



**Procurement**

300 Turner Street NW  
North End Center, Ste 2100  
Blacksburg, Virginia 24061  
P: (540) 231-6221 F: (540) 231-9628  
[www.procurement.vt.edu](http://www.procurement.vt.edu)

August 19, 2024

Bureau Veritas North America Inc  
Craig Baptista  
180 Promenade Cir Ste 150  
Sacramento, CA 95834-2940

Dear Craig,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-2144-2024  
Commodity/Service: Code Review Services  
Renewal Period: 12/1/24 - 11/30/25  
Renewal #: (1 of 4) one-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by 11/1/24.

If allowed by the contract, price adjustments must be requested at the time of renewal in accordance with the contract documents. Price adjustments are not automatic or retroactive and are only implemented upon request by the vendor at the time of renewal.


In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html> or contact me directly for more information.

Sincerely,


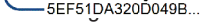
Chad Dalton  
Systems and Contracts Lead  
(540) 231-9129

Bureau Veritas North America Inc **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  \_\_\_\_\_ Date: 8/19/2024  
Name:  \_\_\_\_\_ Title: Vice President  
(please print)

**We currently participate in the Wells One Program:** \_\_\_\_\_

**We would like to participate in the Wells One Program:** \_\_\_\_\_

Approved:  \_\_\_\_\_  
 \_\_\_\_\_  
Director of Procurement

Date: 8/19/2024

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-2144-2024

This contract entered into this 1<sup>st</sup> day of December 2023 by Bureau Veritas North America, Inc. hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:


SCOPE OF CONTRACT: The Contractor shall provide code review services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From December 1, 2023 through November 30, 2024. There will be an option for four (4) one-year renewal periods.

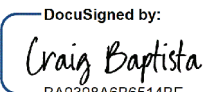
COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

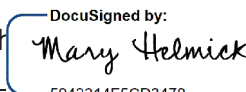
CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 620112401 dated September 13, 2023, the proposal submitted by the Contractor dated September 28, 2023 and the Negotiation Summary, all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and

DS    ii    DS  
  
(Initials)

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor  
By:   
(Signature)  
Craig Baptista, Vice President  
Name and Title

Virginia Tech  
By:   
Mary Helmick  
Director of Procurement



Request for Proposal #620112401

For

Code Review Services

September 13, 2023

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

**SUBMISSION INSTRUCTION PAGE**  
**RFP # 620112401, Code Review Services**

**INCLUDE THIS WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED**

**DUE DATE:** Proposals will be received until September 28, 2023 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Rachel Meadows, Phone: (540) 231- 8544 e-mail: rachm87@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 10:00 AM on September 18, 2023. Inquiries must be submitted to the procurement officer identified in this solicitation.

**PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will NOT be held.

**PROPOSAL SUBMISSION:**

**\*Please note, proposal submission procedures have changed effective March 2023.**

**Proposals may NOT be hand delivered to the Procurement Office.**

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

**Proposals must be submitted electronically at:**

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Offerors will need to register through this procurement portal, hosted by Jaggaer. **It is encouraged for all Offerors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or [procurement@vt.edu](mailto:procurement@vt.edu).

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Offeror.

**Attachments must be smaller than 50MB in order to be received by the University.**

*In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.*

AUTHORIZED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**[INCLUDE THIS PAGE]**

I. PURPOSE:

This Request for Proposal (RFP) seeks to solicit proposals to establish a contract through competitive negotiations by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

This RFP aims to seek qualified firms to perform code review services for new construction and renovation projects. Virginia Tech's objective is to engage experienced and knowledgeable code review service providers to conduct thorough plan reviews, ensuring compliance with local, state, and federal building codes and regulations and any other services described in the scope of work. These services are limited to plan review, on an "as-needed" basis. There are no active contracts for code review services from prior solicitations.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: <https://www.sbsd.virginia.gov/>

III. CONTRACT PERIOD:

The term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) one-year renewals, or as negotiated.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <https://eva.virginia.gov/>, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS/SCOPE OF WORK:

- A. Full plan review of design documents at all design stages for all disciplines, including but not limited to, specifications, product data and calculations, to identify code compliance issues related to the Virginia Statewide Building Code and any applicable referenced standards;
- B. Review of fire alarm and detection systems, and fire suppression/ sprinkler systems, including review of mass notification systems and special hazard suppression systems such as pre-engineered kitchen hood extinguishing equipment, clean-agent, and foam suppression;
- C. Review of accessibility compliance for both new construction and renovations;
- D. Review of mechanical, electrical, plumbing, and fire system upgrades and repairs;
- E. Review of the structural elements of the building, including beams, columns, and load-bearing walls, to ensure they are safe and meet code and design specifications; and
- F. Studies, such as the effect a renovation may have on building egress.
- G. Other types of services of a nature consistent with the intent of the RFP.

The services support facilities located at Virginia Tech's main campus in Blacksburg, and other Virginia Tech owned properties throughout the Commonwealth of Virginia.

## VII. PROPOSAL PREPARATION AND SUBMISSION:

### A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSB website at <http://www.sbsd.virginia.gov/>

2. The return of the Submission Instruction page and addenda, if any, signed and filled out as required.

3. Organizational Experience. Describe the company's qualifications and experience in providing the services described herein to include:

- a. Number of years Offeror has been in operation as well as the number of years Offeror has been providing the services requested in this RFP;
- b. Brief description of similar services provided in the past five (5) years that best characterize your capabilities.

4. Employee Qualifications and Experiences. Provide a short but complete profile of each key team member proposed to perform specified tasks under this engagement including:

- a. Their work history, and experience with engagements similar to the one described herein;
- b. Include all licenses or certifications held by proposed employees;
- c. Identify the individual who will have day-to-day management responsibilities for this engagement.

5. Resource Availability. Provide a statement on Offeror's ability to respond to critical deadlines on short notice, particularly in regards to staff and resource capacity.

6. References. List three (3) current or recent professional references for engagements of similar size and scope. Please include the references':

- a. Company name;
- b. Contact Name;
- c. Phone Number;
- d. Email address; and
- e. A description of the services provided for this reference.

7. Approach and Methodology. Provide a clear and concise description of the approach and methodology Offeror proposes to complete all code review services as described in the Scope of Work.

8. Fee. Propose hourly rates for the services provided for herein. The fee structure must be all-inclusive, including expenses for travel, etc.



## B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

- a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Virginia Tech online submission portal. Refer to page 2 for instructions.

Any proprietary information should be clearly marked in accordance with 2.d. below.

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. 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.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent



disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	25
4. Cost (or Price)	15
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	<u>100</u>

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference

all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

IX. OPTIONAL PRE-PROPOSAL CONFERENCE:

A pre-proposal conference will NOT be held.

X. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)  
Accounts Payable  
North End Center, Suite 3300  
300 Turner Street NW  
Blacksburg, Virginia 24061

XI. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html/docs/bids.php>. Since a paper copy of the addendum will not be mailed to Offeror, we encourage Offeror to check the website regularly.

XIII. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XIV. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XV. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVI. CONTRACT ADMINISTRATION:

- A. Chris Kiel, University Building Official, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XVII. ATTACHMENTS:

Attachment A - Terms and Conditions

## ATTACHMENT A

### TERMS AND CONDITIONS

#### **RFP GENERAL TERMS AND CONDITIONS**

See: [https://www.procurement.vt.edu/content/dam/procurement\\_vt\\_edu/docs/terms/GTC\\_RFP\\_02182022.pdf](https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.pdf)

#### **ADDITIONAL TERMS AND CONDITIONS**

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to the Virginia Tech online submission portal. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 50MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: [http://www.ita.vt.edu/purchasing/VT\\_Cloud\\_Data\\_Protection\\_Addendum\\_final03102017.pdf](http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf)
- 10. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- 11. INSURANCE:** By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.  
During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

**INSURANCE COVERAGES AND LIMITS REQUIRED:**

- A. Worker's Compensation - Statutory requirements and benefits.
  - B. Employers Liability - \$100,000.00
  - C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
  - D. Automobile Liability - \$500,000.00
  - E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.
  - F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
- 12. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.





**BUREAU  
VERITAS**

# REQUEST FOR PROPOSAL #620112401 FOR CODE REVIEW SERVICES: **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (VIRGINIA TECH)**

## **VIRGINIA TECH CONTACT**

Rachel Meadows  
300 Turner Street, NW, Blacksburg, VA 24061  
P: 540.231.8544  
E: rachm87@vt.edu

September 28, 2023

## **CONTACT REGARDING THIS PROPOSAL**

Craig Baptista, Vice President - West, Plan Check & Inspection  
Bureau Veritas North America, Inc.  
11111 Carmel Commons Blvd, Suite 110, Charlotte, NC 28226  
P: [REDACTED]  
E: craig.baptista@bureauveritas.com

Proposal No: 6497322

**BUREAU VERITAS** 11111 Carmel Commons Blvd Suite 110, Charlotte, NC 28226  
916.725.4200 | [www.bvna.com](http://www.bvna.com)



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## i. Cover Letter

September 28, 2023

Rachel Meadows  
Virginia Polytechnic Institute and State University (Virginia Tech)  
300 Turner Street, NW  
Blacksburg, VA 24061

### Re: RFP No. 620112401 for Code Review Services

Bureau Veritas North America, Inc. (BV) is pleased to present the following proposal to deliver Code Review Services for Virginia Tech (VT). This response will highlight the firm's experience providing similar services for other universities and colleges in an effort to showcase BV's depth of resources, skills, and expertise. We take great pride in our ability to provide exemplary services while also highlighting our experience in providing similar services for numerous universities. Our firm is consistent in our approach in giving clients a close-knit presence found in smaller firms while possessing the support of a national firm.

BV is keenly aware of the desire for high-quality customer service, timely reviews, reliability, responsiveness, and cost-effective solutions. The firm's commitment to providing accurate solutions to our clients, including the ability to quickly and effectively meet the needs of the communities the firm serves, makes BV an ideal partner. We are dedicated to providing a collaborative and solution oriented approach to the provision of code plan review services which will foster a successful and rewarding partnership.

BV offers optimal solutions to deliver quality services:

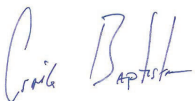
- Unparalleled plan review expertise
- Established relationships to ensure timely reviews, transparency, and responsiveness
- Depth of resources to maximize flexibility and deliver quality services
- Collaborative and solution oriented philosophy
- Electronic review and web-based document control best practices to consistently meet turn-around schedules and streamline communication

A unique feature of Bureau Veritas is the company, as a whole, is subject to the high standards of the ISO 9001:2015 Quality Management System. This system is applied to our entire operation and periodic audits certify the company continues to be in full compliance. This assures our clients that wherever our services are provided, they will be accurately prepared and the deliverables will be received in a timely manner.

Craig Baptista, M.B.A., Vice President - West, Plan Check & Inspection, is an authorized representative able to bind the firm to all statements contained in the proposal as well as the contract on BV's behalf. Armil Allahyarian, M.S., Business Unit Manager/Senior Plans Examiner, is the individual who will have day-to-day management responsibilities for this engagement.

Our team looks forward to continuing a successful, professional relationship with VT by augmenting the university's staff, promoting transparency in our work, improving efficiencies, and exceeding your expectations.

Sincerely,



Craig Baptista, M.B.A., Vice President - West, Plan Check & Inspection  
Bureau Veritas North America, Inc.  
11111 Carmel Commons Blvd, Suite 110, Charlotte, NC 28226  
P: [REDACTED]  
E: craig.baptista@bureauveritas.com

# 1. SWAM PARTICIPATION



BUREAU

VERITAS

# 1. SWAM Participation

*1. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business: If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested.*

## SWAM PARTICIPATION

Bureau Veritas is committed to promoting the use of Virginia's SWaM businesses in the overall contracting opportunities. We understand that there will be SWaM participation goals on various projects throughout this contract and we pledge to foster a strong relationship with the certified SWaM firms as required.

## MANAGING DIVERSE TEAMS

BV has developed processes to map skills of all individuals supporting the project team. All SWaMs with specific expertise and subcontractors will be entered in BV "Global Skills Database" and formally approved prior to assigning them on a job and monitored as per BV Procedure. All assignments will be based on their skill set entered the "Global Skill Database". Our proprietary Global Skills Database is a BV tool developed to assist our project teams with selecting the best personnel for any project based on skills, experience, qualifications, certifications and past performance ratings.

## APPROACH TO MONITORING, MENTORING, & SUPPORTING SWaM

Our Business Unit Manager, Armil Allahyarian, M.S., will be responsible for overseeing efforts to assist the certified SWaMs to successfully perform as members of the team. BV has a robust production control management system which will allow us to monitor all activities assigned to these firms. Any firm providing services as our subcontractor shall abide by all requirements according to our QHSE management systems, as well as our IAS Accreditation.

## SWaM COMMITMENT

When VT issued the original RFP No. 656682302 on July 27, 2023, our firm sourced multiple SWaM companies that would provide applicable plan review services. Although the bid was postponed, BV has established prospective partnerships with two SWaM firms should we be awarded the contract. The following firms have issued their interest with the emails found on the following pages.

**Alisa S. T. Cowen, ASLA, PLA, AICP - Owner**  
**AST Cowen Design Group LLC**

**Saurin Parikh, P.E. - Principal**  
**Astute Engineering, PLLC.**

## BUREAU VERITAS NORTH AMERICA INC'S EQUAL EMPLOYMENT OPPORTUNITY POLICIES

BV was built upon teamwork and equal opportunity. The firm will continue to be successful only when people are treated fairly and allowed to advance and achieve their full potential. BV is proud of the fact it extends equal employment opportunities to all qualified employees and applicants for employment regardless of race, color, religion, creed, sex, age, national origin, marital status, sexual orientation, citizenship, veteran status, or disability, which if needing accommodation, may be reasonably accommodated as required by law, or any other basis protected by state or federal law.

BV works hard to promote the fulfillment of human potential and equal employment. The firm takes action to ensure ALL individuals are given the opportunity to know of openings, are encouraged to seek promotions, are considered for promotional opportunities, and when qualified, are hired or promoted.

All phases of employment including, but not limited to, recruiting, hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, termination, recall, use of all facilities, and participation in all firm-sponsored activities, will be administered to further the principle of equal employment opportunity.

Dedicated Commitment to Equal Opportunity Employment at BV is firmly committed to equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

As part of BV's commitment to this overall process, it seeks to ensure affirmative action to provide equality of opportunity in all aspects of employment and all personnel activities. This assists BV in safeguarding the recruitment, selection, training, compensation, benefits, discipline, promotion, transfer, layoff, and termination processes from illegal discrimination and harassment based upon race, color, religion, sex, sexual orientation, gender identity, and national origin.

## 1. SWAM Participation

**From:** [Alisa Cowen](#)  
**To:** [Ardre COCHRAN](#)  
**Subject:** RE: Virginia Tech Partnership: 1 Year Educational Contract  
**Date:** Monday, August 21, 2023 10:21:06 AM

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**Be careful with this message: it is coming from an external sender**

Do not open attachments nor click on links, unless you are sure that the content is safe

Ardre-

Thank you for you engaged response.  
I look forward to hearing more from Bureau Veritas!

Have a great week,  
Alisa



Alisa S. T. Cowen, ASLA | PLA | AICP  
Owner

3330 Washington Boulevard, Suite 430  
Arlington, VA 22201  
Office: 703-528-4424 | Direct: [REDACTED]  
[acowen@cowendesigngroup.com](mailto:acowen@cowendesigngroup.com)

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**From:** Ardre COCHRAN <[ardre.cochran@bureauveritas.com](mailto:ardre.cochran@bureauveritas.com)>  
**Sent:** Monday, August 21, 2023 9:52 AM  
**To:** Alisa Cowen <[acowen@cowendesigngroup.com](mailto:acowen@cowendesigngroup.com)>  
**Subject:** RE: Virginia Tech Partnership: 1 Year Educational Contract

Good Morning Alisa!

Apologies for missing your call. Unfortunately in the attached addendum, VT has postponed the invitation to bid to an unknown date. With that being said, we will contact you to re-establish your firm's commitment once they issue another. Also, I have already sent your contact info to our Virginia based team for possible opportunities!

I apologize for the inconvenience but we look forward to working with your firm soon!

Take care!

**Ardre' Cochran**  
Marketing Associate

# 1. SWAM Participation

**From:** [Saurin Parikh](#)  
**To:** [Andre COCHRAN](#)  
**Cc:** [Haresh Umaretiya](#); [Ramesh Mehta](#)  
**Subject:** RE: Virginia Tech Partnership: 1 Year Educational Contract  
**Date:** Friday, August 18, 2023 11:41:46 AM

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**Be careful with this message: it is coming from an external sender**

Do not open attachments nor click on links, unless you are sure that the content is safe

Dear Andre' Cochran,

We are extremely pleased to be a recipient of what appears to be a general outreach to diverse firms from your office.

We are an Electrical Engineering Firm.

Through this email response, we wish to express our interest and availability to partner with your firm in providing *Electrical* (including Instrumentation & Controls, Fire Alarm systems, Security & Communication) plan review services.

Also, we have a very strong working relationship with other "Small Business" firms for engineering in non-electrical disciplines & we have done numerous projects together with them in various team settings. Should you be interested, we can also offer such "plan review" services for other (non-electrical disciplines as well), including *Mechanical, Civil, Structural, Fire, Life & Safety, and Architectural*.

