



VCU

Procurement Services

July 26, 2023

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

Eric Sweet, Principal
Gresham, Smith and Partners
919 East Main Street, Suite 1200
Richmond, VA 23219

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

RE: Contract #: 7748325CP-5
Renewal No.: Contract Extension

Mr. Sweet,

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

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

OPTIONAL USE CONTRACT:

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

Pricing remains the same as the previous contract period.

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

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

Sincerely,

Susan Lewis

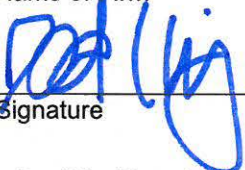
Susan Lewis, VCCO
Senior Buyer

Contract #: 7748325CP-5 – Interior Design Services

RESPONSE:

Gresham Smith

Name of Firm _____



Signature _____

David L. King, AIA

Name Printed _____

Senior Vice President

Title _____

7.26.23

Date _____



VCU

Procurement Services

May 17, 2023

Eric Sweet, Principal
Gresham, Smith and Partners
919 East Main Street, Suite 1200
Richmond, VA 23219

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

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

RE: Contract #: 7748325CP-5
Renewal No.: Contract Extension

Mr. Sweet,

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.

Pricing remains the same as the previous contract period.

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

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

Sincerely,

Susan Lewis

Susan Lewis, VCCO
Senior Buyer

Contract #: 7748325CP-5 – Interior Design Services

RESPONSE:

GRESHAM SMITH

Name of Firm

Dee King

Signature

DAVID L. KING

Name Printed

SENIOR VICE PRESIDENT

Title

5.17.2023

Date



VCU

Procurement Services

January 23, 2023

Eric Sweet, Principal
Gresham, Smith and Partners
919 East Main Street, Suite 1200
Richmond, VA 23219

RE: Contract #: 7748325CP-5
Renewal No.: Contract Extension

Mr. Sweet,

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.

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

Sincerely,

Susan Lewis

Susan Lewis, VCCO
Senior Buyer

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

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

Contract #: 7748325CP-5 – Interior Design Services

RESPONSE:

Gresham Smith

Name of Firm

King, David

Digitally signed by King, David
Date: 2023.01.25 14:13:16
-05'00'

Signature

David L. King, AIA, NCARB

Name Printed

Senior Vice President

Title

Date



VCU

Procurement Services

January 24, 2022

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

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

Eric Sweet
Gresham Smith
919 East Main Street, Suite 1200
Richmond, VA 23219

RE: Contract #: 7748325CP-5
Renewal No.: Four of Four available

Mr. Sweet,

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-5.

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. If you have any questions, please contact me at (804) 828-3409.

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

Contract #: 7748325CP-5 Interior Design Services

RESPONSE:

GRESHAM SMITH
Name of Firm

David King
Signature

DAVID L. KING
Name Printed

REGIONAL VICE PRESIDENT
Title

2.16.22
Date



VCU

Procurement Services

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

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

January 6, 2021

Eric Sweet

Gresham, Smith and Partners

~~10 South Sixth Street, Suite 100~~

Richmond, VA 23219

919 EAST MAIN STREET, SUITE 1200

RE: Contract #: 7748325CP-5
Renewal No.: Three of Four available

Mr. Sweet,

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-5.

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. If you have any questions, please contact me at (804) 828-3409.

Sincerely,

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

Senior Buyer

Contract #: 7748325CP-5 Interior Design Services

RESPONSE:

GRESHAM SMITH

Name of Firm



Signature

DAVID L. KING

Name Printed

REGIONAL VICE PRESIDENT

Title

1.6.2021

Date



VCU

Procurement Services

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

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

January 13, 2020

Eric Sweet
Gresham, Smith and Partners
10 South Sixth Street, Suite 100
Richmond, VA 23219

RE: Contract #: 7748325CP-5
Renewal No.: Two of Four available

Mr. Sweet,

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-5.

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.

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Please return this document to me as soon as possible. Your response may be emailed to me at tihall2@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-5 Interior Design Services

RESPONSE:

GRESHAM SMITH

Name of Firm



Signature

DAVID L. KING

Name Printed

REGIONAL VICE PRESIDENT

Title

1.14.2020

Date

ATTACHMENT A

PRICE SCHEDULE

RFP SPECIFIED CLASSIFICATION:	HOURLY RATE
Principal:	\$ 185
Project Manager (IDPM):	\$ 116
Senior Interior Designer:	\$ 116
Junior Interior Designer:	\$ 74
Interior Designer:	\$ 89
Furniture Installation Project Manager (FIPM):	\$ 116
Administrator:	\$ 69
Adjunct Project Manager:	\$ N/A

Revised: January 14, 2020 based on an increase of 2.8% per CPI-U Services Category.



VCU

Procurement Services

February 11, 2019

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

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

Eric Sweet
Gresham, Smith and Partners
10 South Sixth Street, Suite 100
Richmond, VA 23219

RE: Contract #: 7748325CP-5
Renewal No.: One of Four available

Mr. Sweet,

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-5.

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. If you have any questions, please contact me at (804) 828-3409.

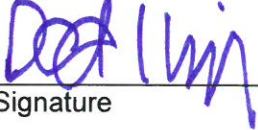
Sincerely,
Teresa L. Hall, VCO, CUPO, VCCO
Senior Buyer

Contract #: 7748325CP-5 Interior Design Services

RESPONSE:

GRESHAM SMITH

Name of Firm



Signature

DAVID L. KING

Name Printed

REGIONAL VICE PRESIDENT

Title

2.13.19

Date

ATTACHMENT A

PRICE SCHEDULE

RFP SPECIFIED CLASSIFICATION:	HOURLY RATE
Principal:	\$ 180
Project Manager (IDPM):	\$ 113
Senior Interior Designer:	\$ 113
Junior Interior Designer:	\$ 72
Interior Designer:	\$ 87
Furniture Installation Project Manager (FIPM):	\$ 113
Administrator:	\$ 67
Adjunct Project Manager:	\$ N/A

Revised: February 11, 2019 based on an increase of 2.7% per CPI-U Services Category.



VCU

Procurement Services

**Virginia Commonwealth University
Notice of Award**

To: Eric Sweet
Gresham, Smith and Partners

Re: Virginia Commonwealth University
RFP 7748325CP for Interior Design Services
Contract Number: 7748325CP-5

Eric,

Gresham, Smith and Partners 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 Gresham, Smith and Partners during this contract period.

If you have any questions or concerns, please feel free to contract 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-5

This optional use contract entered into on February 22, 2018 by Gresham, Smith and Partners, 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 revised pricing schedule dated December 11, 2017
- (4) The Contractors Proposal dated October 16, 2017

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

- (1) This signed form
- (2) The RFP 7748325CP dated September 18, 2017 including Addendum Number One dated October 9, 2017
- (3) The revised pricing schedule dated December 11, 2017
- (4) The Contractors Proposal dated October 16, 2017

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

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: Gresham, Smith and Partners

By: *David L. King*

Name Printed: DAVID L. KING

Date: 2.23.18

Title: DIVISION VICE PRESIDENT

Purchasing Agency: Virginia Commonwealth University

By: *Karol Kain Gray*

Name Printed: Karol Kain Gray

Date: 3/9/18

Title: VP for Finance and Budget

Request for Proposals

RFP #: 7748325CP

RFP Title #: INTERIOR DESIGN SERVICES

Issuing Agency: Virginia Commonwealth University

Issue Date: September 18, 2017

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



A VASCUPP Member Institution

Request for Proposals RFP #7748325CP

Issue Date: September 18, 2017

Title: Interior Design Services

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

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

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

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

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

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

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

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

NAME AND ADDRESS OF COMPANY:

_____ Date: _____

_____ By (Signature In Ink): _____

_____ Zip Code _____ Name Typed: _____

E-Mail Address: _____ Title: _____

Telephone: (____) _____ Fax Number: (____) _____

Toll free. if available **Toll free. if available**

DUNS NO.: _____ FEI/FIN NO.: _____

REGISTERED WITH eVA: () YES () NO SMALL BUSINESS: () YES () NO

VIRGINIA DSBSD CERTIFIED: () YES () NO MINORITY-OWNED: () YES () NO

DSBSD CERTIFICATION #: _____ WOMEN-OWNED: () YES () NO

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

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

THIS SOLICITATION CONTAINS 24 PAGES.

