



REQUEST FOR QUALIFICATIONS

# **Architectural and Engineering Services**

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**YMCA of the Virginia Peninsulas**

**New Surry County YMCA**

NOVEMBER 2025



# Table Of Contents

## **PART A: GENERAL INFORMATION**

- 1.0** Introduction
- 2.0** Goals and Objectives
- 3.0** Scope of Services
- 4.0** Construction Manager, Architectural Consultant
- 5.0** Selection Process
- 6.0** Site Visit (Optional)
- 7.0** Method and Date of Submittal
- 8.0** Notice of Intent to Respond
- 9.0** Key Dates Schedule
- 10.0** Clarifications

## **PART B: PROJECT INFORMATION**

- 1.0** Scope of Initiative / Location
- 2.0** Budget
- 3.0** Schedule
- 4.0** Attachments

## **PART C: SUBMITTAL REQUIREMENTS**

- 1.0** Cover Letter
- 2.0** General Information & Statement of Qualifications
- 3.0** Team Organization & List of Key Personnel
- 4.0** List of Outside Consultants
- 5.0** Relevant Project Experience
- 6.0** Architectural Images
- 7.0** Financial
- 8.0** Backlog
- 9.0** Project Schedule

## **PART D: INTERVIEW**

- 1.0** Schedule
- 2.0** Attendees
- 3.0** Agenda

## **PART E: FEE PROPOSAL IF INVITED TO INTERVIEW**

- 1.0** Scope of Work
- 2.0** Additional Services

**PART A****General Information****1.0 INTRODUCTION**

Your firm has been identified to submit qualifications for architectural and related engineering services to the YMCA of the Virginia Peninsulas in conjunction with the Association's pending capital development initiative for a new Surry County YMCA. This document provides information about the initial initiative, as well as requirements for your written submission. Also included is information and requirements for an oral presentation and interview with YMCA leadership, if invited.

**2.0 GOALS AND OBJECTIVES**

Once selected, it is expected that the successful firm(s) will begin the refined schematic design services. Work by the selected architectural firm(s) will be based on project materials completed to-date by Gro and the Owner's project team, including but not limited to the following: architectural program, comprehensive project budget, construction cost estimate, outline specification, and schematic design.

The continuation of architectural and engineering design services will include the following:

- 1) Refined Schematic Design
- 2) Design Development
- 3) Construction Documentation
- 4) Bidding and Negotiation Support (by Construction Manager)
- 5) Construction Administration

Refined Schematic Design for the project will be:

- Based on sound analysis of development constraints of the project site
- In sufficient detail to support estimates of probable costs
- In a character likely to raise interest in the philanthropic community
- Based on initial design work completed to date

**3.0 SCOPE OF SERVICES**

The scope of services to be delivered by the selected firm will be based upon the description of architectural services as found in AIA Document B133-2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor.

*Any objections to such a basis for the form of agreement should be articulated in submission made in response to the Request For Qualifications.*

#### 4.0 CONSTRUCTION MANAGER, ARCHITECTURAL CONSULTANT

Gro, a professional services firm serving YMCAs and similar organizations, is providing program management, initial schematic design, and on-going facility development and design consulting services to the YMCA and its selected design and construction professionals on the Project. Gro will work with the Owner's senior management to oversee project aspects related to YMCA design standards and operational impact.

The YMCA is currently identifying a Construction Manager for the Project.

#### 5.0 SELECTION PROCESS

The materials submitted by interested firms will be reviewed by the YMCA leadership team and Gro. The Committee will employ a qualifications-based selection process incorporating the following criteria in its evaluation:

- Relevant project experience
- Project understanding and approach
- Experience, skill set and demonstrated leadership of proposed project team
- Experience of the proposed team of consultants
- Ability to comply with proposed project schedule
- Design aesthetic
- Experience collaborating with the owner consultants
- Experience working from initial design & maintaining scope while furthering design
- Experience in managing & meeting project budgets
- Experience working with not-for-profit organizations
- Skill in coordinating project documentation
- Familiarity with project site/location
- Experience with similar project types, venues, and programs
- Interaction with owner and consultant throughout the selection process
- Experience working in the municipality

Following its evaluation of the materials received, the committee will invite a shortlist of firms to interview and submit fee proposals. Following the oral presentations, the committee will select a firm with which to enter contract negotiations for the project.