I have copied Ramesh Mehta, our *Director - Business Development*, for introduction and sharing of our capability statement with you.

The next steps for alignment on this pursuit and other ones down the line can be collectively worked out, should our introduction invoke your interest.

We will be pleased and honored to work with an organization of your repute.

Best regards,

**Saurin Parikh, P.E.**

*Principal*

**Astute Engineering, PLLC.**

*Protect Environment. Think Before Printing!)-*

**Our new address:**

1945 Old Gallows Road, Suite 201, Vienna, VA 22182

## 2. SUBMISSION INSTRUCTION



B U R E A U

V E R I T A

## 2. Submission Instruction

2. The return of the Submission Instruction page and addenda, if any, signed and filled out as required.

### SUBMISSION INSTRUCTION PAGE RFP # 620112401, Code Review Services

#### INCLUDE THIS WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

**DUE DATE:** Proposals will be received until September 28, 2023 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Rachel Meadows, Phone: (540) 231- 8544 e-mail: rachm87@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 10:00 AM on September 18, 2023. Inquiries must be submitted to the procurement officer identified in this solicitation.

**PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will NOT be held.

#### **PROPOSAL SUBMISSION:**

**\*Please note, proposal submission procedures have changed effective March 2023.**

**Proposals may NOT be hand delivered to the Procurement Office.**

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

**Proposals must be submitted electronically at:**

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Offerors will need to register through this procurement portal, hosted by Jaggaer. **It is encouraged for all Offerors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or procurement@vt.edu.

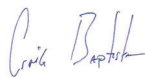
Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Offeror.

**Attachments must be smaller than 50MB in order to be received by the University.**

*In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.*

AUTHORIZED SIGNATURE: \_\_\_\_\_



Date: September 28, 2023

**[INCLUDE THIS PAGE]**

2



### 3. ORGANIZATIONAL EXPERIENCE



B U R E A U

V E R I T A S

## 3. Organizational Experience

*3. Organizational Experience. Describe the company's qualifications and experience in providing the services described herein.*

### COMPANY BIOGRAPHY

Bureau Veritas is a multinational corporation with a history which includes over 195 years of providing worldwide regulatory compliance service to industry and governmental agencies. Established in 1828, Bureau Veritas is a global leader in quality assurance, health, safety, and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations with over 80,000 employees globally, the firm has unparalleled resources to manage projects requiring a broad range of expertise across vast geographies. With operations in 140 countries and all continents, Bureau Veritas draws on the synergies between its local teams and dedicated technical centers throughout the world. The firm's local presence allows it to provide timely delivery and exceptional customer service in the most cost-effective manner and it is the top independent environmental consulting firm and largest building inspection firm in the nation.

Within the United States, Bureau Veritas North America, Inc., (BV) incorporated in the state of Delaware, is recognized as being the largest code compliance firm in the nation with over 4,000 employees working out of 100+ offices. Many of the firm's staff have been public agency employees or augmented public agency personnel who know and understand educational processes. Consequently, BV is ready to step in immediately at whatever level the University requires and bring one integrated source to meet its needs.

The firm has provided conceptual plan review services (e.g., structural, mechanical/plumbing, electrical, fire, access compliance, architectural, civil, etc.) for more than 500 agencies throughout the United States. BV's clients include jurisdictions of all sizes, multiple universities, education institutions, and high profile projects.

BV has an extensive background in building plan review services. The firm's range of experience in this unique arena covers literally every key area of service defining a building department in today's industry. The firm is skilled at helping existing building departments augment, refine their current level of client service, or craft a department from the ground up.

### COMPANY INFORMATION

Bureau Veritas North America, Inc. (BV)

Date Established: 1828

<https://www.bvna.com/>

### STAFF SIZE & OFFICES

BV has ample resources to perform code review services for VT. Our ambition for excellent customer and employee rapport has led to continuous growth of exceptional staff and client retention.



**80,000**

Employees  
Worldwide



**4,000**

Testing, Inspection &  
Certification Experts



**1,500**

Offices and Laboratories  
in 140 Countries

### EAST COAST HEADQUARTERS

1601 Sawgrass Corporate Parkway, Suite 400

Sunrise, FL 33323

P: 954.236.8100

### BRANCH OFFICE: CHARLOTTE

11111 Carmel Commons Blvd, Suite 110

Charlotte, NC 28226

P: 916.725.4200

**Although our physical office is located in Charlotte, our team has been staffed based on their proximity to VT to ensure timely services.**

Our technical staff have the capabilities to perform plan review and inspections remotely to serve geographic regions in minimizing expenses. BV's employees work from the following 39 states including the District of Columbia: AL, AR, AZ, CA, CO, CT, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, NC, NH, NJ, NM, NV, NY, OH, OK, OR, PA, SC, TN, TX, **VA**, WA, AND WI.

### 3. Organizational Experience

#### WHAT SETS BV APART

BV understands while the company offers a wide range of services, not every client needs the same solutions. The firm is committed to timely and ongoing communication with the University while being dedicated to working closely with stakeholders in addressing deficiencies to expedite the plan review process. BV's team will consistently share best practices and discuss resolutions to code interpretations and deficiencies.

#### RELEVANT UNIVERSITY EXPERIENCE

##### NORTHERN VIRGINIA COMMUNITY COLLEGE ALL CAMPUS BUILDING ACCESSIBILITY ASSESSMENT

Bureau Veritas completed a Title II Accessibility Assessment of the Virginia Community College System including 6 campuses in northern Virginia. Comprehensive assessments were performed for each individual facility using a digital level, measuring tape, door pressure gauge, light and sound meters, and digital camera to document all physical barriers to accessibility. In conjunction with the Virginia Community College System, BV is currently utilizing the assessment data and costs to create the Transition Plan. The Transition Plan will provide a framework for the college to achieve full compliance with accessibility regulations.

##### TEXAS A&M UNIVERSITY PLAN REVIEW AND INSPECTION SERVICES

BV was enlisted to provide plan review and inspection services for Texas A&M University's \$188 million Engineering Education Complex (EEC) project. The project involved the demolition and renovation of an existing 330,000 square-foot building, which was designed to meet LEED Silver for the new construction and major renovations. The newly built and reconstructed portions of the project—which span approximately 580,000 square feet—are dedicated to undergraduate engineering education. Space within the building includes active/collaborative learning classrooms, laboratory rooms, and study areas. The firm's review began during the schematic design phase and included code analysis and review at 50%, 90%, and 100%.

##### UNIVERSITY OF UTAH PLAN REVIEW SERVICES

BV was selected to provide full plan review for the entire University of Utah campus. The campus, which stretches across 1,535 acres, houses 17 different colleges, a research park, and a medical complex. The largest buildings on campus include the 180,000 square-foot Student Life Center—which houses indoor and outdoor pools, five sport courts, and an indoor track—and the Marriott Library, which is so expansive it currently holds books that would measure to 38 miles long if stacked in a line. The campus also maintains Rice-Eccles Stadium, home to its football team.



##### FLORIDA SOUTHWESTERN STATE COLLEGE PLAN REVIEW AND INSPECTION SERVICES

BV was contracted to provide plan review for Florida SouthWestern State College's Suncoast Credit Union Recreation and Athletic Facility (SCUSR) and plan review and inspection services for Phase I and II renovations of Building H. The state-of-the-art SCUSR athletic facility houses the college's newly created athletic program. The 3,258-seat, 75,470 square-foot arena—complete with a hospitality suite, concession stands, six luxury suites, second-floor exterior event space, three practice courts for athletes and students, fitness room, locker rooms, and showers—serves a variety of events. Building H is a two-story, nearly 50-year-old building of 27,777 square feet which was modernized for more energy-efficient air conditioning, updated electrical systems, and modern labs and classroom space. The first phase of the project was the renovation of the building's 16,009 square-foot second floor to include general purpose labs, faculty research mini labs, a physics lab, an organic chemistry lab, a general classroom, faculty offices, and an office for adjunct faculty. The second phase included the complete renovation of the 11,768 square-foot ground floor, to include a dean's suite, faculty offices, classrooms, and an 88-seat lecture hall.

##### UNIVERSITY OF NEVADA PLAN REVIEW SERVICES

The State of Nevada selected BV to provide plan review services for the new University of Nevada, Reno Pennington Student Achievement Center project. The scope of work for the firm included over 50 projects of varying sizes and costs. The new 70,600 square-foot facility houses the Writing Center, Math Center, Tutoring Center, Career Services, Advising Center, Student Veteran Affairs, Disabilities Resource Center, Counseling Services, Trio & McNair Scholars, and student faith-based organization offices. Additionally, the facility also includes collaborative workspaces, computer workstations, and food services.

### 3. Organizational Experience

#### ARIZONA STATE UNIVERSITY BUILDING/FIRE PLAN REVIEW AND INSPECTION SERVICES

BV was selected by Arizona State University through the institution's annual request for qualifications for facility related professional services to provide building and fire plan review and inspection services and has done so for multiple projects since 2014. The firm provides high quality customer service to ASU and works closely with the University's staff as well as designers, contractors, and project managers. BV's staff is available to respond to the University's inquiries on a daily basis and attends meetings upon the University's request. One prominent venture the firm was chosen to provide inspection services for was the Barrett College Domestic Water replacement project, which included various buildings and was valued at \$12 million. Services were provided between 7:00am - 7:00pm and were scheduled with 24 hours advance notice. Due to the expedited project schedule the firm provided and budgeted for 2 on-site inspectors.

#### CALIFORNIA STATE UNIVERSITY SYSTEM SYSTEMWIDE PLAN CHECK AND FIRE AND LIFE SAFETY REVIEW

The California State University System enlisted BV to provide Rider A1/B1 and A2/B2 Plan Review Services for various projects across multiple campuses. This large, complex contract includes individual projects of varying size with innovative design components on multiple campuses. BV has completed over 300 projects across 13 CSU campuses including CSU Bakersfield, CSU East Bay, CSU Fresno, CSU Monterey Bay, CSU Fullerton, CSU Los Angeles, CSU San Marcos, CSU Sacramento, Cal Poly San Luis Obispo, San Diego State University, San Francisco State University, San Jose State University, and CSU Stanislaus. The BV team works directly with the University System on all projects. The team reviews plans for conformity to all applicable codes and regulations adopted by the CSU with the goal of meeting and even exceeding the expected level of service.



**As a solution-oriented firm, BV is justly suited to provide code review services and possesses:**

- Professional Plan Review Expertise
- Proven track record to more than 400 agencies nationally
- Municipal management and staff augmentation expertise
- Key staff which have helped develop and implement engineering solutions and best practices
- Depth of Resources and Proximity to Meet Peak Workloads
- Plan review services will be provided out of BV's **Charlotte** office
- Registered Engineers and certified staff dedicated to code compliance

#### Best Practices and State-of-the-Art Processes to Consistently Meet Turnaround Schedules

- First U.S. firm to achieve IAS Certification for third party accreditation (Plano, TX)
- Comprehensive and formalized plan review procedure
- Award-winning web-based project tracking and controls
- A commitment to early and ongoing communication including pre-submittal meetings, one-on-one reviews, etc. to expedite the approval process
- Electronic plan review to save time, money and paper – a **GREEN** solution

#### Strong Municipal Focus

- Assisted in the establishment and management of departments for more than 20 newly incorporated cities
- Provided building department head positions for more than 50 cities

#### PUTTING THE RIGHT PEOPLE TO WORK FOR YOU

BV has extensive resources and a large pool of licensed and certified experts who are equipped to handle all of VT's needs. The firm's professionals have extensive experience in educational, residential, commercial, industrial, public works, and other related projects of all sizes and complexities. BV and its proposed locally-based staff have a long-established history working for universities and colleges with regards to the delivery of code review services.

Consequently, the firm can leverage a breadth of plan review expertise while offering highly qualified engineers. Our staff will be able to quickly respond to inquiries, service requests, and meetings.

### 3. Organizational Experience

#### COMPETENCE THROUGH CERTIFICATION - INTERNATIONAL CODE COUNCIL

Code Reviews depend on more than codes and standards. Service levels of the highest quality during the provision of these services result from providing trained professionals with the resources and ongoing support necessary to stay current with the latest advancements. ICC certification ensures competent plan examiners are involved in the critical building approval process. It also helps to continue attracting an increasing level of competence and professionalism into the building code community. The ICC certification represents the BV team's commitment to providing qualified staff to the firm's clients.

- Accessibility Inspector/Plans Examiner
- Building Inspector
- Building Plans Examiner
- Certified Building Code Official
- Certified Building Official
- Certified Electrical Code Official
- Certified Fire Code Official Inspector
- Certified Fire Marshal
- Certified Housing Code Official
- Certified Mechanical Code Official
- Certified Plumbing Code Official
- Coastal & Floodplain Construction Inspector
- Combination Inspector
- Combination Inspector - Legacy
- Combination Plans Examiner
- Commercial Building Inspector
- Commercial Combination Inspector
- Commercial Electrical Inspector
- Commercial Energy Inspector
- Commercial Energy Plans Examiner
- Commercial Mechanical Inspector Examiner
- Commercial Plumbing Inspector
- Disaster Response Inspector
- Electrical Inspector
- Electrical Plans Examiner
- Energy Code Specialist
- Fire Inspector I
- Fire Inspector II
- Fire Plans Examiner
- Green Building Residential Examiner
- ICC/AACE Property Maintenance & Housing
- ICC/AACE Zoning Inspector
- Master Code Professional
- Mechanical Inspector
- Mechanical Inspector UMC
- Mechanical Plans Examiner
- Plumbing Inspector
- Plumbing Inspector UPC
- Plumbing Plans Examiner
- Residential Building Inspector
- Residential Combination Inspector
- Residential Electrical Inspector
- Residential Energy Inspector/Plans Examiner
- Residential Fire Sprinkler Inspector/Plans
- Residential Mechanical Inspector
- Residential Plans Examiner
- Residential Plumbing Inspector
- Spray-applied Fireproofing Special Inspector

#### Coupled with our extensive ICC certifications, our group also holds the following licenses and certifications:

- Professional Engineer
- Registered Architect
- Master Plumber
- Master Electrician
- Certified Floodplain Manager
- Civil Engineer
- Electrical Engineer
- Mechanical Engineer
- Structural Engineer
- Land Surveyor
- SAP Certified
- LEED AP
- Fire Protection Engineer
- Environmental Engineer
- Professional Geologist
- Asbestos and Mold Analyst Specialist
- Elevator Inspector
- Master Plumber
- Journeyman Plumber
- Master Electrician
- Journeyman Electrician
- Registered Accessibility
- Code Enforcement Officer



### 3. Organizational Experience

#### TECHNICAL EXPERTISE RECOGNIZED BY MULTIPLE ACCREDITATION BODIES

BV has acquired skills and know-how in a large number of technical areas including a broad knowledge of regulations. In addition, BV is currently accredited by numerous national and international delegating bodies in which we seek to maintain, renew, and extend its portfolio of such authorizations. It is subject to regular controls and audits by authorized bodies to ensure that its procedures, including the qualification of its personnel and management systems, comply with the applicable standards, norms, references, and regulations.



#### IAS AC251 ACCREDITATION

In October 2010, Bureau Veritas proudly became the first, and still only, company to achieve accreditation under the International Accreditation Service (IAS) Third-Party Permitting, Plan Review, and Inspection Service Providers Accreditation Program (AC251). AC251 outlines requirements for the accreditation of third-party

nongovernmental providers of building department services and, thus, recognizes the important role that private firms play in ensuring public safety. The goal of this program is to provide accreditation to independent providers of building department services based on quality management principles and best practices to ensure that the outstanding safety record of buildings in the U.S. is maintained. Building departments can use the IAS program to verify that the companies they hire are qualified to provide building safety services for the jurisdiction. For Bureau Veritas, accreditation is a way to provide independent verification of our established quality procedures that have been an integral part of the company.

For Bureau Veritas to achieve IAS accreditation, evaluators assessed BV across several distinct categories including code administration, construction codes, plan review processes, professional credentials and licensing, and inspection procedures. In addition, IAS also assessed critical elements of the services provided to jurisdictions such as contract details, operational procedures and plans, and fiscal year budgets.

The International Accreditation Service is a nonprofit, internationally-recognized accreditation body and a subsidiary of the International Code Council (ICC).

IAS accredits building departments, third-party building department service providers, special inspection agencies, product certification agencies, inspection programs for metal building manufacturers, fabricator inspection programs, testing and calibration laboratories, inspection agencies, training agencies, curriculum developers, and field evaluation bodies.

#### MANAGEMENT SYSTEMS CERTIFIED ISO 9001:2015 • ISO 14001:2015 • OHSAS 18001:2007

As a world leader in Testing, Inspection & Certification, Bureau Veritas provides clients with solutions to meet their quality, health, safety, environmental protection, and social responsibility (QHSE-SR) objectives. A unique feature of Bureau Veritas is that the company, as a whole, is subject to the high standards of the ISO Management Systems. These systems are applied to our entire operation and periodic audits certify that the company continues to be in full compliance.

The Environmental Management System is applied to minimize how our operations (processes, etc.) negatively affect the environment (i.e., cause adverse changes to air, water, or land), comply with environmentally oriented requirements, and to continually improve in the above. This assures our clients that we are providing more environmentally responsible products and services. Wherever our services are provided, they will be accurately prepared and the deliverables will be received in a timely manner.

