



# VCU

## Procurement Services

July 26, 2023

Michelle Mikita, Principal  
SMBW, PLLC  
111 Virginia St. Suite 111  
Richmond, VA 23219

RE: Contract #: 7748325CP-3  
Renewal No.: Contract Extension

Ms. Mikita,

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](mailto:sfclark@vcu.edu).

Sincerely,

*Susan Lewis*

Susan Lewis, VCCO  
Senior Buyer

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7748325CP-3 – Interior Design Services

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**RESPONSE:**

SMBW, PLLC

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Name of Firm



Signature

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Michelle Mikita

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Name Printed

Principal

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Title

7/27/23

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Date



# VCU

## Procurement Services

May 17, 2023

Michelle Mikita, Principal  
SMBW, PLLC  
111 Virginia St. Suite 111  
Richmond, VA 23219

RE: Contract #: 7748325CP-3  
Renewal No.: Contract Extension

Ms. Mikita,

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

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912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7748325CP-3 – Interior Design Services

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**RESPONSE:**

SMBW, PLLC

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Name of Firm



Signature

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Michelle Mikita

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Name Printed

Principal

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Title

5/22/23

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Date



# VCU

## Procurement Services

January 24, 2023

Michelle Mikita, Principal  
SMBW, PLLC  
111 Virginia St. Suite 111  
Richmond, VA 23219

RE: Contract #: 7748325CP-3  
Renewal No.: Contract Extension

Ms. Van Meter,

Your firm's contract with Virginia Commonwealth University (VCU) for **Interior Design Services** expires on **February 23, 2023**. VCU intends to extend this contract for the period of February 24, 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.

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Sincerely,

*Susan Lewis*

Susan Lewis, VCCO  
Senior Buyer

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7748325CP-3 – Interior Design Services

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**RESPONSE:**

**SMBW**

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Name of Firm

*mmikita*

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Signature

**Michelle Mikita**

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Name Printed

**Principal**

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Title

**1/24/23**

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Date



# VCU

## Procurement Services

January 24, 2022

Tamara Van Meter  
SMBW, PLLC  
111 Virginia Street, Suite 111  
Richmond VA 23219

RE: Contract #: 7748325CP-3  
Renewal No.: Four of Four available

Ms. Van Meter,

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-3.

Services shall be provided for renewal period: 2/22/2022 through 2/23/2023.

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 [thall2@vcu.edu](mailto:thall2@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, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7748325CP-3 Interior Design Services

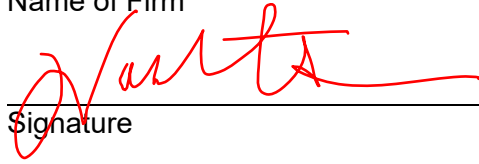
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**RESPONSE:**

SMBW

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Name of Firm



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Signature

TAMARA VAN METER

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Name Printed

PRINCIPAL + INTERIOR DESIGN

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Title

2/21/22

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Date





# VCU

## Procurement Services

January 6, 2021

Tamara Van Meter  
SMBW, PLLC  
111 Virginia Street, Suite 111  
Richmond VA 23219

RE: Contract #: 7748325CP-3  
Renewal No.: Three of Four available

Ms. Van Meter,

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-3.

Services shall be provided for renewal period: 2/22/2021 through 2/23/2022.

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.

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](mailto: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, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: : 7748325CP-3 Interior Design Services

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**RESPONSE:**

SMBW

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Name of Firm



---

Signature

Tamara Van Meter

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Name Printed

Principal of Interior Design

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Title

1/25/21

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Date



# VCU

## Procurement Services

January 13, 2020

Tamara Van Meter  
SMBW, PLLC  
111 Virginia Street, Suite 111  
Richmond VA 23219

RE: Contract #: 7748325CP-3  
Renewal No.: Two of Four available

Ms. Van Meter,

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-3.

Services shall be provided for renewal period: 2/22/2020 through 2/23/2021.

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.

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](mailto: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, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Contract #: 7748325CP-3 Interior Design Services

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**RESPONSE:**

SMBW PLLC.

Name of Firm

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*Tamara Van Meter*

---

Signature

TAMARA VAN METER

---

Name Printed

PRINCIPAL OF INTERIORS

---

Title

1.31.20

---

Date



# VCU

## Procurement Services

February 12, 2019

Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, VA 23284

804 828-1077  
Fax: 804 828-7837  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Tamara Van Meter  
SMBW, PLLC  
111 Virginia Street, Suite 111  
Richmond VA 23219

RE: Contract #: 7748325CP-3  
Renewal No.: One of Four available

Ms. Van Meter,

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-3.

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.

Pricing remains the same as the previous contract period.

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

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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](mailto:tlhall2@vcu.edu). If you have any questions, please contact me at (804) 828-3409.

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

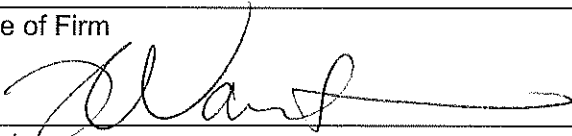
Contract #: 7748325CP-3 Interior Design Services

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**RESPONSE:**

SMBW PLLC

Name of Firm



Signature

TAMARA VAN METER

Name Printed

PRINCIPAL OF INTERIORS

Title

2/15/19

Date



# VCU

## Procurement Services

### Virginia Commonwealth University Notice of Award

To: Tamara Van Meter  
SMBW, PLLC.

Re: Virginia Commonwealth University  
RFP 7748325CP for Interior Design Services  
Contract Number: 7748325CP-3

Tamara,

SMBW, PLLC. 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 SMBW, PLLC. 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-3

This optional use contract entered into on February 22, 2018 by SMBW, PLLC, 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
- (4) The contractors revised team qualifications dated December 19, 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
- (4) The contractors revised team qualifications dated December 19, 2017

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

Signature Page To Follow





**VCU**

Procurement Services

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

**Contractor: SMBW, PLLC**

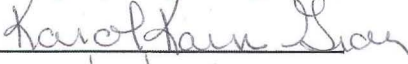
By: 

Date: 2/26/18

Name Printed: Tamara Van Meter

Title: Principal

**Purchasing Agency: Virginia Commonwealth University**

By: 

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., 5<sup>TH</sup> 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](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., 5<sup>th</sup> 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](mailto: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](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](mailto: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](http://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](http://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](http://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](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto: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, 5<sup>th</sup> 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](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](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





ATTACHMENT A  
PRICE SCHEDULE

<b>RFP SPECIFIED CLASSIFICATION:</b>	<b>HOURLY RATE</b>
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:

# Virginia Commonwealth University Interior Design Services

RFP# 7748325CP



16 Oct 2017

smbw, pllc | 2017

111 Virginia St, Suite 111  
Richmond, VA 23219

Due Date: October 16, 2017  
Time: 2:00 PM

Virginia Commonwealth University  
912 West Grace St, 5th Floor  
Richmond, VA 23284





# Virginia Commonwealth University

## Interior Design Services

RFP# 7748325CP  
16 Oct 2017

### Contents

01	Introduction
02	Company Qualifications
03	Project Experience
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05	Price Schedule
06	Required Documents
	Contractor Questionnaire





VCU ramtech technology store

## 01 Introduction



Virginia Commonwealth University  
Cheryl Price  
Senior Buyer  
912 W. Grace St., 5th Floor  
Richmond, VA 23284

Dear Ms. Price and Members of the Selection Committee,

Earlier this year I had the privilege of interviewing a graduate student in the VCU School of Interior Design's MFA program. We reviewed her Senior Thesis, a project I have followed for months having first been introduced to her in 2016 when SMBW hosted her class as part of a mentor program. During her visits as a student, she was drawn to SMBW's culture and design ethic and we recognized her talent. As I turned the pages of her portfolio I was struck by the caliber of design talent in VCU's MFA program which was recently ranked 10th in the nation. When looking for her first full time job, we were fortunate to be her first choice. As I write this, Farrah El Sharif is now an emerging young talent on our team contributing to projects for James Madison University, Capital One, and Envera Health. Our relationship with VCU is deeply rewarding and important to SMBW, not only as a client but as community partners.