The YMCA reserves the right to reject any and all qualifications and subsequent proposals, including those that do not provide the requested information.

## 6.0 SITE VISIT (OPTIONAL)

Firms may visit the site but a site visit will not be hosted by a YMCA representative. The purpose of this visit is to review the existing conditions of the site only—it is not intended to provide additional information about the proposed project or the selection process. Any questions regarding the project or the selection process should be submitted in writing, as outlined in the Clarifications section of this document.

## 7.0 METHOD AND DATE OF SUBMITTAL

Regardless of delivery method, submission materials must be delivered and received by the individuals below NO LATER THAN as indicated in the Key Dates section. Packages and email messages must be clearly marked as indicated below. Electronic delivery of materials is preferred.

### ELECTRONIC DELIVERY – EMAIL (PREFERRED)

Electronic delivery of submission materials is preferred. If delivered via email, no hard copy of materials will be required. For submittals delivered by email, please address email to the following recipients:

- Kathleen Womack, Gro – kwomack@gro-dev.com
- David Nathe, Gro – dnathe@gro-dev.com
- Adam Klutts, YMCA of the Virginia Peninsulas – adam.klutts@ymcavp.org
- Craig Payne, YMCA of Virginia Peninsulas – craig.payne@YMCAVP.org
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The subject line for all electronic submittals should be as follows:

Architect Selection – New Surry County YMCA

### HARD COPY DELIVERY

*Hard copies are not required if submitting via email.* For hard copy submissions, eight (8) copies of all materials must be delivered in a **SEALED** package, to:

YMCA of the Virginia Peninsulas  
Attn: Adam Klutts  
41 Old Oyster Point Road, Suite C  
Newport News VA 23602

The outside of the sealed package shall be clearly marked with the following identification:

ARCHITECT SELECTION  
New Surry County YMCA

## 8.0 NOTICE OF INTENT TO RESPOND

A notice of intent to respond must be received by email no later than the date indicated in the Key Dates section of this document.

## 9.0 KEY DATES SCHEDULE

KEY DATES	
RFQ Issued	Nov 17
RFQ Advertisement	Nov 18-25
Notice of Intent to Respond	Nov 25
Written Questions Due	Nov 28
Responses to Questions	Dec 1
Qualifications Submission	Dec 3 @ 1:00 PM Eastern
Invitations to Interview and Fee Submittal	Dec 4
Fee Proposals Due (short-listed firms only)	Dec 8 @ 1:00 PM Eastern
Interviews (short-listed firms only)	TBD Dec 9 (times to be issued with invitation)

It is recommended that participating firms prepare their whole project team for a tentative interview by holding the scheduled interview date should an interview invitation be extended.

## 10.0 CLARIFICATIONS

Any questions or requests for additional information regarding the project, selection process, or the attachments are to be made only in writing and transmitted electronically to:

- Kathleen Womack, Gro – kwomack@gro-dev.com
- David Nathe, Gro – dnathe@gro-dev.com

All questions must be received in writing by the date specified in the Key Dates section of this document. Responses to all questions received will be distributed to all participating firms prior to the submittal due date.

**PART B****Project Information****1.0 SCOPE OF INITIATIVE / LOCATION**

In keeping with its strategic plan, the YMCA has initiated a capital reinvestment program for the project outlined below. Further development by the selected firm(s) will be based on project materials completed to date.

**New Surry County YMCA – 205 Enos Farm Drive, Dendron VA 23839**

New construction of approximately 42,000 SF

- Lobby and Lounge Areas (Commons)
- Child Watch Area and Kids Adventure Room
- Community Kitchen (not commercial)
- Multipurpose Room
- Teen / Intergenerational Center
- Group Exercise Studios
- Fitness Center
- Indoor Track (alternate)
- Indoor Aquatic Center (two pool tanks: lap tank + warm water tank)
- Male, Female, and Universal Locker Rooms
- Administrative Areas
- With Associated Sitework, Landscape and Hardscape Improvements

The unique needs of the communities and populations served by each YMCA are the basis for the project scope. This scope is the result of a combination of market research, community needs assessment, and related learnings stemming from the YMCA's strategic planning process. Additionally, recent experiences and successes of this YMCA, that of other YMCAs in the region, industry trends, and the experience and recommendations of the YMCA's consulting team have contributed to the development program.

