

REQUEST FOR QUALIFICATIONS

Town of Clifton, Virginia

Design-Build Renovation Services for Historic Structure at 7137 Main Street

Issue Date: August 14, 2026

Mandatory Meeting and Site Walk: Thursday, August 20, 2026, at 3:00PM

Deadline to submit questions: August 28, 2026, by 4:00PM

Town Responses to questions: September 2, 2026

RFQ Responses Due: **Monday September 14, 2026, not later than 3:00PM**

Anticipated RFP release date: Thursday, September 17, 2026

Technical and cost proposals due: **Wednesday October 7, 2026, not later than 3:00pm**

Anticipated award date: **October 15, 2026**

Town Rep / Contact*: Dwayne Nitz; dnitz@cliftonva.gov

* The Town's sole point of contact for matters related to this RFQ shall be Dwayne Nitz. Mr. Nitz is the only individual authorized to discuss this RFQ with any interested parties, including Offerors. All communication between Offerors and Mr. Nitz about the Project or this RFQ shall be in writing as required by applicable provisions of this RFQ.

1. INTRODUCTION AND PROJECT OVERVIEW

The Town of Clifton, located in Fairfax County, Virginia (the “Town”) is an incorporated town listed in the National Registry of Historic Places. Among the Town’s public properties is 7137 Main Street, which includes two buildings and a gravel parking area just north of the railroad tracks that run east-west through the Town. The Town of Clifton intends to renovate the primary structure, a two-story wood-framed building that fronts Main Street, for Town use (the “Project”). Note, the project is contingent on the availability of appropriations which have not yet been secured (see Appendix A Determination Statement for additional context).

About the Project

The Project envisions a renovation that maintains the residential character of the building, including a functional kitchen using residential appliances and cabinetry, the addition of a Main Floor two-piece restroom, a reconfigured layout of utility service equipment, and a rebuilt stairway coordinated with the proposed raised Main Floor. Upstairs, the existing rooms are to largely remain per their existing layouts, for use as offices, with minor exceptions, such as a re-shaping of the stairway wall lines. The upstairs bathroom is to remain as a residential restroom, potentially re-using existing fixtures while replacing all floor and wall finishes. All doors and windows will be replaced.

The building faces Main Street and faces west and is located just to the north of the active Norfolk Southern railroad tracks that cross through the Town.

The building is 2-stories, wood-framed, with a combination of wood and Masonite siding. The existing metal roof is considered near end of life and must be replaced with a new standing seam metal roof. Existing windows are single-pane and not efficient. All windows should be replaced with energy- efficient double-glazed units that comply with ARB requirements.

The existing building is comprised of a primary room, kitchen, exterior utility room, under stair closet at the Main Floor. The second floor includes three rooms and a full restroom.

Water service is provided by an existing well. Sanitary sewer is connected to the Town’s Pump and Haul system with a connection under the street. Electric service is by NOVEC.

A single-story secondary building is not included in the project and sits behind the project structure connected by a walkway.

To the north of the building is a gravel parking lot that abuts the adjacent Masonic Lodge. Most of the gravel parkway between the two buildings is on Town property.

Procurement Procedure

§ 2.2-4382 of the Code of Virginia authorizes the Town to enter into a contract for construction on a fixed price or not-to-exceed price design-build basis, provided that the Town complies with the requirements as found in said Code section and follows the procedures which it has implemented for design-build procurement processes and which are consistent with the procedures adopted by the Secretary of Administration for utilizing construction management or design-build contracts.

Pursuant to Code and the Town's Construction Management and Design-Build procurement procedures, the Town will use a two-step competitive negotiation process to select a Design Builder for this Project. This RFQ represents the first step in the selection process. Only the short-listed Offerors will receive the RFP and be invited to submit proposals.

The second step of the selection process will entail the submission of Technical Proposals and Sealed Price Proposals from each short-listed Offeror. While the RFP will contain specific requirements for the Technical and Sealed Price Proposals, as well as specific selection criteria, the Town anticipates that: (a) Technical Proposals will include, among other things, the Offeror's design/conceptual plans and a Project schedule; and (b) Sealed Price Proposals will include, among other things, the fixed price for the design and construction of the Project.