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I. PURPOSE:

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

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

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

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

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

Additional information on cooperative procurement is available at:

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

II. GOVERNING RULES:

This solicitation is issued in accordance with the provisions of:

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

III. OPTIONAL USE CONTRACT:

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

IV. THE UNIVERSITY:

Information is available at:

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

V. PRE-PROPOSAL CONFERENCE:

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

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

For directions and paid parking information visit:

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

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

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

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

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

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

VI. BACKGROUND

A. Internal Resources:

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

B. Projects:

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

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

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

C. Resources:

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

VII. STATEMENT OF NEEDS:

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

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

The Contractor's personnel shall not:

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

C. OWNERSHIP OF INTELLECTUAL PROPERTY:

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

D. PRICE REQUIREMENTS:

1. Hourly Rates:

- a) The Hourly Rate should be inclusive of all costs associated with providing the Interior Design Services specified herein, to include, but not limited to all applicable:
 - 1) Travel
 - 2) Tolls
 - 3) Parking
 - 4) Presentation materials (unless previously authorized by the VCU IDPM)
 - 5) Fax transmission/electronic submissions (e.g. CDs, DVD, etc.)
 - 6) Local/long distance/cellular telephone calls
 - 7) Project "Close-out Manuals"
 - 8) As Built drawings

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

3. Firm should provide pricing in accordance with "**ATTACHMENT A - PRICE SCHEDULE.**"

E. CONTRACTOR QUESTIONNAIRE

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

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

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

VIII. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. Instructions are as follows:

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

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

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

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

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

IX. PRICING SCHEDULE:

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

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

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

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

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

SWaM REPORTING AND DELIVERY REQUIREMENTS:

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

The Contractor shall provide this information to:

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

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

XI. EVALUATION AND AWARD CRITERIA:

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

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

EVALUATION CRITERIA

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

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

XII. GENERAL TERMS AND CONDITIONS:

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

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

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

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

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

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

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

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

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

2. To Subcontractors:

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

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

Minimum Insurance Coverages and Limits Required for Most Contracts:

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

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

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

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

XIII. SPECIAL TERMS AND CONDITIONS:

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

D. AWARD OF CONTRACT:

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

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

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

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

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

Contractor Name: _____

Subcontractor Name: _____

License# _____ Type: _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

X. ELECTRONIC COPIES OF PROPOSALS:

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

Y. CONTRACT SUMMARY:

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

Z. GRAMM-LEACH-BLILEY ACT:

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

AA. CRIMINAL BACKGROUND CHECK:

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

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

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

BB. Identification Cards:

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

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

CC. PROTEST:

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

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

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

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

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

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

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

XIV. CONTRACT ADMINISTRATION:

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

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

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

XV. APPENDICES:

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

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

Appendix II: Invoicing and Payment:

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

Appendix III: Exceptions – see below.

XVI. ATTACHMENT(S):

ATTACHMENT A - PRICE SCHEDULE

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

ATTACHMENT C - FURNITURE SPECIFICATION SHEET

ATTACHMENT A
PRICE SCHEDULE

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

ATTACHMENT B

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

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

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

2. Project Management – The ID firm will assign a project team to include the Project Manager and design staff. The project manager shall be a Virginia certified (CID) senior level interior designer, pre-approved by VCU, and will be the primary contact by VCU. The project manager shall:
 - a. Reference VCU's Design & Construction Standards for use on all projects. [VCU Design & Construction Standards](#)
 - b. Develop and maintain a project work plan which includes schedule, meetings, deliverables, tasks and all project milestones.
 - c. Communicate with the VCU Interior Design Project Manager (IDPM) on all project matters.
 - d. Schedule, plan, and run all project meetings. Prepare and distribute agendas and meeting minutes following VCU IDPM approval.
 - e. Ensure all project fee proposals will include up to two design revisions, within each phase.
 - f. Assist VCU in project strategy development to include budget and schedule limitations and how to exceed user expectations.
 - g. The ID will provide services as needed for post occupancy warranty resolution issues.

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

4. Phase I – Programming and Conceptual Design:
 - a. Programming:
 - i. Obtain existing drawings and verify field dimensions, if renovation.
 - ii. User Interviews to obtain all programmatic requirements including space and circulation needs, furnishings and equipment needs, forecasted growth, and aesthetic requirements.
 - iii. Include re-use/refurbishment of existing F&E, if requested. Include details and photographs in the excel spreadsheet.
 - b. Conceptual Design:
 - i. Develop space and generic furniture and equipment (F&E) layouts, including any existing F&E that will remain and/or be refurbished.
 - ii. Develop finishes, graphics, and fabric palettes that align with architectural finishes and meet VCU use requirements.
 - iii. Prepare a preliminary furniture budget, in excel spreadsheet format, with these attributes:
 1. Each room listed by floor, room number, name, department name
 2. Generic furniture description
 3. Quantity
 4. Unit estimated cost, installed
 5. Total estimated cost, installed

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

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

VCU Requirements

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

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

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



Virginia Commonwealth University

ATTACHMENT C

Furniture Specification Sheet

Date:

Revised:

Tag #

Project Name:

Location(s):

(keyed to plan)

Quantity:

Manufacturer:

Photograph/Illustration

Product Name:

Product Number:

Description:

Dimensions:

Finishes:

Construction:

Special Features:

Special Instructions:

Finish Specification(s) and Color Representation(s)

Level™ Certification of this product:



LEED Credits this product supports:

Specifier:



Cheryl A Price <caprice@vcu.edu>

Report of Vendors notified for Solicitation RFP A236 7748325CP 2

NoReturn@dgs.virginia.gov <NoReturn@dgs.virginia.gov>
To: "caprice@vcu.edu" <caprice@vcu.edu>

Mon, Oct 9, 2017 at 9:14 AM

----- DO NOT REPLY TO THIS EMAIL -----

Dear Buyer:

This email provides a summary of eVA notifications for Solicitation RFP A236 7748325CP 2.

The detailed notification list can be downloaded within the VBO Buyer or Sourcing and Contracting solicitation.

Solicitation Notification Summary

1882 Individual Vendors Notified

1439 non-SWaM
443 SWaM
 243 Micro Businesses
 195 Small Businesses
 5 Minority Owned Businesses
 0 Women Owned Businesses

SWaM Vendors with multiple certifications counted once with precedence going to Micro Business, then to Small Business, then to Minority Owned Business, then to Women Owned Business.

Delivery Statistics/Results

4342 Emails
6 Faxes
575 Failed Deliveries within Email/Fax sent
0 Requested U.S. Mail notifications. These are not included in the notification list. (eVA does NOT send U.S. Mail)

These numbers include one notice per Vendor and additional notices to Vendor contacts if requested.

Download the Notification List to view Failed Delivery notifications.

To view the list of Vendors requesting U.S. Mail notification in VBO, go to View Notifications and click on Get Postal Mailing Addresses; for Sourcing and Contracting, go to Postal Notification Delivery Information in the Solicitation State Viewer. Please check with your Procurement Office for any requirements regarding these vendors.

Use this link to access your posted Solicitation (RFP A236 7748325CP 2): <https://vendor.eprocgipdc.com/loginEngine/index.jsp?openDoc=openDoc&DocumentCode=RFP&DepartmentCode=A236&DocumentID=130522&DocumentVersNo=2&Destination=pNAPSolicitation>

If you have questions, please contact eVA Customer Care at @ 1-866-289-7367 or eVACustomerCare@dgs.virginia.gov.



