REQUEST FOR QUALIFICATIONS
For
TORPEDO FACTORY ART CENTER
SPACE DESIGN

Issue Date: July 17, 2012

CLOSING DATE: September 17, 2012
CLOSING TIME: 4:00 P.M. EST
DEADLINE FOR QUESTIONS: August 17 - BY 5:00 P.M., Alexandria, VA LOCAL TIME

http://www.torpedofactory.org/

NOTE: ALL ADDENDA CAN BE ACCESSED AT THE WEBSITE ADDRESS ABOVE
For general inquiries contact Susan Corrigan, President at: scorrigan@arttherapy.org
`ATTENTION: Susan Corrigan
Torpedo Factory Art Center
105 North Union Street
Alexandria, Va. 22314

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ORIGINAL, HARD COPY PROPOSALS MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS SHOWN ABOVE, NO LATER THAN THE ANNOUNCED DATE AND TIME OF CLOSING. PROPOSALS SENT BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED
REQUEST FOR QUALIFICATIONS
For
TORPEDO FACTORY ART CENTER
SPACE DESIGN

1. INTRODUCTION/SUMMARY

1.1. The original Torpedo Factory was converted in 1974 into an art center housing top artists in the area. It was then renovated in 1983. Its goal was to serve as a center for the arts in the City of Alexandria. The historic significance of the building is one of its unique features that should be honored in the new space design plan.

The Torpedo Factory Art Center Board (TFACB) is requesting proposals from design firms with extensive national and international experience in the design of art spaces based on their functions, so as to provide state of the art design and functions placement concepts, in a multiyear Space & Functionality Design Plan. Both the interior and the exterior esthetics and functions should be considered in the Plan. Also required by the design firm is advice on optimum placement of functions including but not limited to:

- Working artists’ studios
- Media specific galleries and the TFACB and the Art Leagues Galleries
- Commercial/retail sales of art work (artist work, the gift shop and other)
- Art demonstrations and classes
- Historic background information and objects
- Visitors Information Center
- Food services
- Special events, gatherings, meetings, and lectures.

The building is owned by the City of Alexandria, which is a consulting partner in the management of the design and build process. Some additional information is available including: the MAI Study, reports of various Board focus group sessions, background on functional space goals and a list of the events held in the Art Center in the past twelve months. The Program Committee of the TFACB will be a direct source of information about the programs and events in the building.

The TFACB is requesting proposals from space design firms experienced in art center design and optimal placement of functions/services to provide an initial concept for the revised interior and exterior of Torpedo Factory Art Center. If selected as one of the two finalists, those firms will be required to produce a more comprehensive draft three-year design plan. Those plans will then be reviewed by the TFACB for final selection as the design firm chosen for this significant revitalization project.

1.2. The proposed project is of utmost importance to the TFACB and citizens of Alexandria and must meet the scheduled completion date and the performance and quality goals to be provided in the subsequent RFP.

1.3. The objective of this RFQ is to select a minimum of two (2) and not more than four (4) most highly qualified firms (herein described as “Proposers”) to provide professional design services for the design and construction administration of the Project. Since only the most highly qualified Proposers are to be selected in this phase, it is anticipated that not all Proposers who
meet the mandatory criteria described in this RFQ will be selected to participate in the RFP phase.

1.4. Milestones- (Note: these dates are preliminary and are subject to change):

1.4.1. Deadline to submit a design concept proposal- September 17, 2012
1.4.2. RFQ shortlist notified -October 15, 2012
1.4.3. Finalists to submit design concepts for contract award – February 1, 2012
1.4.4. Selection of the project design firm: April 1, 2013
1.4.5. Full Space & Functionality Plan presented: July 1, 2013
1.4.6. Revisions Completed: September 1, 2013
1.4.7. Work Begins: October 1, 2013

2. GENERAL INFORMATION

2.1. Susan Corrigan, President, shall be the sole point of contact with the Owner for the purposes of preparation and submission of the RFQ proposal.

2.2. No pre-proposal meeting is planned.

2.3. The evaluation of a Request for Qualifications takes a considerable effort to complete, and the effort depends on the number of proposals received. The TFACB will attempt to meet the milestone date stated in Section 1.4; however, that may not be achievable. The TFACB will announce by letter the short list of the most highly qualified Successful Proposers that will be asked to respond to the Request for Proposals for the Project.

3. DEFINED TERMS

Terms used in this Request for Qualifications have the meanings indicated below.