We were fortunate to be awarded the last Interior Design Term contract. As the "freshman" on the vendor team, SMBW has become well versed in VCU's standards, design acumen and project management style. Our projects have ranged from hospitality to office to learning environments. We have grown as a firm with 2 full time interior designers to 10 which has enabled us to build two concurrent teams to respond to VCU project needs. SMBW has substantially grown in our project management and project planning capabilities as well. We have successfully guided signature projects and campus initiatives for Amazon's National Student Lounge, Virginia Tech, Capital One and S&P Global Financial.

SMBW is excited to return to submit our credentials to the members of the Selection Committee. We are humbled by the opportunity to create award winning work for peer Institutions across the country and most importantly in our home town of RVA. SMBW was founded on the principle of creating lasting design that enriches our community and the human experience. We hope to have the opportunity return as the team "Sophomore" and to continue our rewarding partnership. We sincerely thank you for this opportunity.

Best Regards,



Tamara Van Meter, NCI  
Principal + Interior Design





## 02 Company Qualifications







## 02 | company qualifications

Section 2.1 SMBW is an award-winning leader of higher education, corporate, civic, and retail projects in the mid-Atlantic region. Much of our work is in urban and campus settings where the relationships between buildings, landscapes, and uses gives added richness to the design solutions and the resulting environments for working, learning, and living. We embrace a client centric view of our work, understanding that your success and functionality drives all aesthetic decisions. We are passionately dedicated to finding unique, progressive solutions that make a lasting impact on your space and users. We believe that each project has creative opportunity while acknowledging budget, scale or schedule constraints.

### **Firm Overview**

#### Principals:

Will Scribner FAIA  
Fred Hopkins AIA  
Spencer Grice AIA

Lou Wolf AIA  
Tamara Van Meter NCI

#### Design Studio Staff:

Licensed Architects: 6  
Project Designers: 1  
Administrative: 2  
Marketing: 1

Licensed Interior Designers: 3  
Interior Designers: 2  
Junior Interior Designers: 4  
Design Interns: 2

We are dedicated to the consequence of what we build and on making a lasting and diverse contribution on campus. We are proud to be annually recognized for the caliber and quality of our design work. Recent awards include:

### **Ledbury Flagship Store and Headquarters**

Honor Award : AIA Richmond Awards, 2017

### **Jackson Ward Row House**

Honor Award, AIA Richmond Awards, 2016

Honorable Mention Residential Under 3,500 SF : Interior Design Excellence Awards, 2016

### **VCU Ramtech**

First Place Corporate under 35,000sf : Interior Design Excellence Awards, 2016

### **VT CRC Rackspace**

First Place Corporate over 35,000sf : Interior Design Excellence Awards, 2015

**PROJECT LEADERSHIP**

**Tamara Van Meter, NCI**  
**Principal In Charge of Interior Design**  
**Focus: Concept design, Project planning**

Tamara brings a strategic planning perspective to projects focusing on financial, business, cultural, brand and spatial drivers that impact the overall project success. Tamara is not only a talented interior designer, but an industry leader, VCU School of Interior Design mentor and community partner.



**Spencer Grice, AIA**  
**Principal In Charge of Architecture**  
**Focus: Technical Performance**

Spencer has developed a breadth of expertise in interior architecture for higher education, corporate, hospitality and retail environments that position his clients as distinctive leaders in their field. Spencer is passionate about supporting design innovation in the community and actively mentors design students and entrepreneur programs.



**Michelle Mikita, IIDA, CID, LEED AP ID+C**  
**Interior Design Project Manager,**  
**Focus: Team Leader, Medium / Large Projects**

With extensive VCU project experience and a successful working relationship with other higher education institutions, Michelle brings proven leadership and project delivery experience to our team. Michelle is known for her ability to deliver challenging projects with impactful, creative solutions.



**Sierra Roman, IIDA, CID**  
**Interior Design Project Manager,**  
**Focus: Team Leader, Small / Medium Projects**

Sierra brings 10+ years of experience in all aspects of interior design including programming, space planning, construction documents/administration, and furniture specifications to the VCU team. Her strong design and technical background allow each project the opportunity to provide spaces perfectly tailored to the client's needs.

**PROJECT EXECUTION**

**Andy Lehman, ASID, CID**  
**Senior Interior Designer**  
**Focus: Interior Design, FFE, Graphic Design**

Andy specializes in higher education environments for learning, living and community. With extensive experience in interior architecture and FFE projects, Andy is well versed in a wide range of campus program needs and styles.



**Melinda Harvey, ASID**  
**Interior Designer**  
**Focus: Interior Design, FFE, Graphic Design**

Melinda brings a well rounded blend of interior design creativity, project management and confident client skills to her projects. She is also a VCU Adjunct Interior Design Faculty member.



**Erin Brooks**  
**Interior Designer**  
**Focus: Interior Design, FFE, Jobsite Supervision**

Erin believes successful projects require conscientious management and abundantly clear communication, Erin creates creative, positive and well planned project experience for her clients.



**Shannon Myers, Assoc IIDA**  
**Junior Interior Designer**  
**Focus: Interior Design, FFE, Jobsite Supervision**

Shannon's enthusiasm and passion for design enriches every project she touches. Regardless of project scale or budget, she finds creative solutions that enrich the finished space and client experience.



University of Richmond queally admissions center

## Project Experience



01

- 01 sanger hall lobby
- 02 ramtech store
- 03 9 west cary



2013-2017 | **Virginia Commonwealth University**

Under the current term interior design services contract, SMBW has worked on a range of academic, retail, hospitality and office projects including:

- Sanger Hall - basement and first floors
- Ramtech Store
- Gateway Building Cafe
- 9. West Cary Offices
- Cary & Belvidere Cafe
- Moseley House
- Grace & Laurel Commons flooring
- West Hospital - Radiology
- West Hospital - Cardio Oncology
- West Hospital - Orthopaedic Surgery
- Brandcenter Classroom
- Lobby millwork design

SMBW is currently engaged in the Medical Campus Master Plan study in partnership with Perkins Eastman Architects. This project affords SMBW a strategic view of the University's goals and real estate vision.



01

- 01 entry view
- 02 monumental stair
- 03 entry hallway

## 2016 | university of richmond queally center

The Queally Admissions Center at the University of Richmond is the new signature building anchoring the campus gateway entrance. It brings together Admissions, Financial Aid, Career Services, Bursar, and Registrar to centralize student services and strengthens the connections between academic and professional opportunities. The Queally Center is a both a landmark and major destination, sited at the intersection of the two main campus roads and a new cross-campus pedestrian axis. The wings of the building, the gently falling topography, and planted areas define beautiful and often used outdoor spaces, including the entry plaza and rear courtyard, that serve foremost as origination points for campus walking tours. The rear courtyard, with its water feature and landscaped site wall, also serves as an outdoor room for major events.