**2.0 BUDGETS**

The project budgets to cover the Cost of the Work for construction (building and site) are indicated below. These project budgets do not include costs associated with furnishings, fixtures and equipment, architectural and related professional services fees, Owner-controlled contingencies, and fundraising costs.

<b>Project</b>	<b>Approx. Cost of Work</b>
New Surry County YMCA	\$16.26 M (building & site)

The Architect and construction team will be required to work toward the budget for the Cost of the Work for the Projects, as indicated in the "Scope of Initiative" section of this document.

### 3.0 SCHEDULE

The anticipated start of construction and time of construction for each project is below. Refined schematic design and design development will begin after the selection of the Architect-of-Record.

Project	Anticipated Construction Start	Anticipated Length of Construction
New Surry County YMCA	Q3 2026	12-14 months

### 4.0 ATTACHMENTS

The following materials are provided as supplemental materials for use in preparing your submittal and are available to download from DropBox:

**New Surry County YMCA**

DropBox Link: [Building Plans & Site Plan](#)

*Please note: these materials are provided as background information only. A comprehensive set of construction documents will be developed by the Architect-of-Record for the project.*

**Part C****Submittal Requirements**

*The submittal must include the following information in sections as numbered below.*

**1.0 COVER LETTER**

A cover letter, signed by an officer of the firm, containing a commitment to provide the services required if selected, with the proposed personnel, while also expressing interest in the project.

**2.0 GENERAL INFORMATION & STATEMENT OF QUALIFICATIONS**

The following information should be included in the submission:

- Name and address of firm
- Contact Person
- Date firm was established and last change, if any, in ownership or senior management
- Firm history

Please also complete and submit AIA Document B305-2021 - Architect's Statement of Qualifications.

**3.0 TEAM ORGANIZATION & LIST OF KEY PERSONNEL**

Provide an organizational chart identifying all team members, relationships and responsibilities throughout the various phases of the project including refined schematic design, design development, construction documentation, bidding and negotiation, and construction administration.

Identify the role of each key team member and the amount of their time that will be dedicated to each of the various phases of the project. Provide resumes for each key team member.

If your firm elects to team with another firm, provide information regarding the relationships including:

- percentage of services to be performed by each firm on the project
- firm responsible for design lead
- firm responsible for management of consultants
- firm to be deemed the architect-of-record
- locations (office) where services will be performed
- projects on which firms have previously associated including owner references (contact name and phone number), relationship and responsibilities

#### 4.0 LIST OF OUTSIDE CONSULTANTS

The selected firm shall select consultants as necessary to provide the scope of services required for the Project. Consultants need not be exclusive to one team and may participate in more than one team responding to this request for submissions. *All consultants are subject to approval by the Owner.*

Other consulting/engineering services deemed necessary for successful completion of the project should be included in the proposed project team with their services included in the agreement. The project team should include, but not be limited to, the following services, potentially delivered by consultants:

- Civil/Site Engineering
- Mechanical, Electrical, and Plumbing Engineering
- Structural Engineering
- Pool Design/Engineering

#### 5.0 RELEVANT PROJECT EXPERIENCE

Provide information on relevant experience with comparable projects completed in the last six years or currently in progress. Please limit the number of examples offered to four (4), focusing on projects most relevant to the current initiative. Include the following information for each project:

##### PROJECT INFORMATION

- Project Name
- Project Location
- Project Type
- Project Scope in Square Feet
- Project Construction Cost
- Firm's Project Executive
- Firm's Project Manager
- Firm's Designer
- General Contractor

##### PROJECT DESCRIPTION AND PHOTOGRAPHS

Provide a brief project description with related project imagery, especially as relative to the subject initiative. Include both interior and exterior images as appropriate.

##### CLIENT INFORMATION

- Client Name
- Client Contact Name, Title, Address, Telephone Number, Email Address

## 6.0 ARCHITECTURAL IMAGES

Provide up to twenty (20) additional images of comparable projects from the firm's portfolio that represent the firm's work, especially as relative to the YMCA projects at hand. Include both interior and exterior views as appropriate.