3.1. Architect/Engineer (A/E) – The Design Entity’s that will be providing design professional services
3.2. Owner – The Torpedo Factory Act Center Board
3.3. Project – Redesign as described herein.
3.4. Proposal – The Proposer’s document provided in response to the RFQ
3.5. Proposal Documents - The Advertisement or Invitation, Request for Qualifications, and Qualification Proposals, (including all Addenda issued prior to acceptance of Qualification Proposals)
3.6. Proposer - One who submits a Qualifications Proposal directly to the Owner
3.7. Qualification Exhibits—Documents prepared by the Design Entity, which best demonstrate the Proposer’s qualifications and that meets the Owner’s mandatory criteria set forth herein
3.8. Request for Qualifications (RFQ) – The initial phase of the selection process to determine a short list of the most highly qualified Proposers to receive the Request for Proposal (RFP)
3.9. Request for Proposal (RFP) – The subsequent Detailed Phase submission, by firms shortlisted in the RFQ stage.
3.10. Successful Proposer - A Proposer, who, on the basis of Owner’s evaluation as hereinafter provided, qualifies for receiving the Request for Proposal (RFP)
4. **COPIES OF PROPOSAL DOCUMENTS**
   
4.1. This document and attachments constitute the entire Request for Qualifications package.

5. **EXAMINATION OF SITE:**
   
5.1. Proposers may visit the site at 105 N. Union St, Alexandria VA  22314.

6. **PRE-PROPOSAL WALK-THROUGH**
   
6.1. A Pre-Proposal walk-through is not planned at this time.

7. **QUESTIONS, INTERPRETATIONS AND ADDENDA**
   
7.1. Addenda may be issued to clarify, correct, or change the Proposal Documents as deemed advisable by Owner.

8. **MANDATORY CRITERIA (Minimum Qualifications)**
   
An unsatisfactory response to any item in the category titled “Mandatory Criteria” will be considered sufficient cause to disqualify an applicant from further consideration for short-listing for this Project.

8.1. **Responsiveness to RFQ** – Only responsive applications will be considered and evaluated. A responsive application must be completed according to the instructions, and include all required attachments and requested information, to include the following:
   
   - Attachment A: Application for Prequalification
   - Attachment B: Applicant Information
   - Attachment C: Past Projects - Architect
   - Attachment D: Optional Information
   - All Additional information as needed to provide a complete response to the RFQ

8.2. **Debarment Status** – By submitting an application, the Proposer certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government or business entity. If the Proposer experiences a material change in its debarment status after the application is submitted and prior to the award of the contract for the project, the Proposer shall notify TFACB Buyer of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable. If at any time during the evaluation process the Proposer is issued a debarment judgment then this will be considered grounds for automatic disqualification.

8.3. **License** – The Proposer must provide copies of their firm’s Commonwealth of Virginia Architect’s Licenses with the RFQ response.

   8.3.1.1. Successful completion (on time, within budget, and per client’s specifications) of at least two (2) design projects of $500,000 to $1 million or more in the last five (5) years of similar scope to the Project in this RFQ.

   8.3.1.2. Participation in at least two (2) LEED registered projects.

8.4. **Mandatory Design Experience**- The minimum experience requirements for prequalification include the following:
8.4.1.1. Successful completion (on time, within budget, and per client’s specifications) of at least one (1) similar design by the designated Design Project Manager.

8.4.1.2. Participation in at least one (1) LEED registered projects.

9. **EVALUATION FACTORS**

In considering a Proposer for prequalification, the TFACB shall be the sole judge of the Proposer’s: (1) financial soundness; (2) history of positive project performance; (3) the quality and number of experienced personnel at the Proposer’s management and supervisory level; and (4) demonstration of a commitment within the Proposer’s projects to accommodating changes. Evaluation factors are listed as follows in order of descending importance:

9.1. **Project Performance** – During evaluation of project performance, emphasis will be placed on recent projects of a similar size and nature to the Project, including Proposer’s ability to manage Owner’s project budgets, deliver a quality product, and meet scheduled completion dates. Preference will be given to firms with experience on similar projects.

9.2. **Personnel Qualifications/Experience** – Provide resumes to demonstrate that the qualifications of the persons proposed for the following four (4) key personnel positions have relevant experience on projects of similar size and scope. Proposer must dedicate all Key Personnel to the project and may not make changes without written approval from the TFACB. Key Personnel include the following:
   1. Design Principle
   2. Design Project Manager

9.3. **References** – The TFACB may contact the Proposer’s references listed in the application (Attachments C and D) and may contact other potential references if referred to them in the course of this evaluation. The TFACB reserves the right to contact any party it deems appropriate. By submitting a response to this Request for Qualifications, the Proposer releases the TFACB and any references from all liability concerning this exchange of information.