The primary space inside the building is the assembly room for 500 visitors. It is equipped with three large projection screens, four large monitors, and a stage at the front for keynote and panel speakers. Two vertically retractable partitions are housed in the ceiling, allowing the space to be divided into three separate event spaces. The assembly hall is supported by a full service catering kitchen designed to serve a number of campus functions including banquets and receptions for up to 350 people.



02



03



01



02

The building's tower provides a main entry space, hospitality room for Career Services, and a board room at the third floor with a commanding view of the campus. Lobby waiting areas and the main gallery provide generous space to queue visitors between presentations, and are outfitted with the latest technology and interactive graphics to engage and connect prospective students with campus life at UR. A nine-screen video wall displays informational videos; interactive monitors and tablets provide access to UR history and academic programs, campus maps, and testimonials. The admission office fronts the main gallery with glass walls and meeting rooms, while the main assembly room anchors the end of the gallery. A sculptural stair, cantilevered from the walls, invites visitors and students upstairs to the other departments. Financial Aid and Career Services occupy the second floor, which includes a hospitality room and multiple interview rooms for students to meet with top recruiters.



03

- 01 lobby
- 02 central tower conference room
- 03 student lounge
- 04 interactive lobby display



04



01

- 01 entry view
- 02 open huddle space

## 2016 | **washington & lee** **center for global learning**

The Washington and Lee Center for Global Learning integrates global perspectives into the education of every W&L student. This facility for 21st century learning serves as a hub, drawing from across the W&L and Lexington communities. Advanced technologies have brought the world into the Center and take the Campus Community out into the world, connecting classrooms to global partners in real time, sustaining communication with students, faculty and colleagues abroad, and expanding W&L's range of collaboration around the world: a facility that serves students and faculty from the humanities, social sciences, business, law and the physical sciences with labs for pedagogical research and development.

The Center for Global Learning serves as an educational resource and a portal opening onto world events. W&L's window on the world showcases interdisciplinary, cross-cultural approaches to learning. It incorporates innovative technologies and spaces to promote engagement with ideas and with people, on campus and beyond, fulfilling W&L's mission of preparing graduates for "engaged citizenship in a global and diverse society."



02



01



02



03

- 01 main conference room
- 02 break out lounge
- 03 themed huddle room
- 04 themed huddle room



04





01

01 view of central conference tower  
 02 view under connecting stair  
 03 open office workspace

2014 | **rackspace**

In close collaboration with our client-colleagues at The Virginia Tech Corporate Research Center, EDC and Rackspace, SMBW is working to develop a 45,000sf corporate office building in Blacksburg for Rackspace's satellite location. The project connects the building's interior spaces and site spaces for work and gathering while the interior design allows for scaling collaboration. Site and landscape features are tailored to enhance the building approach and mediate circulation. The building's entry and core allow future multi-tenant occupancy without impeding an efficient single tenant solution. Interior concepts include a flexible workspace designed to support collaboration, product development, and employee morale.



02



03



01 racker rally team room  
02 view of two-story radio room overlook  
03 custom team booths





01

- 01 drexel central lobby
- 02 keyed floor plan
- 03 historic great court entry rendering

2013 | **drexel university**  
**drexel central student services center**

With a rapidly growing student population, Drexel University sought a one-stop student service center to consolidate financial service departments and enhance customer service. The new 7,000 sf Drexel Central Student Services Center combines seven departments in the historic Main Building and facilitates a concierge-capacity level of service. SMBW led University leadership in the strategic planning of Drexel Central's new customer service model.

Through thoughtful placement of interior features, signage and color; Drexel Central is an inviting, intuitive environment for students, parents and staff. The lobby houses the cashier counter, self-service kiosks, and a full-service customer service counter. Students needing more specialized assistance are escorted into a private student touch-down lounge. The touch-down lounge contains a coffee bar and a suite of private counseling rooms. The use of glass walls brings natural light into the suite and provides a connection between public and private functions. Warm, natural finishes are used to compliment the historic building's great court and create an inviting atmosphere for guests.



02



03



01

- 01 lobby and mural
- 02 central meeting room
- 03 assembly space

## 2016 | PIEtech

PIEtech, a Powhatan based online financial planning software developer, is a progressive, accomplished firm who get it...space matters. Their corporate facility boldly and skillfully embodies this message, named one of the 2014 Best Places to Work in Virginia by Virginia Business. Greeted by colorful sculptures and landscaped outdoor amenities, it's clear PIEtech takes fun seriously. As PIEtech expands to a second location, on the 2nd floor of the Village Bank HQ Building, the cultural bond to the HQ must be thoughtfully crafted.

The new 17,000 SF suite will be available in two phases and will house the relocated Support and Sales team as well as a robust meeting/training/hospitality suite. The design, architectural components and furnishings have been crafted with relocation and flexibility in mind. From the energetic art filled workplace to employee treats and perks, PIEtech has gone to great measures to create a supportive, inspiring and effective place to work.



02



03



01



02



03

## 2017 | corporate dining market

As part of their ongoing food service strategy, a substantial renovation of this corporate cafe will serve as a centerpiece for a new marketplace inspired dining experience on their Goochland campus. The 16,700 renovation will encompass the interior dining facilities as well as an outdoor patio overlooking the campus' hiking and biking trails.

By breaking the corporate cafeteria paradigm, they have created the opportunity to craft new dining options as well as an energetic social annex on campus. The client is looking to create a destination, leveraging the existing space and expansion opportunities, that serves as a highlight for associates by differentiating with unique features and branded facilities.

- 01 exterior
- 02 entrance
- 03 interior seating





VCU sanger hall

### 03 Client References







Our past and present partnerships relationships with our clients have been the most rewarding aspects of our practice. At VCU, we have working under the project leadership of Caren Girard, Joyce Foster, Michele Applegate, Lauren Bailey, Beth Kiser, and Keith Hayes.

We also invite you to contact the following client team members:

University of Richmond

**Andrew McBride, AIA**

Associate Vice President for Facilities, University Architect

28 Westhampton Way

University of Richmond, VA 23173

804.289.8600

University of Virginia

**Amy Eichenberger, AIA LEED AP**

Senior Project Manager, UVA Facilities Planning & Construction

575 Alderman Road, PO Box 400726

Charlottesville, Virginia 22904-4726

434.924.8627

Virginia Tech Corporate Research Center

**Dr. Joe W. Meredith**

President

1872 Pratt Drive, Suite 1000

Blacksburg, Virginia 24060-6363

540.961.3600

Washington and Lee University

**Carole Bailey**

Senior Project Manager, Capital Projects

204 West Washington Street

Lexington, VA 24450

540.458.5313





University of Richmond queally admissions center

## 04 Price Schedule





VCU ramtech

04 | price schedule

RFP SPECIFIED CLASSIFICATION:	HOURLY RATE
Principal:	\$ 135.00
Project Manager (IDPM):	\$ 110.00
Senior Interior Designer:	\$ 95.00
Junior Interior Designer:	\$ 85.00
Interior Designer:	\$ 90.00
Furniture Installation Project Manager (FIPM):	\$ 50.00
Administator:	\$ 55.00
Adjunct Project Manager:	\$ 105.00





Washington & Lee center for global learning

## 05 Required Forms

**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>

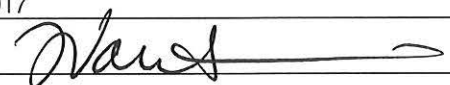
HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS 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:**

