and relationship with the client leads to intuitive solutions and

Design Thinking

Better solutions through iteration and validation - Listening and understanding client's vision.

Research (to include utilizing documents available through the VCU Plan Room) and obtain all information required for the project design; required information may include, but is not limited to:

Existing Information

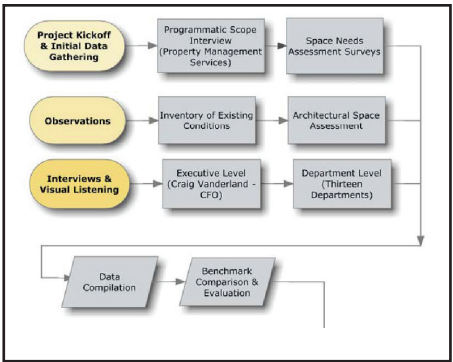
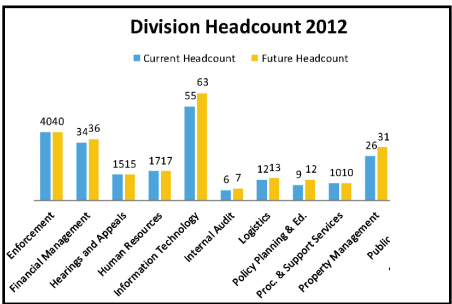
- Architectural drawings
- Electrical drawings
- Voice/data drawings
- Mechanical drawings
- Furniture inventory scheduled for re-use
- Furniture requiring re-upholstery

Changes made to the space (but not recorded on current documents) and field verification.

Special requirements, as they relate to proposed furnishings (e.g.: power poles, special lighting, wall blocking, etc.).

Interview the Client to obtain and determine, the following:

- The total square footage of the proposed space, and/or the total square footage required
- The preferred level of aesthetics for new space
- Existing and projected personnel requirements
- Support space needs
- Circulation mapping
- Adjacency needs for staff, support, traffic flow and equipment
- Project funding
- Cut sheets for all equipment
- Any additional pertinent information from the Client relating to the project (e.g. confidentiality requirements)
- (As applicable): Meet and coordinate the building / space design intent with the Architect, to include obtaining drawings, sketches and finish information
- Analyze the feasibility of achieving the Client's goals as they relate to the work, budget and schedule requirements; and assist the Client / VCU IDPM in developing a strategy for the project.
- Submit a written Program (to include the project budget and schedule) for approval by the Client and the VCU IDPM within five (5) business days of the Client interview.



Plan ID	Plan Code	Plan Code Item	Room Name	Photo	Description	Size W x D x H m=30" unless noted	Qty	Manufacturer	Notes / Equip	Condition 5 to 1 (Note 5 = best)
5	B	a	Juror Room		Conf Table	48" Round	1			3
		b			Table	36 x 20	1			1
		c			Bench / Courtroom		1			3
		d			Podium	19 x 19 x 50	1			1
		e			Guest Chair		3	Paincan 2701-3		3
		f			Wood Arm Chair		2			2
6	C	a	Conf Rooms		Table- Cherry P-Lam	90 x 42	1			3.5
		b			Glass front Bookcase	34.5 x 14 x 54	4			3.5
		c			Table P-Lam	36 x 24	1			1
		d			Guest Chair -		1	College W & M		3
		5			Guest Chair		8	Paincan 2701-3		3



ATTACHMENT B General Requirements

4. Phase I – Programming and Conceptual Design *continued*

b. Conceptual Design:

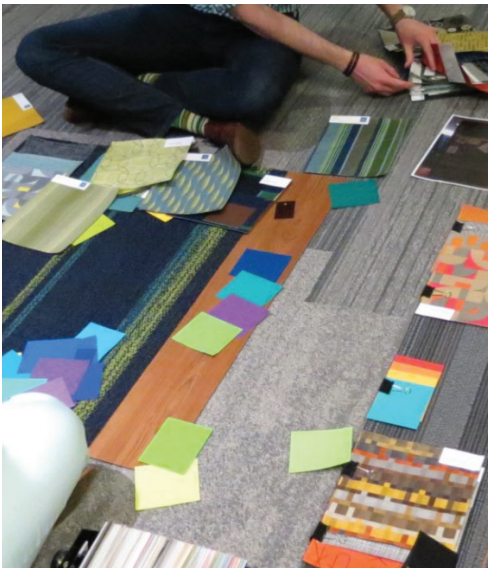
- i. Develop space and generic furniture and equipment (F&E) layouts, including any existing F&E that will remain and/or be refurbished.
- ii. Develop finishes, graphics, and fabric palettes that align with architectural finishes and meet VCU use requirements.

