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*NOTE: Electronic copies of A/E Data Forms (AE-1 through AE-6) are available for download at the following website: <http://forms.dgs.virginia.gov/>*

**eVA Vendor Registration:** The offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

**I. APPLICABILITY OF THE A/E MANUAL:**

The rights and duties of the Owner and Architect/Engineers applicable to State projects are set forth in the Terms and Conditions of the A/E Contract (CO-3a) and The **A/E Manual** as defined in the current edition of the **Construction and Professional Services Manual**, as amended.

Proposer's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFQ. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFQ.

**II. PURPOSE:**

The purpose and intent of this RFQ is to solicit proposals for a pool of professional engineering services to be provided on an "as needed" basis.

The Agency often needs professional engineering assistance for discrete, small projects such as investigations, studies, reports, construction inspection, design of small projects, and related services. Work will be primarily for the Division of Mined Land Reclamation's Abandoned Mine Land Program but may also include the Bond Forfeiture Program and possibly similar services for the Division of Mineral Mining's Orphan Land Program. The aim of this RFQ is to create a pool of A/E firms who will agree to be available to provide these services in a timely manner, thereby reducing the Agency's cost and time for advertising and developing numerous RFP's, and generally to increase the Agency's efficiency in obtaining professional services. While the work may be located throughout Virginia, work will primarily be located in the southwest Virginia coalfield region.

**III. SCOPE OF SERVICES:**

The qualified A/E shall furnish all expertise, labor and resources, in accordance with the requirements of the A/E Manual, to provide complete services as are necessary. The following generally summarizes the types of services that the A/E may be required to perform, depending on the Agency needs:

- A. Provide evaluations, analysis, recommendations, reports, surveying, aerial photography and mapping, subsurface exploration (drilling and sampling), feasibility/eligibility studies, testing and chemical analyses, preparation of construction designs, field inspections and investigations.
- B. Provide complete contract documents for small project designs in accord with the procedures of the A/E Manual for projects assigned by the Project Order.
- C. Provide services to investigate problems and prepare recommendations for corrective action.
- D. Prepare an A/E cost estimate for proposed projects.
- E. Prepare feasibility studies for proposed projects.
- F. Provide construction inspection / monitoring
- G. Other types of professional services of a nature consistent with the intent of the RFQ.

**IV. QUALIFICATION REQUIREMENTS:**

- A. Qualifications shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the proposal.
- B. Qualifications should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include: the completed and signed RFQ cover page 1, Attachments B, C, D; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; one (1) manually signed original and (2) copies of the proposal shall be submitted to the Agency.
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. To reduce the effort and expense of responding to RFQ's, provide uniformity in the type information requested, and enhance the review and evaluation process, the **standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E's responding to the Category B RFQ.**
- F. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 are available for download at the DGS Forms Center website <http://forms.dgs.virginia.gov>.

**V. QUALIFICATION OF THE POOL:**

Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria below:

1. Expertise, experience, and qualifications of the A/E's personnel in each discipline that may provide services relevant to the RFQ.
2. A/E's plan to respond to requests for services and ability to complete any assigned work in a timely manner.
3. Geographic location of the A/E's office where work will be performed in relation to the project location.
4. A/E's willingness to provide services on small projects associated with Category B for a reasonable fee as determined by the Agency.
5. A/E's recent (past 5 years) experience/history in designing mine land reclamation projects.
6. Financial Responsibility as evidence by the A/E carrying Professional Liability Insurance.

**VI. POOL LIST AVAILABILITY PERIOD:**

In accordance with the 2014 edition of the Construction and Professional Services Manual, "CPSM", Contracts for Category "B" A/E Professional Services shall be for a period of one year and solicited on a yearly basis.

**VII. EVALUATION AND AWARD OF CONTRACTS:**

When the Agency desires to select an A/E by Category B procedures, the Agency shall:

1. Identify not less than three A/E's for interviews, from the list of firms which have expressed an interest in doing work for the Agency, have Forms AE-1 through AE-6 on file with the Agency and which appears to be qualified and suitable to render the required services.
2. Provide a project specific scope of work and conduct an on site showing of the project area.
3. Conduct telephone or personal interviews with representatives of the three A/E's to determine current personnel qualifications, location relative to the work, expertise, workload, capability to meet the proposed schedule, past performance on similar projects and ability to provide the service within the budgeted costs.
4. Consideration should be given to number and value of previous agency contracts awarded to each firm. Agencies shall consider the opportunity to maximize the participation of qualified Virginia firms interested in doing such work for the Commonwealth and to avoid favoritism or the appearance of favoritism.
5. Rank order A/Es and negotiate fee for service using competitive negotiation procedures. Repeated selection of the same A/E firm for these small purchases violates the intent of these procedures.