SMBW, PLLC  
111 Virginia Street, Suite 111  
Richmond, VA      Zip Code 23219  
E-Mail Address: tvanmeter@smbw.com  
Telephone: (804)233-5343  
**Toll free, if available**  
DUNS NO.: 07-865-8688

Date: October 16, 2017  
By (Signature In Ink):   
Name Typed: Tamara Van Meter  
Title: Principal  
Fax Number: (      )  
**Toll free, if available**  
FEI/FIN NO.: 45-3648755

REGISTERED WITH eVA:       YES    NO      SMALL BUSINESS:       YES    NO  
VIRGINIA DSBSD CERTIFIED:  YES    NO      MINORITY-OWNED:       YES    NO  
DSBSD CERTIFICATION #:      697288      WOMEN-OWNED:       YES    NO

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

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

**THIS SOLICITATION CONTAINS 24 PAGES.**



## APPENDIX II INVOICING AND PAYMENT

### Invoicing:

The Contractor shall submit a fully itemized invoice to Virginia Commonwealth University, Accounts Payable and Support Services, P. O. 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](mailto: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](mailto: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://www.vcu.edu/treasury/VendorACH.htm>.

**Contractor must indicate the method of payment selected:**

- Commercial Card Payment (Wells Fargo VISA)
- Automated Clearing House (ACH)

**Invoicing and Payment Method Acknowledgement:**

Signature:	
Name Printed:	Tamara Van Meter
Title:	Principal
Name of Firm:	SMBW, PLLC
Date:	16 October 2017

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:	Lou Wolf
Title:	Principal
Mailing address:	SMBW, PLLC 111 Virginia Street, Ste 111, Richmond VA 23219
Email address:	lwolf@smbw.com
Phone number:	804.233.5343
Fax number:	

PARTICIPATION BY SMALL BUSINESSES, BUSINESSES OWNED BY WOMEN  
BUSINESSES OWNED BY MINORITIES

This appendix should only be completed by firms that are not Virginia Department of Small Business and Supplier Diversity (DSBSD) certified small businesses.

Offeror certifies that it will involve Small Businesses, Women-Owned Businesses, and/or Minority-Owned Businesses (SWaM) in the performance of this contract either as part of a joint venture, as a partnership, as Subcontractors or as suppliers.

VCU has an overall goal of 42% SWaM participation for all annual purchases and seeks the maximum level of participation possible from all its contractors.

List the names of the SWaM Businesses your firm intends to use and identify the direct role of these firms in the performance of the contract. State whether the firm is a Small Business (SB), Women-Owned (WO), or Minority-Owned (MO).

<u>Name of Businesses:</u>	<u>SB, WO, MO:</u>	<u>Role in contract:</u>
SMBW, PLLC	SBE	Interior Design + Architecture

**Commitment for utilization of DSBSD SWaM Businesses:**

100 % of total contract amount that will be performed by DSBSD certified SWaM businesses.

**Identify the individual responsible for submitting SWaM reporting information to VCU:**

Name Printed: Lou Wolf  
Email: lwolf@smbw.com  
Phone: 804.233.5343  
Firm: SMBW, PLLC

Offeror understands and acknowledge that the percentages stated above represent a contractual commitment by the Offeror. Failure to achieve the percentage commitment will be considered a breach of contract and may result in contract default.

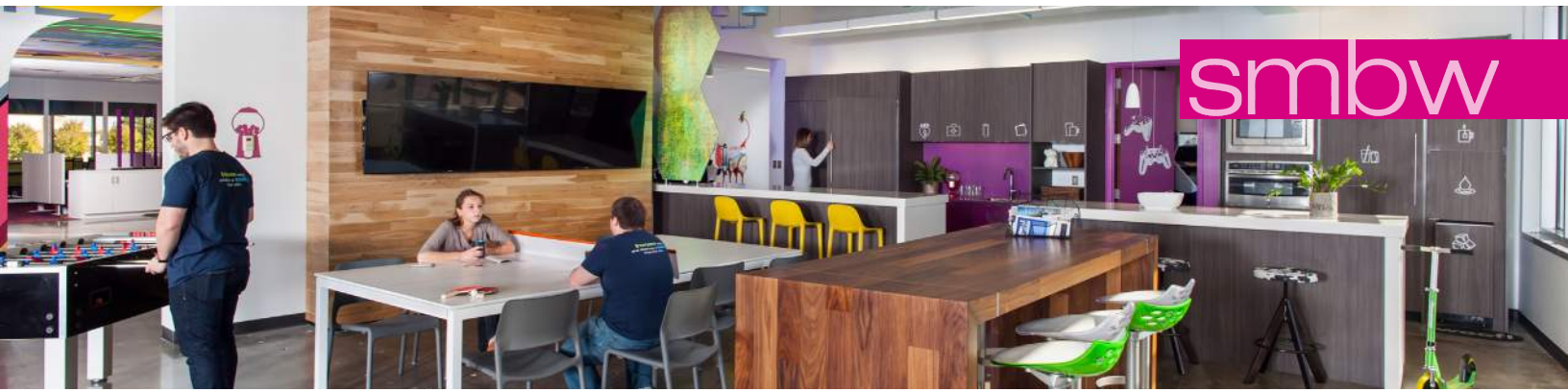
Acknowledged:  
By (Signature):   
Name Printed: Tamara Van Meter  
Title: Principal, Interior Design  
Email: tvanmeter@smbw.com

Note: Small, Minority and/or Women-owned business sub-contractors are required to become certified and maintain certification through the Virginia Department of Small Business and Supplier Diversity (DSBSD; <http://www.sbsd.virginia.gov/swamcert.html> ) to fulfill the Offeror's commitment for utilization.









PIETech office

## contractor questionnaire

Section 1a **Provide the number of years your firm has provided the interior design services as specified herein.**

SMBW was founded in 1990 and remains one of the regions most thought provoking and timeless design firms specializing in architecture and interiors for academic, corporate, civic, healthcare and research facilities. Although our projects vary widely in type and appearance, they are held together by a strong commitment to the design process. We engage our clients in continual discussion to understand their vision, functional needs and long term real estate strategies. We strive to be a partner in the development of projects that are rich in their expressions of identity and purpose.

SMBW encourages intellectual restlessness in our studio and team members. Designers receive an annual stipend to pursue industry research and educational opportunities, many of which have led to nationally recognized projects, research grants and civic exhibitions. Each member of our team is personally passionate about visual and creative arts. The blend of design and creative passion brings intrinsic value to our Project Managers and Designers as they view each project with a deeper sense of purpose and unique creative possibility.

In addition to our project commitment, SMBW is an active partner in education and mentorship to VCU's nationally ranked School of Interior Design. Melinda Harvey and Rick Fischl are both active adjunct faculty and SMBW regularly sponsors Undergraduate and MFA studio class projects. In the past 5 years we have employed 16 VCU student interns, 4 of which have become full time studio designers. We are passionate about creating a studio atmosphere of curiosity, innovation and creativity which thrive on our mutually rewarding relationship with VCU.

Section 1b **Provide the size and scope of interior projects for which your firm typically provides interior design services.**

Our projects range from 3,000 – 190,000 SF and vary greatly in scope, complexity and budget. A comprehensive matrix of current Higher Education Interiors projects is included to provide detailed scope and project data. While SMBW offers full service interior design, our areas of expertise include:

- [Placemaking](#) / creating unique campus destinations and brands
- [Client consensus building](#) / managing challenging end user issues or programs
- [Critical path projects](#) / complex technical, program or schedule constraints
- [Project Vision Planning](#) / planning workshops and project management



smow

VTerc rackspace

contractor questionnaire

Section 1b cont.