VIRGINIA COMMONWEALTH UNIVERSITY

Interior Design Services

RFP # 7748325CP

October 16, 2017





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A | COMPANY QUALIFICATIONS + EXPERIENCE



Gresham, Smith and Partners
Design Services For The Built Environment
10 South Sixth Street
Suite 100
Richmond, VA 23219
804 788 0710
www.greshamsmith.com

October 16, 2017

Cheryl Price
Senior Buyer
Virginia Commonwealth University
912 W Grace St, 5th Floor
Richmond, VA 23284-0327

RE: **RFP# 7748325CP**
INTERIOR DESIGN SERVICES

Dear Cheryl,

Gresham, Smith and Partners offers Virginia Commonwealth University an unmatched team of experienced professionals ready to assist you in implementing successful projects across your two local campuses. Backed by our impressive depth of resources, the GS&P team marries years of practical knowledge from similar projects with a unique understanding of VCU standards culled from senior interior designer Liz Amaral's previous engagements with VCU Facilities Management. Our commitment to interior design and project management truly sets us apart from our competition.

As a firm, we have completed more than 130 projects at higher education facilities across the Southeast, making us familiar with the unique needs of college and university facilities. We have delivered on-call services to institutions such as the University of South Florida and Vanderbilt University, providing a wide range of services on projects of varying size and scope.

As detailed in our proposal, we have built a team that includes both local experts and nationally recognized specialists. Liz's familiarity with how you prefer to work will help us become an integrated part of the VCU team from day one. She will be supported by our local staff of 20 architects and designers, as well as our firmwide resources that include more than 850 professionals in 24 offices worldwide.

We are excited about the opportunity to connect with VCU and help maintain and enhance your dynamic campus, and we look forward to getting started.

Sincerely,

Eric Sweet, CID
Principal-in-Charge

GS&P UNDERSTANDS

VCU'S GOAL of building an integrated team that can act as an extension of your staff

YOUR NEEDS ARE VARIED.

Our team will be responsive and flexible to provide prompt service on any range of issues that may arise.

WE WANT TO BE YOUR TRUSTED ADVISOR,

and our lead designer's experience with VCU will help our team be ready to mobilize effectively on day one of this contract.

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:

Gresham, Smith and Partners
10 South Sixth Street, Suite 100
Richmond Zip Code 23219
E-Mail Address: eric_sweet@gspnet.com
Telephone: (804) 344.2434
Toll free, if available
DUNS NO.: 059153676

Date: October 16, 2017
By (Signature In Ink): 
Name Typed: Eric Sweet, CID
Title: Principal-in-Charge
Fax Number: (866) 462.6173
Toll free, if available
FEI/FIN NO.: 62-0794126

REGISTERED WITH eVA: (X) YES () NO SMALL BUSINESS: () YES (X) NO
VIRGINIA DSBSD CERTIFIED: () YES (X) NO MINORITY-OWNED: () YES (X) NO
DSBSD CERTIFICATION #: _____ WOMEN-OWNED: () YES (X) NO

ACKNOWLEDGE RECEIPT OF ADDENDA IF APPLICABLE: #1 ES #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, Box 980327, Richmond, VA 23298-0327, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

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

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

Payment:

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

Payment Methods

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

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

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

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

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

Contractor must indicate the method of payment selected:

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

Invoicing and Payment Method Acknowledgement:

Signature: Kristina Cameron
Name Printed: Kristina Cameron
Title: Operations Coordinator
Name of Firm: Gresham, Smith & Partners
Date: 10.12.17

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: Kristina Cameron
Title: Operations Coordinator
Mailing address: 10 South Sixth Street
Suite 100 Richmond, VA 23219
Email address: Kristina-Cameron@gspnet.com
Phone number: 804.344.2453
Fax number: 804.788.0610

**Appendix III:
Exceptions**

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

UNIVERSITY PROPOSAL SECTION NUMBER	STATED EXCEPTION
	We take no exceptions to the terms, conditions or specifications of this RFP.

B | REFERENCES

Stephen Lafferty

PROJECT MANAGER, FACILITIES PLANNING AND CONSTRUCTION

University of South Florida

4202 East Fowler Avenue, FPC 110

Tampa, FL 33620-7550

813 974 0883

slafferty@admin.usf.edu

Tom Kalasky

DIRECTOR, CAPITAL PROJECTS

Washington and Lee University

University Facilities Office (UFO) 118

Lexington, VA 24450

540 458 8242

kalasky@wlu.edu

reference for Liz Amaral, CID

James Kenner, NCIDQ, IIDA

VICE PRESIDENT OF DESIGN

EdR

999 South Shady Grove Road, Suite 600

Memphis, TN 38120

901 259 2500

reference for Valli Wiggins, RID, LEED AP ID+C

C | PRICE SCHEDULE

ATTACHMENT A PRICE SCHEDULE

RFP SPECIFIED CLASSIFICATION:	HOURLY RATE
Principal:	\$ 180
Project Manager (IDPM):	\$ 118
Senior Interior Designer:	\$ 118
Junior Interior Designer:	\$ 70
Interior Designer:	\$ 90
Furniture Installation Project Manager (FIPM):	\$ 118
Administator:	\$ 70
Adjunct Project Manager:	\$ N/A

D | SWaM DOCUMENTATION

APPENDIX I

PARTICIPATION IN STATE PROCUREMENT TRANSACTIONS SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

The following definitions will be used in completing the information contained in this Appendix.

Definitions

- **Small business** is an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Nothing in this definition prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or federal guideline to be in compliance with a federal grant or program.
- **Women-owned business** is a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.
- **Minority-owned business** is a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.
- **Minority Individual:** "Minority" means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
 - "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
 - "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
 - "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.
 - "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
 - "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

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>
Anderson Art Group	WO (#677629)	Artwork
Bizport	SB (#6584)	Printing, Copying, Mailing, Courier Services

We share VCU's commitment to small businesses and will work with the University to evaluate SWaM participation on each task order that this contract produces. Given the varied nature of the expected work, we have not listed a percentage below.

Commitment for utilization of DSBSD SWaM Businesses:

See above % 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: Liz Amaral, CID
Email: liz_amaral@gspnet.com
Phone: 804.344.2432
Firm: Gresham, Smith and Partners

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: Eric Sweet, CID

Title: Principal-in-Charge

Email: eric_sweet@gspnet.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.

The Anderson Art Group

Lynn Anderson
 12414 Seahaven Drive
 Richmond, VA 23233
 Phone: (804) 357-2624
lynn@theandersonartgroup.com

Certification Number: 677629

SWaM Certification Type:

Small Start Date: 10-02-2015

Women-Owned Start Date: 10-02-2015

SWaM Expiration Date: 10-02-2018

NIGP/Description:

90948	Artwork
-------	---------

Pcard: N

Bizport Ltd.

Chris Huckstep
 9 N. 3rd Street
 Richmond, VA 23219
 Phone: (804) 780-1060
 Fax: (804) 780-3103
chuckstep@bizportdoes.com

Certification Number: 6584

SWaM Certification Type:

Small Start Date: 11-28-2016

SWaM Expiration Date: 11-28-2019

NIGP/Description:

91027	Construction Debris Removal
91558	Mailing Services
96130	Employment Agency and Search Firm Services
96224	Courier/Delivery Services (Including Air Courier Services)
96600	Printing Services
96618	Copying Services

Pcard: N

E | CONTRACTOR QUESTIONNAIRE



Gresham, Smith and Partners
Design Services For The Built Environment
10 South Sixth Street
Suite 100
Richmond, VA 23219
804 788 0710
www.greshamsmith.com

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

Founded in 1967, Gresham, Smith and Partners (GS&P) has earned a reputation as one of the nation's top full-service architecture, interior design, engineering and planning firms. GS&P offers comprehensive, multi-disciplined services in corporate and urban design, healthcare, aviation, land planning, environmental services, industrial, transportation and water resources. One of the few design firms in the industry that offers professional services to such a wide range of markets, GS&P employs more than 850 employees from 24 offices who are uniquely qualified to develop comprehensive design solutions tailored to meet the needs of the markets they serve.

Relationships and client focus drive everything we do at GS&P. The trusting relationships we have built with our clients allow us to better identify and understand their needs, and develop solutions that address those needs. The long-lasting, mutually beneficial relationships we have established with our industry partners enable us to present a uniquely qualified team that will work in harmony to achieve our clients' goals. The relationships we build with our employees nurture their need for growth and challenge, creating an environment of creativity and innovation that directly benefits our clients.