Consistent with the process above, the intent and purpose of this Request for Qualifications (RFQ) is for the Town to solicit Statements of Qualifications (SOQs) from entities ("Offerors") interested in serving as the Design-Builder for the Project. The RFQ is issued to gather information that will enable the Town to: (a) identify Offerors best qualified to successfully execute the design and construction of the Project; and (b) determine which Offerors will be invited to submit proposals in response to the Town's forthcoming Request for Proposal (RFP). The Town has issued a *Determination Statement* for employing the Design-Build method for this Project, which is attached as Exhibit A.

Offerors' SOQs will be reviewed, rated, and scored by an Evaluation Panel based on the evaluation criteria set forth in this RFQ. The Evaluation Panel will be appointed by the Town Council to rate and score the SOQs. In addition to the appointed Evaluation Panel, the Town may use any appropriate technical resources to provide assistance in evaluating the submittals.

Offerors and SOQs must meet all requirements of this RFQ. Failure to meet a requirement may render an SOQ non-responsive and/or non-responsible and the Offeror will be excluded from further consideration. Evaluation Panel will assess how well each Offeror meets or exceeds the evaluation criteria, and scoring will reflect their judgment. The Evaluation Panel will then rank Offerors, and the ranking system will be used to select no more than three (3) of the top-ranked design-build teams for the “shortlist.” Only the shortlisted Offerors will be issued the RFP.

The specific scope of work to be undertaken by the Design-Builder under the design-build contract for this Project will be identified in the RFP. Offerors must be able to provide all professional architectural, engineering, and consulting services required for the design and construction of the Project and associated site development, and infrastructure.

The Design-Build firm will be required to work within the parameters of the Town of Clifton’s Architectural Review Board Guidelines, which are included for reference, including obtaining approval by the ARB for all exterior improvements. The Design-Build firm will be required to obtain all necessary permits for the project, including all Town of Clifton Code Requirements and Fairfax County Building Permits and, if needed, a County Use Permit prior to occupancy.

2. STATEMENT OF QUALIFICATIONS

Offerors must be able to:

- Design and deliver a high-quality 40+ yr renovation of the historic structure for use as a small Town meeting space, Town offices, and occasional small event space;
- Use materials and design details appropriate for the renovation of a vernacular structure built between 1860-1920;
- Comply with requirements of the Town of Clifton ARB Guidelines and secure design and materials approval from that body;
- Provide Design-Development drawings for review and permit-level drawings for submission to Fairfax County and secure the requisite permits from Fairfax County;
- Begin construction no later than Spring 2027 for target completion and delivery in Fall 2027.

A. Minimum Qualifications

- i. Authorization to conduct business in the Commonwealth of Virginia. Offeror must provide evidence of a certificate of registration with the Virginia Corporation Commission authorizing Offeror to conduct business within the Commonwealth of

Virginia. Offeror's SCC registration, unless Offeror is exempt, must be in effect on the date of RFQ submission.

- ii. Class A Licensure. Offerors must provide a copy of Offeror's Virginia Class A Contractor's license issued by the Virginia Department of Professional and Occupational Regulation. Offeror must have an active valid Virginia Class A Contractor's License on the date of their SOQ submission.
- iii. An identified project team member acting as Principal Designer in Charge must be licensed to practice architecture in Virginia. Offerors must provide a copy of current license as issued by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) under the Department of Professional and Occupational Regulation (DPOR).
- iv. Debarment status. Offeror must certify that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.
- v. Completion of three (3) projects of similar size, type, and complexity completed within the last ten (10) years. For each project, the Offeror must provide: Project name, owner, location, scope, budget, services provided, key team members, and owner reference (name, role, email or phone).
- vi. Demonstrated history of working on projects requiring supervision and compliance with bodies such as and similar to the Town of Clifton Architectural Review Board.
- vii. Insurance. The selected firm shall provide and maintain liability coverage that meet, or exceed, the following throughout the project:
 - Professional Liability - \$1M per claim; \$2M aggregate
 - Commercial General Liability - \$2M aggregate; \$1M per occurrence
 - Automobile Liability - \$1M
 - Workers' Compensation for State of Virginia - \$100,000 per incident; \$500,000 disease (aggregate); \$100,000 disease (per person)
 - Excess Liability - \$1M