4 | Phase I

CONCEPTUAL DESIGN

Early use of simple schematics allows teams to conceive new possibilities and places a high value on collaboration. KSA incorporates a Visual Listening Exercise (VLE) into the Schematic. This exercise is an very effective way of showing a variety of possible options to the end users. It also expands the knowledge of all stakeholders. This exercise assures that all parties are on the same design path.

All of the VCU approved programming information is used to develop a space plan representing existing reusable inventory, branding/marketing goals, benchmarking goals, and design criteria such as sustainability and security. Code compliance for accessibility and safety is also evaluated. Preliminary furniture locations and quantities will be identified and approved for development. KSA will also provide a preliminary budget which will be updated throughout the design process.



- Review, with the Client, alternative approaches to designing and performing the "Basic Services."
- Submit space allocation and utilization plans that document partition and furnishing locations and preliminary furniture / equipment layouts to the Client.
- Develop and present the design concept(s) and the types and quality of finishes, materials, furniture, furnishings and equipment.
- Submit a preliminary estimate to the Client, documenting projected project expenses based on the recommended design concept and current costs for projects of similar scope and quality.
- Submit the approved "Schematic Design" (to include the updated project budget and schedule), to the Client / VCU IDPM within five (5) business days of approved schematic design.



ATTACHMENT B
General Requirements

4. Phase I – Programming and
Conceptual Design *continued*

- b. Conceptual Design:
- iii. Prepare a preliminary furniture budget, in excel spreadsheet format, with these attributes:
1. Each room listed by floor, room number, name, department name
 2. Generic furniture description
 3. Quantity
 4. Unit estimated cost, installed
 5. Total estimated cost, installed
 6. Notes
 7. Additional columns for Manufacturer, Vendor, Final unit and total cost
 8. Searchable by floor, room name, and generic furniture description
- iv. Present Program narrative, budget, and schedule to VCU IDPM and user in binder format. Revise as required.
- v. VCU may request that furniture dealership(s) collaborate with the ID in the furniture selection, finish, and pricing options.

4 | Phase I

CONCEPTUAL DESIGN *continued*


Once we have populated the plans with the preliminary block furniture per scope request, we translate the FF&E into a "Room by Room" excel list format. This listing specification will serve as a starting place for budget, quantities, and furniture types. It will evolve as the project continues to define the specifics of each item. Our budget estimated cost are based off of recent historical data from previous projects along with a 10% contingency.

Project # 14060

VCU

**VCU BBPF
PRELIMINARY FF & E BUDGET
DATE: 3-30-15**

Revised



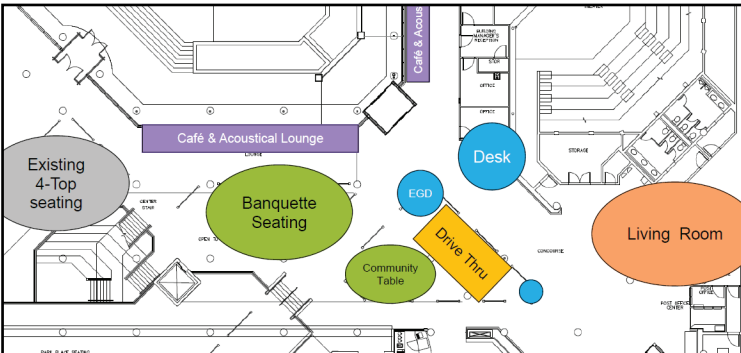
Item No.	Rm. No.	Room Name	Item Description	Manufacturer	Style	Finish	Qty	Est. Cost	Extended Cost
2010		W Team Lounge	Lounge Seating Type A				6	1,475.00	\$8,850.00
			Lounge Seating Type B				4	1,475.00	\$5,900.00
			Café Chairs				4	450.00	\$1,800.00
			Tables				1	650.00	\$650.00
			Gaming Lounge Chairs				3	1,475.00	\$4,425.00
			Ottoman				4	950.00	\$3,800.00
			Built In Custom Counter per lin ft				15	125.00	\$1,875.00
			Stools				6	850.00	\$5,100.00
			Café tables				4	850.00	\$3,400.00
			café stools				8	650.00	\$5,200.00
			Custom Rug per sq yds	180	sq ft		9	200.00	\$2,000.00
			Trash Receptacle				2	200.00	\$400.00
2011		Janitor	Shelf / Storage Cab				1	1,100.00	\$1,100.00
2012		W Shower							
2013		W Lockers							
2020		M Team Lounge	Lounge Seating Type A				5	1,475.00	\$7,375.00
			Lounge Seating Type B				8	1,475.00	\$11,800.00
			Ottoman / Table				1	950.00	\$950.00
			Tables				2	650.00	\$1,300.00
			café chairs				8	450.00	\$3,600.00

Phase I will close with a Programming and Conceptual Design Summary deliverable. This deliverable will be presented to the VCU IDPM and user and will include but not limited to:

- Program narrative with guiding principles
- Mapped schematic plans
- Project Budget Estimates
- Schematic Visualizations
- Concept Imagery



KSA will collaborate with the furniture dealership in the furniture selection and price options if requested by VCU.