## 7.0 FINANCIAL

Attach a letter from your bank/financial institution stating the following:

- length of time the firm has been doing business with bank/institution
- average balance (in general terms)
- bank's/institution's rating of the firm as a customer presented on bank/institution letterhead

## 8.0 BACKLOG

Please provide a statement of the firm's total backlog, currently and for the past two years utilizing the following format.

	<b>Firm Size</b> Number of Professionals	<b>Current Contracts</b> # of Active Contracts	<b>Contracts (A)</b> Total Original Value of Cost of Construction for Contracts	<b>Contracts (B)</b> Total Value of Construction Completed to Date for same Contracts (A)	<b>Backlog (A-B)</b> Balance to Completed
Currently			\$	\$	\$
One Year Ago			\$	\$	\$
Two Years Ago			\$	\$	\$

## 9.0 PROJECT SCHEDULE

The timely completion of services is important to the overall success of the initiative. Provide a proposed timeline/schedule depicting the anticipated activity of the firm during the various phases of the project. The proposed schedule will be evaluated upon the amount of time your firm estimates is required to execute the scope of services while maintaining the necessary levels of quality control to meet professional standards.

**Part D****Interview** (if invited to interview)**1.0 SCHEDULE**

Interviews with firms shortlisted by the committee will be conducted as indicated in the Key Dates Schedule. The exact times of the presentations/interviews are yet to be determined.

It is recommended that participating firms prepare their whole project team for a tentative interview by holding the scheduled interview date should an invitation be extended.

**2.0 ATTENDEES**

The key individuals responsible for design, project management and communication with the Owner and its agents should attend the interview. A list of attendees will be requested when the presentation time is scheduled.

Representing the YMCA in the interviews will be members of the YMCA's leadership team and Gro.

*Individual solicitation of these individuals throughout the selection process is prohibited.*

**3.0 AGENDA**

The total oral presentation/interview time will likely be limited to 60 Minutes, allowing 20-30 minutes for presentation of any materials by the firm followed by interview questions and answer by the Owner. Issues to be addressed during the interview include:

- Understanding of the initiative
- Design approach for the projects
- Relevant project experience
- Team organization
- Experience, skill-set and demonstrated leadership of proposed project team
- Experience of proposed team of consultants
- Experience working with Owner consultants
- Experience working with not-for-profit organizations
- Project schedule
- Experience in cost estimating
- Proposal for compensation
- Familiarity with project site/location
- Interaction throughout selection process

**Part E****Fee Proposal** (if invited to interview)**1.0 SCOPE OF WORK**

Following the review of qualification submittals, the Committee will identify a shortlist of firms to interview and submit professional fee proposals. The Scope of Work section of this document and other project information provided in the selection process should be used as the basis for formulating the professional services fee proposal, if requested.

Submitted fees should be expressed as a percentage of Cost of the Work. The detailed description found in AIA Document B133-2019 and B201-2017 will serve as the basis for the fee calculation with a general scope of architectural services to include:

- Refined Schematic Design (including site design and elevation studies)
- Design Development
- Construction Documentation
- Bidding and Negotiation Support (led by Construction Manager)
- Construction Administration
- Interior Design Services

The selected AE team will be expected to specify consistent finishes with the YMCA standards and use finishes that meet the owner's brand standards regarding selections and will be responsible for FF&E procurement. It should be assumed that all services defined in B133-2019, Article 3 (Scope of Architect's Basic Services) are included in the proposed fee unless otherwise noted.

In calculating the proposed professional services fees, participating firms should take into consideration the involvement and ongoing support offered throughout the project by Gro and the Owner's Construction Manager. The Owner's Construction Manager will be involved throughout the course of the architectural and engineering design process, providing real-time cost analysis, periodic cost estimates, and routine constructability reviews.

**2.0 ADDITIONAL SERVICES**

Submittals should include the table from AIA B133-2019, Article 4 (Additional Services), fully completed and defining each service as either 1) by Architect, 2) by Gro, 3) by Owner, or 4) Not Provided.

Any Additional Services in Article 4 noted as "by Architect" are assumed to be included in the base fee unless otherwise noted.

**END OF DOCUMENT**