Designing environments that reflect your image, culture, students, alumni, faculty, staff and fans is the mission of GS&P's interior design practice. We understand that your facilities and must be indicative of the high-quality standards of your brand. Working towards this goal, we bring an elemental focus to designing dynamic environments.

Clarity of vision is achieved early during each project cycle by understanding and experiencing your distinct space and design challenges. Our designers make these challenges their own, searching for solutions that are unique to each endeavor.

To service VCU's interior design services contract, we have identified Senior Interior Designer Liz Amaral as the primary point of contact working with the University. Liz brings three years of experience working under a similar VCU contract, and her knowledge and experience will be the catalyst that allows the GS&P team to work cohesively with your staff from day one of our engagement. Our local staff is supported by our firm's diverse resources, all aligned toward the goal of crafting environments that nurture the success of the individuals and groups that inhabit them.

Our integrated team approach ensures that designers and architects work collaboratively with clients to create customized solutions. We view each project with a fresh perspective, and with your active involvement, are able to properly translate your ideas into an interior design that is functional and efficient.

On the following pages, we have detailed a number of interior design projects that our firm had provided to higher education and corporate clients. We have also included resumes of our proposed staff for this work.

University of South Florida | Tampa, Florida

Library Model & Learning Enhancement

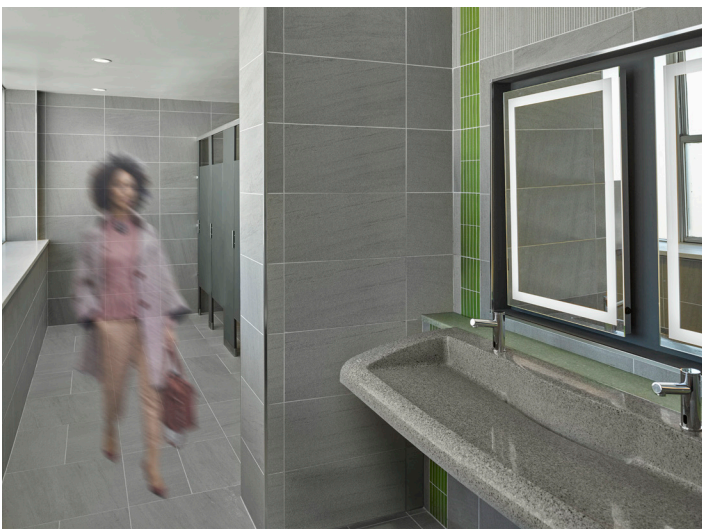


The project consists of the design, construction, and furnishing of the USF Library Remodel and Learning Enhancement - Phase II project at the USF Tampa site. The main objective of the project was to create a new, modern space for quiet study to accommodate a minimum of 300 students on the 5th floor, as well as renovations to the restrooms and a new plumbing stack on the 3rd through 6th floors. The design team's solution included capitalizing on the limited amount of natural light and borrowing light for the interior spaces.

Stack space was consolidated to locations that wouldn't block views, and furniture was selected that would allow for a wide range of ways to study to meet student preferences. The new plan allows for a dedicated graduate "reading room" with personal lockers, 8 small group study rooms and reading rooms open to the general student population in addition to private study locations scattered throughout the floor.

University of South Florida | Tampa, Florida

3rd & 4th Floor IT Renovations



The 25,000-square-foot interior renovation and fitout of information technology suite comprising partial third floor and complete fourth floor of SVC building was completed in 2016. Renovations included demolition of all interior walls and mechanical building systems, asbestos abatement and design of new offices, which include restrooms, open offices, private offices, conference rooms, project team rooms, huddle rooms and employee lounge on each floor.

University of South Florida | Tampa, Florida

Morsani College of Medicine Improvements



Our team's design includes flexible spaces that accommodate various teaching and learning styles. Classrooms maximize adaptability within the existing footprint by utilizing operable partitions. Unused lab space was converted into functional teaching classrooms, restrooms were upgraded, and lounge spaces were created to provide ample interaction areas for students.

GS&P's Environmental Graphics Group provided a full wayfinding approach and design, which not only included directional and informational signage and graphics, but also included branding and an enhanced image for the College. The USF logo was incorporated throughout, visibly reinforcing the College's identity. The vibrant colors, oversized graphics and crisp patterns motivate students to connect and be inspired.

Rand Hall/Sarratt Student Center Master Plan and Renovation



In an effort to improve circulation throughout the Rand Hall dining area, create a central student union and gathering space, and unify previous building updates with a cohesive appearance, Vanderbilt University selected GS&P to complete a master plan and execute this complex, all-encompassing 75,000-square-

foot, two-floor renovation. The LEED Silver project was also designed and constructed under an extremely aggressive, phased construction schedule. For the past 20 years, GS&P and Vanderbilt University have partnered together to complete more than 25 projects, many of which involved themed environments.

Chef James Bistro



Chef James Bistro, a 2,000-square-foot student dining facility located in Rand Hall at Vanderbilt University, had a history of designs that were kitschy and trendy, but became quickly dated. VU had a desire for a clean, inviting and timeless look that would showcase the hot/cold and grab-and-go items offered within, while supporting the Universitywide goal of meeting LEED requirements for all campus design and construction projects.

GS&P created a retail-style restaurant emphasizing the exhibit cooking station. Finishes were kept neutral, including warm lighting and reflective stainless steel, allowing the colors of the food to be the color accent of the design.

The LEED certified space includes several sustainable elements, such as the specification of design materials located within a 500-mile radius of Nashville, low-emitting materials, and materials with high recycled content. Regional materials accounted for nearly 75% of the total material cost and drastically reduced the carbon footprint of the project. Overall energy consumption was improved as well, primarily by installing nearly 100% Energy Star-rated kitchen equipment.

Vanderbilt University | Franklin, Tennessee

Legends Golf Training Center and Clubhouse



GS&P provided design and construction services for the training center and clubhouse for the Vanderbilt University varsity golf teams at the Vanderbilt Legends Golf Course. The training facility was designed to house the most current technology for golf training and swing analysis, with indoor hitting bays that allow practice sessions to continue year-round. The clubhouse includes locker rooms, coaches' offices and conference space as well as a communal team room that serves as a home base for student-athletes.

The University of Alabama System Office | Tuscaloosa, Alabama

Sydney McDonald Hall



Following GS&P's success designing the renovation of Moore Hall for the University of Alabama, the firm was again selected, this time by the University of Alabama System (UAS), to provide architecture and interior design services for a new 35,000-square-foot administration building. Sid McDonald Hall combines the administrative offices of the chancellor and the UAS Board of Trustees—which represents The University of Alabama, The University of Alabama at Birmingham and The University of Alabama in Huntsville—into one building. Prior to construction, the offices were housed in three separate locations across campus. GS&P's services included programming, architecture and interior design as well as overall design team leadership.

The design challenge for GS&P was to establish an iconic and enduring image for UAS while blending its appearance with the existing aesthetic of the surrounding campus buildings. In addition to uniting staff to foster a more collaborative and cohesive environment, the new building needed to reflect the three definitive elements of the separate campuses: research, technology and tradition. The team researched each campus to understand their individual mission statements and master plans, as well as toured the campuses, collecting imagery and additional data to experience a more personal interaction with each environment.

Embry-Riddle Aeronautical University | Daytona Beach, Florida

Jim Henderson W. Administration and Student Welcome Center



Described by TIME magazine as “The Harvard of the Sky,” Embry-Riddle Aeronautical University (ERAU) is the world’s largest aviation and aerospace university with a history dating back to the early days of aviation. The current 185-acre campus in Daytona Beach serves 6,000 students and dates to 1965.

The 30,000-square-foot Jim Henderson Administration and Welcome Center is designed as a sculptural icon that incorporates aeronautical references and pays tribute to Florida’s natural

heritage. The design establishes the Center as the heart of the University and creates a pedestrian quadrangle that links it to the library, student center and classroom buildings.

Sustainable features include daylighting, high-efficiency mechanical and lighting systems, stormwater management, water conservation, materials with recycled content, low-VOC materials, and reduced and recycled construction waste.