ATTACHMENT B
General Requirements

5. Phase II – Remaining Services

If the project is approved to move forward, the VCU IDPM, user, and ID will discuss what services will be required. The ID will prepare a fee proposal for this phase, detailing all tasks, submittals, documents, schedule, budget, and all other terms of the scope of work. Upon approval of the fee proposal and receipt of a VCU purchase order, the ID will perform (any or all as agreed upon):

- a. Design Development, including up to two (2) revisions.

5 | Phase II

REMAINING SERVICES

When the project moves into Phase II, we will work with the VCU IDPM and User to establish a scope of services to complete the project. KSA will submit a detailed Proposal to the IDPM outlining all task, fees and deliverables required to complete the remaining services. KSA will revise the proposal as requested until a mutual agreement is reached between VCU and KSA. Once KSA has received receipt of a VCU purchase order, an internal KSA project number will be assigned along with a VCU approved project manager and the team will proceed with work.


DESIGN DEVELOPMENT

Using the Phase I programming and conceptual design summary deliverables we will refine concepts into well thought out solutions with the deep understanding of the University's needs for durability and ease of maintenance. We only propose products that meet building and fire safety codes. As in all phases, KSA will include up to two (2) revisions.

Critical decision making happens during this phase where design delivery logistics come into play.

- Selection of FF&E within VCU's established purchasing contracts
- Selection of dealership and understanding of their role
- Lead time of FF&E and availability of upholstery
- Upholstery fabric selections with attention to fiber content, backings, cleaning requirements, durability and manufacturer seaming.
- Use of COM textiles (must be pre-approved by VCU and understand impact on manufacturer product warranties)
- Architectural finishes that are proven performers
- Warranty and Maintenance


Lounge Seating:
Sauder, Rally
Tag: LC-3




To be powered

Lounge Selections


Back Upholstery: Pallas, Sandstone, Obsidian

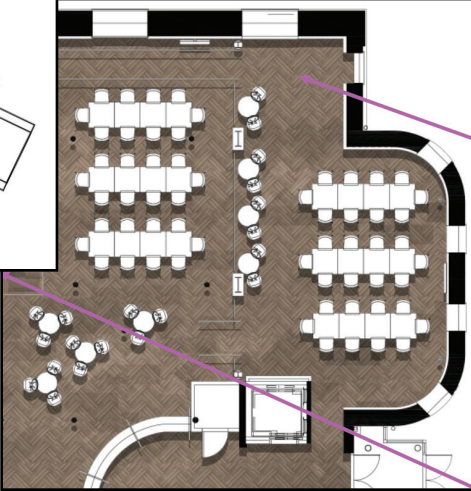


Arm Upholstery: Carnegie, Maxwell Street 10





SYMBOL:





***KSA is concerned about lead times for this particular product. See next page for proposed substitution**

Centiva LVT Flooring
(Installed Herringbone)





ATTACHMENT B
General Requirements

5. Phase II – Remaining Services

b. Contract Documents/Bid Documents, including data/electric, millwork, lighting, etc., but not requiring stamped architectural documents. ID to meet with internal VCU staff as needed. Note, CAD furniture floor plans must be submitted to VCU's Plan Room at start of construction. and generic furniture description

c. Furnishings selection and dealer selection coordination – Selected dealership(s) will lead the furniture selection process, using the Program, Conceptual and developed design, and preliminary budget. The ID will consult with the dealership(s), as needed, throughout the selection process. Charrettes, presentation review, editing, work sessions, etc., are considered standard means to achieve this. The dealership(s) will prepare final cost data for new furniture, and the ID firm will confirm budget and schedule meet and align with project requirements, prior to user presentation. The ID will also prepare Furniture Specification Sheet(s), using VCU's format, which give overall furniture specifications, photographs, color samples, and cost value information per furniture type.

5 | Phase II

CONTRACT DOCUMENTS

Even more important than the design solution is how well the solution is implemented. Complete and detailed Contract Documentation is the key to a successful project. KSA has incorporated a step by step QA process to review and re-review all documents prior to submission. Contract Documentation includes a variety of types such as:


- Finish Legends and Schedules
- Floor Plans
- Furniture Plans
- Finish Plans
- Sections and Elevations
- Data/Electrical coordination plans
- Custom Casework
- Lighting/ RCP

KSA will also coordinate all drawings and specification with other disciplines involved in each project. This may include: Architectural, MEP (Mechanical, Electrical & Plumbing), A/V, and casework/millwork. KSA is very familiar with the VCU format and standard processes. However, with each project we want to improve the process. We are always looking for better ways provide information to the IDPM's in a clear concise manner.