Bureau Veritas prides itself on our commitment to these principles and has obtained global certification to each of the following International Management Systems Standards:

- ISO 9001:2015 – Quality
- ISO 14001:2015 – Environmental
- OHSAS 18001:2007 – Health & Safety



## 4. EMPLOYEE QUALIFICATIONS



BUREAU

VERITAS



## 4. Employee Qualifications

4. Employee Qualifications and Experiences. Provide a short but complete profile of each key team member proposed to perform specified tasks under this engagement

### TEAM ORGANIZATION

BV has assembled a team of experts who are equipped to deliver excellent customer service associated with the provision Code Review Services to Virginia Tech. Each individual brings a wealth of knowledge unmatched by any other company and has been specifically chosen for their experience in performing the required scope of work detailed in the request as well as their extensive list of certifications and licenses. The organizational chart below depicts lines of communication and proposed areas of responsibility. Additionally, resumes for key team members are included on the following pages.

**Armil Allahyarian, M.S., E.I.T., L.S.I.T., is the individual who will have day-to-day management responsibilities for this engagement.**



#### LEADERSHIP TEAM

**Craig Baptista, M.B.A.**  
Vice President - Facilities, West Region/Principal-in-Charge

**Leo DePaola, C.B.O.**  
Vice President of Sales,  
Facilities QA/QC Manager

**Lisa Beaver, P.E.**  
Director Risk, Fire & Life Safety Services

**Armil Allahyarian, M.S.**  
Business Unit Manager/Senior Plans Examiner

#### PROJECT TEAM

##### PLAN REVIEW ENGINEERS

**Troy Schmidt, S.E.**  
**Hassan Hadidi, PhD, S.E.**  
**Morteza Behshti, P.E.**  
Amir Amiri, P.E.

**Richard Henrikson, P.E., LEED AP**  
**Hussein H. Boudiab**  
Syed Aleem, P.E.  
Matt Godinez, P.E.  
Steve Suhendra, P.E. LEED AP