Martin Methodist College | Martin, Tennessee

Virginia and Thomas Gault Fine Arts Center



Martin Methodist College is a four-year liberal arts school located in the beautiful hills of southern Middle Tennessee. Originally constructed in 1931, Martin Methodist's single-story, art-cecstyle gymnasium was the only historic building remaining on the 1870s-era campus. The gymnasium successfully fulfilled various functions until the 1990s, and the College sought to transform it into a Fine Arts Center that would not only benefit the campus, but also the community at large.

Our goal for repurposing the 79-year-old building for the 21st century was through a balance of preservation and innovation. As part of the renovation, all interior partitions were reconfigured, new restrooms were constructed, and flooring was replaced

throughout the building. The new Virginia and Thomas Gault Fine Arts Center spotlights the historic gymnasium's metal roof trusses, arena lights and original gymnasium flooring, which was installed randomly allowing the original basketball court striping to reveal some of the building's history. The renovated building now boasts new light-filled classrooms for art and music programs, a 124-seat recital hall, art gallery and offices as well as geothermal heating and cooling.

The award-winning building is an invigorating rescue of what could have become a forgotten landmark and is now an active, reimagined space for students and alumni alike.

University House | Charlotte, North Carolina

UNC Charlotte Student Housing



GS&P has completed three projects for University House, including an interior design for the student common areas at the apartments located adjacent to the University of North Carolina at Charlotte campus. The urban industrial interior environment will be the perfect solution for a campus within close proximity to energetic Charlotte. The juxtaposition of the traditional architectural exterior with the modern and fresh interior will reinforce the trendy and edgy lifestyle University House is promoting.

The student common areas will include a wireless lounge, gaming area, fitness facility, tanning rooms, restrooms, communal bar/kitchen, study rooms, cyber lab and vintage arcade. Throughout the space, high ceilings, a warm, earthy palette, modeled textures and wood accents will create an environment reminiscent to the hip lofts found in nearby downtown. The upscale spaces will mix well with the collaborative student-oriented setting. The complex features a resort-style pool with outdoor living spaces, and outdoor recreation.

Confidential Client | Richmond, Virginia

Multiple Projects



GS&P has been privileged to provide interior design services for a confidential client on more than a dozen projects over the past few years. Projects have ranged from small renovations, to conceptual or pricing studies, to new building additions and complete building renovations. Services have been provided on buildings located in both Virginia and Pennsylvania. GS&P has a proven track record of providing practical and appealing design solutions that help to thoroughly implement the client's image, standards and quality.

The Zone



A leader in providing innovative retirement solutions, Jackson National Life Insurance Company's growth prompted the creation of a corporate activity center near its Lansing, Michigan headquarters to serve as a training ground for future associates. Jackson selected a site adjacent to the East Lansing campus of Michigan State University (MSU) for The Zone—a 33,000-square-foot, two-story space that occupies a former Barnes & Noble bookstore—and tasked GS&P with designing a satellite office capable of attracting and retaining millennial-generation staff from MSU.

After working with Jackson leadership to identify the company's needs, the GS&P team organized focus groups with MSU students to inform decisions on amenities.

A high-energy, engaging space, The Zone has bolstered Jackson's efforts to recruit and train high-potential new hires from MSU, helping the company develop its future talent from within. As a trusted partner to Jackson since 2008, GS&P has completed more than a 20 projects and continues to provide design solutions for Jackson offices throughout the country.



Eric's focus is on delivering exceptional design solutions that exceed the client's expectations, and are delivered on time and within budget. His expertise helps ensure the GS&P team delivers integrated design solutions that promote a positive customer experience and complement the client's brand.

Eric Sweet, CID

Principal-in-Charge



EDUCATION

Bachelor of Science, Interior Design, Virginia Polytechnic Institute and State University

REGISTRATIONS

Interior Designer:
VA #0412000682

SELECT PROJECTS

- Confidential Client - Multiple Projects, Richmond, VA**
- MeadWestvaco - Packaging Innovation Center, Richmond, VA**
- Community Health Systems - Headquarters, Franklin, TN**
- Nissan Americas - Nissan North America, Corporate Facility, Franklin, TN**
- Zhongrong Jasper Tower - Interior Design Services, Shanghai, China**
- Richmond International Airport - On-Call Maintenance, Design and Miscellaneous Capital Improvement Projects, Richmond, VA**
- Hartsfield-Jackson Atlanta International Airport - Maynard H. Jackson Jr. International Terminal, Atlanta, GA**



Liz takes pride in leading her clients through all phases of a project. Her vast experience with VCU, her alma mater, will be an invaluable resource to the team, allowing us to hit the ground running from day one. Liz will be the primary point of contact for administering this IDIQ, and will work closely with Eric to ensure all task orders are properly staffed and able to achieve budget and schedule goals.

Liz Amaral, CID

Senior Interior Designer/Project Manager



EDUCATION

Bachelor of Fine Arts, Interior Design, Virginia Commonwealth University

REGISTRATIONS

Interior Designer:
VA #0412000981

CONFERENCES

SCUP - International 2014
SCUP - Mid Atlantic 2015, 2016
CIC - President's Institute 2016
GICA - CFO Meeting 2016

SELECT PROJECTS

- Virginia Commonwealth University - Multiple Projects (including School of the Arts Dean's Suite, School of Pharmacy Center for Compounding Practice and Research, School of Pharmacy Heritage Room Concept Design, Sanger Hall Renovation floors 4 and 5 - Pathology and Microbiology Departments, MCV Classroom Renovations, VCU/MCV Space Assessment, and Markel Center/Institute for Contemporary Art), Richmond VA**
- Washington and Lee University - Multiple Projects (including Huntley Hall Renovation, Woods Creek Student Apartment Renovations, Lewis Hall Law School Renovation), Lexington, VA**
- University of Richmond - Jeter Hall Renovation, Richmond, VA**
- Randolph-Macon College - Birdsong Residence Hall, Ashland, VA**
- Roanoke College - Innovative Classroom Research Project, Salem, VA**



Jordan is experienced in all aspects of design and documentation, from initial concept development through construction administration. She has been involved with many of GS&P's most complex projects, both from the Richmond office and nationally.

Jordan Nolan, CID

Interior Designer



EDUCATION

Bachelor of Fine Arts, Interior Design, Ringling College of Art and Design

REGISTRATIONS

Interior Designer:
VA #0412001071

ACCREDITATIONS/ CERTIFICATIONS

National Council for Interior Design Qualifications

SELECT PROJECTS

Confidential Client - Multiple Projects, Richmond, VA

LifeWay Christian Resources - Capitol View Headquarters, Nashville, TN

GS&P|222 - Headquarters Relocation, Nashville, TN

Novant Health - Northern Virginia JOC Office Renovation, Warrenton, VA

Norfolk International Airport - Terminal Building Improvements, Norfolk, VA

Kaiser - Stafford Medical Pavilion Interior Fitout, Stafford, VA

Fort Lauderdale-Hollywood International Airport - Terminals 1, 2 and 3 Modernization Program, Fort Lauderdale, FL



Alyson brings 18 years of experience on a wide variety of design projects. She has provided a range of services throughout her career, from unique design solutions to project management. She has demonstrated success in translating the team's design concepts and ideas into a set of deliverables that can be followed to create the built environment.