FURNISHINGS SELECTION AND DEALER SELECTION COORDINATION

If it is decided that a selected dealer(s) will lead the furniture selection process, KSA will oversee, review and approve the specific furniture items the dealership(s) is recommending. Using VCU's format, KSA will prepare furniture specifications sheets which will cover the following:

- Overall furniture specifications
- Photographs
- Color Samples
- Item Tag
- Quantity
- Location
- Construction
- Special Instructions
- LEED and Level information

 VCU Virginia Commonwealth University	<u>ATTACHMENT C</u> Furniture Specification Sheet Date: _____ Revised: _____	Tag # _____
	Quantity: _____	
Project Name: _____		
Location(s): (keyed to plan) _____		
Manufacturer: _____ Photograph/Illustration _____		
Product Name: _____		
Product Number: _____		
Description: _____		
Dimensions: _____		
Finishes: _____		
Construction: _____		
Special Features: _____		
Special Instructions: _____		
Finish Specification(s) and Color Representation(s) _____		

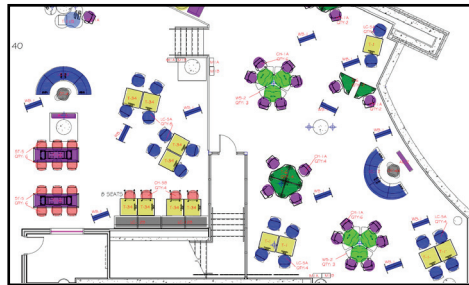
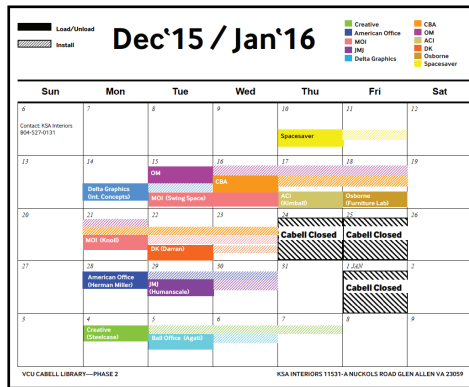
Key No.: LC-5	
Manufacturer:	Herman Miller
Style/Model No.	CL1
Description:	Celeste Lounge Chair, metal arms front casters, back glides
Dimensions:	Seat Width: 27" Chair Height: 31.5" Seat Depth: 19.75" Seat Height: 17"
Finish:	Upholstery 1: Carnegie 6416 10 Maxwell Street Upholstery 2: Pallas Sandstone 27.22.22 Color: Obsidian Arms: Metallic Silver Metal
<u>Photograph/ Line Drawing</u>	



ATTACHMENT B General Requirements

5. Phase II – Remaining Services

d. Furnishings installation coordination – in association with the dealership(s), user, IDPM, construction project manager, general contractor, Furniture Installation Project Manager, Move Manager and others, conduct planning meetings and prepare installation plans, schedules, binders, room identifiers and color coded floor plans for the new and existing furniture installations. Unless otherwise instructed, the ID firm is fully responsible for the entire furniture installation, including scheduling and on site supervision.



AMERICAN OFFICE	
LC-5A	HERMAN MILLER CELESTIE LOUNGE CHAIR 34
WS-5	HERMAN MILLER OFFICE PASSAGE TYPICAL 2
WS-10	HERMAN MILLER OFFICE CANVAS TYPICAL 2
T-14	HERMAN MILLER RENEW SIT TO STAND TABLE 6
WS-1	HERMAN MILLER MOBILE EASEL 16
CH-4	HERMAN MILLER AERON WORK CHAIR 4
OE-1	INTEGRA COFFEE HOUSE ROUND OTTOMAN 4
LC-12	INTEGRA HIGH BACK COFFEE HOUSE SEATING 8
ACI	
T-1	KIMBALL SCENARIO SQUARE TABLE 16
T-34	KIMBALL SCENARIO SQUARE TABLE 8
T-1C	KIMBALL SCENARIO CIRCULAR TABLE 8
T-1A	KI TREX FLIP TOP TABLE 2
TC-4	VALO SEATWISE CHAIR 2
JMI	
AC-2	ZZY DEWEY TECHNOLOGY CART 2
T-16	ZZY NEMO BAR STANDING HEIGHT 2
ST-4A	SIT ON IT FOCUS WORK STOOL 2
LC-2B	NATIONAL PRINCE CLUB UPHOLSTERED LOUNGE 16

5 | Phase II

FURNISHINGS INSTALLATION COORDINATION

We have extensive experience with design delivery, understanding that good long lasting relationships are built on consistent and attentive customer service. We also have intimate knowledge of both VCU's Monroe Park and MCV campuses and the complications that urban locations can have with respect to deliveries and logistics.