##### FIRE PLANS EXAMINERS

**Lisa Beaver, P.E.**  
Dennis Moss  
Jeff Hartsuyker

**Samuel Lashley**  
Andrew Reiwitch  
Greg Ledsma  
Jessica Walton

##### PLANS EXAMINERS

**Trang Huynh, P.E., C.B.O.**  
**Jecsan Perez**  
**Martin Pasamba**  
Joe Medina  
Tim Miller

**Dwayne Butz**  
**Matthew Torosian M.S., E.I.T.**  
**Paula Eubank, CBO**  
Neda Vakili  
Eric Corral

Hal Chitwood, C.B.O.  
William Vandiver  
Jeffrey Wise  
Doug Brown  
John Olson

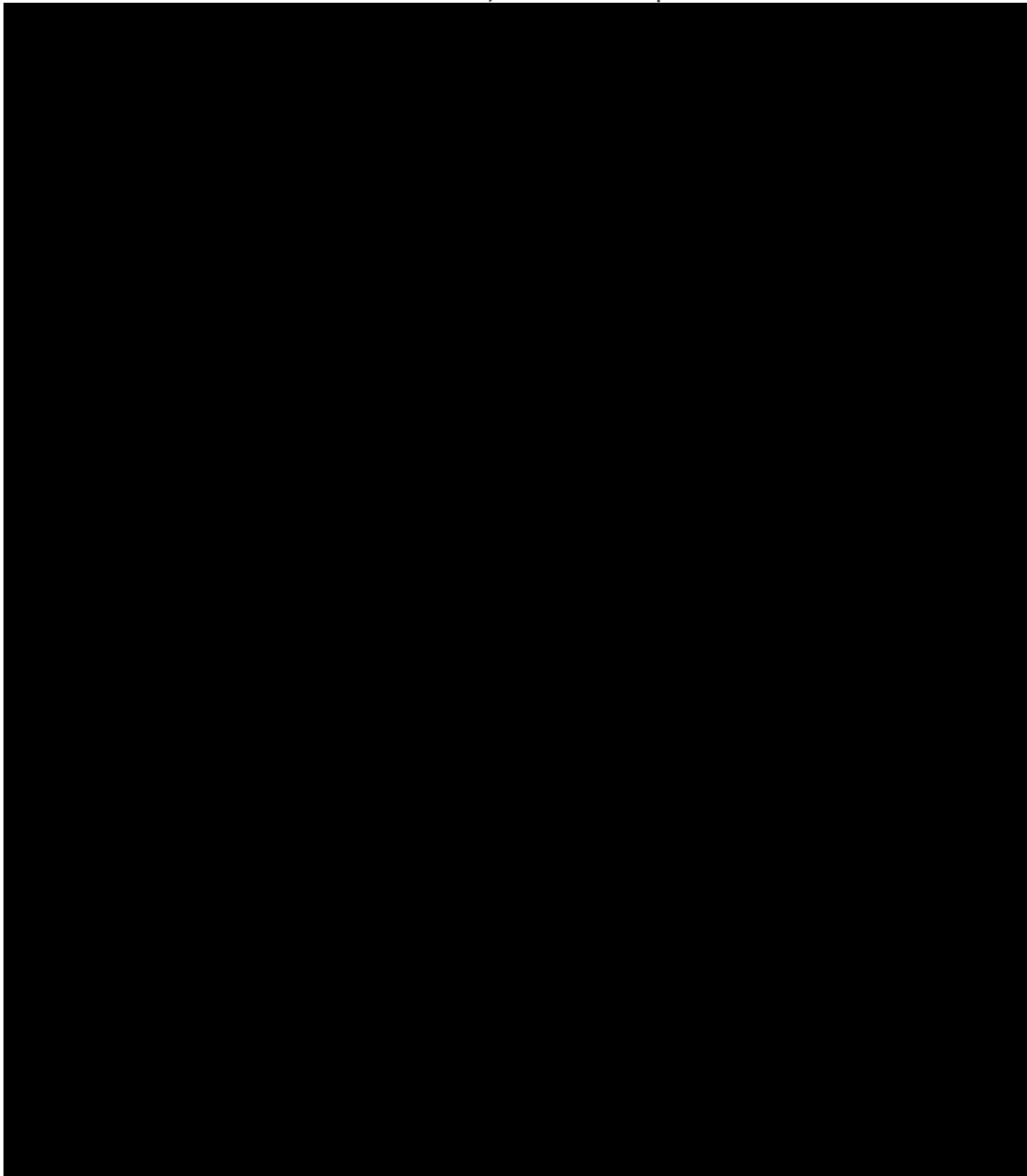
Don Smith  
Julio Pagan  
John Brown



## RESUME

**Craig Baptista, M.B.A.**

Vice President - West, Plan Check & Inspection

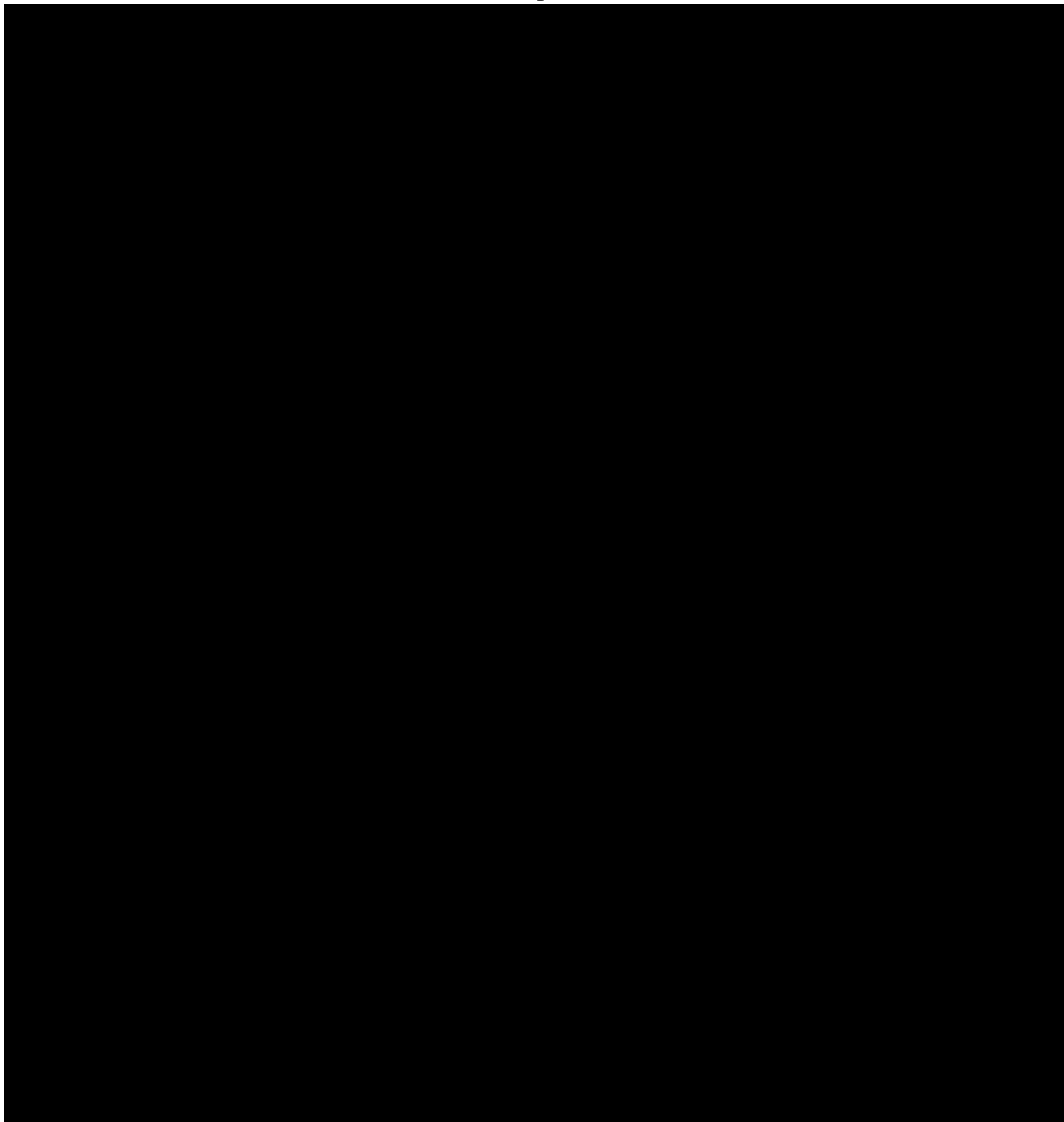




## RESUME

**Armil Allahyarian, M.S.**

Business Unit Manager/Senior Plans Examiner





## RESUME

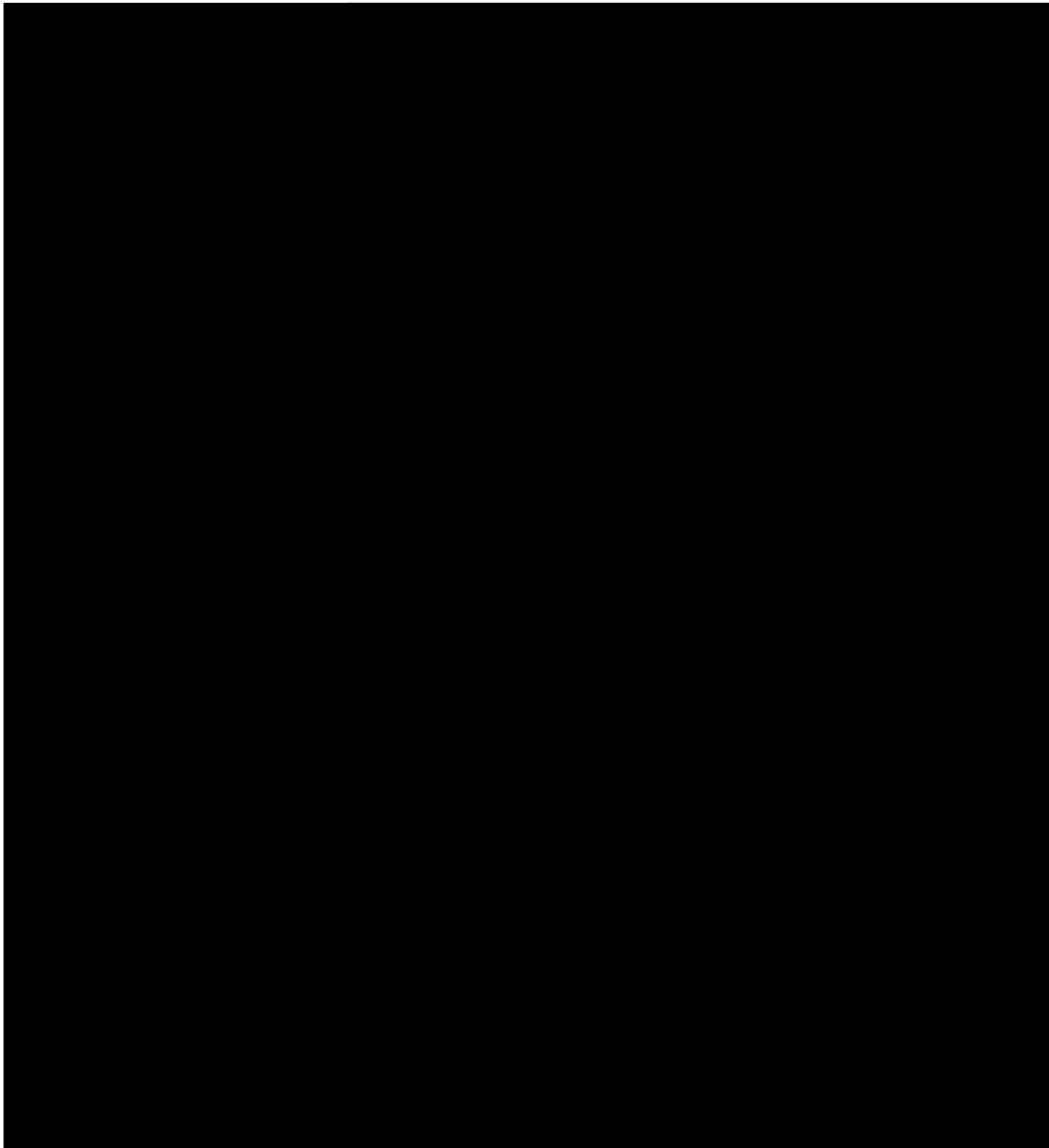
**Leo DePaola, C.B.O.**

Vice President of Sales, Facilities, QA/QC Manager



## RESUME

**Lisa M. Beaver, P.E., C.F.M., C.B.O**  
Director Risk, Fire & Life Safety Services

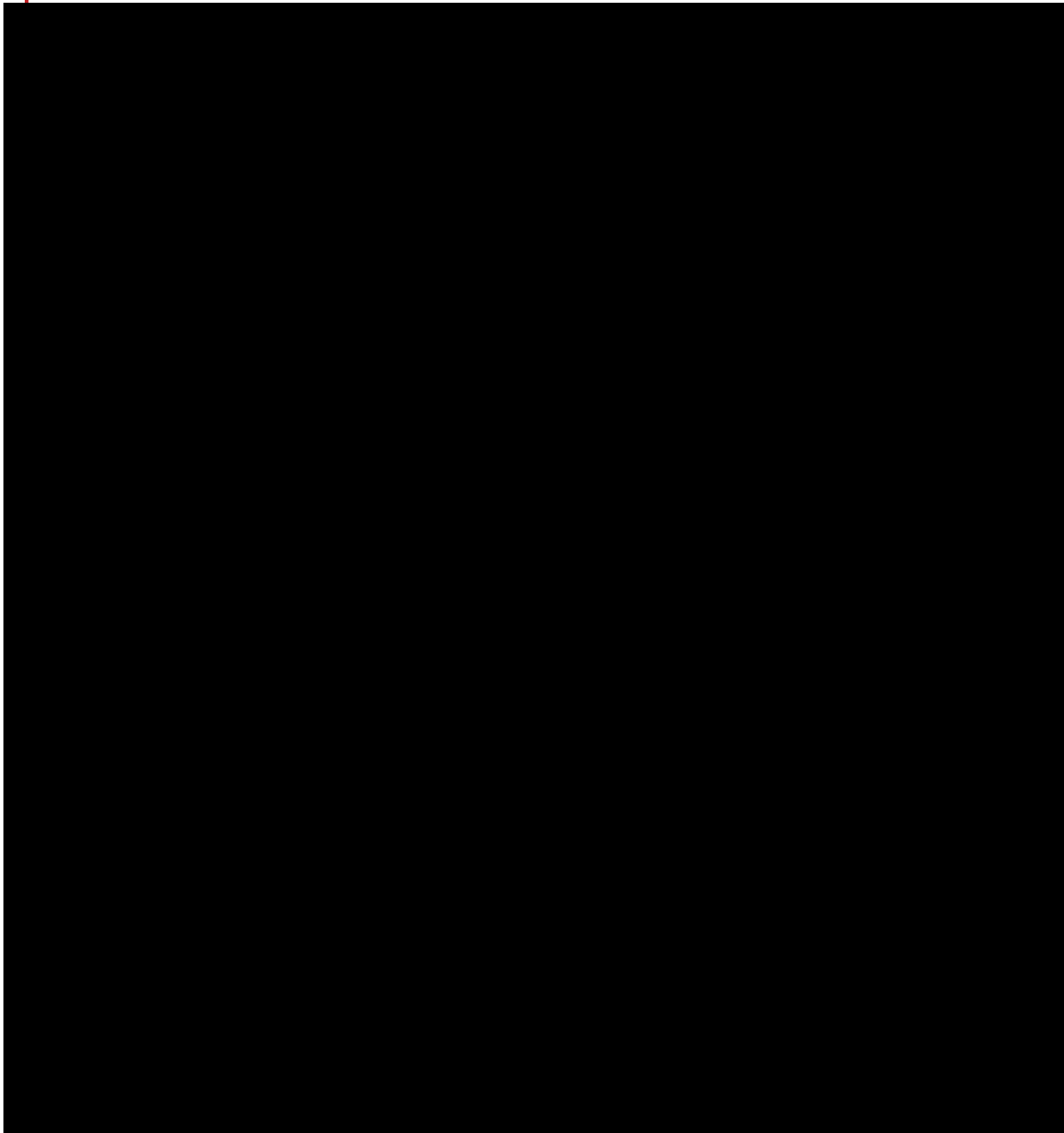




## RESUME

**Lisa M. Beaver, P.E., C.F.M., C.B.O**

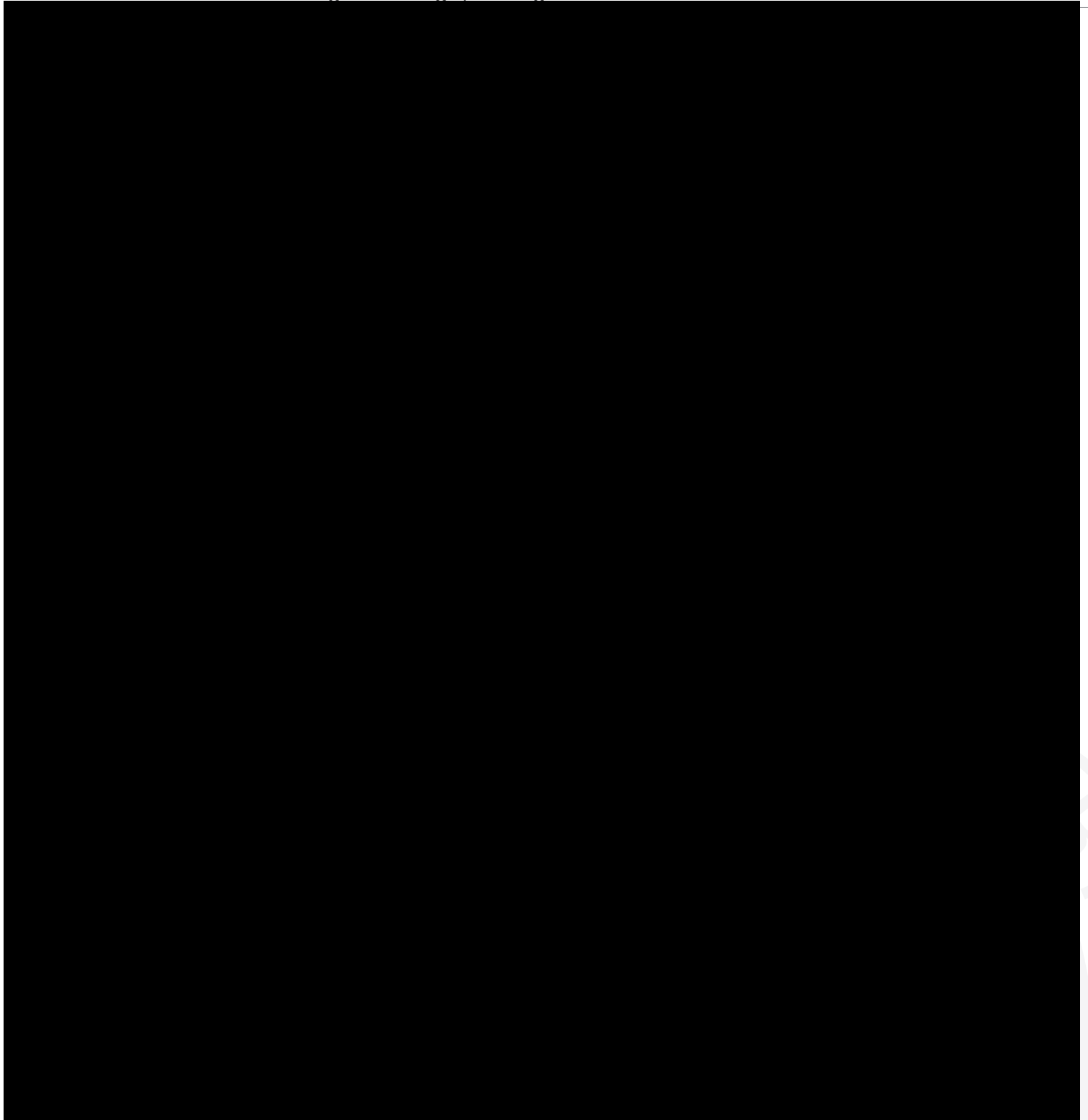
Director Risk, Fire & Life Safety Services





## RESUME

**Trang Q. Huynh, P.E., C.B.O.**  
Regional Manager/Building Official

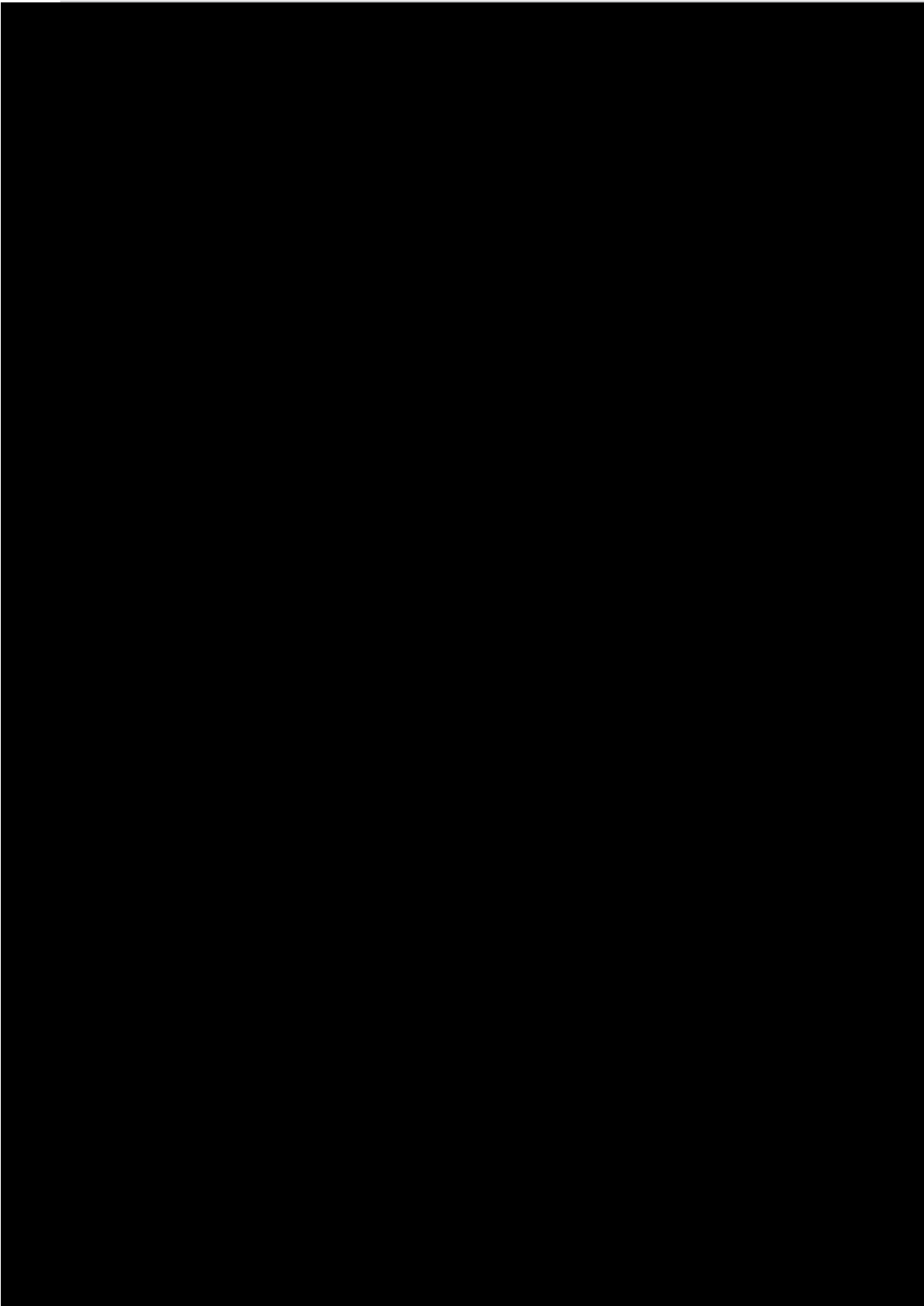






RESUME

Trang Q. Huynh, P.E., C.B.O.  
Regional Manager/Building Official





## RESUME

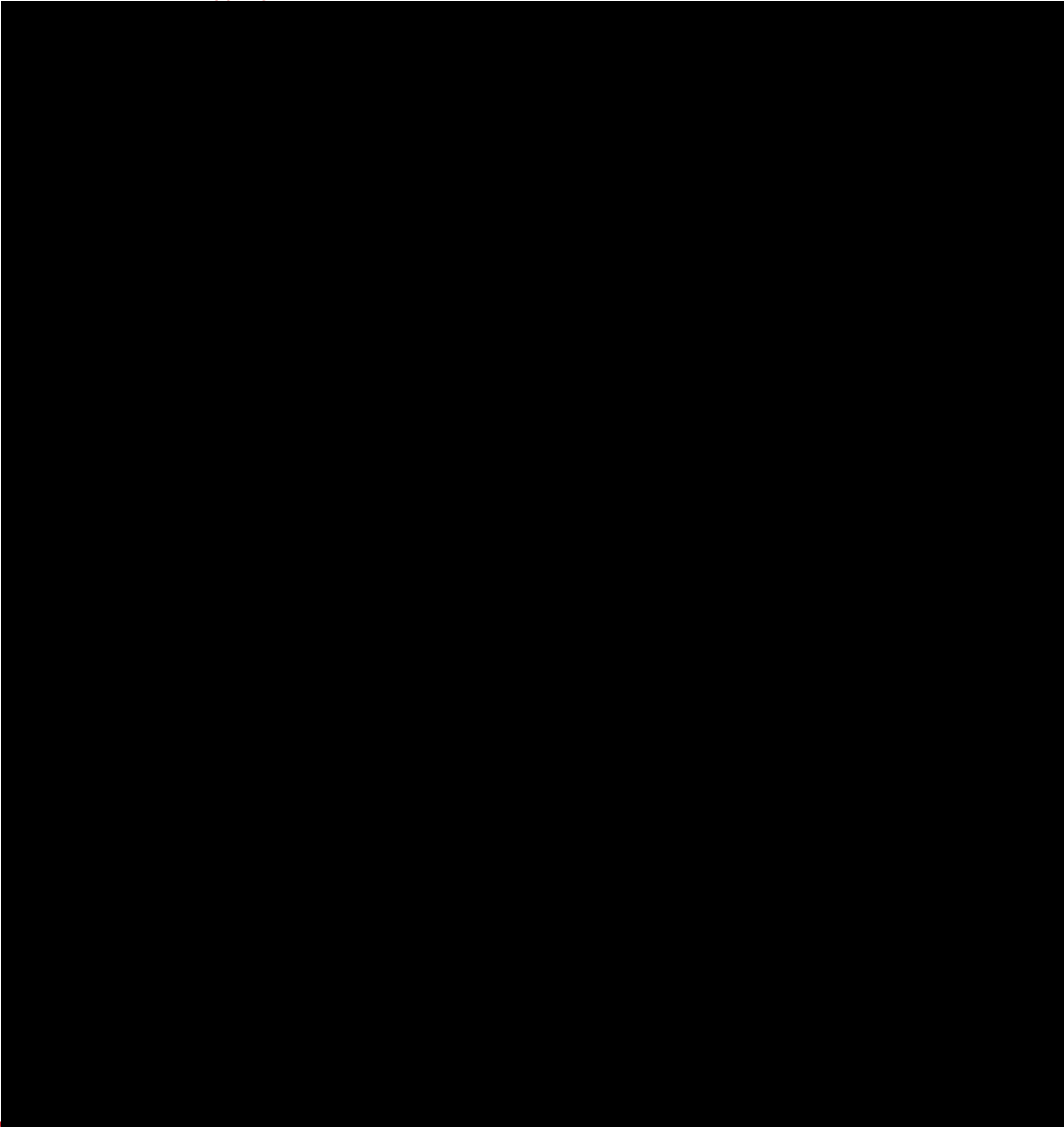
**Richard Henrikson, P.E., LEED AP**  
Lead Mechanical and Plumbing Engineer