CLIENT	PROJECT DATA				DESIGN SERVICES							
	Project Name	Project Type	Square Footage	Completed	Project Management	Budget Development	Programming / Planning	Construction Documents	Construction Admin	Furniture / Finish Services	Signage / Graphics	LEED Data Gathering
<b>Interior Renovation</b>												
Drexel University	Drexel Central	One Stop	7,000	✓		●			●	●		
	Darden School of Business Batten Incubator	Lab / Event	9,500	✓		●	●		●	●	●	
University of Virginia	Comer Building	Office	9,765		●	●	●	●	●			
	Olsson Hall	Lab / Classroom	18,450			●	●	●	●	●	●	
	9 West Cary	Office	7,300	✓	●	●	●	●	●	●	●	●
Virginia Commonwealth University	Raleigh Hall	Office / Classroom	26,000		●	●	●		●	●	●	
	Sanger Hall	Office	18,000	✓	●	●	●		●	●	●	●
	Radiology	Office	3,260	✓	●	●	●	●	●	●	●	●
VCU MCV	Orthopaedic Surgery	Office	15,800		●	●	●	●	●	●	●	●
	Cardio Oncology	Office	8,540		●	●	●	●	●	●	●	●
	Gateway Café	Hospitality	3,000	✓		●	●	●	●	●	●	●
<b>New Construction</b>												
James Madison University	Student Housing	Residence Hall	150,000			●	●		●			
University of Richmond	Queally Center	Admissions Center	44,000	✓	●	●	●	●	●		●	●
Old Dominion University	Owen's House	Residence Hall	163,000			●	●		●			
	Applied Projects Building	Lab / Office	42,000		●	●	●	●	●			
Virginia Tech Corporate Research Center	Center for Space Science and Engineering	Lab / Office	15,000	✓	●	●	●	●	●	●	●	●
	Rackspace	Office	28,000	✓	●	●		●	●			
Washington & Lee	Center for Global Learning	Classroom / Office	42,000	✓	●	●	●	●	●	●	●	●
<b>TOTAL SQFT OF UNIVERSITY PROJECTS</b>			<b>610,615</b>									





Fahrenheit Office

## contractor questionnaire

### Section 1c **Provide resume for each staff proposed for VCU work.**

Based on the project scale, schedule and needs; SMBW has developed the following VCU team. All of these individuals are currently working under the Interior Design Services term contract and resumes are attached.

#### Team Leadership

Tamara Van Meter, Principal of Interior Design  
Spencer Grice, Principal of Architecture  
Michelle Mikita, Interior Design Project Manager  
Sierra Roman, Interior Design Project Manager

#### Team Execution

Andy Lehman, Senior Interior Designer  
Melinda Harvey, Interior Designer  
Erin Brooks, Interior Designer  
Shannon Myers, Junior Interior Designer



**tamara van meter** | NCI  
principal

**education**

James Madison University  
Bachelor of Fine Arts-Interior Design, 1995

Sorbonne University  
Fine Arts Program, 1994

**professional experience**

SMBW, PLLC  
Richmond, VA

Baskervill  
Richmond, VA

Studio B  
Richmond, VA

Hochheisser Ross Design Group  
Richmond, VA

**memberships, boards,  
& registrations**

NCI Certified Charrette Facilitator  
VCU School of Interior Design Professional Mentor

**selected publications**

The Faison School for Autism  
"New facility offers a haven for needs"  
August 8, 2008 by Lisa Crutchfield  
Richmond Times Dispatch

Creative  
Inform Magazine  
"Office furniture firm thinks outside the box"  
May 13, 2007 by Carol Hazard  
Richmond Times Dispatch

ASK Pediatric Oncology Clinic  
"A place of their own"  
February 4, 2003 by Bill Lowman  
Richmond Times Dispatch

PLAY  
HOW Magazine  
Fast Company

**project experience**

**academic**

Center for Space, Science, & Engineering  
Blacksburg, VA

Drexel University  
Philadelphia, PA

The Faison School for Autism\*  
Richmond, VA

University of Virginia Batten Institute Incubator  
Charlottesville, VA

University of Richmond  
Richmond, VA

Virginia Commonwealth University  
Richmond, VA

Virginia Tech  
Blacksburg, VA

Washington & Lee University  
Lexington, VA

Cooperative Leadership Institute  
Blacksburg, VA

**financial**

First Market Bank\*  
Richmond, VA

Eastern Virginia Bankshares\*  
Tappahannock, VA

Cornerstone Bank\*  
Lexington, VA

Benchmark Community Bank  
Kenbridge, VA

**healthcare**

Affiliated Dermatology of Virginia  
Richmond, VA

VCU Health System\*  
Richmond, VA

Children's Hospital\*  
Richmond, VA

Valley Health System\*  
Winchester, VA

Childsavers\*  
Richmond, VA

Virginia League for Planned Parenthood\*  
Richmond, VA

Bon Secours St. Mary's Hospital\*  
Richmond, VA

continued

## **hospitality**

Morven Estate  
Charlottesville, VA  
Richmond Marriott Hotel\*  
Richmond, VA  
Chelsea Four Points Hotel\*  
New York, NY  
Miami Wyndham Hotel & Conference Center\*  
Miami, FL  
Pocono's Caesars Palace\*  
Pocono, PA  
The Craddock Terry Hotel - Bluffwalk\*  
Lynchburg, VA  
San Diego Radisson & Conference Center\*  
San Diego, CA  
Fisherman's Wharf Sheraton\*  
San Diego, CA  
Arlington Towers Hilton Hotel & Conference Center\*  
Arlington, VA  
Richmond International Raceway - Torque Club\*  
Richmond, VA  
Buz & Ned's\*  
Richmond, VA  
CLI Cafe  
Blacksburg, VA  
Capital One Village Cafe  
Richmond, VA

## **office**

1901 Group  
Blacksburg, VA  
American Family Fitness  
Richmond, VA  
Create Digital  
Richmond, VA  
Creative\*  
Ashland, VA  
Fahrenheit Finance  
Richmond, VA  
Fahrenheit Technology  
Richmond, VA  
Kaleo  
Richmond, VA  
Microaire  
Charlottesville, VA  
Prophet (formerly PLAY)  
Richmond, VA  
Big River Advertising\*  
Richmond, VA  
Rackspace  
Blacksburg, VA  
Signature Family Wealth Advisors  
Norfolk, Charlottesville, Richmond VA  
Virginia Tech Corporate Research Center  
Blacksburg, VA  
S&P Global (formerly SNL Financial)  
Global  
BCG Group  
Richmond, VA

PIEtech  
Powhatan, VA  
Virginia Bar Association  
Richmond, VA  
AuthX  
Richmond, VA  
Capital One  
Richmond, VA  
Ledbury Headquarters  
Richmond, VA

## **planning**

Innovation Village Accelerator Study  
Richmond, VA  
UVA Retreat Center Master Plan  
Morven Estate  
Charlottesville, VA

## **research**

City Campus BioTech Park  
Charlottesville, VA  
Space @ VT  
Blacksburg, VA

## **residential**

Colpitts Residence  
Belle Haven, VA  
Booth Adams Residence  
Ft. Lauderdale, FL  
Stefanovich Carriage House  
Richmond, VA