We have developed furniture tracking tools to help the team navigate from procurement through final closeout. The PO Log is a master table of all FF&E and contains information, but not limited to the list below.

- Vendor
- Line item for each manufacturer and/or sub-groupings/ quote
- Brief description of sub-group or furniture type
- Name of purchasing contract
- Quote number
- Date of quote
- Total cost of quote
- Purchase order number associated with line item
- Date of purchase order
- Total cost on purchase order
- Ship Date
- Delivery time (estimated time needed to unload or have access to dock)
- Installation time (estimated time needed to place and assemble)
- Lead Installer
- Contact number

	Projected Furniture			Quotes				Purchase Orders			Installation				
Vendor	Manufacturer	Description	Contract	Quote #	Date	Price	Notes	PO	Date	Price	Ship Date	Delivery Time	Install Time	Lead Installer	Contact
Contract:	Herman Miller	Floors LL-4	US Comm	35287	3/11/15	\$ 485,021.51		EP2211007	4/20/2015	\$485,021.51	24-Aug	8 hrs	4 days	TBD	TBD
	Herman Miller	Swing Space 1 & 3	US Comm	23270	3/18/14	\$ 198,518.89		EP2034024 -	4/8/2014	\$198,518.89	22-Jun	3 hrs	2 days	TBD	TBD
	Herman Miller	Room 230	US Comm	33033	11/14/14	\$ 99,349.71		EP2155146	12/9/2014	\$99,349.71	Done	Done	Done	Done	Done
	Herman Miller	Room 230 additional	US Comm	38016	3/3/15	\$ 30,517.88		EP2214318	4/27/2015	\$30,517.88	Done	Done	Done	Done	Done
	Enwork	Sensation tables	TCPN	38950	3/6/15	\$ 75,579.32		EP2211007	4/20/2015	\$75,579.32	15-Jun	3 hrs	2 days	TBD	TBD
AO	National	Novations		45661	3/27/2015	\$ 23,307.65	LL	EP2210844	4/20/2015	\$23,307.65	13-Jul	1/2 hr.	3 hrs.	TBD - Harvey Hogue	328-6226
				45664	3/27/2015	\$ 21,173.08	1st	EP2210844	4/20/2015	\$21,173.08	7-Aug	1 hr.	3.5 hrs.	TBD - Harvey Hogue	328-6225
				45666	3/27/2015	\$ 38,970.40	2nd	EP2210844	4/20/2015	\$38,970.40	21-Jul	2.5 hrs.	8 hrs.	TBD - Harvey Hogue	328-6227
				45674	3/27/2015	\$ 3,796.76	4th	EP2210844	4/20/2015	\$3,796.76	27-Nov	1 hr.	3 hrs.	TBD - Harvey Hogue	328-6232
				46565	3/13/2015	\$ 10,146.44	4th exist	EP2222989	5/12/2015	\$10,146.44	14-Aug	1 hr.	5 hrs.	TBD - Harvey Hogue	328-6222
	Sauder	Lounge	Fairfax	46436	3/27/2015	\$ 45,567.47		EP2210844	4/20/2015	\$45,567.47	14-Aug	2 hrs.	6 hrs.	TBD - Harvey Hogue	328-6228
				46561	3/13/2015	\$ 2,821.58	4th exist	EP2222989	5/12/2015	\$2,821.58	14-Aug	1/2 hr.	3/4 hr.	TBD - Harvey Hogue	328-6221
	Izzy +	Mobile Easel	TCPN	45660	3/27/2015	\$ 13,653.36	LL	EP2210844	4/20/2015	\$13,653.36	30-Jul	1 hr.	2 hrs.	TBD - Harvey Hogue	328-6229

We actively pursue all of the above information and continue to update the log as new information is obtained. We share the log with the IDPM for project delivery status. In tandem with this document we provide the following services:

- Coordination and planning meetings with dealership(s), user, IDPM, construction project manager, general contractor, Furniture Installation Project Manager, Move Manager and others as required by specific project.
- Scheduling outputs from both Microsoft project and a user friendly color coded calendar that corresponds to the color coded furniture installation plans.
- Large scale, color coded furniture plans with each floor and/or location sheet specific furniture key legend with floor quantities cross referenced to each awarded vendor.
- Room plan identifiers to communicate complex equipment or furniture layouts.
- On site supervision and oversight during the delivery and installation.



5. Phase II – Remaining Services

- e. Construction administration – of finishes, millwork, lighting, etc., within the scope of the ID work, including answers to Request for Information during procurement process.
- f. Punch List Development of interior renovations, finishes, and/or furniture, etc., within the scope of the ID work.