**Small Purchase Process**

If the total fee including reimbursable expenses will be less than \$5,000, this "small Purchase" process will allow the Agency to select and call only one qualified A/E from the list of firms that have expressed interest. Repeated selection of the same A/E firm for the "small purchases" violates the intent of these procedures.

**VIII. ATTACHMENTS**

Attachment A: eVA Vendor Registration Requirements

Attachment B: SCC Form

Attachment C: Category B Professional Services Checklist

Attachment D: AML Contractor Information Form

**ATTACHMENT A****Vendor eVA Registration Requirements**

**eVA Vendor Registration:** *The eVA Internet electronic procurement solution (<http://eVA.virginia.gov>) streamlines and automates government purchasing activities for the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide construction and/or professional services to the Commonwealth shall participate in the eVA electronic procurement solution. All bidders or offerors must register in eVA; failure to register will result in their bid/proposal being rejected. There are no fees to register, however, transaction fees apply as follows:*

*For orders issued after 7/1/14, the Vendor Transaction Fee shall be:*

- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.*
- (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.*

**eVA Contracts and Orders:** *It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order.*

*For orders issued after 7/1/14, the Vendor Transaction Fee shall be:*

- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.*
- (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.*

*The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.*

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*The eVA transaction fees listed above are per the eVA Fee Schedule, revised 1/1/2014. Please refer to the eVA website for subsequent fee revisions.*

*DSBSD is the Virginia Department of Small Business and Supplier Diversity, a new department which went into effect 1/1/2014. The operations of the former Department of Minority Business Enterprise (DMBE) are currently being transitioned into DSBSD. Until such time as the transition is complete, consider "DSBSD-certified" and "DMBE-certified" to be equivalent terms.*

**ATTACHMENT B**

**State Corporation Commission Form**

**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ -  
**OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

**ATTACHMENT C**

**CATEGORY B PROFESSIONAL SERVICES CHECKLIST**

NAME OF FIRM: \_\_\_\_\_

Note to Proposers: You must use and submit this checklist to indicate what services you are offering to provide. Also indicate any subcontractor you may use on a regular basis.

Please Check All That Apply:

**PRIME**

**SUBCONTRACTOR**

CIVIL

CIVIL \_\_\_\_\_

LAND SURVEYING

LAND SURVEYING \_\_\_\_\_

GEOTECHNICAL

GEOTECHNICAL \_\_\_\_\_

AMD/WETLAND

AMD/WETLAND \_\_\_\_\_

ENVIRONMENTAL  
ASSESSMENT

ENVIRONMENTAL  
ASSESSMENT \_\_\_\_\_



Part D.

Contractor's Business Name: \_\_\_\_\_

If the current Entity OFT information for your business is incomplete or incorrect in AVS, or if there is no information in AVS for your business, you must provide all of the following information as it applies to your business. Please make as many copies of this page as you require.

- Every officer (President, Vice President, Secretary, Treasurer, etc.);
- All Directors;
- All persons performing a function similar to a Director;
- Every person or business that owns 10% or more of the voting stock in your business;
- Every partner, if your business is a partnership;
- Every member and manager, if your business is a limited liability company; and
- Any other person(s) who has the ability to determine the manner in which the AML reclamation project is being conducted.

Name	_____	Position/Title	_____
Address	_____	Telephone #	_____
	_____	% of Ownership	_____
Begin Date:	_____	Ending Date:	_____

Name	_____	Position/Title	_____
Address	_____	Telephone #	_____
	_____	% of Ownership	_____
Begin Date:	_____	Ending Date:	_____

Name	_____	Position/Title	_____
Address	_____	Telephone #	_____
	_____	% of Ownership	_____
Begin Date:	_____	Ending Date:	_____

Name	_____	Position/Title	_____
Address	_____	Telephone #	_____
	_____	% of Ownership	_____
Begin Date:	_____	Ending Date:	_____

PAPERWORK REDUCTION STATEMENT

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501) requires us to inform you that: Federal Agencies may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. This information is necessary for all successful bidders prior to the distribution of AML funds, and is required to obtain a benefit.

Public reporting burden for this form is estimated to range from 15 minutes to 1 hour, with an average of 22 minutes per response, including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Office of Surface Mining Reclamation and Enforcement, Room 202 SIB, Constitution Ave., NW, Washington, D.C. 20240.