RESUME

**Paula Eubank, C.B.O.**  
Building Official / Plans Examiner

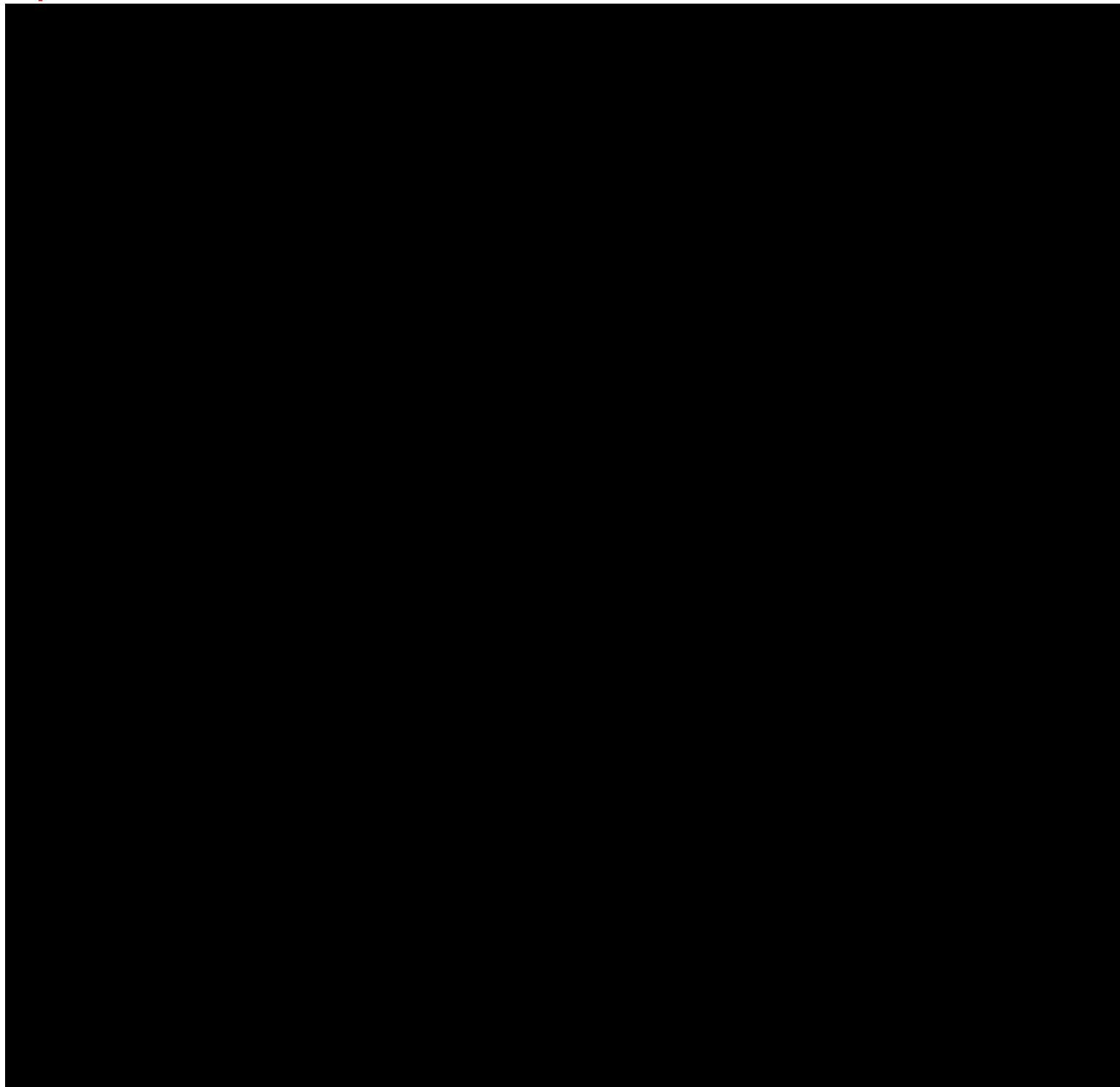
EDUCATION





## RESUME

**Troy Schmidt, S.E.**  
Structural Plan Review Engineer





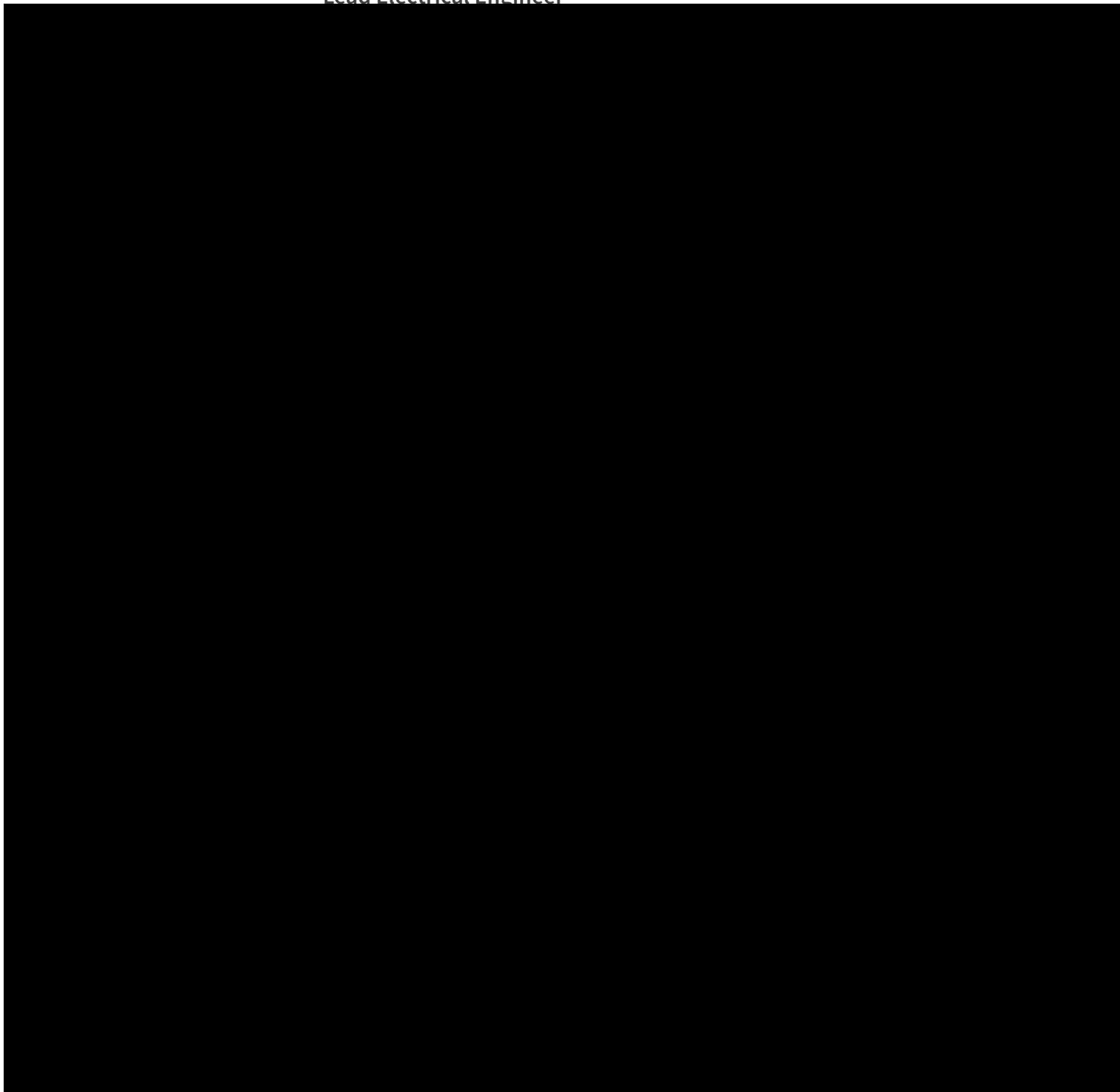
## RESUME

**Hassan (Henry) Hadidi, Ph.D., S.E.**  
Structural Engineer



## RESUME

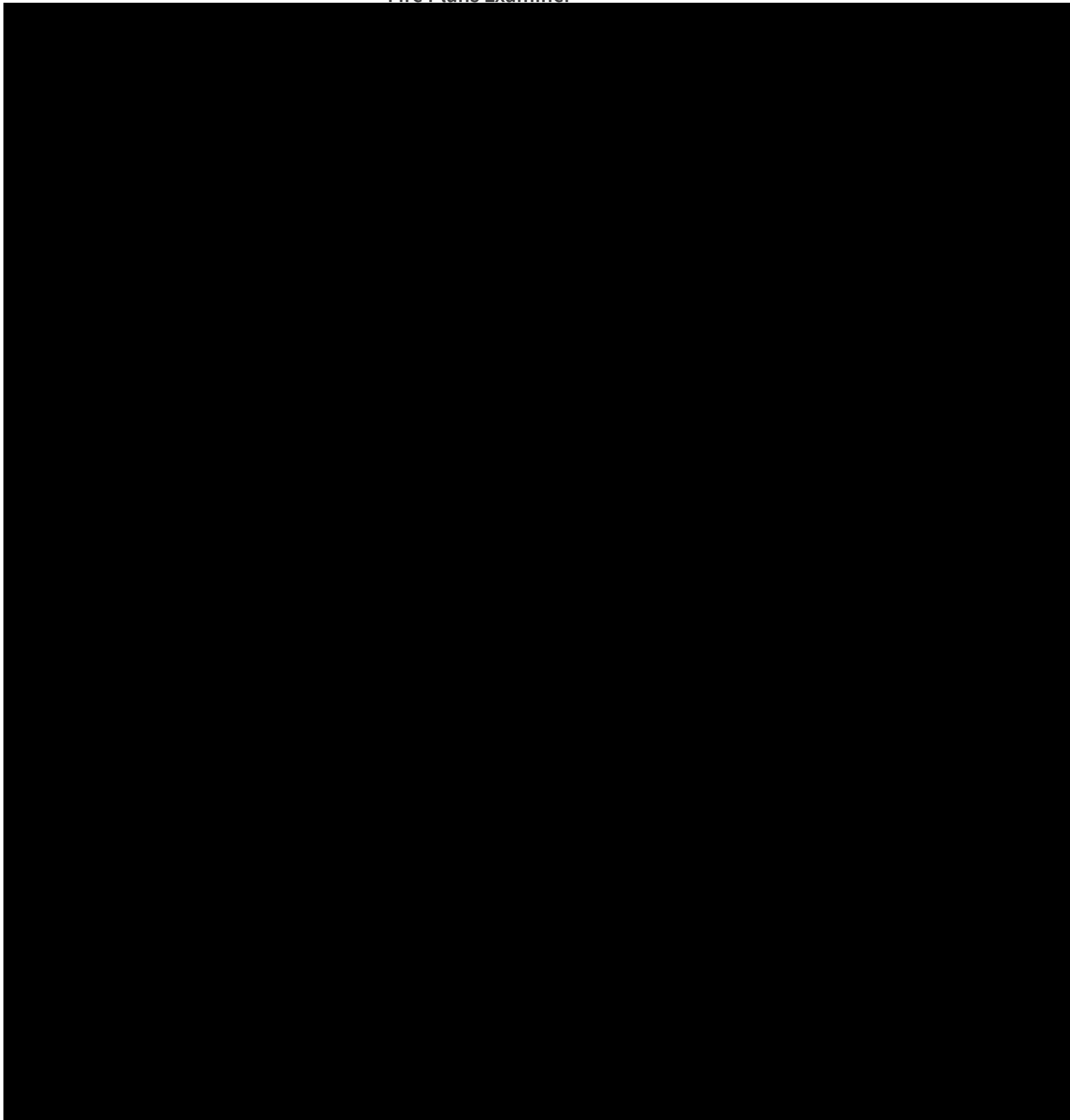
**Hussein H. Boudiab**  
Lead Electrical Engineer





