



Chesapeake Bay Foundation

BROCK ENVIRONMENTAL CENTER CLASSROOM

REQUEST FOR QUALIFICATIONS

Information and Guidelines

Architectural/Engineering Services

January 14, 2019

CBF invites you to submit qualifications for the Architectural/Engineering (A/E) work to be done at the Brock Environmental Center in Virginia Beach. The project is described below.

THERE WILL BE A MANDATORY PRE-PROPOSAL MEETING AT THE BROCK ENVIRONMENTAL CENTER ON MONDAY JANUARY 28, 2019 FROM 1PM – 3PM. THIS MEETING WILL HELP DRAW THE CONTEXT AND SCOPE OF THE PROJECT.

Submittals will be accepted until 5:00 pm on Friday February 22, 2019.

Project

CBF is adding to the award-winning Brock Environmental Center (BEC) with a “Sustainable Classroom”. The purpose of the classroom will be to a) house the Virginia Beach City Public Schools Environmental Studies Program, b) provide additional meeting/event space for CBF, and c) create a one of a kind learning space that will be a model for education and partnership across the country. The design should complement the existing Brock Center design, in appearance, performance, and systems. The site provides an unparalleled opportunity to create a seamless connection between the built, restored and natural environment. The project team is expected to employ a high level of environmental ethic throughout the entire process making the design as much a model of environmental sustainability as the final product. Attached website will give more information on current Brock Center design:

<https://www.aia.org/showcases/76311-brock-environmental-center>

CBF is dedicated to its goal of Saving the Chesapeake Bay and every aspect of this project must connect with our mission.

Conceptual space allocations and program needs.

CBF fully recognizes the need to complete the programming plan to fully define the space needs. These numbers are our attempt to start that planning process and come from our experience in operating other centers.

Main Facility

- 1500 +/- sq ft above ground structure with under building mechanical and storage, exterior decks and walkways. The Classroom will be similar in elevation to the existing BEC.

Space Allocations

- **Classroom space** - 1100 sq ft
 - Classroom to house 50 students @ 1000sf 1000
 - Circulation space 100



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- **Common and mechanical space - 400 sq ft**
 - Restrooms 100
 - Mechanical/IT 200
 - Secure storage 50
 - Lobby with air lock 50

Ancillary Improvements

- Exterior decks and walkways tying into the campus system and BEC
- Gravel vehicular connection to new building
- Water and sewer connections to BEC
- Space below the building to house:
 - Clivus tank
 - Rainwater cistern
 - Plumbing and pumps for rainwater
 - Unconditioned storage

Architectural/Engineering Services

The selected Architectural/Engineering design team will be charged with providing the professional architectural design, engineering, and Construction Administration to design, construct and open the center. While seeking formal certification is uncertain at this point, this project will be designed and built to the Living Building Challenge 3.1 standards of the International Living Future Institute and the U.S. Green Building Council's LEED® 4.0 Platinum level rating.

CBF envisions the design process, as an integrated process, including charrettes and meetings with CBF, the Center's users and occupants, the City of Virginia Beach, the neighboring community, and other stakeholders. A modification to the existing Conditional Use Permit land entitlement will be required for this addition. Community engagement is very important to CBF.

The purpose of this RFQ is to solicit qualifications for all aspects for the design and construction administration for the Center. The CBF expects the selected firm to perform to the highest standards of the architectural profession. The selected firm will be responsible for the work of all consultants used by the firm. The CBF reserves the rights to approve all personnel and consultants assigned to the project.

The scope will be the full spectrum of architectural and engineering design services including, at a minimum, architecture, interior design, civil engineering, landscape architecture, structural, mechanical, electrical, plumbing, fire protection, telecommunications, and technology engineering. It shall include all aspects of documenting and certification of the Living Building Challenge and LEED. If your proposal includes specialty design services or consultants beyond the basics, please identify those separately and provide a breakout of the associated costs.



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The selected A/E design team shall also work cooperatively with separate consultants retained by CBF for surveying, special inspections, including construction materials testing, and building commissioning. Construction services will be provided by a General Contractor (GC) retained by the CBF through a guaranteed maximum price agreement. The GC will be directed by CBF. The selected A/E firm will collaborate with the GC throughout the design process, evaluating proposed building materials and systems, estimating costs, preparing documents for permitting, scoping/bidding and construction.

Timeline

- 2019 – Design and permitting
- 2019/20 – Construction
- 2020 -- Move in January 2020

Qualification Requirements

To facilitate evaluation, your qualifications should be itemized according to the following major project phases:

- Programming and Conceptual Design
- Schematic Design
- Design Development, including modification to the existing Conditional Use Permit – Current CUP attached as Exhibit A
- Construction Documents
- Construction Administration
- Post-Construction Monitoring and Evaluation

For each phase, provide a clear and concise description of the integrated design approach and methodology which your design team proposes to use to complete the project, including the following:

- a. Describe your 1) proposed work tasks and activities; 2) approach and methods that will be used to accomplish these tasks and activities; 3) specific design team members and their key personnel assigned to project tasks and activities; and 4) designate the primary contract.
- b. Describe the proposed work product(s) or deliverable(s) that will result from each task or activity.



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- c. Identify the time frame estimated to complete each phase of the project. Specifically note if your proposed time estimates vary from the preferred completion dates identified in this RFP, and your professional opinion as to why the proposed time estimate is necessary or advantageous.
- d. Firm overview of both the prime as well as the engineering and consulting team.
- e. Resumes of each key team member.
- f. Relevant Experience – 3 – 5 related projects that demonstrate the firm's qualifications

It is critical for key team members to remain on the project during the entire contract period. Describe your process for replacing a key team member if it becomes necessary for a key team member to be replaced during the contract.

CBF encourages creativity and innovation for all aspects of the proposed project approach and methodology.

Submitting a Proposal

Please call or emails any questions and submit your proposal to:

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Vice President for Administration
Chesapeake Bay Foundation
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Annapolis, MD 21403
443.482.2070 (O)
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FEE FOR KEY PROJECT PERSONNEL

Provide the fee schedule for all Key Personnel that will be involved in the project:

- a. Hourly rates of each key personnel who will be assigned to perform work under an awarded contract as well as the estimated number of hours for each key personnel to complete each task. A range of hourly rates is acceptable.
- b. Any direct, indirect and reimbursable expenses, including travel expenses. State whether reimbursable expenses will be billed at cost or at cost plus a mark-up percentage. Note that CBF will pay directly for any permits required to complete the project.
- c. Travel Expenses. If travel will be required to complete services on a contract awarded from this project, provide a summary of such travel and any aspects that show your green actions. This summary shall include: 1) destination(s); 2) names and/or titles of staff traveling; 3) travel days, plus days onsite; 4) cost per staff and 5) total travel cost. The selected A/E design team shall conduct all travel in the most cost-efficient manner, resulting in the best value to CBF. Proposed travel expenses shall be limited in the following manner:
 - Airfare shall be calculated at the most cost-efficient round-trip coach rate.
 - Rental vehicles shall be limited to hybrid first, high mileage second.
 - Hotel stay shall be at moderate standard room rate.
 - Meals and incidental per diem expenses shall be by mutual agreement.

All of the above information is to be **included in** the response. If your proposal includes specialty design services, consultants beyond the basics, or any additional services, please identify those separately.