9.4. **Financial Data** – Financial data will be reviewed and compared to industry standards.

9.5. **Safety Performance** – Safety data will be reviewed and compared to industry standards.

9.6. **Claims/Final Resolution/Judgments** – Evaluation of this data will be based on the number of affirmative answers to the questions and the details provided in the explanation for each occurrence.

9.7. **Failure to Complete - Applicant** – Evaluation of the Proposer’s failure to complete projects will be based primarily on the number of failure-to-complete occurrences and the explanations for the failure-to-complete occurrences.

9.8. **Optional Information.** Information not covered above, that the Proposer deems relevant, may be provided and may be considered by the TFACB.

9.9. **Other Relevant Criteria** – Any relevant information, included or not included in the proposal, deemed to be in the best interest of the TFACB may be evaluated in determining whether or not to accept a Proposer’s submission.

No substitutions of the Design Principle or Design Project Manager, represented above will be accepted without prior approval by the TFACB. Request for approval to substitute may be submitted by the Firm only for reasons beyond the Firm’s control. Approval by the TFACB will not be granted unless the Firm can demonstrate that the reason for the substitution is justified and that the substituting individual has, at a minimum, an equivalent level of experience comparable to that of the individual being substituted.
10. SUBMITTAL OF PROPOSALS

10.1. Request for Qualification Proposals: Ten (10) copies of the Proposal, and an electronic copy on CD-ROM, shall be submitted to the TFACB on or before 4:00 PM Eastern Standard Time (EST) on September 17, 2012, in order to be considered. Late proposals will not be accepted. The proposals shall be addressed to the President as indicated on page 1. Submittals shall be clearly identified with “Request for Qualifications for the Space Design of the Torpedo Factory Art Center”.

10.2. Proposals shall be enclosed in an opaque sealed envelope or box, marked with the Project title and name and address of Proposer and accompanied by all required documents. If the Proposal is sent through the mail or other delivery system the sealed envelope or box shall be enclosed in a separate envelope or box with the notation “PROPOSAL ENCLOSED” on the face of it.

Proposals should be addressed to: ATTENTION: Susan Corrigan, President TFACB
Torpedo Factory Art Center
105 North Union Street
Alexandria, Va. 22314

11. MODIFICATION AND WITHDRAWAL OF PROPOSAL

11.1. A Proposal may be modified or withdrawn by an appropriate document duly executed in the same manner that a Proposal must be executed and shall be delivered to the address listed in subsection 10.2 above prior to the date and time for the opening of the Proposals.

12. OPENING OF PROPOSALS

12.1. Proposals will be opened privately.

13. OWNER’S RIGHTS AND LIABILITIES

13.1. The TFACB reserves and holds the following rights and options which may be exercised at its sole discretion with respect to the RFQ.

   – To select the most qualified, responsible and responsive Proposers, based upon the submitted proposal, any subsequent clarifications or changes thereto, and the TFACB’s Selection Committee’s evaluation and recommendations, that meets the requirements and evaluation factors as set forth in the RFQ, and that best satisfies the requirements and the goals, objectives of the RFQ, the best interest of the TFACB, and the public interest in general.
   – To supplement, amend, or otherwise modify the proposal requirements at any time after receipt of proposals.
   – To seek and receive clarifications on any proposal at any time during the procurement process.
   – To set or modify any deadline for the completion of any clarification or negotiation phase of the procurement process.
   – To not enter into an agreement as contemplated in the RFQ for any reason whatsoever.
13.2. A Proposer who submits a proposal agrees to hold the TFACB, its officers, employees, agents and volunteers harmless and free from all liability, loss, injury, and/or cost and expense which might be incurred by such Proposer in responding to, or as a consequence of the RFQ, and agrees to waive any and all claims for damages arising in connection with the procurement process contemplated by the RFQ.

13.3. A Proposer shall not employ any Subcontractor, Supplier, or other individual or entity against which Owner may have reasonable objection. A Proposer shall not be required to employ any Subcontractor, Supplier or other individual or entity to furnish or perform any of the Work against which Proposer has reasonable objection.