B. Project Specific Evaluation Criteria

A complete and responsive Qualification Package must include the following:

i. Cover Letter

One page maximum, signed by an officer authorized to bind the firm.

ii. **Firm Qualifications**

- Firm overview, office location(s), and VA licensure.
- Statement of relevant experience with historic renovations of two-story wood framed buildings in the vernacular style from the era of 1860-1920.
- Identify previous experience (if applicable) working within Historic Overlay Districts and within strict guidance of Architectural Review Board bodies and their standards.
- Litigation, suspension, or debarment history (if any).

iii. **Project Team**

- Identify project personnel including, at minimum, principal designer in charge, Project Manager, and Superintendent. Please identify if one individual will fill multiple positions.
- Provide resumes for the three positions listed above.
- Identify any consulting engineers for structural and MEP disciplines if required for permit submission drawings.
- Confirm that project personnel will remain on the Project.
- Each Offeror shall require its proposed team members to identify any potential conflicts of interest relative to this procurement. If a potential conflict of interest is identified, the Offeror shall submit the pertinent information to the Town's point of contact along with any proposed action, if any, to remedy the conflict.

iv. **Relevant Project Experience**

Provide three (3) projects of similar size, type, and complexity completed within the last ten (10) years. For each: project name, owner, location, scope, budget, services provided, key team members, and owner reference (name, role, email or phone).

v. **Project Approach**

Provide a brief narrative outlining the following:

- Approach to the specific design challenges of the Project, including water infiltration issue, utility service entrance reconfiguration, and accessible design.
- Quality control plan.
- Schedule approach with a high-level timeline showing major milestones, dependencies, and approval.
- Approach to cost management.
- Approach to permitting and Authority Having Jurisdiction (AHJ)

coordination in Town of Clifton and Fairfax County.

3. EVALUATION CRITERIA

Proposals will be evaluated by the Evaluation Panel based upon the following factors.

Criterion	Weight
Relevant Experience (historic, similar scope)	35%
Project Team Qualifications and Depth	25%
Project Approach and Understanding of Challenges	20%
References and Past Performance	20%

4. SUBMISSION INSTRUCTIONS

Responses shall be submitted **no later than 9/14/26, 3:00 PM ET** via the link below to the Town of Clifton Dropbox established for this procurement.

<https://www.dropbox.com/request/0letuzhxzo7z6a71azo7>

Late responses will not be accepted.

Do not include pricing information with your SOQ. Pricing shall be provided in Proposals submitted by shortlisted Offerors in response to the RFP issued for this solicitation.

5. MANDATORY MEETING AND SITE WALK; QUESTIONS

A mandatory meeting and site walk will be held on **Thursday 8/20/26 at 3:00PM** at 7137 Main St. Clifton, VA in the single-story building at the rear of the property. Following the initial meeting, there will be a walk of the subject building. Attendees shall RSVP to Dwayne Nitz at dnitz@cliftonva.gov no later than 8/18/26 and shall bring photo identification. Only firms that attend the bid walk will be eligible to submit SOQs.

Following the Mandatory Site Walk, applicants may submit questions to the Town. All questions shall be submitted in writing to Dwayne Nitz at dnitz@cliftonva.gov not later than 8/28/26 at 4:00pm. No requests for additional information, clarification or any other

communication should be directed to any other individual. No oral requests for information will be accepted.

Responses to questions will be issued on 9/2/26 via written addendum to all firms that attended the scheduled site walk.

6. GENERAL TERMS AND CONDITIONS

This RFQ does not commit the Town of Clifton to award a contract, to pay any costs incurred in proposal preparation, or to procure any services.

The award of a contract under this procurement is subject to appropriations by the Town. Termination of this procurement or any resulting contract due to a lack of appropriated funds incurs no penalty, extra cost, or legal liability for the Town.

The Town reserves the right to cancel this RFQ or subsequent RFP, reject SOQs or waive informalities.

All costs incurred in preparing and submitting SOQs or proposals are the Offeror's responsibility, and the Town will not compensate Offerors for SOQ or proposal preparation costs, regardless of whether this procurement is awarded, canceled or modified. All of such costs shall be borne solely by each Offeror and its team members.

All response materials become the property of The Town of Clifton.

7. EXHIBITS

- Exhibit A – Determination Statement
- Exhibit B – Town of Clifton ARB Guidelines (current)