## RESUME

**Samuel Lashley**  
Fire Plans Examiner

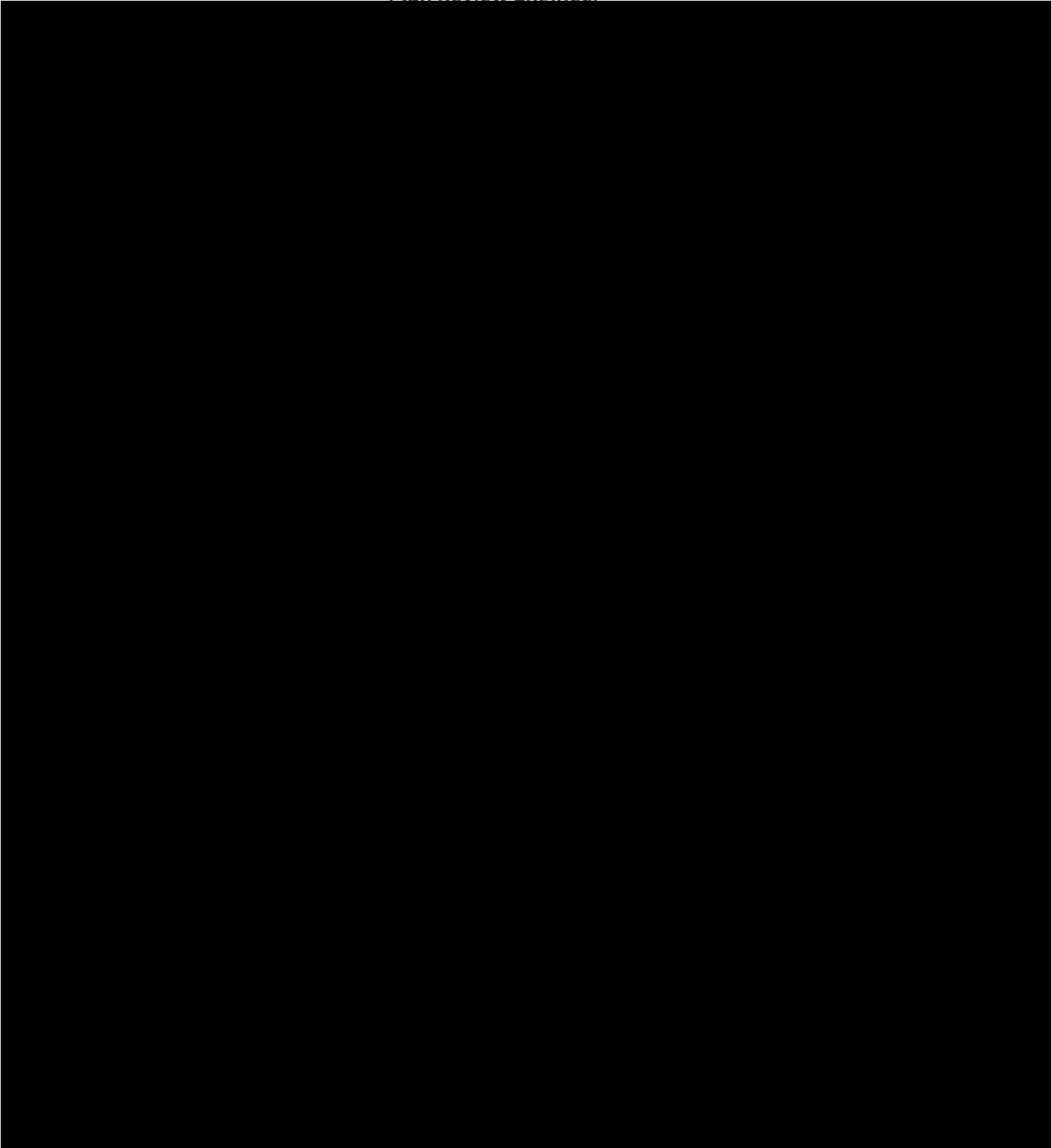






RESUME

Morteza Behshti, P.E.  
Plan Review Engineer

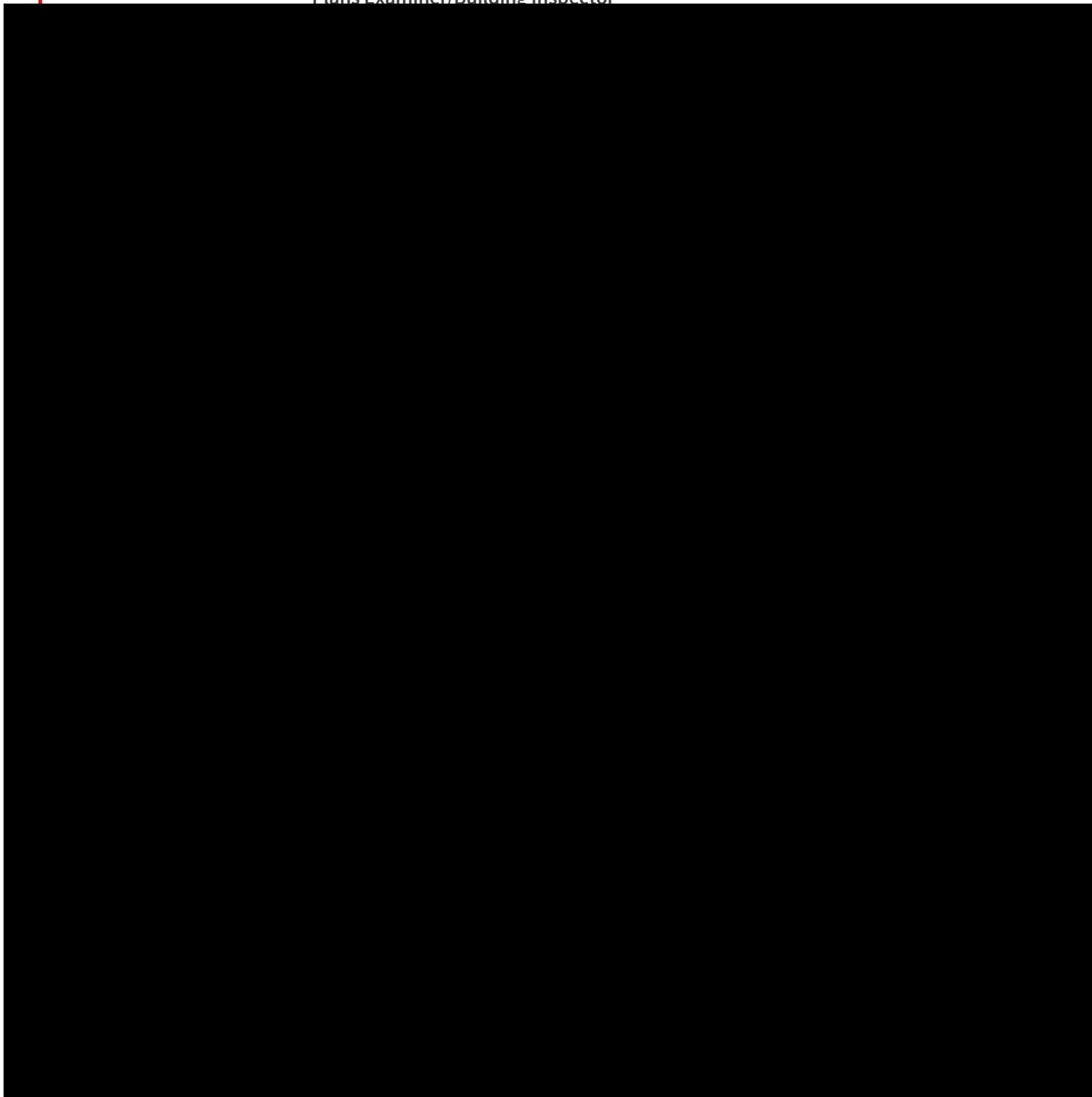




## RESUME

**Dwayne Butz**

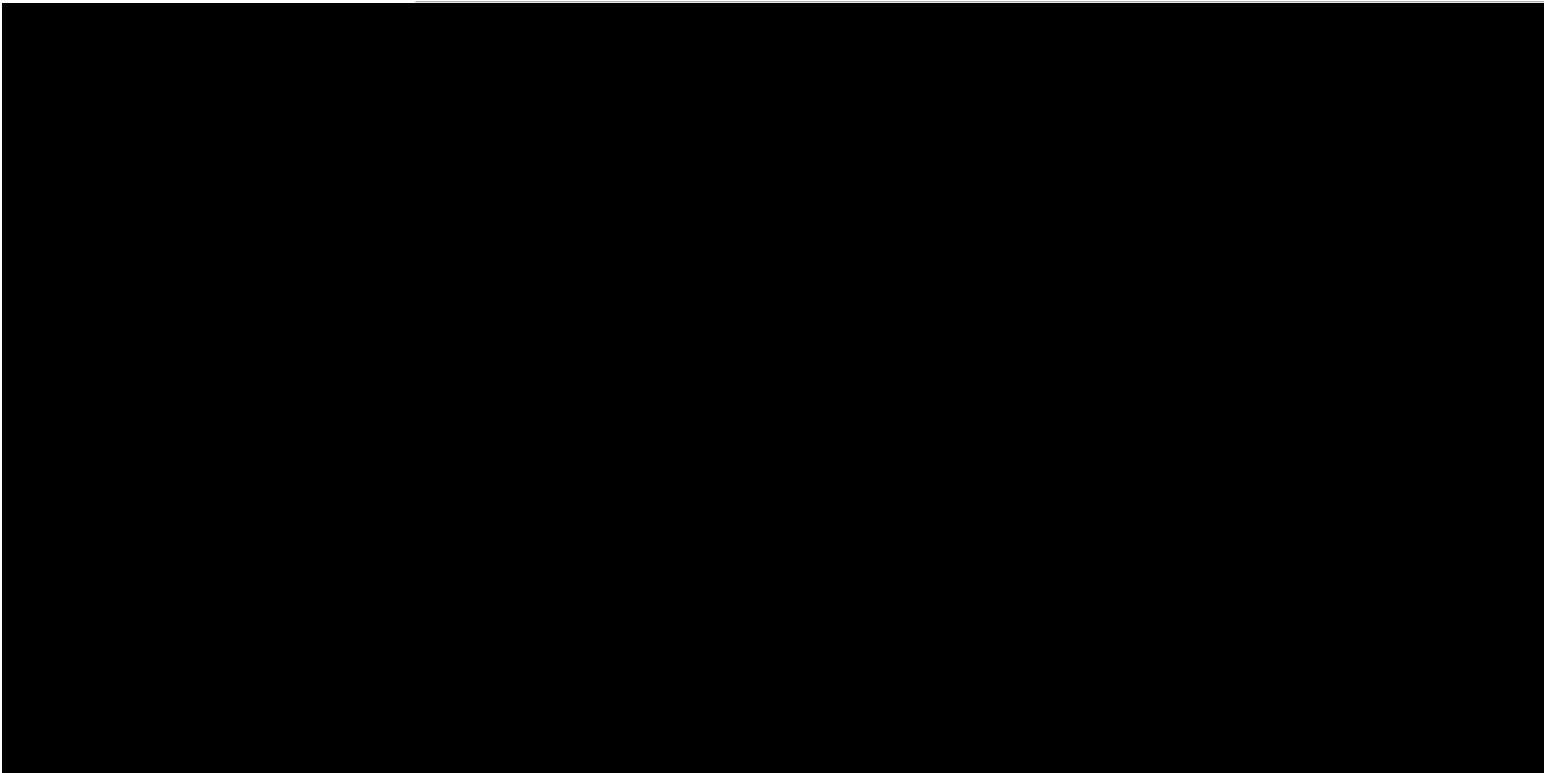
Plans Examiner/Building Inspector





RESUME

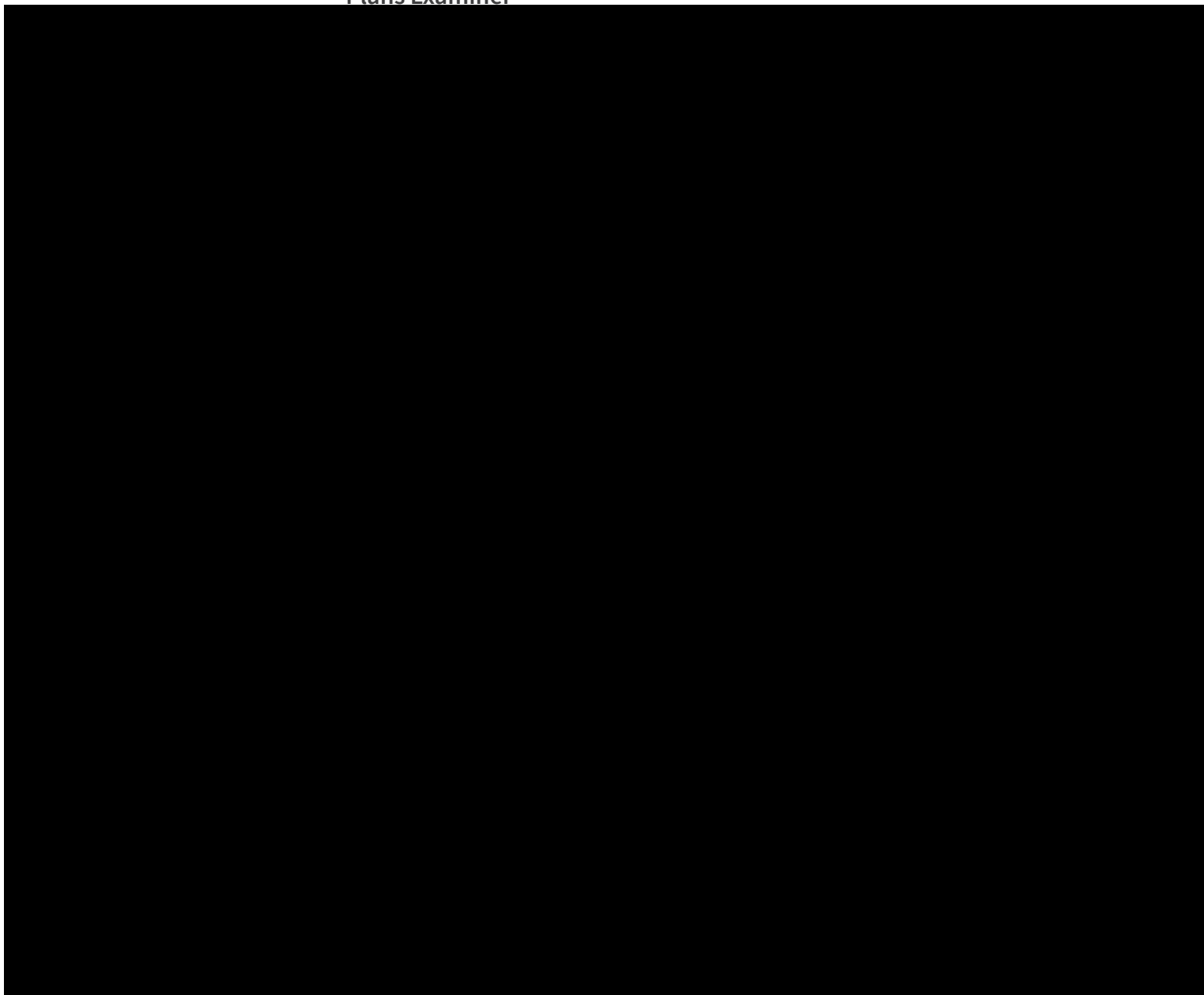
Jecsan Perez  
Building Plans Examiner





## RESUME

**Martin Pasamba**  
Plans Examiner





## RESUME

**Matthew Torosian, M.S., E.I.T.**  
Building Plans Examiner

## 5. RESOURCE AVAILABILITY



BUREAU

VERITAS

## 5. Resource Availability

*5. Resource Availability. Provide a statement on Offeror's ability to respond to critical deadlines on short notice, particularly in regards to staff and resource capacity.*

### AVAILABILITY AND COMMITMENT

BV is committed to the provision of services of the very highest quality. This means the firm has the capacity to seamlessly augment its staffing and resources, if needed, to ensure a project is appropriately supported and effectively fulfilled. The firm's more than 4,000 professionals are spread throughout the United States, making it possible for it to have highly qualified plans examiners available expeditiously even for the most remote project.

### PROVEN PROCESSES

With a staff over 300 employees throughout our Eastern region, we have licensed engineers and ICC certified plans examiners who are available to work on the project immediately. Since we have personnel who specialize and are fully dedicated to code review services as well as design, engineering, or construction tasks, the RFP for code review services are specialties of our firm .

A possible issue can occur at any moment which is why BV is prepared to identify the problem and address each issue accordingly. A project can have many factors that may have result as a major issue, questions that need rapid response, and corrections that need immediate attention to meet the required VT codes and construction site issues. The following processes have been used in the past to successfully complete similar projects.

### SERVICE PLAN

Our licensed and certified staff such as engineers and plan reviewers will function as a seamless extension to VT working directly with VT staff, project managers, and designers. This will ensure that everyone understands the applicable codes and regulations while maintaining a high level of customer service, professional courtesy, and unbiased objectivity. Our facilities have experienced engineers on hand with an abundance of resources and technology available to enable consistent and comprehensive plan reviews.

### A HIGH-LEVEL OF RESPONSIVENESS

We understand that while some projects will be fast-tracked and will require a high level of responsiveness. Our solutions and performance standards will carefully be re-engineered as necessary to ensure that the project stays on schedule. For example, we will work with the design and construction team to resolve any deviations from referenced codes in a proactive manner. On our recent projects, our plan review team visits the owner's design engineering team at their offices at their request. There will be a key contact person assigned to each function; however, we have multiple certified individuals designated in the plan review division.

BV will work with VT to create an extension of its staff. Any questions for the applicants about submittals or methods can be made directly to the project contact, should the entity direct this. Clarifications of comments on code sections or review comments can be answered directly by BV, thus providing the customer quick resolution of the items, so review can be completed without burdening our client.

BV has at its disposal a large pool of resources and deep bench of highly qualified experts to tap into to address increases in workload. Any project which comes into the firm's offices is reviewed on-time, on-budget, and accurately. As a result of employing an extensive staff, BV is able to handle multiple large and small projects concurrently, without any negative impact to project turnaround times, project budgets, customer service, precision, or quality of deliverables.



## 6. REFERENCES



B U R E A U

V E R I T A

## 6. References

*6. References. List three (3) current or recent professional references for engagements of similar size and scope.*

Having provided Code Review services throughout the nation, the firm is a foremost expert in the field. This reputation comes from the best experts in the industry, all acting with the utmost integrity and ethics. The following provides a demonstration of our key personnel's successful experience which exhibits technical competence and specialization in projects similar in scope and complexity to the proposed work indicated in the Virginia Tech's RFP.

### CITY OF RICHMOND, VA

#### PLAN REVIEW SERVICES

CONTACT: [REDACTED]

ADDRESS: [REDACTED]

EMAIL: [REDACTED]

TELEPHONE: [REDACTED]

BV is providing building plan review services for the City of Richmond. The firm also provides on-site extension of staff as necessary to assist with any immediate need for building plan review and permits. Projects include commercial, retail, tenant improvements, single and multi-family residential projects.



### CALIFORNIA STATE UNIVERSITY SYSTEM

#### PLAN REVIEW & FIRE AND LIFE SAFETY REVIEW SERVICES

CONTACT: [REDACTED]

ADDRESS: [REDACTED]

EMAIL: [REDACTED]

TELEPHONE: [REDACTED]

BV works with the California State University to provide Rider A-1 Plan Review and Rider A-2 Fire and Life Safety Review for various projects in different campuses. We review plans for conformance to all applicable codes and regulations adopted by the CSU. It is our goal to meet and exceed the service levels required from our clients. BV works directly with the University System on all projects, our primary point of contact being Tom Kennedy, AIA.

CSU Fullerton and CSU Sacramento have provided 20 projects for review, including the Titan Student Union Expansion and Renovation project at Fullerton and Student Housing Phase II at Sacramento.

CSU San Luis Obispo's Student Housing South project was under BV's review, as were the Campus Village Phase 2, Student Health and Counseling Center and Student Recreation and Aquatic Center projects at San Jose State University.

At San Diego State University we performed overall compliance for the South Campus Plaza and plan review for the College of Extended Studies, New Engineering and Science Building, Engineering and Interdisciplinary Science Complex, the Confucius Institute and more.

To date, BV has serviced more than 200 projects for the CSU System throughout the state.



## 6. References

### ARIZONA STATE UNIVERSITY

#### PLAN REVIEW & INSPECTION SERVICES

CONTACT: [REDACTED]

ADDRESS: [REDACTED]

EMAIL: [REDACTED]

TELEPHONE: [REDACTED]

BV was selected to provide 3rd Party Review of Construction Documents and inspection services. Select projects include:

#### ASU Recreation and Sports Fields

BV was selected to provide civil and electrical plan review for the ASU recreation and sports fields project. This project consisted of transforming an existing site into four NCAA Division One fields including a new lacrosse field, a new multipurpose field, replacement of the existing women's soccer field, and a new full size artificial turf football field. The development included one large field for Educational Outreach And Student Services (EOSS) for intramural competition.

The project also included a restroom facility to serve the fields and act as a primary point of entry for the EOSS and athletics fields, the structure will provide five stalls to both men and women, one "all gender" restroom, and one small accessory space.

An enclosed yard located on the southwest corner of the EOSS field is required for housing field maintenance materials, sports equipment storage, electrical equipment, irrigation pumps, and timers. The yard is accessed off the east/west maintenance drive and centrally located between the EOSS and ASU athletic fields.

#### Barrett Residential Complex, Renovation Upgrade

BV was selected to provide building and fire inspection services for the renovations to Arizona State University's Barrett Residential Complex.

The Barrett Honors College is located in the south portion of the Tempe campus (directly north of Apache Boulevard), along the eastern boundary of the campus.

The student housing facility that can house up to 1,700 students includes dorm-style living of one-to-three bedroom units, classrooms, a fitness center, computer lab, amphitheater, outside activity courts, a dining hall, and covered outside dining gardens. The complex consists of seven buildings and includes a "sustainability house" which is a student-designed sustainable living community that can accommodate 200 students.

#### Barrett College Domestic Water Replacement

BV was selected to provide inspection services for the Barrett College Domestic Water Replacement project, which included various buildings valued at \$12 million dollars. BV provided inspection services between the hours of 7:00 am-7:00 pm. Inspections were scheduled with 24 hours advance notice. Due to the expedited pace of the projects, we budgeted 2 inspectors being on site.



# 7. APPROACH AND METHODOLOGY



B U R E A U

V E R I T A

## 7. Approach and Methodology

*7. Approach and Methodology. Provide a clear and concise description of the approach and methodology Offeror proposes to complete all code review services as described in the Scope of Work.*

### METHODOLOGY & APPROACH

BV provides full service building department administration including plan review, inspection, and permit technician services for numerous agencies. We offer services which range from reviewing a single, complex, or unique project to handling all plan review needs for VT. The firm's personnel are dedicated to providing the highest level of customer service and ensuring all work is in conformance with the requirements of VT and all other applicable codes. Resources can be adjusted on fast-track projects, as needed, to meet demanding schedules. Personnel assigned to VT projects are available to attend meetings at VT to address questions or discuss issues with the VT staff, design team, and/or construction team which may arise on a project and provide guidance for VT staff, applicants, designers, and contractors. Consistency, responsiveness, efficiency, and a positive attitude are key components of the firm's approach.

To ensure the work assignment is being performed at the highest professional level, BV relies on the management and technical excellence of its personnel and a proven QA/QC program. This assures the quality of all work performed under this contract meets VT approval. BV has developed and implemented corporate QA policies, consistent with all applicable federal and state regulatory requirements and standards, covering all aspects of project performance, technical quality, and peer review. These policies are implemented at each professional and technical level to provide a well-balanced, independent QA program, which assures the quality of reports, technical reviews, annuals and other documentation prepared by BV. This ensures the product is consistent with the established standards from the standpoint of quality, validity, and legal defensibility.

- **Identify Client Needs:** Identifying the clients' requirements and expectations is a key initial step to BV's client-focused approach. BV actively listens and maintains sensitivity to unique issues, priorities, and organizational culture to work in partnership to assess diverse needs and special initiatives.
- **Strategic Planning:** With this partnership, BV establishes a clear plan of action to institute priorities, identify stakeholders/processing agencies, formulate communication protocols, and align services with mutually-defined needs and objectives.
- **Concise Scoping/Implementation:** A clear and concise scope, schedule, and budget are developed. BV assigns expertise which mirrors the clients' needs and implements best practices to maintain project momentum.

- **Project Management:** Proactive management ensures cost and schedule control and streamlined communication among team members. BV uses appropriate best practice tools to effectively and efficiently deliver VT's assignment within budget and schedule. No matter what the need, the firm's goal is to deliver integrity, impartiality, accountability, efficiency, quality, and transparency.

### PLAN REVIEW SERVICES

BV offers services which range from reviewing a single, complex or unique project to handling all plan review needs for University. BV's staff is dedicated to providing the highest level of customer service and ensuring all work is in conformance with all requirements. The firm's resources can be adjusted on fast-track projects to meet demanding schedules, as needed.

We are able to offer the following code review services to VT:

BV will provide full plan review of design documents at all design stages for all disciplines, including but not limited to, specifications, product data and calculations, to identify code compliance issues related to the Virginia Statewide Building Code and any applicable referenced standards.

BV will review fire alarm and detection systems, and fire suppression/ sprinkler systems, including review of mass notification systems and special hazard suppression systems such as pre-engineered kitchen hood extinguishing equipment, clean-agent, and foam suppression.

BV will review accessibility compliance for both new construction and renovations.

BV will review mechanical, electrical, plumbing, and fire system upgrades and repairs.

BV will review the structural elements of the building, including beams, columns, and load-bearing walls, to ensure they are safe and meet code and design specifications.

BV will conduct studies, such as the effect a renovation may have on building egress.

BV will provide other types of services of a nature consistent with the intent of the RFP.

### PLAN REVIEW SERVICES OVERVIEW

BV personnel have performed and managed plan review services for thousands of projects. Our staff has considerable review experience of virtually any structure requiring permits, plan reviews, and inspections. Our large, licensed plan review staff enables us to manage numerous and complex projects simultaneously, as well as provide discipline specific plan reviews.

## 7. Approach and Methodology

The firm has the capacity to deliver plan review services related to the following disciplines:

- Architectural plans examination
- Structural plans examination
- Mechanical, electrical, and plumbing code plans examination
- Civil plans examination including:
  - Structural calculations
  - Soils, geotechnical, grading and drainage
  - Onsite improvements
  - NPDES/SWPPP
  - Development
  - Infrastructure
  - Water and wastewater
  - Sewer
- Accessibility requirements including
  - Barrier free plans examination requirements
  - Disabled access
  - ADA
- Review and approval of alternate materials, alternative design and methods of construction
- Fire, life and safety plan reviews including:
  - Fire sprinkler/fire alarm
  - Smoke detection and dampers
  - Underground fire systems
- Energy code plans examination, calculations/reports
- Green Building and LEED consulting including:
  - LEED submittal consultation
  - Green building consulting
  - ENERGY STAR verification
  - Energy efficiency audits
- Solar Review
- Landscape irrigation, flood protection, private sewerage, private domestic water, swimming pools and spas, and property maintenance

### Architectural Review

BV blends the knowledge of local conditions with a large pool of licensed or certified building safety experts equipped to handle all building department needs. The firm is able to tailor its solutions specific to VT as a result of having provided plan review, inspection services, specialty reviews, and municipal administrative support for over 48 years.