14. PROPOSAL CONTENT

14.1. The Qualification Proposals submitted shall be structured in the following manner addressing all Selection Criteria listed in Sections 8 and 9 above. Information shall be satisfactory for posting and publication, unless expressly waived by the Buyer, as follows:

- Title page
- Table of Contents. Include a referenced page number for each section of the Table of Contents and number all proposal pages.
- Executive Summary or Letter of Introduction
- Application for Prequalification (Attachment A)
- Applicant Information (Attachment B)
- Past Projects - Contractor (Attachment C)
- Past Projects – Architect/Engineer (Attachment D)
- Optional information not covered above that the Proposer deems relevant. (Attachment E)

14.2. Proposal documents are generally subject to the Virginia Freedom of Information Act (“FOIA”) except that Section 2.2-3705.6 (11) exempts certain documents from public disclosure. Clearly mark any information that is considered confidential and proprietary.

15. ATTACHMENTS TO THE RFQ:

A. Application for Prequalification
B. Applicant Information
C. Past Projects – Architect/Engineer
D. Optional Information
REQUEST FOR QUALIFICATIONS
FOR
TORPEDO FACTORY ART CENTER
ATTACHMENT A
APPLICATION FOR PREQUALIFICATION

A copy of this page shall be the cover page for each submission.
Proposer Name: ______________________________________________________

Provide all names under which the applicant does business:
____________________________________________________________________
____________________________________________________________________

Is the Proposer related to another firm as a parent, subsidiary, or affiliate? Yes___ No___
If yes, attach names and addresses for all affiliated, parent and/or subsidiary companies, and state the nature of each affiliation.

1. Address: _____________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

2. Tax Identification Number (EIN/SSN): _____________

3. Is Proposer a corporation? Yes_____, No_______
If yes, what is the State of incorporation? _____________________________

4. If not incorporated, specify method and date of organization: _____________________________
__________________________________________________________________________________________

If a partnership, attach partnership details (such as partner’s names and individual contact information for each partner).
If a Joint Venture (JV), attach the JV agreement and provide details of the intended role of each JV member, including appropriate additional attachments (at a minimum an Attachment C or D for each JV member).

5. Initial if: Minority Owned: ________, Women Owned: ________, Neither: ________.
If so, provide, as attachment, any governmental certifications thereof.

6. Specify the portions of the Work that the Proposer expects to subcontract:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

7. Provide contact information including name, title, phone number and email address of the person who can respond authoritatively to any questions regarding this response:
_______________________________________________________________________________________
_______________________________________________________________________________________

Signed by: ________________________________ Phone No. ____________________

Printed Name, Title ____________________________
A. MANDATORY CRITERIA (Minimum Qualifications)

1. Responsiveness to Request for Qualifications – Responsiveness is defined in the Request for Qualifications, Section 10, entitled Mandatory Criteria.

2. Debarment Status – Has the applicant, or any affiliate, ever been the subject of any of the following actions:
   a. Debarment Yes___ No___
   b. Deletion from a Prequalified Bidders List Yes___ No___
   c. Other action which resembles debarment Yes___ No___

   If yes, provide details on a separate sheet for each instance.

3. License – Attach copies of the Proposer’s Commonwealth of Virginia Architect’s Licenses.

4. Previous Experience – Provide on Attachments C and D.

5. LEED Experience – Provide on Attachments C and D.

B. EVALUATION FACTORS

1. Project Performance
   a. Using a separate copy of Attachment C or D for each project, provide details of five or more past projects that are most similar in size and scope to the Project.
   b. Attach a list of similar projects in the last five (5) ten years with a contract value greater than $500,000.

2. Personnel Qualifications/Experience – Attach resumes of Principle Designer and Design Project Manager. Emphasize years of design experience, last employer, last position, and experience on similar projects. Higher consideration will be given in the evaluation if the key personnel have worked together on previous successful projects, have demonstrated experience on projects similar in type and scope to the Project, i.e., gallery design, and have completed LEED certified or higher projects.

   Attach resumes of other team members including Architect, and Mechanical/ Electrical Engineer. Emphasize years and types of experience, last employer, last position, and experience on similar projects. Higher consideration will be given in the evaluation if the other team members have worked together on previous successful projects; have demonstrated experience on projects similar in type and scope to the Project.