## **retail**

Phoenix  
Richmond, VA  
VCU Ramtech  
Richmond, VA  
Amazon Fetch Lounge  
Nationwide  
Ledbury  
Richmond, VA

## **worship**

VCU Meditation Room\*  
Richmond, VA



\*project represents prior experience

van meter-2



**university**

Virginia Tech Corporate Research Center 1691

Blacksburg, VA

VCU 500 Academic Centre\*

Richmond, VA

VCU Brandcenter\*

Richmond, VA

Washington and Lee

Lexington, VA

**retail**

Amazon Fetch

National Prototype

DLSP 20\*

Dalian, China

Ledbury Flagship and Headquarters

Richmond, VA

Market 3Y

Richmond, VA

VCU Ramtech

Richmond, VA



## project experience

### academic

Drexel University  
Philadelphia, PA  
University of Richmond  
Richmond, VA  
University of Virginia Batten Institute  
Charlottesville, VA  
Virginia Commonwealth University  
Richmond, VA  
Virginia Commonwealth University Health System  
Richmond, VA  
Virginia Tech  
Blacksburg, VA  
Washington & Lee University  
Lexington, PA

### community

Greater Richmond Aquatic Partnership Aquatics Center\*  
Chester, VA

### financial

Benchmark Community Bank\*  
South Hill, VA  
Central Virginia Federal Credit Union\*  
Forest, VA  
CornerStone Bank\*  
Lexington, VA  
Dupont Community Credit Union\*  
Harrisonburg, VA

### healthcare

Child Savers\*  
Richmond, VA  
Henrico Doctor's Forest Medical Plaza\*  
Richmond, VA  
UVA Physicians Group\*  
Pediatrics, Cancer Center & Cardiology  
Fishersville, VA  
Valley Health System\*  
Winchester, VA  
Virginia League for Planned Parenthood\*  
Richmond, VA

### hospitality

Terrace View Clubhouse  
Blacksburg, VA  
Corporate Office Dining Facilities  
Richmond, VA

### innovation

Virginia Tech Corporate Research Center  
Blacksburg, VA

### municipal

Main Street Station  
Richmond, VA

### office

1901 Group  
Blacksburg, VA  
American Family Fitness  
Richmond, VA  
Cary Street Partners  
Richmond, VA

**Michelle Mikita, CID**  
**IIDA, LEED AP ID&C**  
associate + interior design

### education

Virginia Commonwealth University  
Bachelor of Fine Arts  
Department of Interior Design, 2007

### professional experience

SMBW, PLLC  
Richmond, VA  
Baskervill  
Richmond, VA  
Virginia Commonwealth University  
Richmond, VA

### memberships & registrations

Commonwealth of Virginia Certified Interior Designer  
Liscence No. 0412000972  
NCIDQ® Certificate No. 29203  
IIDA, Professional Member  
President, IIDA VA/WV Chapter  
Board Member 2009-2015  
LEED AP ID+C: Commercial Interiors

### honors and awards

First Place IDEAs Award Winner, Corporate over 35,0000sf  
Rackspace, Blacksburg  
First Place IDEAs Award Winner, Corporate over 35,0000sf  
RamTech, Richmond

### teaching

Invited Critic, VCU Interior Design



\*project represents previous experience

continued

CHA  
Blacksburg, VA  
Chesapeake Capital Corporation\*  
Richmond, VA  
CloudBees  
Richmond, VA  
Fort Eustis TEMF Facility\*  
Wilmington, DE  
Kaleo  
Richmond, VA  
Microaire  
Charlottesville, VA  
NAVFAC Mid-Atlantic Fleet Maintenance Facility\*  
Wilmington, DE  
PIEtech  
Powhatan, VA  
Rackspace  
Blacksburg, VA  
SNL Financial  
Charlottesville, VA  
S&P Global Initiative  
Charlottesville, VA  
Virginia Hospital and Health Association  
Richmond, VA  
VPT, Inc.  
Blacksburg, VA  
Westmark II - Magellan Health Services  
Richmond, VA  
Whitt and Del Bueno  
Richmond, VA

**residential**

Virginia Beach Residence  
Virginia Beach, VA  
Virginia Beach Condo  
Virginia Beach, VA  
Rio Vista Lane  
Richmond, VA  
Summer House  
Richmond, VA

**retail**

VCU Technology Store  
Richmond, VA



## Sierra Roman, CID

IIDA

interior design



### education

James Madison University  
Bachelor of Fine Arts  
Concentration in Interior Design, 2006

### professional experience

SMBW, PLLC  
Richmond, VA  
Hanbury Evans Wright Vlattas  
Norfolk, VA  
Lyll Design Architects  
Norfolk, VA  
GovSolutions  
Virginia Beach, VA  
Baskervill  
Richmond, VA

### memberships & registrations

Commonwealth of Virginia Certified Interior Designer  
Liscence No. 0412000961  
NCIDQ® Certificate No. 27003  
ASID, Professional Member  
Sponsorship Director, IIDA VA/WV Chapter  
Board Member 2007

### honors and awards

Interior Design Excellence Award (VA), 2012  
Contract Healthcare, First Place  
AIA Richmond Design Honor Award, 2011  
Richmond, VA  
Interior Design Excellence Award (VA), 2009  
Corporate, Under 35,000 sf First Place  
Interior Design Excellence Award (VA), 2009  
Corporate, Over 35,000 sf Honorable Mention  
Virginia Society, AIA  
Award for Excellence in Architecture, 2008  
Greater Richmond Association for Commercial Real Estate  
Best Renovated or Historic Rehab Project, 2006  
Best Interior Project, 2006

\*project represents previous experience

## project experience

### academic

Rollins College Olin Library Renovation\*  
Winter Park, FL  
University of North Carolina Charlotte Residence Hall\*  
Charlotte, NC  
Missouri State University Residence Hall\*  
Springfield, MO  
Liberty College Welcome Center\*  
Lynchburg, VA  
Furman University Student Center Renovation\*  
Greenville, SC  
University of Richmond Westhampton Residence Hall\*  
Richmond, VA  
University of Mary Washington Technology Center\*  
Fredericksburg, VA  
Sewanee University Learning Commons & Library  
Renovation Study\*  
Sewanee, TN  
University of Southern Mississippi Century Park South  
Residence Hall\*  
Hattiesburg, MS  
Ohio University Phase 1 New Residence Halls and  
Learning Commons\*  
Athens, OH  
University of Virginia Open Grounds  
Charlottesville, VA  
Washington & Lee Center for Global Learning  
Lexington, VA  
University of Richmond Queally Admissions Center  
Richmond, VA  
Virginia Commonwealth University, MCV Campus West  
Hospital Radiology Department  
Richmond, VA  
University of Virginia Women's Center  
Charlottesville, VA

### community

Boys and Girls Club of Cherry Avenue  
Charlottesville, VA  
YCAPP  
Richmond, VA  
Downtown YMCA Refresh Concept  
Richmond, VA



