Request for Proposal

Interior Design Services
Miller Center of Public Affairs
Forum Room and Forum Anteroom
August 12, 2008

A VASCUPP Member Institution
Issued by
Procurement Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Interior Design Services for the Miller Center’s Forum Room and Anteroom

RFP Number: #LP081208

Issue Date: August 12, 2008

Brief Description: Professional Interior Design Services for the renovation of the Miller Center’s Forum Room and Anteroom.

Preproposal Conference: An optional Preproposal Conference and site visit to the rooms will be held on Tuesday, August 19, 2008 @ 1:30 p.m., EDT at Miller Center Forum Room, 2201 Old Ivy Road, Charlottesville, Virginia (map may be viewed at this web site: http://www.virginia.edu/Map/). The purpose of the Preproposal Conference and site visit is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. This is the only day and time that a site visit is available for the rooms. Bring a copy of the solicitation with you.

Proposal Due Date: Wednesday, August 27, 2008 by 3:00 p.m. Proposals must be sent electronically via email to the buyer using the contact information in the box below. The University of Virginia (the “University”) reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiation questions, if needed, will be sent to Firms by Tuesday, September 16, 2008

Expected Award Date: October 24, 2008

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for one year, with the ability to renew on the same terms and conditions, for two additional one-year periods if mutually agreeable to the University and the Selected Firm. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement Services
1001 North Emmet St, Carruthers Hall
P.O. Box 400202
Charlottesville, VA 22904-4202
Attention: Lori Ponton, ASID
Phone: 434-924-4216
Fax: 434-924-7615
Email: lp3s@virginia.edu

NOTE 1: If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.
This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: [http://www.procurement.virginia.edu/main/publicpostings/RFP.html](http://www.procurement.virginia.edu/main/publicpostings/RFP.html) It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement Services web site: [http://www.procurement.virginia.edu/main/](http://www.procurement.virginia.edu/main/)

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

### B. SCOPE OF SERVICES

The University and its Miller Center of Public Affairs seeks a professional, experienced and qualified firm to provide interior design services for the preparation of a final design plan (to include a furnishings plan, wall color plan, window treatment plan, and floor covering plan), a specifications package for use in obtaining competitive bids, monitoring of procurement process and final inspection of installed design elements for the renovation of the Miller Center’s Forum Room. Details will include, but will not be limited to the following:

- Meet with a Miller Center representative to review requirements;
- Confirm all measurements through a site visit;
- Present the Miller Center representative with a furniture plan, recommended manufacturers and color/upholstery selections;
- Present the Miller Center representative with a wall color plan, recommended manufacturers and color selections;
- Present the Miller Center representative with a window treatment plan, recommended manufacturers and color/upholstery selections;
- Present the Miller Center representative with a floor covering plan, recommended manufacturers and color selections;
- Comply with specific building and fire code requirements. This may include working with the Facilities, Planning and Construction division of the University's Facilities Management department;
- Prepare specifications packages with detailed written specifications for each item. (Package will be given to the Miller Center and Procurement Services to use in competitive bidding.);
- Review all bid responses with the Miller Center and offer recommendations;
- Make frequent site visits, as necessary, to monitor furnishings installation progress and answer questions;
- Participate with the Miller Center representative in final inspection of all furnishings to develop / issue a punch list to each vendor in a timely fashion.

[CLICK HERE FOR FLOORPLAN](#)
**C. BASIS OF SELECTION**

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the services as described in the Scope of Services section;
2. The firm’s experience in providing Services similar to those described in this RFP, to include the firm’s references from clients.
3. The firm’s price proposal;
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site [www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf](http://www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf)

*Note 1*: A 10% minimum weight will be given to this criterion in evaluating proposals.

*Note 2*: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or [SWAM@virginia.edu](mailto:SWAM@virginia.edu).

**D. CONTENTS OF PROPOSAL**

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content, and should be organized in the order in which the requirements are presented in the RFP. Firms should provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of services requested.
2. A detailed description and the full specifications of the services proposed. Each firm should indicate in their proposal the firm’s ability to achieve / comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm should detail their proposed change(s) and how the proposed change would compare to the listed specification. Proposals should be formatted in such a way to address each of the above specifications in a line-by-line process.
3. Information on the representative(s) assigned to the handle the Miller Center’s project including professional memberships, experience and qualifications in providing similar services.
4. The firm’s proposed price / fee for providing the services.
5. At least three references where similar services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and their telephone number.
6. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.
7. Provide a list of institutions of higher education with which the firm has signed a term contract.
8. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at http://www.vcu.edu/procurement/coopcon.htm

9. Complete and return the information requested in Attachment 2, Firm Information.

NOTE: Virginia Freedom of Information Act
Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. [https://www.procurement.virginia.edu/forms/USVendorRegForm.html](https://www.procurement.virginia.edu/forms/USVendorRegForm.html)


  **Note:** Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.


F. OTHER INFORMATION

A. Insurance
Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A-financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any
goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

Comprehensive Commercial General Liability:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with coverage for the following coverage:

- Premises/Operations
- Products/Completed Operations
- Contractual
- Professional Liability

*Additional Insured:
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer

LWS:dr

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
## Firm Information

**Full Legal Name** *(Company name as it appears with your Federal Taxpayer Number):*

Address:

**Telephone Number:**

**FAX Number:**

**Web Address:**

**Email Address:**

**DUNS Number:**

### SWAM Information:

Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):

- Minority-Owned Business: □ Yes □ No
- Women-Owned Business: □ Yes □ No
- Small-Owned Business: □ Yes □ No

Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system *(eVA)*?

□ Yes □ No

### Point of Contact for this Proposal:

**Name:**

**Address:**

**Office No.**

**Mobile No.**

**FAX No.**

**Email Address:**