3. References – Reference information is addressed on Attachment C and D.

4. Financial Data
   a. Submit the Proposer’s reviewed and audited financial statements from the past two years, preferably 2010 and 2011. Complete balance sheets and income statements must be included. The statements shall be enclosed in a separate sealed envelope and included in the application package and it should be noted if the statement is for a parent company.
   b. Provide a copy of your current credit rating.
c. What is your **Dun and Bradstreet (DUNS) number (if applicable):** ________________

5. **Claims/Final Resolution/Judgments**– Have any of the following actions occurred on, or in conjunction with, any project performed by the Proposer, any affiliate, or their officers, partners or directors in the last five years?

   a. Legal Action Implemented by Proposer against Owner ................................................................. Yes___ No___
   b. Legal Action Implemented by Proposer against Subcontractor .................................................. Yes___ No___
   c. Legal Action Implemented by Owner .......................................................................................... Yes___ No___
   d. Legal Action Implemented by Subcontractor ............................................................................... Yes___ No___
   e. Settlement or Close-Out Agreement in effect with Owner .............................................................. Yes___ No___
   f. Judgments .................................................................................................................................. Yes___ No___
   g. Arbitrations ................................................................................................................................. Yes___ No___

If the answer to any of items a. through g. above is yes, provide details on a separate sheet for each instance.

6. **Termination - Applicant** – Has your organization ever been terminated for work awarded to it? This includes termination for default or for the convenience of the Owner or any other reason for failing to complete a project.

   Yes___ No___

   If yes, provide details on a separate sheet for each instance.

7. **Bankruptcy:** Has your business filed for bankruptcy in the last seven years or is your firm currently the debtor in a bankruptcy case? If yes, please explain the circumstances:

   __________________________________________________________

   __________________________________________________________

8. **Errors and Omissions:** Has your company ever been assessed for errors and omissions in the past five (5) years? If yes, please explain the circumstances:

   __________________________________________________________

   __________________________________________________________

9. **Contract Termination:** Within the last five (5) years, has your firm had a contract terminated for cause and/or ever had rights to proceed under a contract terminated? If yes, please explain the circumstances:

   __________________________________________________________

   __________________________________________________________

10. **Breach, Default, Debarred:** Within the last five (5) years, has your firm been disqualified, removed, or otherwise declared in material breach or default of any construction contract by a public agency, or debarred from participating in bidding for any construction contract? If yes, please explain the circumstances:

    __________________________________________________________

    __________________________________________________________
REQUEST FOR QUALIFICATIONS
FOR
TORPEDO FACTORY ART CENTER
ATTACHMENT C
PAST PROJECTS – ARCHITECT/ENGINEER

(For each cited project, the Proposer shall use a separate copy of this form to provide details of projects that are most similar in size and scope to the Torpedo Factory Art Center.)

1. Architect Name: ___________________________________________________________

   If Architect Name is not the same as Proposer’s name, state relationship (i.e. parent company, subsidiary, JV etc.): ___

   Project Manager: __________________________________________________________

2. Project Name: __________________________________________________________

   Facility Name: __________________________________________________________

   Project Location: ________________________________________________________

   Contract # ___________________ Project # ______________________

   Project Delivery System: ________________________________________________

3. Owner: _________________________________________________________________

   Address: ______________________________________________________________

   ________________________________ _______________________________________

   Contact Person: _________________________________________________________

   Contact Title, Phone Number, and Email Address ____________________________

4. Contractor: ____________________________________________________________

   Address: ______________________________________________________________

   ________________________________ _______________________________________

   Contact Person: _________________________________________________________

   Contact Title, Phone Number, and Email Address ____________________________
5. Construction Manager (if any): ____________________________________________
   Address: _____________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   Contact Person: ______________________________________________________
   Contact Title, Phone Number, and Email Address __________________________ (  ) __________

6. Contract Dates (completion dates should reflect substantial completion - if not indicate)
   Notice to Proceed: _________________________________________________
   Contractual Completion: ____________________________________________
   Actual Completion: ________________________________________________

7. Description of Project: _____________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

8. Original Contract Value: $__________________________________________
   Final Contract Value: $____________________________________________
   Value of Change Orders to Date: $___________________________________
   Value of Owner-Initiated Change Orders to Date: $_____________________
   Value of Changed Condition Change Orders to Date: $__________________
   Value of Change Orders due to Architect errors to Date: $_______________
   Outstanding Claims to Date: _________________________________________

9. Additional Comments: (Attach if needed)
TFACB OF ALEXANDRIA
REQUEST FOR QUALIFICATIONS
FOR
TORPEDO FACTORY ART CENTER

ATTACHMENT D
OPTIONAL INFORMATION

If there is any additional information the Proposer would like to provide, please include as Attachment E (maximum 10 pages).