### **corporate**

Luck Stone Corporate Headquarters

Manakin Sabot, VA

Second Presbyterian Church Offices

Richmond, VA

Gregory Kaplan Law Offices

Richmond, VA

Virginia Association of Counties

Richmond, VA

LifeNet\*

Virginia Beach, Va

Old Point National Bank Headquarters\*

Norfolk, VA

Capital One JRC II Dining Renovation

Chester, VA

Unboxed

Richmond, VA

Authentic

Richmond, VA

BCG

Richmond, VA

Workshop Digital

Richmond, VA



### **healthcare**

Daily Planet Renovation

Richmond, VA

Affiliated Dermatology of Virginia

Henrico, VA

### **hospitality**

Equinox Resort\*

Manchester ,VT

"The Getaway" Four Points Sheraton\*

Punta Gorda, FL

Ronald McDonald House

Richmond, VA

### **mixed use**

Village at Newcastle

Wilmington, NC

### **lab/research**

Indoor Biotechnologies Corporate Headquarters

Charlottesville, VA

### **retail**

Ledbury

Richmond, VA

## Andy Lehman, CID

ASID

interior design



### education

Virginia Commonwealth University  
Bachelor of Fine Arts in Interior Design  
4.0, Summa Cum Laude, 2012

### professional experience

SMBW, PLLC  
Richmond, VA

BCWH  
Richmond, VA

### memberships & registrations

Commonwealth of Virginia Certified Interior Designer  
License No. 0412001022

NCIDQ® Certificate No. 30602

ASID, Professional Member

ASID VA Chapter Board Member:

Membership Director 2014-16

ASID VA Chapter Graphics Director: 2016 - present

### honors and awards

AIA Award in Educational Design - MLK Jr.  
Pre-K, Silver

American Office Modern Classic Design Competition, 2014  
First Place

Interior Design Excellence Award (VA), 2013  
Community, Second Place

## project experience

### academic

Washington and Lee University Law School Renovations\*  
Lexington, VA

Washington and Lee University IQ Center Renovations\*  
Lexington, VA

Randolph Macon College Birdsong Dormitory\*  
Ashland, VA

Manchester Middle School Renovations\*  
Chesterfield, VA

Martin Luther King Jr. Pre-School\*  
Richmond, VA

Monacan High School Specialty Center Renovations\*  
Chesterfield, VA

Virginia Commonwealth University Academic  
Learning Commons\*

Richmond, VA

New Fluvanna High School\*  
Fluvanna, VA

### community

Science Museum of Virginia Renovations\*  
Richmond, VA

Henrico County Best Plaza Master Programming\*  
Henrico, VA

Gayton Library Renovations\*  
Henrico, VA

Waynesboro Public Library Renovations\*  
Waynesboro, VA

Buckingham County Administration Building\*  
Buckingham, VA

### corporate

CloudBees  
Richmond, VA

Capital One Village Marketplace  
Richmond, VA

### retail

Ledbury  
Richmond, VA

\*project represents previous experience

smbw





pietech corporate training center

## contractor questionnaire

### Section 2 Describe your experience in providing services to higher education facilities?

SMBW has higher education term contracts with:

- University of Virginia - Term Contract
- Virginia Tech – Building & Façade Services
- Virginia Commonwealth University – Category B
- Virginia Commonwealth University – Interior Design Services
- Department of General Services – Term contract

SMBW's higher education clients include:

- |                                  |                          |
|----------------------------------|--------------------------|
| Drexel University                | James Madison University |
| University of Richmond           | University of Virginia   |
| Virginia Commonwealth University | Virginia Tech            |
| Washington & Lee University      | Liberty University       |
| Old Dominion University          |                          |

SMBW staff, with prior firms, have worked the following higher education clients:

- |                               |                                    |
|-------------------------------|------------------------------------|
| Furman University             | University of North Carolina       |
| Missouri State University     | Ohio University                    |
| Rollins College               | Sewanee University                 |
| University of Mary Washington | University of Southern Mississippi |

**Our services for these clients included a range of the following: project management, programming, space planning, vision workshop facilitation, construction documents, FFE selection, FFE bid and procurement coordination, construction administration, move management, graphic and brand design, and change management consulting.**

### Section 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.

We consider our clients “co-authors” of design. This relationship begins during Pre-Design planning and extends through post occupancy. The most successful project scopes allow for this seamless integration of SMBW's IDPM with the VCU PM team. Our 19 year relationship with Virginia Tech's Corporate Research Center illustrates this approach. SMBW has designed 13 buildings and all end user interior design services. Tamara Van Meter and Michelle Mikita provide:

- Weekly “Project Dashboard” reviews to VT PM and Construction Manager
- Preparation of good/better/best pricing and scope scenarios during Predesign and Bidding
- Participation in VT internal planning meetings and lessons learned
- SMBW also attends VT's annual facilities strategic planning meeting



Amazon student campus fetch lounge - national prototype

## contractor questionnaire

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

SMBW builds project labor budgets by phase, by task based on anticipated time including standard revisions and client review efforts. This information is also compared to historic data of similar scope and size projects to assess fee adequacy and market rate. SMBW's IDPM reviews budget progress reports on a monthly basis to ensure time is being applied in an efficient manner.

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

For small scale projects, SMBW incorporates precedent research during the predesign and schematic design meetings to share "best practice" ideas and inspiration. Based on the client's feedback, we scale the preferred concepts to suite the project budget and schedule.

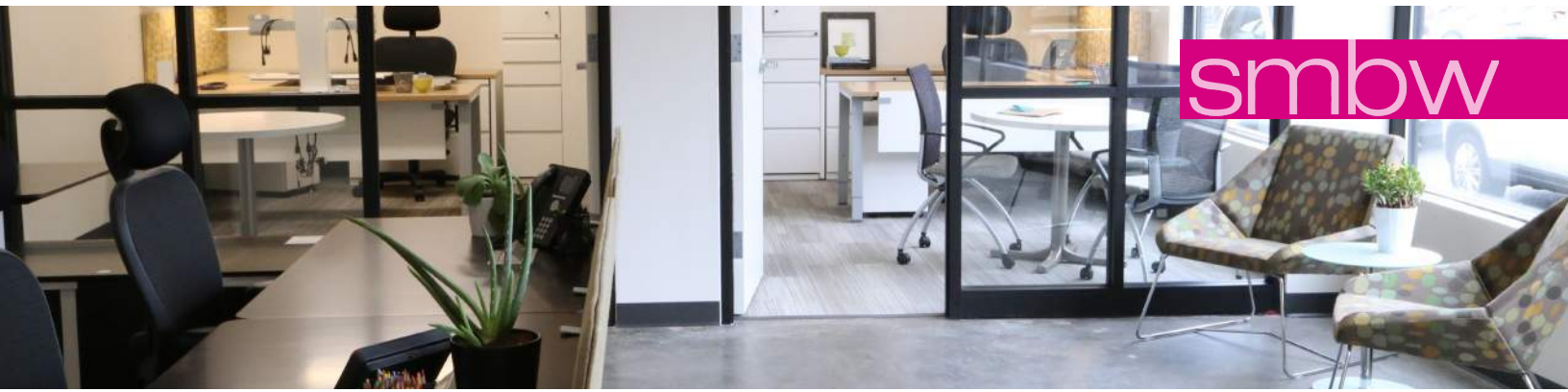
For medium and larger scale projects, SMBW utilizes two proprietary methods to guide and assess the client's design aspirations in harmony with the project budget and schedule:

### Design Vision Workshops

SMBW hosts planning charrettes to establish project parameters, concept vision, image palette and program needs to develop a unified project vision. SMBW conducts on-site workshops, interviews and focus groups to gather the internal perspective. Tactical data is collected to document the current spatial requirements and future staffing projections.

### Project Scenario Plans

Applying data and concepts developed during the Design Workshop to a "good / better / best" style plan presentation. Each scenario accomplishes the basic client program and vision but illustrates the impact to cost, space utilization, style and architecture by using different design methods. Project cost estimates reflecting hard and soft costs are prepared for each scenario and allows the client leadership team to choose a direction that suits their unique needs and best interests early.