Alyson Mandeville, IIDA, EDAC

Senior Interior Designer



EDUCATION

Bachelor of Science, Interior Design, University of Alabama

ACCREDITATIONS/ CERTIFICATIONS

National Council for Interior Design Qualifications

REGISTRATIONS

Interior Designer: FL

MEMBERSHIPS/AFFILIATIONS

Commercial Real Estate Women Leadership Tampa Bay
IFMA
IIDA

SELECT PROJECTS

University of South Florida - Morsani College of Medicine Improvements, Tampa, FL

University of South Florida - Student Health Services Building Renovation, Tampa, FL

University of South Florida - Library Model & Learning Enhancement, Tampa, FL

University of South Florida - Recreation Center Renovation, Tampa, FL

University of South Florida - 3rd & 4th Floor IT Renovations, Tampa, FL

Jackson National Life Insurance Company - Ongoing Interior Design Services, Nationwide

Urban Centre - Master Services Agreement, Tampa, FL

BayCare Health System - Corporate Headquarters, Clearwater, FL

BayCare Health System - Wellness Campus, Valrico, FL

DOW Electronics - Interior Renovation, Tampa, FL



Valli blends award-winning aesthetic expertise with technical knowledge of large, multiveneue projects Her experience solving complex design issues revolves around interior architecture, signage and graphics, ADA compliance, sustainable design, and furniture, fixtures and equipment

Valli Wiggins, RID, LEED AP ID+C

Senior Interior Designer



EDUCATION

Bachelor of Science, Housing and Interior Design, University of Arkansas

ACCREDITATIONS/ CERTIFICATIONS

National Council for Interior Design Qualifications
LEED Accredited Professional

REGISTRATIONS

Architect: TN

SELECT PROJECTS

Blue Heron Asset Management - Gateway 808 Common and Amenity Areas, Nashville, TN

Marriott - Renaissance Hotel Renovations, Nashville, TN

Walaka Lodge and Conference Center, Satsuma, FL

Hotel Indigo - Lobby Renovation, Nashville, TN

Gaylord Entertainment - Gaylord Palms Resort & Convention Center, Kissimmee, FL

Gaylord Entertainment - Gaylord Texan Resort & Convention Center, Grapevine, TX

Gaylord Entertainment - Gaylord Opryland Resort & Convention Center, Nashville, TN

Lifestyle Ventures - Multiple Restaurants, Various Locations

Belz Enterprises - Multiple Restaurants, Various Locations



Mary brings extensive experience with higher education, corporate, healthcare and government projects She is responsible for overseeing design, project coordination and construction administration, as well as LEED project administration and management for new and renovation projects

Mary C Couch, NCIDQ, IIDA, LEED AP BD+C

Senior Interior Designer



EDUCATION

Bachelor of Science, Design, Clemson University

ACCREDITATIONS/ CERTIFICATIONS

National Council for Interior Design Qualifications
LEED Accredited Professional Building Design + Construction

REGISTRATIONS

Interior Designer: FL

MEMBERSHIPS/AFFILIATIONS

Commercial Real Estate Women
IIDA
NAIOP

SELECT PROJECTS

University of Florida - Oak Hammock Skilled Nursing Facility Addition and Renovation, Gainesville, FL

University of South Florida - Student Health Services Building Renovation, Tampa, FL

University of Florida - Pediatric Multispecialty Unit, Jacksonville, FL

University House - UNC Charlotte Student Housing, Charlotte, NC

Asset Campus Housing - The District at Kernan, Gainesville, FL

Baptist Medical Center - Dunn Avenue YMCA Buildout, Jacksonville, FL

121 Financial Credit Union - Headquarters Relocation, Jacksonville, FL

Fanatics Inc. - Nations Way Design, Jacksonville, FL

Disney - All-Star Sports and Music Resorts Food Court Renovations, Orlando, FL

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

The facilities of an educational campus can define the institution, be a source of pride in the community, and leave a lasting impression on students, faculty, visitors and donors alike. An institution's decision to add to or renovate its campus comes with the challenge to preserve, and often enhance, the ties felt by its stakeholders.

We have helped many campuses with a wide variety of projects, from complex master plans, challenging food service facilities to intricate laboratory building. Our staff is well-prepared for the challenges that are often unique to campus projects—minimal disruption of activities and day-to-day operations, and the impact of new facilities on an established campus, just to name a few.

From complicated classroom, dormitory and museum projects to gymnasiums, parking garages and stadiums, our team has a complete understanding of the impact our work has on an institution's legacy. This understanding—partnered with our commitment to deliver cost-conscious, sustainable design solutions—are reasons why clients turn to us.

We have assembled a team specifically geared toward responding to the needs of this on-call contract—including experts in college and university design who have provided multiple services including interior design, furniture coordination and construction administration to institutions across the Southeast.

Our firm has held multiple on-call contracts with higher education clients, including the University of South Florida and Vanderbilt University. We have completed more than 20 projects at USF, most recently overseeing design, construction, and furnishing of the USF library. At Vanderbilt, we led numerous updates for dining facilities across campus before providing a comprehensive overhaul of VU's central hub within the Rand Hall and Sarratt Student Center complex.

Two of GS&P's renovation projects on Vanderbilt's campus earned LEED Silver certification for commercial interiors. Other higher education projects that have earned sustainable certification include the LEED Gold Building One at Auburn Research Park, located on Auburn University's campus. In addition to the more than 40 LEED certified and registered projects that GS&P has designed, the firm understands that sustainable design extends far beyond earning points on a checklist. Our design professionals add value to clients in reduced energy and operating costs, as well as enhanced quality of life.



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.

Assuming an “in-house” staff role on a project frees up the IDPMs time as they have many projects to oversee. In order to illustrate this we are providing a hypothetical project scenario to allow us to be specific about the role we will assume. The project was selected from the **2020 Master Plan New Development Project** list.

Project Team:

Eric Sweet, PIC
Liz Amaral, PM/Sr ID
Jordan Nolan, ID

How We Work with VCU:

An initial project introduction meeting would be held to introduce GS&P to VCU’s internal team, the project and its architectural concepts. GS&P would take away from this meeting an understanding of the scope of work and schedule from which to base a fee proposal. A work plan broken down by phase, meetings and milestones would be provided to the IDPM along with the fee proposal. All end-user, stakeholder and steering committee individuals’ contact information would be gathered. GS&P would assume the role as the main contact for the project while including the IDPM and other VCU team members on all correspondence.

A design kickoff meeting would be held and would include participants from the architect-of-record’s design team, the IDPM and individuals deemed important to decision making during the furniture package design. A meeting agenda would be sent to the IDPM for review prior to all meetings. The kickoff meeting would begin to establish a working relationship between team members. The group would discuss goals for the project, benchmarking opportunities, and programming, and would review drawings and project schedule. GS&P would document all meetings and send meeting notes to the IDPM for review and comment prior to distributing to the project team. Invitations for the programming phase, schematic design phase and initial design development phase meetings would be sent to the project team. It is important to schedule meetings early in order to keep the project on schedule. If a furniture budget has not been established for this project, GS&P can help to develop the budget during the programming phase. At the conclusion of the programming and SD phases, the program, budget and initial floor plans will require signoff from the primary decision makers and the IDPM.

It is during the design development phase that we increase collaboration with the IDPM. In addition to project team meetings we invite the IDPM to work sessions. Work sessions can be held in our local office or on campus. During these work sessions we review potential furniture options and finishes. We will discuss our approach to how furniture will be procured as well as lessons learned from past projects. These work sessions allow for a common understanding of why products and finishes were selected so that we can talk about them as a team to the end-users and other stakeholders. Early in the DD phase GS&P would begin to utilize local dealers and product representatives as resources for finding the best products to fit the project’s program. Dealers and reps also provide pricing for budgeting purposes. Midway through the

Project Description:

A comprehensive furniture package for the multistory STEM Research and Classroom Building

DD phase we would begin to bring in samples of furniture options to team meetings. GS&P can facilitate student feedback on select options, should the stakeholders decide that is important. At the end of the DD phase the budget would be updated, and images and descriptions of specific products, their quantities and locations will be added to the updated program documents.

In the next phase, documentation and procurement, we look closer at the details of the furniture specifications. This is where correspondence between GS&P and the IDPM ramps up. We check with the IDPM on University preferences and include the end-user’s decision makers on correspondence about options within the specifications. Documentation includes specification sheets for all furniture and products that will be purchased, upholstery and finish samples for each product, furniture plans, the final budget, and furniture dealer quotes as necessary. All of the information is put into binders handed over to the IDPM. We continue to correspond while the IDPM preps the furniture order for procurement.