5 | Phase II

FURNITURE INSTALLATION PROJECT MANAGEMENT

KSA has included the services of Waverly R. Crawley from “Drop Ship we Deliver” to serve as the Furniture Installation Project Manager (FIPM). Waverly has worked with KSA and VCU to provide services for the Cabell Library Expansion, the McGlothlin Medical Education Center, VCU School of Business & Engineering and the Molecular Science Building. With the inclusion of Waverly, KSA can provide a quote to VCU for his services within our contract.

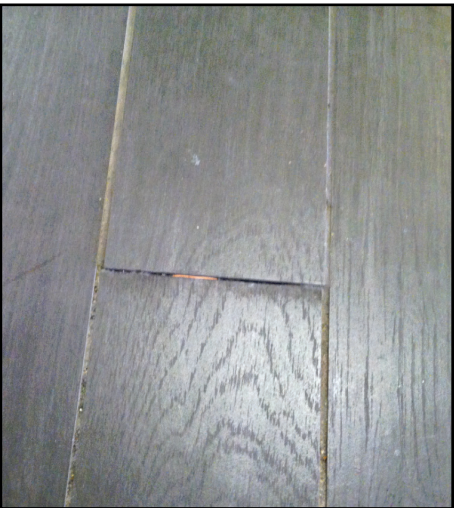
CONSTRUCTION ADMINISTRATION

KSA will assist during the construction administration phase. We are available and have often participated in pre-bid construction meetings to answer questions concerning our interior design scope of work and during construction on site to work through any issues.

PUNCH LIST

To ensure that our solutions have been correctly executed and with attention to installation methods we audit our scope of work. This is coordinated with the VCU construction project manager, IDPM, general contractor and dealership(s) so that all parties can respond and document.

VCU Cabell Library Punch Items						ksainteriors	
Date: 1-11-16						11531-A Nuckols Road Glen Allen, Va. 23059	
#	Vendor	Location	Description	Issue	issue date	resolution date	Status
1	Creative	LL and 2nd Floors	Martin Bratrud - Shamrock chairs	The (4) LC-7 for 078C and (10) LC-7A 201 were recently ordered. They will not be received into Creative's warehouse until December. (Creative waited to place order until all the fabric was selected and approved). Will be installed during Phase 2	10/23/2015	1/7/2016	completed
2	MOI	1st Floor	Knoll - Template systems	MOI still needs to fix punch items for swing space/information services as 10/26/15 install was still not complete	10/23/2015		completed
3	Ball	1st & 2nd floors	Agati Booths	Ball/Agati booths are missing from 1st floor and 2nd floor (these will be installed during Phase 2) There are also 4 booths that are missing from the LL install, those are being expedited.Ship date Nov 30th	10/27/2015		completed



5. Phase II – Remaining Services

- i. Interior graphics and/or signage, using VCU's sign standards, to be defined as needed.

5 | Phase II

INTERIOR GRAPHICS AND/OR SIGNAGE

Placemaking and wayfinding are essential to ease navigating through complex campus buildings for students, staff and visitors. Utilizing VCU's signage standards we can efficiently and effectively implement a consistent wayfinding system to each of our projects as required. We have had many opportunities to help VCU develop additional experiential graphics to create unique branded environments while still maintaining VCU's brand standards though coordination and an approval process with the University Communications Review Committee.

VCU VIRGINIA COMMONWEALTH UNIVERSITY Make it real.									
Identity									
200' Description		60" HIGH TO THE CENTER OF THE BRAILLE					Building Square Module: TBD		
							Test Standard Color		
SB-1	SB-52	Stair #2	5/5.6	Fire Stair Identification		1	See Above	\$41.63	\$41.63
SB-2	SB-52	Stair #2	5/5.7	Stair Tower Level		1		\$133.42	\$133.42
SB-3	SB-54	Stair #4	5/5.6	Fire Stair Identification		1		\$41.63	\$41.63
SB-4	SB-54	Stair #4	5/5.7	Stair Tower Level		1		\$133.42	\$133.42
SB-5		Elevator #5	2/4	Floor Level Identification		1		\$98.20	\$98.20
SB-6		Elevator #5	5/5.8	In case of fire		1		\$39.50	\$39.50
SB-X	SB-300	Mechanical	2/3.2	Room # Identification	MECHANICAL	1		\$35.08	\$35.08
SB-15	SB-300	Mechanical	5/6	Fire Evac		2		\$133.42	\$266.84
SB-8	SB-301	Electrical Panel Room	2/3.2	Room # Identification	ELECTRICAL PANEL ROOM	1		\$35.08	\$35.08



5 | Phase II

5. Phase II – Remaining Services

g. Training of users in product use, manufacturers cleaning recommendations, maintenance, and all warranty parameters. This information should also be clearly written and documented in the project close out manual. Warranty information must include all components of an item (i.e. fabric and chair frame).

h. LEED Data gathering and submittal

- j. Project Close Out – includes:
 - i. Close Out Manual – two (2) binder submittals required (consider adding to the binder submittal at the end of Phase 1) to include all of the following:

1. All final furniture plans and other drawings
2. Final furniture selections – photographs of the final, installed piece of furniture, showing the final finish and fabric selections, including vendor contact information and final pricing.
3. Final finish samples, or photographic images of same, noted with Finish Key legend and specifications. Small format preferred.
4. LEED, testing (if applicable), cleaning, and warranty information (see “g.” above).
5. Final project cost data.