### Structural Review

BV is uniquely qualified and experienced in structural review and inspection. The firm has plan review and inspection personnel which have specialized experience with multi-family residential, hotels, resorts, retail, commercial, industrial, high-tech facilities, etc. BV has several experienced structural

engineers on staff who are immediately available to tackle VT's most complex projects. BV can provide a complete structural review of design drawings, details, and calculations for both vertical loads and lateral seismic and wind forces, in accordance with the International Building Code structural provisions.

### Mechanical Review

The International Building Code is supported by ancillary codes such as the International Mechanical Code and any others specifically designated and adopted by the University (including the Virginia Uniform Statewide Building Code (VUSBC). BV's staff includes licensed and certified mechanical engineers and inspectors who have the knowledge, training, and experience necessary to review plans for compliance with these codes. Firm staff, who are available immediately to VT, have reviewed heating, cooling, distribution and return air systems, hoods, and product conveyance system plans for a variety of projects including single family residential, multi family residential, custom homes, resorts, and hotels.

### Electrical Review

Electrical review and inspection to verify energy compliance is included in all projects in accordance with mandates from the applicable energy standards for non-residential construction. The firm has licensed and certified electrical engineers and inspectors with extensive plan review and inspection experience which have reviewed service installation, transformers, emergency power, panel distribution, single line diagrams, power, and lighting system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

### Plumbing Review

The International Building Code is supported by ancillary codes such as the International Plumbing Code and any others specifically designated and adopted by VT (including VUSBC). BV's staff has the knowledge, training, and experience necessary to review plans and inspect construction for compliance with these codes. The firm has licensed and certified mechanical engineers on staff to assist with plumbing reviews when needed. Firm staff have reviewed fuel gas, medical gas, potable and non-potable water piping and waste piping systems, and rainwater system plans for single family residential, multi family residential, custom homes, resorts, and hotels.

### Disabled Access Review

BV has extensive experience and capability that will enable our staff to provide complete plan review and inspection utilizing individuals who possess ICC Accessibility certifications. We have ICC certified individuals who are able to respond to the needs of VT quickly. We have experience providing accessibility reviews and inspections of projects in the region.



## 7. Approach and Methodology

### LEED Building Review

BV is at the forefront of the green building movement, and by implementing green building solutions, we help reduce energy consumption, maintenance and capital costs, environmental impact, and increase occupant comfort and health.

- Expertise in assisting municipal clients in green building ordinance implementation
- Provided approximately 1,000 LEED reviews for the USGBC
- Building services
- LEED submittal consultation
- Green building consulting
- ENERGY STAR verification
- Energy efficiency audits
- Chain of Custody (COC) certification

### Civil Engineering Review

BV's professional staff will familiarize themselves with all city, state, and federal requirements applicable to the project before beginning a review. Requirements for civil infrastructure originate from multiple sources including statutory requirements, local ordinances and design guidelines, federal requirements including ADA and NPDES, state requirements, and the requirements of any affected utilities, districts, or agencies.

### Fire Plan Review

BV staff have the capacity to consult closely with the local Fire Department Chief or their designated representative on any areas which require code interpretation or where alternate methods are being proposed and considered. The firm's proposed fire plan check engineers have specific experience working with multiple types of facilities to ensure compliance with applicable codes, standards, and amendments, including ICC, the Adopted National Fire Protection Standards, the International Health and Safety Codes, and U.L. BV's experience includes written comments and verbal communication with applicants to better understand requirements and provide direction for compliance, as well as close communication with fire departments to clarify policies, code interpretations, plan review status, and procedures. BV has reviewed hundreds of projects for fire safety components.

### Plan Review Turnaround Schedule

At your request, BV can provide plan review activities on a fast-track basis. Turnaround times for each submittal will relate to the size and nature of the project and its impact on the construction schedule. To reduce turnaround times for plan review, the firm utilizes electronic submittals, phased submittals, conference calling, and videoconferencing.

BV has built long-term partnerships with numerous agencies and understands accuracy, efficiency, and integrity in all

aspects of professional services are required. Testimony to BV's professional excellence is the fact it has provided services to many of its municipal clients since their incorporation. Because of the BV's large pool of accessible resources, the firm can assemble experienced personnel in order to help with project schedule recovery when necessary. BV's team maintains efficient turnaround times on all reviews as a key measurement of performance for the provision of plan review services.

BV will also accommodate preliminary reviews to facilitate fast-tracked or accelerated projects. This aids with timely turnaround and enhances client and public relations. If designers include construction drawings which do not conform to the prescriptive requirements of the codes, VT's designee will have final approval over the plan being reviewed. If requested, BV's staff will make recommendations for resolution. The firm is also available to meet with architects/engineers/designers, VT representatives, or others as needed to discuss findings.

Type of Plan Check	Turnaround Times	
STANDARD*	Initial	Recheck
	# OF BUSINESS DAYS	
Residential		
New	7	5
Large Projects	10	7
Commercial		
New Construction	10	7
Large Projects	15	10

Type of Plan Check	Turnaround Times	
FAST TRACK*	Initial	Recheck
	# OF BUSINESS DAYS	
Residential		
New	5	3
Large Projects	7	5
Commercial		
New Construction	7	5
Large Projects	10	7

\*Complex / Large project schedules may be negotiated

\* Return of telephone calls and e-mails within 24 hours

### PLAN REVIEW PROCESS

BV's team will work cooperatively with VT's internal departments including any other outside agencies having jurisdiction. The firm's team will conduct reviews of any deferred submittals as outlined by the International Building Code, the VUSBC, or as stipulated on the project documents.



## 7. Approach and Methodology

The Plan Review team is also able to recommend approval of projects after substantial compliance with the applicable codes has been reached. BV will clearly report all comments to the design team and work with them to efficiently resolve them. Upon completion of the plan review process and when it has been determined all comments have been addressed in the plans, the firm shall issue a letter to VT recommending issuance of the respective permit(s).

Our team becomes familiar with the requirements of a public agency before beginning a review and continually monitors trends and legislation in order to advise VT on ordinances and standard practices to consider for adoption. BV has extensive public sector experience, which assures that public interests are fully protected. We understand that careful consideration of issues and impacts are needed in addition to technical expertise. We have devoted a great deal of time over the years to refining our approach and developing documentation to assist our clients and train our personnel to ensure highly efficient plan review procedures.

BV will work to ensure that submittals are properly coordinated and tracked by following an established internal plan check coordination process in which each plan received for review is entered into our ProTrack database, processed and returned on time to the client.

Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal. To accomplish this we:

- Screen and log each application to assure they are routed to all plan reviewers in a timely manner.
- Submittals are reviewed for compliance with all relevant state and jurisdictional requirements. The log serves as a tracking device to assure turnaround times and completeness of the review.
- Plan reviews will be done in accordance with local, state, and federal regulations with which local jurisdictions are mandated to enforce as well as all codes and ordinances in effect by adoption at the time of plan review. Preliminary consultations will be provided to the applicant upon request, to assist and guide them in the design and plans preparation process.
- Information shown on each permit application is verified.
- Provide a thorough Building (Structural), Mechanical, Plumbing, Electrical, and Fire (including sprinklers and alarms) review of design drawings and details for compliance with the Virginia Uniform Statewide Building Code architectural provisions, including provisions for safety glazing, building security, and noise insulation performance standards, to name a few.
- Plan review management.
- BV assures corrections are handled as quickly and as

clearly as possible. The firm's goal is to help the client through the plan review process. All corrections are identified based on compliance with specified codes and regulations.

Generally, corrections are identified in two ways. Notes are made on plans during electronic review or on hard copy plans, if appropriate, and a correction sheet is generated detailing what items need to be addressed before plans can be approved. VT shall approve the development of any customized correction sheets. Correction sheets for specific projects shall be forwarded to VT along with a cover memo containing at least the following:

- The date(s) plans were received and reviewed by BV
- The date(s) the applicant was notified of completed plan reviews
- The name and telephone number of the applicant

During the plan review process, BV is prepared to meet with the applicant or architect/engineer, University employees, or consultants at any time. Telephone discussions or meetings at the project site are welcomed to assure any plan review issues are handled efficiently. BV's goal is to issue approved plans as quickly as possible and in full compliance with laws, codes, ordinances, and regulations. Upon completion of the plan review, the following information package will be prepared and logged as a minimum:

- Completed plan review documents which include sign-offs
- Transmittal letter documenting any conditions associated with issuance of a permit, if any
- Marked up plan review documents
- Two sets of approved building plans
- Backup documents and reports
- All documents shall be provided in a format desired by VT



### Electronic Plan Review Services

BV will work with VT's existing system but offers alternatives should VT be

interested in learning about more options. Digital plan check uses a software which presents customers with a convenient alternative solution to printing and delivering paper plans to University offices at zero cost. This modern solution has become especially valuable as municipalities seek to continue service delivery to their communities while focusing on health and safety.

BV provides an alternative solution to traditional plan checking. With GoPost, BlueBeam, Adobe Acrobat, or other similar software, our plan reviewers can quickly and accurately review plans for compliance with applicable codes. Plans are submitted as PDF files via a secure and confidential FTP site. These plans are then reviewed by our personnel who are able to place comments and redlines directly on the plans, corresponding to areas needing revisions.

## 7. Approach and Methodology

Redlined plans with comments are then forwarded to, or placed on the secure FTP site for the designers, engineers, and architects. VT also has access to the FTP site. Plans can then be revised and resubmitted via the same method described. If all items were resolved, hard copy plans are sent to BV for approval stamps and signatures.

Clients who have a plan review going through the online process are able to see where their plans are in the review process, ask questions, receive comments, submit updates, and more. Bluebeam GoPost accepts multiple file types, from AutoCAD to PDFs, Word, and more. Digital plan check has numerous advantages including, but not limited to, the following:

- Eliminate the need to physically print and carry plans to VT - Upload plans anytime from anywhere.
- Know project status at all times - Check where plans are and find out when reviews are completed.
- Use the GoPost online portal to communicate with the review team - Ask and answer questions; make changes.
- Reduce printing and courier costs - Checklist and plan markup downloads make it easy to perform corrections and resubmit documents online.

### Budget Controls and Billing Related Quality Assurance - FLEX

Budget control is achieved by closely monitoring work assignment labor and direct expenses. Work reports must be completed by each individual and the labor hours must be approved by the project manager before being charged to VT. Similarly, expense reports and other direct expenses must be approved by the project manager prior to entering the cost data system.



To ensure optimal administration of the main functionalities of contract management and the facilitation of billing related quality assurance BV utilizes FLEX. FLEX is a reference repository which is comprised of all billing and contractual information (invoices, work assignments, expenses, labor reports, project reports, etc.). This advanced system assists BV in implementing and maintaining a number of budget and cost control processes which:

- Ensures data integrity and allows for a flexible and secure billing process
- Enhances billing efficiency and productivity
- Minimizes revenue leakage by monitoring its sources through control reports

FLEX ensures contract and budget control via standardized features and alignment of project information in real time. Additionally, the system is designed to promote contract follow up from project outset to closing which helps to establish and maintain optimal communication.

### Project Management and Schedule Controls - Quickbase Protrack

Work assignment schedules will be managed on several levels. The project manager will maintain regular contact with VT manager to communicate the project status and progress on deliverables. In addition, an internal schedule including critical milestones and deliverable due dates will be established prior to initiating the task work. This allows ample time for editorial and technical review, changes, and assurance in schedule compliance.

In order to efficiently and effectively track project workflow BV employs Protrack, a quality assurance software solution created by Quickbase. This custom-built program was developed specifically to meet the needs of the firm and enhance its project management capabilities in service to its clients. Protrack monitors numerous pieces of project data in real time including, but not limited to, project schedule status, active projects by office, project type, number of active projects per client, weekly number of new projects initiated, and much more. The program's dashboard allows users to generate reports which can provide an overall snapshot of BV's current activities or can be filtered to present precise details regarding a specific project or client. The crucial information monitored in Protrack not only aids in maintaining schedules and project turnaround times but also gives the firm the capacity to make decisive course corrections which ensure deliverables of the highest caliber and complete customer satisfaction. Furthermore, Protrack is designed to work collaboratively with BV's billing and invoicing software, FLEX, to enable the consistent completion of projects on-time and on-budget.

### QUALITY ASSURANCE PROGRAM

Quality control is essential and we have maintained a high level of quality and consistency over the years through our recruiting practices, our commitment to continuing education and creation of a Master Template, and a quality check following every review. Our Master Template is an electronic guide book used by all of our Plans Examiners at our offices to create a job specific Comment List during the initial comprehensive review.

Each completed review, including the initial review and all re-checks, is followed by a secondary quality review which is conducted by one of our senior staff, prior to being returned to VT.

As an ISO 9001 certified firm, BV undergoes systematic, independent audits of its management systems to meet rigorous objectives and provide continuous improvement in key areas. The firm consistently incorporates proven best practices and protocols as part of its quality management system to meet and exceed ever-increasing customer requirements. These tools include implementation of an established quality assurance/quality control program using the **BV CARE** program for the intake, tracking, and review of plans to enhance quality and streamline processing/approval; electronic plan review to expedite turnaround times which save time and money; and the utilization of web-based document control system which fosters collaboration, 24/7 access to documents and reports, and enhances overall communication.

## 7. Approach and Methodology

### CARE PROGRAM – A PROVEN, FORMALIZED & INTEGRATED PLAN REVIEW PROCESS

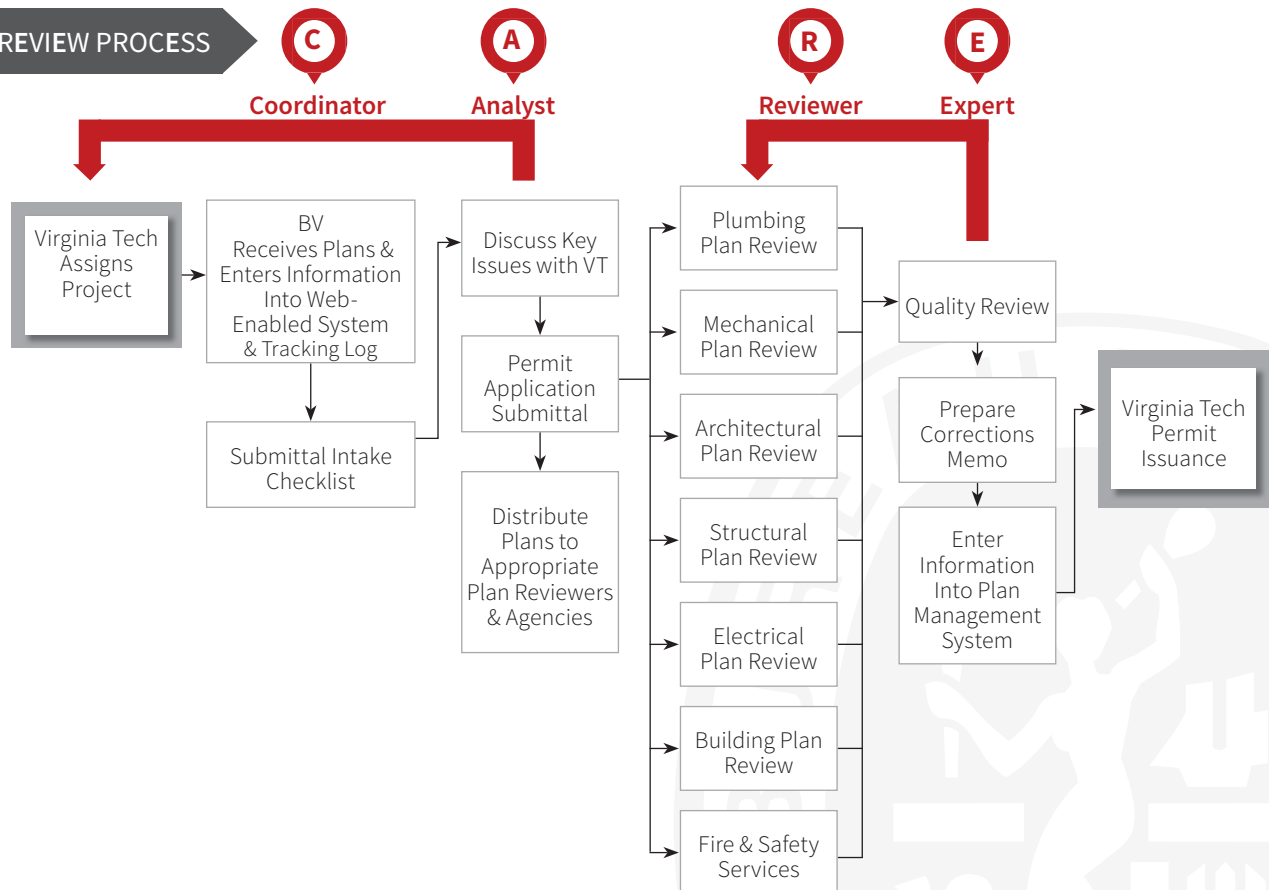
**BV CARE** program is a formalized and integrated process whereby Coordination, Analytical, Review, and Expert management/quality control functions are consistently implemented. This system's success is based on thousands of hours of practical experience by the firm's dedicated personnel and their unique ability to interact quickly and efficiently with VT's staff. BV provides VT with a staff extension which will bind the varying interests of VT's operations, its student population, and legal and regulatory considerations into a dynamic, flexible working system. The specific roles of each of the CARE elements includes:

- **Coordinator** - BV's clerical staff will handle various administrative functions, such as logging information (project tracking, time budgeting), managing project controls, maintaining and distributing communications, reviewing agendas and ordinance issues, and fielding calls on project status. The Coordinator is the first line of contact for each project submittal.
- **Analyst** - BV's analysts will review submittals, title sheets, and non-design items; maintain files; monitor due dates; monitor contract budget and status tracking reports; and coordinate invoicing. BV analysts also maximize and "right place" staff resources to meet turnaround times in a quality

manner. When assigning resubmittals to staff, the Analyst ensures consistency by passing the project to the same reviewer which performed the previous reviews.