GS&P will stay in contact with the architect-of-record and the building’s general contractor in order to understand the construction timeline. After furniture bids are awarded, purchase orders are sent through and furniture arrival dates are determined, GS&P will begin to schedule the furniture installations. A preinstallation meeting will be held with all dealers, installers, the IDPM and the general contractor. The level of installation supervision will be determined at the beginning of the project. If full supervision is required, the GS&P furniture installation manager will be onsite during scheduled installation hours to answer questions and represent the University’s interests. A punch list will be developed as the installers complete areas of the building. After the installation of all product is completed GS&P will begin the closeout process.

The closeout phase begins when the punch list is complete. Project closeout information—such as warranties, maintenance and LEED information—is collected and printed. Record copies of the furniture plans that show any revisions are printed. This information can be added to the original product manual with the finishes and product information, or it can be delivered in new closeout binders. At the conclusion of the closeout phase, GS&P can facilitate training sessions with product manufacturers’ reps to teach end users how to adjust and use their furniture. Once the project is complete, GS&P is available as a resource to the IDPM to answer questions and help resolve any issues that may arise post-occupancy.

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

When developing a fee proposal we look carefully at the defined scope of work, the project budget (if established) and the level of end-user interaction we foresee. The fee is broken down into the project phases, and then broken down again into tasks. The tasks are centered around meetings, milestones and delivery dates. The time requirements per each task are determined through our extensive experience and the level of staff assigned to the tasks. We will look at the project schedule in conjunction with the proposed fee and the schedules of the designers staffed to the project. We break down the number of hours per week each staff member should be spending on the project in order to use our fee efficiently.



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

Design is a collaborative decision-making process. Defining the project team is an important first step in the process. Establishing key decision makers and lines of communication allows for efficient and accurate flow of information, and is integral to making informed decisions.

Our role, as the designer, is to orchestrate the exchange of comprehensive and timely information, and the collection of data from various sources for the team. We will equip the VCU team with the appropriate data and recommendations for their stakeholder groups. We will coordinate with the consultant and vendor teams, and organize required information in a manner that promotes efficient and informed decision-making. Project team members' level of participation varies throughout the process, but everyone truly contributes to the final outcome.

We will begin our project journey through a series of collaborative listening and discussion events designed to elicit each stakeholder's goals and desired outcomes. Topics will include:

- Validating Functional Space Requirements
- Understanding Design Expectations
- Determining Performance and Sustainability Priorities
- Developing Schedule
- Researching Precedents and Trends
- Analyzing Context
- Managing Cost
- Anticipating Regulatory Requirements and Approvals

Project goals are established by the stakeholders as a direct result of the initial project phases and are documented by the design team. Our job is to ensure the goals are aligned with project priorities and that the potential for success is measurable.

6. Describe how your firm develops project cost estimates.

We develop cost estimates for F&E projects in tandem with the project program. If there is a budget established for the project, we use that as a guideline for our selections. After initial selections are made, we look at list pricing on each piece of furniture and take 35% off. We then total the cost of the furniture and add 10% for shipping and install. This is a rough cost estimate that is later refined by asking furniture dealers to quote the furniture and include shipping and install in their quote. If the furniture can be purchased from a purchasing contract, we ask the dealers to use the contract pricing in their quotes.



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

The design team will constantly monitor the cost estimates against the budget and the decisions being made to ensure the project remains on task. Additionally, the design team will review and advise the owner on decisions that positively or negatively impact the cost of the project. We recommend pricing exercises through various phases of the project—including the end of schematic design, end of design development, and possibly during the middle of construction documentation—in order to continuously monitor the project. These pricing exercises are best organized as a collaborative, interactive session where all team members are in the room to cooperate in the review of the information and make decisions together.



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

As part of the early planning process, a detailed schedule will be developed that identifies meeting dates, approval milestones, quality control activities and deliverable expectations. The design process is essentially the development of options, and selection of the preferred choice among the various options, at each project phase. The decisions and selections start at a high level and become more and more specific, from the size of a room down to the type of lock on a specific door. Our team will develop sufficient information and options so that choices can be made sequentially and decisions can build on each other. A design process stays on schedule when approvals are made sequentially and changes are not made out of sequence.

Teamwork is one of our four core values, and we will engage the entire design, construction and owner/user team to develop a schedule that will serve to meet the goal of on-time delivery. We have a strong culture of project management. We believe that our team is an extension of VCU's team, and this attitude is a part of our DNA.

Meetings are most effective in advancing the schedule when attendees are prepared to actively participate. Agendas with action goals will be sent out in advance of meetings. The design schedule will give you ample notification, empowering all parties to understand when input and decisions are needed to maintain the schedule. It is important for the entire project team to consistently attend design meetings throughout the process to maintain continuity of decision making.

To the extent possible and within reason, the schedule should anticipate "worst case" for procurement durations. Long-lead items can be identified for early procurement. A risk identification session can further identify potential threats to the schedule.

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

Quality is foundational to the success of any project. A strong firmwide quality management structure has helped augment our processes for quality and consistency. The QA/QC process is the responsibility of each project team member, but is headed up on each team by the project manager. Internal QA/QC processes include:

- Creation of project plan, including team organization, work breakdown structure, design schedule, quality control plan and more
- The QC plan includes steps for team members to follow to assure quality on each project. These include completion checklists, lessons learned lists and internal standards
- The QC material is supplemented by regularly scheduled cross-discipline coordination meetings
- Final on-team cross-discipline review in each phase is a stand-up review for all disciplines to be reviewed at once
- An off-team review process then takes place at the completion of each project milestone. Off-team reviews are scheduled so that each discipline has off-team professionals review the deliverable for completeness, coordination and quality
- Only after all internal reviews have taken place do the deliverables get sent to VCU for your end-of-phase reviews

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

The foundation of a successful team is communication. By utilizing scheduling and organizational tools, and implementing regular meetings, the VCU team will be able to offer input and provide updates on their respective responsibilities related to the project. Strong lines of communication between the design team, owner, vendors and contractors pay tremendous dividends throughout the life of a project.

GS&P utilizes NewForma as the project information management system for our projects. NewForma allows us to organize project information, facilitate information exchange with external team members, and integrate information from multiple sources, such as AutoCAD, Microsoft Office, Microsoft Project, Adobe PDF files, and email. NewForma allows us to maintain an organized central repository of project-related documents, easily transfer large documents to external project team members, efficiently process contractor submittals, and track of Requests for Information between all project team members. Stakeholders do not need NewForma software to use the tool; access to project information is granted through a web portal that does not require special software.



11. Explain how you warranty your design work.

GS&P is proud of the work we have done with all of our clients. We maintain a strong commitment to mutual collaboration in order to avoid disputes and mitigate risks. We have consistently performed in the upper echelon of A/E/C firms with regard to client service, quality and claims/disputes. In various external and internal benchmarking ratings, we compare favorably with other firms of our size and type, including firms that are engaged in contracts of the scope and complexity you intend to undertake.

However, to give any type of warranty for professional services, even implied, would negate our professional liability insurance for any projects performed under this agreement.



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.

While we typically do not team with furniture dealers in the beginning of a project, we would be amenable to this arrangement if directed by VCU. More often, we wait to involve the furniture dealer in the project until we have had time to research and identify the best products for the application. This practice avoids the biased influence of dealers who may have incentives to sell certain brands over others.

One example of a project where we did team with a furniture dealership at the beginning of a project was the "Transforming Tennessee for Tomorrow," or "T3" program. T3 is a large project for the State of Tennessee where we teamed with a local Haworth dealer (Nashville Office Interiors) to pursue and eventually win a large contract to develop a new workplace strategy and furniture solution for the State. While NOI was the lead vendor and we were the sub, our work as workplace strategist and designer led the process. NOI responded to an RFP, and developed a cost structure for a variety of furniture solutions and products. We developed an hourly rate structure and an initial scope of work to design an initial pilot project, learn from it, then develop a flexible final workplace strategy that would be rolled out to all other agencies over the course of two years. We designed 1.2 million square feet of space and it was all renovated within a two-year period.

The challenges were many. The speed at which we needed to ramp up and develop a design was incredible, so we developed a combined NOI/GSP team that would actually sit in a project team room at the State's facility for the majority of the project.