- ii. As Built Drawing Documentation - ID will provide the As Built drawing set that reflect all design decisions and changes made during installation or after the installation drawings were finalized.

PROJECT CLOSE OUT



During the final stage of the project, we work to gather all aspects of the project and organize the data into a cohesive deliverable including but not limited to the following.

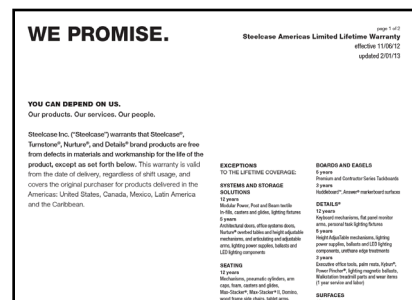
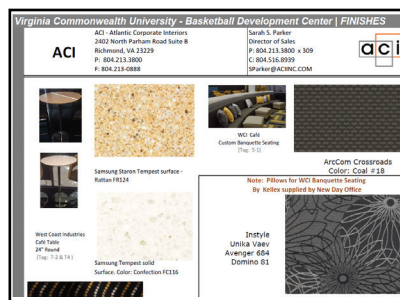
1. Close out manual binder (QTY:2)

- Final plans and supporting drawings
- Final furniture selections
- Final finish samples
- LEED Information
- Testing information (if applicable)
- Warranty Information
- Cleaning recommendations
- Final project cost data



Virginia Commonwealth University - Basketball Development Center

 <p>ACI Atlantic Corporate Interiors 2402 North Parkman Road Suite B Richmond, VA 23229 P: 804-213-3800 F: 804-213-0888</p>	<p>Sarah S. Parker Director of Sales P: 804-213-3800 x 309 C: 804-215-8939 SParker@ACINC.COM</p>	
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Immediately after occupancy, KSA is available to help end users adjust to their new space and furniture. This includes but is not limited to: operation of FF&E, cleaning of finishes within our scope and any recommendations for preventative maintenance.

2. As Built drawing documentation (per Building Document Archivist) to be turned in to the IDPM

Hardcopy Format (printed half size drawing set)

Final record drawings with "VCU Plan Room Copy" on cover page

Soft copy Format (via CD or thumbdrive)

AutoCAD DWG drawing formatted to VCU archival standards

PDF, scaled and monochromatic

JPGs of Conceptual Imagery

TIFF high resolution Conceptual Imagery



attachment b general requirements

ATTACHMENT B General Requirements

VCU Requirements

1. Propose best furniture solutions, including finishes and fabrics, to meet VCU's needs. Pay particular attention to upholstery fabric selections (fiber content, backings, cleaning requirements, durability and manufacturer seaming). The use of COM textiles must be pre-approved by VCU and must be considered on how it may impact manufacturer product warranties. All VCU facilities receive extreme use. Proposed products must meet high durability requirements. All proposed products must meet building and fire safety codes. Furniture solutions should be what is best for VCU and user needs and not limited to one manufacturer.
2. Notify the VCU IDPM immediately if an end user contacts you directly with conflicting programmatic requirements or additional service requests. Do not proceed without approval from the VCU IDPM.
3. Never use modesty panels or workstation panels against walls. All data/electrical outlets must be accessible.
4. VCU prefers to utilize established purchasing contracts. The VCU IDPM must give permission to waiver from this requirement.

The following are considered additional services and not included in primary contract:

1. Revisions due to change in project scope/design direction.
2. Excessive schedule changes or project delays.
3. Revisions in excess of required minimum.
4. Change order/VE due to user/IDPM/Dealership changes, changes to budget, etc.
5. Meetings that consistently exceed quantitative number and/or timeframes.
6. Allowable research & documentation for design/product application in unusual circumstances.
7. BCOM or City of Richmond coordination.
8. Furniture specifications (if dealership(s) are not involved).