- **Reviewer** - BV's experienced plan reviewers will routinely review agency standards, ordinances, guidelines, and checklists; create comments letters; coordinate project return with the coordinator; attend review meetings; and communicate questions/solutions to project stakeholders. Because of the firm's depth of resources and project tools (checklists, corrections letters, etc), reassigned projects can be reviewed without missing deadlines or causing unnecessary rechecks.
- **Expert** - BV experts will provide the final quality assurance review of applicable plans, studies, and reports in accordance with all accepted engineering, building codes of different disciplines, and industry professional practices. They will comply with the applicable regulations; visit the client contact regularly; monitor project progress with the reviewer; disseminate project/agency information to the team; train team members; peer review comments letters; and communicate questions/solutions to stakeholders. Additionally, Experts provide quality assurance reviews to each project which minimizes the number of resubmittals.

#### PLAN REVIEW PROCESS



## 8. FEE



BUREAU

VERITAS

## 7. Approach and Methodology

8. Fee. Propose hourly rates for the services provided for herein. The fee structure must be all-inclusive, including expenses for travel, etc.

### FEE PROPOSAL

BV's pricing reflects our commitment to the success of Virginia Tech by helping you maintain significant quality and cost saving benefits. These include:

- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Confidence of working with a well-established consultant in business for 195+ years

Plan Check Percentage of Fee Option	
65% of Permit Fees Using Table 1A Building Permit Fees and Current ICC Building Data Valuation Table for SQ. FT. Construction Cost	
Building Code Compliance Services Hourly Options	
Staff Level Classifications	Hourly Billing Rates
Structural Engineer/ Fire Protection Engineer	\$165
Senior Plan Review Engineer	\$150
Plan Review Engineer/ EIT	\$140
Accessibility Review	\$135
Fire Plans Examiner	\$135
ICC Certified Plans Examiner	\$125
Administration / Clerical	\$65
<b>BV is open to negotiating a fee schedule that best aligns with the University's fees and project budgets.</b>	

- Printing and Materials (when required / requested): Cost + 15%
- Fast track / Expedited plan reviews shall be an additional 1.5 times the fees shown above.
- Overtime (OT) will be charged at 25% times the standard hourly rate; hours worked on a designated holiday will be charged at the appropriate OT rate. No overtime will be charged without approval. Fees charged per service provided.
- Rates and cost estimates shown above exclude per diem, prevailing wage and union rates. Should these be applicable, BV will discuss and negotiate fees to account for increased personnel costs.  
Hourly rates subject to annual adjustment in accordance with CPI from Engineering News Record (ENR) with the University's prior approval.
- Mileage for employee-owned vehicles used in connection with the work will be at the current IRS rate.
- On-site hourly services to be invoiced a minimum of 6 hours per day on-site services are provided.
- Services to be invoiced monthly; plan review fee to be invoiced after initial review.
- Rates for services are valid through December 31, 2023.



[www.bvna.com](http://www.bvna.com)



## Negotiation Summary



**BUREAU  
VERITAS**

# REQUEST FOR PROPOSAL #620112401 FOR CODE REVIEW SERVICES: VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (VIRGINIA TECH) QUESTIONS & ANSWERS

### VIRGINIA TECH CONTACT

Rachel Meadows  
300 Turner Street, NW, Blacksburg, VA 24061  
P: 540.231.8544  
E: rachm87@vt.edu

November 14, 2023

### CONTACT REGARDING THIS PROPOSAL

Craig Baptista, Vice President - West, Plan Check & Inspection  
Bureau Veritas North America, Inc.  
11111 Carmel Commons Blvd, Suite 110, Charlotte, NC 28226  
P: [REDACTED]  
E: craig.baptista@bureauveritas.com



## Questions & Answers

### Negotiation Questions for Bureau Veritas

Bureau Veritas would like to thank you for the opportunity to present our qualifications for RFP No. 620112401 for Code Review Services. We have provided the following answers to all questions issued by the University.

**1. As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.**

No. There isn't any information included that would be used to identify or harm a person's identity, finances or personal information.

**2. Regarding Section B of the RFP concerning proprietary or trade secret material, are you willing to delete the confidentiality statement listed in your proposal?**

Yes, Bureau Veritas is willing to delete any and all confidentiality statements, if any is listed in our proposal.

**3. End of Contract Service Transition Expectations: If or when a transition of service to another provider is required (end of contract life or otherwise), the university would require the incumbent firm to cooperate fully in a successful transition of services. Explain any requirements your firm might have in preparing for such a transition of services. Additionally, please indicate your willingness to establish a transition plan alongside the new provider of service, which may include but not be limited to sharing important data and/or existing service information via a cooperative knowledge transfer process.**

Bureau Veritas team has had the opportunity to observe, replicate, develop, and successfully implement streamlined processes and best practices which produce efficient and cost-effective results.

The Bureau Veritas team pledges to establish a transition plan alongside the new provider of service with a successful code administration program. To achieve a cohesive and seamless process, the firm has developed a 4-PHASE guideline for the delivery of services.

**4. Cost to the University is a major component of this solicitation and one of the 5 factors considered during the award process. With this in mind, please submit your best and final pricing for consideration.**

Bureau Veritas understands cost to the University is a major component of this solicitation, and with this in mind, has prepared our best and final Pricing attached after the Q&A for the University's consideration.

**5. Are the prices provided with your proposal as favorable (or more favorable) as pricing provided to other Higher Educational Institutions?**

Pricing presented are more favorable than other Higher Education agreements we maintain.

**6. Is Bureau Veritas willing to provide a rebate structure or other financial incentive to the University?**

We are receptive to providing a discounted/reduced fee structure for large projects (i.e. Greater than \$3mm).

**7. Does Bureau Veritas agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?**

Bureau Veritas agrees to provide monthly invoices with payment due thirty (30) days after receipt of invoice of services.

**8. If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI, for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?**

Bureau Veritas agrees to limit price increases to no more than the increase in the Consumer Price Index, CPI, for the latest twelve (12) months.

**9. If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal term?**

Bureau Veritas agrees to hold prices firm for the initial contract period and the first renewal term.

## Questions & Answers

**10. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?**

Yes. Bureau Veritas is registered with and is willing to participate in the eVA internet procurement solution.

**11. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?**

Yes. All services listed in our proposal is inclusive of all applicable eVA system transaction fees.

**12. Will Bureau Veritas agree to participate in the Wells One AP Control Payment System?**

Bureau Veritas agrees to participate in the Wells One AP Control Payment System.

**13. Is Bureau Veritas willing to provide a report at the end of each Virginia Tech Fiscal Year detailing the money saved by the University by utilizing this contract? Virginia Tech's Fiscal Year ends June 30th of each year.**

Bureau Veritas agrees to provide a report at the end of each Virginia Tech Fiscal Year detailing the money saved by the University during the contract.

**14. Please describe Bureau Veritas' reporting capabilities.**

Bureau Veritas' reporting capabilities include work reports which are completed by each individual team member and the labor hours which are approved by the Project Manager before being charged. Similarly, expense reports and other direct expenses are approved by the Project Manager prior to entering within our cost data system.

**15. Upon completion of the initial one (1) year contract period, does Bureau Veritas agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) one-year periods under the terms of the current contract?**

Bureau Veritas agrees that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) one-year periods under the terms of the current contract.

**16. Prior to renewal, does Bureau Veritas agree to revaluated pricing to be sure Virginia Tech is receiving the best possible discount or rate structure Bureau Veritas can provide?**

Prior to renewal, Bureau Veritas agrees to revaluated pricing to be sure Virginia Tech is receiving the best possible discount or rate structure.

**17. Please describe Bureau Veritas' process for handling damaged, incorrect, or otherwise unacceptable goods.**

Bureau Veritas does not produce any goods. Our firm, however, provides plan review, inspections, and permit technician services.

**18. Do you agree that you will be performing services as an Independent Contractor, Company, Corporation, or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?**

Bureau Veritas agrees to perform services as an Independent Corporation and is not an employee of Virginia Tech or any other Commonwealth Entity.

**19. Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors, nor will it provide any employment benefits to the contractor or contractor's employees?**

Bureau Veritas agrees that Virginia Tech will not withhold any income taxes from its payments to contractors, nor will it provide any employment benefits to Bureau Veritas' employees.

**20. Please describe your turn-around time if emergency services are needed.**

Bureau Veritas provides an expedite solution to plan checking in emergency and urgent situations. By utilizing Blue Beam Blue or Adobe Acrobat, our plan reviewers can quickly and accurately review plans for compliance with applicable codes. Plans can be submitted electronically as PDF files or Blue Beam session invitations via a email or if preferred through a secure and confidential FTP site. If expedite reviews are requested, additional fees may apply.

## Questions & Answers

When received, the project documents are assigned and reviewed by our staff who are able to place comments and redlines directly on the plans, corresponding to areas needing revisions and/or comment review letter identifying the corrections by applicable discipline (i.e. Structural, Architectural, MEP, etc.). With the University's approval, our team utilizes Redlines on plans with comments to help facilitate the plan review process.

Once the project is determined to be code compliant, a final letter of compliance is provided. Additionally, if the University requires, Bureau Veritas can add approval stamps to the plan documents.

### **21. Please describe Bureau Veritas' process for addressing any service-related issues.**

A possible issue can occur at any moment which is why Bureau Veritas is prepared to identify the problem and address each issue accordingly. A project can have many factors that may have resulted as a major issue, questions that need rapid response, and corrections that need immediate attention to meet the required VT codes and construction site issues. Bureau Veritas will create a service plan in which our licensed and certified staff such as engineers and plan reviewers will function as a seamless extension to VT working directly with VT staff, project managers, and designers. This will ensure that everyone understands the applicable codes and regulations while maintaining a high level of customer service, professional courtesy, and unbiased objectivity.

We understand that while some projects will be fast-tracked and will require a high level of responsiveness. Our solutions and performance standards will carefully be re-engineered as necessary to ensure that the project stays on schedule. For example, we will work with the design and construction team to resolve any deviations from referenced codes in a proactive manner. On our recent projects, our plan review team visits the owner's design engineering team at their offices at their request. There will be a key contact person assigned to each function; however, we have multiple certified individuals designated in the plan review division.

### **22. If awarded a contract, will you agree to work with each user department before you begin to provide service so that issues such as pick-up/delivery times and days and service requirements may be addressed?**

If awarded a contract, Bureau Veritas agrees to work with each user department before the firm begins to provide services so that issues such as pick-up/delivery times and days and service requirements may be addressed.

### **23. How soon after the contract award can you begin providing services?**

Immediately after contract award, we are able to provide services.

### **24. Do you acknowledge, agree and understand that your contract is not exclusive, and that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?**

Bureau Veritas acknowledges, agrees, and understands that our contract will not be exclusive, and that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to our company.

### **25. Do you acknowledge that prior to commencing any work related to this contract, you must be in receipt of a Purchase Order?**

Bureau Veritas acknowledges that prior to commencing any work related to this contract, our firm must be in receipt of a Purchase Order.

### **26. Does the vendor agree that no import customs clearance fees, customs duties, taxes, or other costs or fees shall apply to this order?**

Bureau Veritas agrees that no import customs clearance fees, customs duties, taxes, or other costs or fees shall apply to this order.

### **27. Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 620112401, shall govern the contract if a contract is awarded to your company?**

Bureau Veritas acknowledges, agrees, and understands that the terms and conditions of the RFP # 620112401, shall govern the contract if a contract is awarded to our firm.

## Questions & Answers

**28. Please reconsider your response to Section VII of the RFP and advise if any portion of any resulting contract may be subcontracted to small, women-owned and/or minority-owned businesses.**

Bureau Veritas is committed to promoting the use of Virginia's SWaM businesses in the overall contracting opportunities. We understand that there will be SWaM participation goals on various projects throughout this contract and we pledge to foster a strong relationship with the certified SWaM firms as required. Bureau Veritas has established prospective partnerships with two SWaM firms should we be awarded the contract. The following firms have issued their interest - AST Cowen Design Group, LLC. and Astute Engineering, PLLC.

**29. Do you agree to become a certified SWaM vendor with the Virginia Department of Small Business and Supplier Diversity and maintain that certification throughout the term of this contract?**

Bureau Veritas is not a small, minority-owned and/or women-owned entity and therefore does not qualify for such certification.

**30. Virginia Tech is precluded by law from entering into a contract that contains a cost plus a percentage of cost price arrangement. Therefore, please propose another pricing arrangement.**

We will invoice at cost for printing and materials only.

## Questions & Answers

### FEE PROPOSAL

Bureau Veritas's pricing reflects our commitment to the success of Virginia Tech by helping you maintain significant quality and cost saving benefits. These include:

- Commitment to maintain a proposed rate structure for the life of the initial contract period
- Confidence of working with a well-established consultant in business for 195+ years

Building Code Compliance Services Hourly Options	
Staff Level Classifications	Hourly Billing Rates
Structural Engineer/ Fire Protection Engineer	\$160
Senior Plan Review Engineer	\$150
Plan Review Engineer/ EIT	\$140
Accessibility Review	\$135
Fire Plans Examiner	\$135
ICC Certified Plans Examiner	\$125
Administration / Clerical	\$65
<b>Bureau Veritas is open to negotiating a fee schedule that best aligns with the University's fees and project budgets.</b>	
Plan Check Percentage of Fee Option	
65% of Permit Fees Using Table 1A Building Permit Fees and Current ICC Building Data Valuation Table for SQ. FT. Construction Cost	

- Printing and Materials (when required / requested)
- Fast track / Expedited plan reviews shall be an additional 1.5 times the fees shown above.
- Overtime (OT) will be charged at 25% times the standard hourly rate; hours worked on a designated holiday will be charged at the appropriate OT rate. No overtime will be charged without approval. Fees charged per service provided.
- Rates and cost estimates shown above exclude per diem, prevailing wage and union rates. Should these be applicable, Bureau Veritas will discuss and negotiate fees to account for increased personnel costs.  
Hourly rates subject to annual adjustment in accordance with CPI from Engineering News Record (ENR) with the University's prior approval.
- Mileage for employee-owned vehicles used in connection with the work will be at the current IRS rate.
- On-site hourly services to be invoiced a minimum of 6 hours per day on-site services are provided.
- Services to be invoiced monthly; plan review fee to be invoiced after initial review.
- Rates for services are valid through December 31, 2024.

Table 1-A

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$25.25
\$501.00 TO \$2,000.00	\$25.25 for the first \$500.00 plus \$3.30 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$74.75 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$419.75 for the first \$25,000.00 plus \$10.85 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$691.00 for the first \$50,000.00 plus \$7.55 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,068.50 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,468.50 for the first \$500,000.00 plus \$5.10 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$6,018.50 for the first \$1,000,000.00 plus \$3.40 for each additional \$1,000.00, or fraction thereof.



People Helping People Build a Safer World®

## Building Valuation Data – AUGUST 2023

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2024. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2021 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$231.65/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$231.65/sq. ft x 0.0075  
= \$27,798



## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	335.89	324.58	316.94	304.93	286.87	278.00	295.62	266.02	257.55
A-1 Assembly, theaters, without stage	307.39	296.08	288.44	276.42	258.37	249.50	267.12	237.51	229.05
A-2 Assembly, nightclubs	269.94	261.93	254.48	245.85	230.56	223.99	237.02	209.57	202.79
A-2 Assembly, restaurants, bars, banquet halls	268.94	260.93	252.48	244.85	228.56	222.99	236.02	207.57	201.79
A-3 Assembly, churches	311.88	300.57	292.93	280.91	263.30	254.43	271.60	242.45	233.98
A-3 Assembly, general, community halls, libraries, museums	266.07	254.76	246.12	235.10	216.33	208.46	225.80	195.47	188.01
A-4 Assembly, arenas	306.39	295.08	286.44	275.42	256.37	248.50	266.12	235.51	228.05
B Business	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
E Educational	273.46	263.96	255.62	245.04	228.69	217.00	236.61	200.36	193.94
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	434.15	424.59	415.32	405.12	383.35	N.P.	396.02	358.57	N.P.
I-2 Institutional, nursing homes	302.01	292.45	283.18	272.97	253.83	N.P.	263.88	229.05	N.P.
I-3 Institutional, restrained	295.86	286.31	277.03	266.83	247.95	238.69	257.74	223.17	212.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	201.37	193.36	184.91	177.28	161.72	156.15	168.45	140.73	134.95
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family <sup>d</sup>	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$31.50 per sq. ft.