VCU 9 west cary street

## contractor questionnaire

- Section 6 **Describe how your firm develops project cost estimates.**  
 SMBW prepares a project schedule and soft /hard cost estimate for client approval prior to commencement of schematic design. This data is developed in-house based on recent construction bids. Historically we have worked with VCU preferred General Contractors or VCU Renovations for updated cost estimates. On larger projects, we can engage construction estimators as a consultant.
- Section 7 **Describe how your firm will keep the project within budget.**  
 The design team bases FFE and finish selection on the preliminary cost estimate. Unless a client requested change creates a significant cost increase, SMBW is responsible for designing to the approved budget parameters or making necessary substitutions at no expense. On our last 4 VCU projects, final FFE costs were on budget or underbudget.
- Section 8 **Describe how your firm will keep the project on schedule.**  
 Regular design meetings maintain open communication and timely progress. Reminders for critical decisions are emailed to the VCU PM in advance of milestone dates to maintain the project schedule. Updates to project schedule and budget are emailed regularly to the VCU PM.
- Section 9 **Describe how your firm provides quality control of drawings and specifications.**  
 All drawings and specifications are reviewed internally by our IDPM and/or our Technical Director for accuracy. We also conduct page turn meetings with the VCU IDPM and the client to review prior to completion.
- Section 10 **Describe how your firm ensures consistent, thorough and accurate communication on a project.**  
 The IDPM is responsible for keeping a watchful, holistic eye on the project's development and milestones, or "dashboard". We provide meeting minutes and jobsite reports to keep the team apprised of progress or issues. Having experienced, senior Project Managers and Designers allows SMBW to successfully manage and deliver complex projects of varying scale.
- Section 11 **Describe how you warranty your work.**  
 SMBW maintains reasonable standard of care for all projects. In the event of an error or omission, we will provide a credit for services performed or submit a professional liability claim in order to remedy the issue.



Ledbury flagship and headquarters

## contractor questionnaire

Section 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.**

The most successful collaboration between design firm and furniture dealer allows each to focus on their respective areas of expertise resulting in the most efficient and creative solution for the client. On all SMBW projects, we engage early with the preferred furniture dealer(s) and utilize the following approach:

During pre-design, we establish the client's expectations for furniture scope, budget and occupancy schedule. As soon as the space plan is established, we conduct a furniture planning meeting with the chosen dealer to review our design intent, furniture intent selections (sometimes open to substitutions), finish palette, schedule and budget.

Working closely together, the dealer establishes a preliminary cost estimate and advises of potential revisions or substitutes to better pricing or lead times. We present a unified furniture concept to the client for feedback. After final client comments are gathered, the dealer proceeds with specifications.

The design team reviews all quotes for accuracy prior to client review. Once the order is placed, the dealer is responsible for developing an installation schedule. The designer maintains schedule updates with the client and oversees installation and punch list close-out.

We utilized this approach on the Gateway Building cafe renovation with MOI. Our teams successfully worked together through budgeting, selection and specification. Despite regular schedule updates from manufacturers, the custom booth manufacturer (Falcon) missed their projected ship date and failed to advise until the expected installation date. Working as a team with Joyce Foster, VCU IDPM, and the client we adjusted the construction and installation schedule accordingly. Fortunately we built in a planning contingency so overall project disruption was minimal. Unfortunately when the product arrived on site, it was not fabricated per the approved shop drawings. MOI and SMBW spent over 30 hours on site supervising the replacement of the defective items. This work was all done after hours to not impact the client's hours of operations. We conducted daily progress calls to stay on top of punch list close-out and negotiated a credit for VCU to compensate for the inconvenience.

A strong alliance between client, designer and dealer is critical to the project's success.



Cloudbees

## contractor questionnaire

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

Analytical Research Studies

**architecture**

Feasibility / Pre-planning Studies

Master Planning / Urban Studies

Site Analysis / Site Planning

Building Conditions Assessments

Building Envelope Design / Review

**interiors**

POD Procurement

Preliminary Cost Estimating

Landscape Architecture

Interior Design

Programming / Space Analysis

**landscape**

Space Planning / Workplace Strategy

Code Compliance Audit / Chapter 34

Analysis of Americans with Disabilities Act (ADA)

Construction Documentation

Construction / Field Administration

**planning**

Systems Furniture / Fixed Assets Inventory

Direct Procurement

Graphic Design

Exhibit Design

Charrette Facilitation





University of Richmond queally admissions center

## contractor questionnaire

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

Within five days notice, we can commence work on new commissions and have a range of in-house specialists available to support based on the project's need for Architecture, Landscape Architecture, ADA/Code, Master Planning and Graphic Design services.



**PROJECT LEADERSHIP**

**Tamara Van Meter, NCI**  
**Principal In Charge of Interior Design**  
**Focus: Concept design, Project planning**

Tamara brings a strategic planning perspective to projects focusing on financial, business, cultural, brand and spatial drivers that impact the overall project success. Tamara is not only a talented interior designer, but an industry leader, VCU School of Interior Design mentor and community partner.



**Spencer Grice, AIA**  
**Principal In Charge of Architecture**  
**Focus: Technical Performance**

Spencer has developed a breadth of expertise in interior architecture for higher education, corporate, hospitality and retail environments that position his clients as distinctive leaders in their field. Spencer is passionate about supporting design innovation in the community and actively mentors design students and entrepreneur programs.



**Michelle Mikita, IIDA, CID, LEED AP ID+C**  
**Interior Design Project Manager**  
**Focus: Team Leader, Medium / Large Projects**

With extensive VCU project experience and a successful working relationship with other higher education institutions, Michelle brings proven leadership and project delivery experience to our team. Michelle is known for her ability to deliver challenging projects with impactful, creative solutions.



**Sierra Roman, IIDA, CID**  
**Interior Design Project Manager**  
**Focus: Team Leader, Small / Medium Projects**

Sierra brings 10+ years of experience in all aspects of interior design including programming, space planning, construction documents/administration, and furniture specifications to the VCU team. Her strong design and technical background allow each project the opportunity to provide spaces perfectly tailored to the client's needs.

**PROJECT EXECUTION**

**Andy Lehman, ASID, CID**  
**Senior Interior Designer**  
**Focus: Interior Design, FFE, Graphic Design**

Andy specializes in higher education environments for learning, living and community. With extensive experience in interior architecture and FFE projects, Andy is well versed in a wide range of campus program needs and styles.



**Melinda Harvey, ASID**  
**Interior Designer**  
**Focus: Interior Design, FFE, Graphic Design**

Melinda brings a well rounded blend of interior design creativity, project management and confident client skills to her projects. She is also a VCU Adjunct Interior Design Faculty member.



**Erin Brooks**  
**Interior Designer**  
**Focus: Interior Design, FFE**

Erin believes successful projects require conscientious management and abundantly clear communication, Erin creates creative, positive and well planned project experience for her clients.



**Shannon Myers, Assoc IIDA**  
**Junior Interior Designer**  
**Focus: Interior Design, FFE**

Shannon's enthusiasm and passion for design enriches every project she touches. Regardless of project scale or budget, she finds creative solutions that enrich the finished space and client experience.



**Waverly Crawley**  
**Furniture Installation Project Manager**  
**Focus: Jobsite Supervision**

With over 33 years of experience across many Universities in the state of Virginia, Waverly brings indepth knowledge of furniture installation and an eye for detail.