

## **Request for Qualifications**

### **Architectural and Engineering Construction Services**

#### **Summary**

VEIC is a sustainable energy organization with a mission to enhance the economic, environmental, and societal benefits of clean and efficient energy use for all people. We design, deliver, and evaluate programs throughout the United States and conduct special projects in several international locations. We specialize in advancing energy efficiency, transportation efficiency, and renewable energy, and we are committed to finding solutions that reduce the energy burdens of low-income people.

VEIC is planning to design and construct a new office building in the Chittenden County area, which will house both VEIC corporate headquarters and the primary office location of Efficiency Vermont, the statewide energy efficiency utility run by VEIC.

VEIC is seeking qualifications from architectural and engineering firms with experience in comprehensive planning and design services of commercial and public buildings to assist us with the design and construction of this new office building, and who can partner with VEIC in furthering its mission and complete this project in alignment with VEIC's corporate values. The goal of this Request for Qualifications (RFQ) is to find interested and qualified firms who will be invited to respond to a formal Request for Proposals (RFP) which VEIC will issue as more details about the proposed project become available. While a response to the RFQ is not mandatory in order to be able to respond to the RFP, it is strongly suggested that interested firms respond to the RFQ to ensure that they are kept informed of the progress and issuance of the RFP and to give VEIC a full opportunity to review their qualifications.

Responses to this Request for Qualifications (RFQ) should be delivered electronically to VEIC by **5p.m. ET on Monday, May 27, 2019**. Please submit your response electronically via e-mail to: [scomeau@veic.org](mailto:scomeau@veic.org) with **RFQ Submittal for [Your Firm Name]** in the subject line.

#### **Description**

VEIC is planning to design and build a new office building in the Chittenden County area. The estimated size of the building is anticipated to be 30,000-35,000 square feet of office space in a 3-story building, which should incorporate renewable energy (solar) with on-site storage. In keeping with VEIC's mission and goals, the building should be designed and constructed with a keen focus on sustainability and green building practices, and be LEED-certified upon completion. Respondents are encouraged to describe how they incorporate sustainable and green building practices into their approaches. As an organization with a strong history of supporting sustainable and energy efficient building practices, VEIC will be looking to

provide input, guidance, and feedback frequently throughout the design process, and is looking to find a firm that can make the most efficient use of VEIC's unique set of expertise in this area.

## Schedule / Milestones

VEIC is pursuing an aggressive time frame for this project, and is looking for firms able and willing to deliver their services in alignment with the following expected time frame:

Engagement on programming	Beginning June 30 2019
Detailed Drawings	Beginning Oct 1 2019
Ground breaking	Early 2020
Building completion	February 2021

## Response Requirements

To submit your qualifications and indicate your interest in reviewing and potentially responding to the RFP for this project, please provide a response to this RFQ with the following information:

1. **Company Information:** include a brief description of your firm, including name, contact information, size of firm, years in business, any company certifications or licenses, and a brief history of the firm.
2. **Team Information:** include a list of your team members with their individual designations (principal, project architect, consultants, engineers, etc.), years with the firm, licenses or certifications held, and relevant professional or personal experience.
3. **Project Experience:** list a minimum of three (3) projects completed by your firm to date that best represent a similar scope and complexity. Please include completion dates, location, budget, total square footage, and change order percentage.
4. **Project Approach and Commitment:** describe your general project approach and how you would ensure commitment to aligning with VEIC's mission, corporate values, and goals. Please include any unique qualifications that set you apart from other respondents.
5. **Design Samples:** provide a representative sample of building design sketches, photos, and concepts that reflect the style and breadth of your firm's work.
6. **Relationships:** list any other parties that you have worked with successfully in the past in areas such as construction, consulting, engineering, public relations, permitting, etc. that demonstrate your firm's ability to oversee this project smoothly from start to finish. For each, provide a point of contact with name, title, description of relationship, and contact information.

## Notice

This RFQ is a request for qualifications only. While VEIC intends to issue a final RFP for this project and select a responding bidder, VEIC reserves its rights to withdraw, postpone, cancel, or modify the RFQ/RFP process or any part of it at any time in its sole discretion. VEIC does not make any commitment unless and until it enters into a mutually signed agreement with a selected vendor.

Any questions regarding this RFQ should be directed to Scott Comeau at [scomeau@veic.org](mailto:scomeau@veic.org).