

Responses to NOVA Requests for Proposals

Thursday, October 15, 2009

NOVA A/E Service RFPs

- *Term Contracts*
NOVA administers
- *Capital Projects*
VCCS administers



Where do you find NOVA RFPs?

eVA!

It's \$25 to register, and it's the only place you'll see them.

There's an email service that will let you know whenever there's an RFP

- NOVA has received typically about 30 proposals for each RFP.
- Each member of the Review Committee reads and scores every proposal independently.
- Generally, this is done outside normal working hours.

To Put This in Context:

- Our A/E contracts for typical academic building designs have been running around \$2.5 to \$3 million
- Our term contracts run for five years, \$1 million max per year.

Some Basics:

- Don't forget to sign the RFP Cover Sheet
- Make sure you submit the correct number of copies in a **sealed** envelope.
- Note the closing time, and make sure it's there before the clock at our front desk shows 2:01.

Other things to remember

- On term contracts, look carefully at the scope of work and tailor your answers to the evaluation criteria based on that scope.

So,

We've read the AE-1, the AE-2, the AE-3, the AE-4 and the ever-popular AE-5, and it's time to synthesize what we've read -

It's now your turn to summarize your strengths on the AE-6

What are the evaluation criteria?

Evaluation Criteria No. 1

- Expertise, experience, and qualifications of the A/E's *primary designer* in each relative discipline for providing the services described in Section IV, Scope of Services.



DON'T:

List the qualifications of the firm's principal and project manager.

DO:

Very briefly list the qualifications of the ***PRIMARY DESIGNERS*** who will be doing the work, even if they are with another firm with which you are teamed.

Evaluation Criteria No. 2

Expertise, experience and qualifications of any *special consultants* proposed for providing the services described in Section IV, Scope of Services.



DO:

- List your team members, with a couple of sentences on what they bring to the project.

DON'T:

Write four paragraphs in 8 point type with catch phrases – everyone on the reviewing team wears reading glasses and is reading your proposal at their kitchen table at 9:30 in the evening. They aren't all that happy about it.

Evaluation Criteria No. 3

- Geographic location of the A/E's office where work will be performed in relation to the project location.



DON'T:

Be wishy-washy or unclear – you have to work at it to lose points on this one, but some do.

DO:

Make sure it's clear which office is going to be performing the work.

Evaluation Criteria No. 4

- Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.



DO:

- Quantify your answer with hard data, and show the resources available for the task.

DON'T:

Say “no problem, we can take care of it – trust us”

Evaluation Criteria No. 5

- Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.



DO:

List, in Preferred Order:

- Commonwealth Higher Education Projects
- Higher Education Projects for other states
- Government projects similar in size and scope
- Private Higher Education Projects

DON'T:

- List a high-end private sector resort project
- List a no-expense-spared project at a school with a massive endowment

Evaluation Criteria No. 6

- Qualifications and experience of the A/E's project manager to be assigned to this project.

Sounds simple, doesn't it?

DO:

- Give a couple of sentences that explain why they are the right person for the job.

DON'T

- List their entire history over 2-1/2 pages
- List someone other than the person listed as the project manager on the AE-4
- Designate a Project Manager that's been with the firm for six months.

Evaluation Criteria No. 7

- A/E's recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.

THIS IS AN ACTUAL RESPONSE:

- Owners Budget: \$45,000,000
- A/E Estimate: \$49,500,000
- Low Bid: \$49,758,000
- Change Orders: \$1,734,000

Evaluation Criteria No. 8

- A/E's experience in providing services in conformance to the Commonwealth of Virginia's, Construction and Professional Services Manual, including applicable Codes and standards.

If you have any BCOM experience, make sure you emphasize it.

Make sure you check the “Yes” box for the BCOM Seminar on the AE-2 if you or your staff have attended it.

And the rest are:

- Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.
- Size of the firm relative to the size of the project.
- Financial responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

- Be sure to fill out the SWAM form, DGS-30-360, and make sure you include any SWAM firms that you've worked with on State projects.
- Some firms include an insurance certificate here, which is helpful.

***OUR TOP 6 LIST :
DON'T SAY THESE IN A
NOVA PROPOSAL:***

6

” (Name of firm) will be able to provide
Carroll County Public Schools with the
architectural services that they require
on.....”

5

“Early preparation ensures reasonable solutions to project issues which are cost effective and within budget”.

4

“The way to be cost effective is to be
efficient with time”

3

“(Firm name) has a dedicated architect of over XX years experience solely committed to ensuring that all submissions are flawless. He is a dedicated member of our team & has a proven track record of being able to proof our documents to perfection.”

2

“Obviously, dollars and time are always two foundational parameters.”

1

“Each project is special to us”



Please feel free to contact me:

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