



Optional Pre-Proposal Conference Agenda

March 29, 2:00 PM EST

RFP #021-0-2023SB Architectural/Engineering (A/E) Professional Services

Location: Zoom Virtual Meeting

Introductions:

Shannon Bailey, Director of Procurement

Wade Beverly, Executive Director, Plant Services

Greg Harrow, Supervisor of Plant Services, Maintenance

Jeff Gill, Mechanical Systems Engineer

Steve Smith, Facilities Project Manager, Plant Services

Prospective Offerors on the Zoom Call:

Abby Leon, Quinn Evans Architects

Anita Arnold, Woolpert

Becky Brady, Clark Nexsen

Brad Hastings, Becker Morgan Group

Caroline Stacks, Tymoff+Moss Architects

Elizabeth Johnson, Moseley Architects

Stephen Halsey, Moseley Architects

Heather McLaughlin, Timmons Group

Kathleen Bozis, Dunbar Engineers

KT Prosize, McDonough Bolyard Peck

Lisa Goss, Becker Morgan

R Davis, Crabtree Rohrbaugh & Associates

Richard Corner, Hudson + Associates

Paul Klee, Grimm + Parker

Zack Allen, Thompson Consulting

Ed Brundage, Axias Inc.

Ryan Conners, Ashley McGraw

Optional Pre-Proposal Conference: This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Attending is not mandatory, but it is advisable.

- 1. Purpose:** The purpose of this Professional Services term contract is to obtain qualified contractor(s) to provide Architectural and engineering (A/E) services for additions, renovations, and alternations for facilities within NNPS on an as needed basis throughout the term of the contract. Selection of contractors will be made in accordance with the Code of Virginia §2.2-4302.2. This RFP requests the Offeror provide its technical capabilities for accomplishing the A/E services required for NNPS for various disciplines. Offeror shall not provide estimates of man-hours to perform the requested services or the cost of the services to be provided, with its proposal. However, during discussions with Offerors determined to be qualified and responsive to the RFP, NNPS may discuss nonbinding estimates of total project costs or nonbinding



estimates for the price of services to be rendered. All submitting firms shall be registered and licensed by the Virginia Department of Professional and Occupational Regulations (DPOR).

- 2. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent.

All questions and communication shall only be made with the Procurement Officer facilitating the RFP.

- 3. RFP Deadline:** Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be retained in the Purchasing Office and marked "Late". **Proposals are due Thursday, April 20, 2023 at 2:00 PM EST, unless otherwise changed in a subsequent addendum.**
- 4. Deadline for Questions:** Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office at Shannon.bailey1@nn.k12.va.us no later **than April 4, 2023 at 2:00 pm EST**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral discussions do not form a part of the Proposal documents.
- 5. RFP Submission:** Offerors shall submit proposals in a sealed envelope or package, and label the envelope or package with the Request for Proposal's number and the name and address of the Offeror. Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted. **Submit the one (1) original, four (4) hard copies and one (1) electronic copy (CD or USB drive) of the proposal. Refer to the RFP, Special Terms and Conditions, Section H for further detail. If you wish to redact any information, submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "PROPRIETARY" or your firm can submit a redacted version of your proposal submission marked "REDACTED."**
- 6. Contract Term:** The resulting term contract shall be for one (1) year, or when the cumulative total project fees reach the maximum cost authorized, whichever occurs first with three (3) renewable contract term options at NNPS' discretion. The sum of all projects performed in a contract term shall not exceed \$10 million, and the fee for any single project shall not exceed \$2.5 million. Any unused amounts from one contract term shall not be carried forward to any additional term.
- 7. Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP.
- 8. Take questions from Prospective Offerors**