

**RFP071420**  
**COUNTY OF FAIRFAX**  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SERVICES**  
**BASIC ORDERING AGREEMENT**

**REQUEST FOR QUALIFICATIONS**

THE COUNTY OF FAIRFAX, VIRGINIA, Department of Housing and Community Development (DHCD) is soliciting statements of qualifications from professional consulting firms to provide project and construction management services under a Basic Ordering Agreement (BOA) for new and/or rehabilitation of housing and community development projects within the County of Fairfax.

Selected firms will provide project and construction management services including review of development potential of sites, development and review of project budgets and schedules, management of the design phase of a project, review of plans for compliance with program and constructability, management of the permit and bid process, negotiations with contractors, review and award of contracts, oversee construction submittals, quality control, inspections, oversee punchlist, manage project closeout, and provide augmentation for professional staff.

DHCD intends to award up to two BOA's with a ceiling limit of \$6,000,000 per year each. The amount authorized for any one project shall not exceed \$2,500,000. The contracts will be for a one-year period, with the County's option to renew for four additional one-year periods. Any uncommitted fund authorizations in a BOA at the end of each one-year term will not roll over to the next one-year term. All services will be implemented on a task order basis (as needed). No specific projects are identified at this time.

A Selection Advisory Committee (SAC) will review and evaluate the Statements of Qualifications of all firms based on the criteria listed below. Each criterion will be rated on a scale ranging from 1 to 5 with 1 being unacceptable and 5 being excellent. In addition, each criterion has been assigned a weight factor percentage based on importance of the criterion.

Selection Criteria:		Weight
1	Qualifications of professional and non-professional staff, prime and sub-consultants	20%
2	Experience of the firms, prime and sub-consultants	20%
3	Technical expertise on new and renovation projects	20%
4	Experience with federal, state, and Fairfax County codes/ordinances, zoning and permitting requirements	10%
5	Availability of resources and firm's ability to track and meet the individual task order schedules	10%
6	Ability to respond to sites within the County and to County offices	10%
7	Quality of the RFQ submission	10%

The County intends to assign projects under the BOAs based on the following considerations:

- Value of previous authorized task order work
- Number of previous task orders assigned

- Specialized capabilities of consultant and sub-consultant team
- Previous experience with similar projects
- Availability of resources
- Performance on previously assigned task orders

The SAC will short-list firms, conduct interviews, and make selection recommendations to the Deputy Director of Department of Housing and Community Development. Interviews from a short-list of selected firms are projected to be held in August 2020.

Consultants who wish to be considered for this work must submit five (5) hard copies and a PDF file (on CD or thumb drive) of their Statements of Qualifications to Teresa Lepe, Department of Housing and Community Development, 3700 Pender Drive, Suite 300, Fairfax, VA 22030-6039. All submissions must be complete and clearly demonstrate capability to provide the required services.

The Statements of Qualifications submission must include:

1. Statement of Interest;
2. GSA Standard Form 330 (SF330) Part I and Part II for the primary firm and all sub-consultants; and
3. List of references with current addresses and telephone numbers for project management and construction management services.

All Statements of Qualifications shall be delivered by no later than 3:00 p.m., local prevailing time on August 4, 2020. Statements of Qualifications received after this date and time will not be considered. The Statements of Qualifications shall not exceed thirty (30) double-sided sheets or sixty (60) single-sided sheets, including required SF330. Fairfax County is committed to protecting the environment. Therefore, submittals must be made of paper product only. All questions and inquiries pertaining to this solicitation should be directed to Casey Sheehan at (703) 246-5146 or by email at [Kevin.Sheehan@fairfaxcounty.gov](mailto:Kevin.Sheehan@fairfaxcounty.gov)

Fairfax County is committed to paying a living wage to all qualified County employees and encourages contractors and sub-contractors involved in all County programs, services, and activities to pay a living wage to their employees.



To request this information in an alternate format, please call Malia Stroble, Real Estate Finance/Grants Management Division, DHCD at 703-246-5170, TTY711.