VCU Requirements

The following criteria will be followed

FURNITURE SOLUTIONS

- Upholstery selections will be selected based off of its fiber content, backing, cleaning requirements, durability and manufacturer seaming
- All COMs will be considered if approved by VCU and has a minimal impact on manufacturers warranties
- All products will meet high durability requirements for institutional heavy use
- All proposed products will meet building and life safety codes
- KSA shall utilize a multitude of manufacturers ensuring that the solution is what is best for VCU
- All workstations that are up against walls will be specified without modesty panels or cubicle wall panels to allow ease of access to power and data.

ADDITIONAL SERVICE REQUEST

If an end user contacts KSA directly with conflicting programmatic requirements or for additional services out of original scope, the VCU IDPM will be contacted immediately for approval.

USE OF PURCHASING CONTRACTS

KSA shall propose solutions that are accessible through established purchasing contracts. If there are solutions that fall outside of the established purchasing contracts, KSA shall get permission for the IDPM to waiver from this requirement.

Exclusions from Primary Contract

1. Revisions due to change in project scope/design direction.
2. Excessive schedule changes or project delays.
3. Revisions in excess of required minimum.
4. Change order/VE due to user/IDPM/Dealership changes, changes to budget, etc.
5. Meetings that consistently exceed quantitative number and/or timeframes.
6. Allowable research & documentation for design/product application in unusual circumstances.
7. BCOM or City of Richmond coordination.
8. Furniture specifications (if dealership(s) are not involved).




XVI. ATTACHMENT(S):

ATTACHMENT A PRICE SCHEDULE
ATTACHMENT B VCU FM INTERIOR DESIGN
SERVICES PROVIDED BY INTERIOR DESIGN
CONSULTANT
ATTACHMENT C FURNITURE SPECIFICATION
SHEET

Attachment C

KSA will provide all specification on the VCU furniture specification sheet as sampled in this RFP



Virginia Commonwealth University

ATTACHMENT C

Furniture Specification Sheet

Date:

Revised:

Tag #

Project Name:

Location(s):
(keyed to plan)

Manufacturer:

Product Name:

Product Number:

Description:

Dimensions:


Finishes:

Construction:

Special Features:

Special Instructions:

Finish Specification(s) and Color Representation(s)



VCU goes green
Virginia Commonwealth University

Level™ Certification of this product:

LEED Credits this product supports:

Specifier:

Page 1

K/DATA/Planning and Design/Guidelines/Interior Design



thank you!

We hope you have enjoyed our proposal. Thank you for this opportunity!



Kelly Eric
Sara Jori
Jenna
Hana



Request for Proposals RFP #7748325CP

Issue Date: September 18, 2017

Title: Interior Design Services

Send all Proposals To: Virginia Commonwealth University
RFP #7748325CP
Attention: Cheryl Price
912 W Grace St, 5th floor
Richmond, Virginia 23284-0327

Proposals Shall Be Received Until: October 16, 2017 @ 2:00 PM EST

Direct ALL inquiries concerning this RFP to: Cheryl Price, Senior Buyer (caprice@vcu.edu)

Questions concerning this RFP must be received via email no later than: October 4, 2017 @ 2:00 PM

This Request for Proposals & any Addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE: VIRGINIA COMMONWEALTH UNIVERSITY, RFP #7748325CP, ATTENTION: Cheryl Price, 912 W. GRACE ST., 5TH FLOOR, RICHMOND, VA 23284-0327. IF USING US MAIL (NOT RECOMMENDED): IF PROPOSALS ARE MAILED VIA US MAIL, MAIL TO VIRGINIA COMMONWEALTH UNIVERSITY, RFP#7748325CP, ATTN: Cheryl Price, 912 W. Grace St., RICHMOND, VA 23284-0327. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University's Department of Procurement Services. Any Work Relative To This Request for Proposals Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University. **Signature below constitutes acknowledgement of all information contained through links referenced herein.**

NAME AND ADDRESS OF COMPANY:

KSA Interiors
11531-A Nuckols Rd

Glen Allen, VA Zip Code 23059

E-Mail Address: slaseter@ksainteriors.com

Telephone: () 527-0131 x120

Toll free, if available

DUNS NO.: #790362578

REGISTERED WITH eVA: (x) YES () NO

VIRGINIA DSBSD CERTIFIED: (x) YES () NO

DSBSD CERTIFICATION #: #EDWOSB1107

Date: 10-16-2017

By (Signature In Ink):

Name Typed: Sara Lasseter

Title: President

Fax Number: (804) 527-0623

Toll free, if available

FEI/FIN NO.: 54-1210087

SMALL BUSINESS: (x) YES () NO

MINORITY-OWNED: () YES (x) NO

WOMEN-OWNED: (x) YES () NO

ACKNOWLEDGE RECEIPT OF ADDENDA IF APPLICABLE: #1  #2 #3 #4 #5 (PLEASE INITIAL)

A Pre-Proposal conference will be held. See Section V herein.

THIS SOLICITATION CONTAINS 24 PAGES.