The rollout of such an extreme change to more than 12,000 people was difficult. NOI and GS&P worked together to build change management content and communications that were presented to all agencies and employees throughout the process.

Because of the speed, and the amount of space, we developed a prototype layout for each building (20+ buildings). As we gathered more detailed programmatic information from each agency, and determined which agency was going to be in each building, we flexed the prototype to fit the program of the agency's need. While this is not always the best approach, it was the only approach we could take to meet the schedule.

We had work sessions early on with NOI, GS&P and the State to discuss communications, transfer of information, standards, and just to get to know each other. This was foundational to making sure we could move with speed and agility throughout the project.

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

GS&P provides design and consulting solutions for the built environment that contribute to the success of national and international clients. Our practice areas include architecture, engineering, interior design, planning and environmental services. Over the years we have provided this broad range of services to multiple markets, including: corporate and urban design, industrial, land planning, transportation, water services and environmental compliance, healthcare, and aviation.

1a. ARCHITECTURE SERVICES

Building Evaluations
 Concept Design and Visualization
 Construction Administration
 Construction Documents and Specifications
 Energy Modeling
 Existing and Historical Building Evaluations
 Life-Cycle Cost Analysis
 Post-Occupancy Evaluations
 Roof Analysis and Design
 Sound and Vibration Dampening
 Sustainable Strategies and Design
 Virtual Reality

1b. ARCHITECTURE SERVICES

Airport Terminals and Aircraft Hangars
 Blast and Explosive Resistant Buildings
 Chemical and Explosive Resistant Structures
 Clinics, Hospitals, Medical Office
 Corporate Office and Conference Center
 Data and Operations Centers
 Fitness and Recreation Centers
 Hospitality (Hotels, Restaurants, Amenity Centers)
 Kitchens and Cafeterias
 Manufacturing, Distribution and Warehouse Facilities
 Multifamily Residential
 Structured Parking

2. LANDSCAPE ARCHITECTURE

Grading and Drainage Design
Irrigation System Design
Master Planning
Planting Design
Recreation Planning
Site Analysis and Selection
Streetscape Design
Urban Design

3. ELECTRICAL ENGINEERING

Cogeneration Systems
Communication and Alarm Systems
Emergency Power Systems
Fire Alarm
Grounding
Industrial and Commercial Lighting
Instrument and Control Systems
Intrusion Detection
Lighting Design
Lightning Protections
Medium Voltage Power Distribution – Motor Controls
Power Conditioning and Power Factor Correction
Power Distribution

4. MECHANICAL ENGINEERING

Air Conditioning and Ventilation
Central Power Houses and Cogeneration Facilities
Chilled Water
Clean Room Environments
Compressed Air and Specialty Gas Systems
Domestic Cold and Hot Water
Dust and Fume Removal
Fire Suppression Systems
Fuel Gas and Oil
Heating, Hot Water and Steam
Humidity-Controlled Environments
Ice Storage Systems
Material Handling and Conveyor Systems
Process Piping
Roof Drainage
Sanitary Waste

5. STRUCTURAL ENGINEERING

Blast Resistant Structures
Building Foundations
Concrete Structures
Conveyor Systems, Cranes and Crane Runways
High-Rack Storage Systems
Light Gauge Steel Structures
Masonry Structures
Reinforced Equipment Foundations and Support Frames
Seismic/Wind Design
Special Structures
Steel Structures
Super Flat Slab Design
Timber Structures
Vibration/Dynamic Analysis

6. CIVIL ENGINEERING

Community/Neighborhood Planning
GIS-Based Land Inventory/Queries
Hydrology/ Hydraulics
Master Planning
Parks and Recreation Design
Sites Evaluation and Site Selection
Surveying
Sustainable Site Design
Zoning and Regulatory Compliance/ Permitting

7. INTERIOR DESIGN

Blocking and Stacking diagrams
Construction Administration
Construction Documents
Finish and Material Selections
Furniture, Fixtures and Equipment Planning
Lighting Design
Millwork Design
Needs Analysis, Research and Programming
Specifications
Test Fits and Space Planning
Two- and Three-Dimensional Concept Studies and Renderings

8. MISSION CRITICAL ENGINEERING

Commissioning Agent
 Construction Administration
 Design and Planning
 Emergency Engineering Calls
 Factory Witness Testing
 Final Punch List/Close-Out
 Full Commissioning Authority
 Pre-Purchase Specifications
 Preventative Maintenance Support
 Short Circuit, Coordination and Arc Flash Study
 Shut Down Coordination and Support
 Three-Year Maintenance Plan Preparation

9. SPECIALTY CONTRACTING

WORKPLACE STRATEGIES

Alternative (Virtual) Office Program Development
 Amenity Space Analysis
 Application of Sustainable Practice into the Workplace
 Employee Work Style Classification
 Floor Organization Concepts
 Focus Group Workshops
 Industry Benchmarking Comparison
 Leadership Vision Workshops
 Pilot Studies
 Pre- and Post-Performance Surveys
 Time/Space Utilization Analysis
 Workplace Survey and Cultural Assessments

ENVIRONMENTAL GRAPHICS/CORPORATE IMAGE/IDENTITY

ADA Compliance
 Donor Recognition
 Interpretive Graphics
 Mapping
 Naming Studies/Visual Identity Development
 Research
 Wayfinding Analysis, Planning, Design and Implementation

TRANSPORTATION ENGINEERING

Bridge Design
 Construction Engineering and Inspection
 Environmental Services
 ITS and Signal Design
 Multimodal Transportation and Transit
 Parking and Wayfinding
 Public Involvement
 Roadway Design
 Traffic Engineering
 Transportation Planning/Corridor Studies/APR
 Utility Relocation Coordination

ENVIRONMENTAL

Air Quality and Greenhouse Gases
 Climate Change and Adaptation Planning
 Environmental Audits and Performance Tracking
 Environmental Management Systems (EMS)
 Energy
 Industrial Waste Treatment
 Phase I/Phase II Environmental Site Assessments (ESA)
 Recycling and Waste Minimization
 Regulatory Compliance
 Solid and Hazardous Waste Management
 Stormwater Management, SWPPP and SPCC
 Stewardship, Sustainability and LEED
 Watershed Management

WATER SERVICES INFRASTRUCTURE

Construction Administration/Resident Observation
 CSOs, SSOs and I/I
 Drainage Basin Studies/Flood Evaluations
 Erosion, Sediment and Pollution Control
 Federal, State and Local Permitting
 FEMA Flood Plain/Floodway Modifications
 Hydraulic Modeling
 Hydrologic/Hydraulic/Groundwater Modeling
 Master Plans and Feasibility Studies
 NPDES Permitting and Compliance
 Odor Control
 Process Control and Instrumentation
 Program/Project Management Services
 Pumping Facilities
 Sludge Management
 Source Water Protection
 Stormwater Pollution Prevention Programs
 TMDL Management Strategies
 Wastewater Collection Systems
 Water Distribution Systems
 Water Quality Modeling
 Water/Wastewater Treatment Facilities
 Watershed Assessments/Water Resource Management Plans

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

Our personnel and resources are regularly involved in multiple projects simultaneously—most at varying levels of development; however, we have a policy of carefully re-evaluating our present commitments prior to taking on new ones. This helps to ensure we do not exceed the capacity of our resources and are able to maintain a reputation for providing exceptional quality and customer service to each client.

This approach has led to success in servicing similar contracts with responsive service. All team members proposed for this contract are dedicated to fulfilling their commitment to VCU, and our principal and project management team are ready to respond to forthcoming project opportunities.





G R E S H A M
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P A R T N E R S

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Richmond | Shanghai | St. Louis | Tallahassee | Tampa

ATTACHMENT A

PRICE SCHEDULE

RFP SPECIFIED CLASSIFICATION:	HOURLY RATE
Principal:	\$ 175
Project Manager (IDPM):	\$ 110
Senior Interior Designer:	\$ 110
Junior Interior Designer:	\$ 70
Interior Designer:	\$ 85
Furniture Installation Project Manager (FIPM):	\$ 110
Administrator:	\$ 65
Adjunct Project Manager:	\$ N/A

Revised: December 11, 2017.