



Request for Quotation (RFQ) – Architectural and MEP Design Services

RFQ ID: VCE-001

Issuer: Vision Core Enterprise (VCE)

Property: [200 N Pickett St, Unit 1614, Alexandria, VA 22304](#)

Size: 1,654 SF (2 Bed / 2 Bath Condominium)

Design Scope of Work (Layout, Permitting & Technical Design)

Objective

The Design Scope of Work defines the responsibilities and deliverables for preparing architectural layout drawings and permit documentation required for the renovation project at **200 N Pickett Street, Unit 1614, Alexandria, VA.**

This scope focuses exclusively on **layout modifications, structural and non-structural wall adjustments, and technical coordination** for obtaining the necessary **building, plumbing, and electrical permits.**

The **existing current layout of the unit is attached** for reference and shall serve as the base document for all design and layout modifications.

1. General Design Responsibilities

- Prepare all architectural layout and technical drawings reflecting the proposed changes described in the approved construction Scope of Work.
- Ensure all design documents are code-compliant and aligned with **City of Alexandria Building Department** and **HOA (Condominium Association)** requirements.
- Coordinate with VCE's General Contractor (GC) to validate constructability and ensure the design reflects accurate field conditions.
- Submit design drawings and supporting documents for review and approval prior to permit applications.

- Provide stamped drawings by a licensed architect or engineer when required by the city or HOA.
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2. Design Deliverables

The design consultant shall prepare and deliver the following documents and drawings for review, approval, and permitting:

- **Existing Condition Plan** – scaled drawing showing the current apartment layout, including walls, plumbing fixtures, and electrical outlets (based on the attached layout).
 - **Demolition Plan** – identifying all partitions, finishes, and elements to be removed.
 - **Proposed Layout Plan** – revised plan showing the new configuration of rooms and spaces (kitchen, living area, bathrooms, bedrooms, storage/laundry relocation).
 - **Plumbing Layout Plan** – illustrating new and relocated fixture locations, including washer/dryer plumbing and drainage connections.
 - **Electrical Layout Plan** – indicating new outlets, switches, light fixtures, and any circuit modifications required by the new layout.
 - **Reflected Ceiling Plan (if applicable)** – identifying lighting fixture locations and any drop ceiling modifications.
 - **Permit Drawing Set** – complete compiled document package ready for City of Alexandria submission.
 - **Title Sheet and Notes** – project identification, code references, and compliance declarations.
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3. Scope of Layout Modifications

The design drawings shall include and reflect the following layout revisions:

- **Kitchen:** Remove the island wall, relocate washer/dryer to the storage room, convert the previous laundry area into a pantry, and open the layout to the living/dining area.
 - **Living Room:** Remove the fireplace and adjacent partition wall to expand the living area into the kitchen and hallway.
 - **Bathrooms:** Extend the master bathroom footprint and add a new entry door.
 - **Bedrooms:** Add a new separation wall between the master closet and bathroom; extend the walk-in closet area.
 - **Hallway Storage:** Modify walls and space layout to accommodate relocated washer/dryer and plumbing.
 - **Plumbing/Electrical:** Reflect all routing changes for fixture relocations and electrical line adjustments.
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4. Permit Coordination and Submissions

- Prepare and package all documents required for submission to:
 - **City of Alexandria Building Division** for building, plumbing, and electrical permits.
 - **Condominium Association / HOA** for renovation and layout modification approval.
 - Coordinate directly with VCE and the GC to ensure accuracy and compliance in all permit applications.
 - Revise drawings as needed based on city or HOA reviewer feedback.
 - Provide both **digital (PDF)** and **printed sets** as required by the approving authorities.
 - Track submission progress and assist with responses to reviewer comments until permits are approved and issued.
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5. Compliance Requirements

- All drawings must comply with the **Virginia Uniform Statewide Building Code (VUSBC)**, **City of Alexandria Zoning Ordinance**, and HOA rules.
 - Plumbing and electrical plans must comply with **NEC** (National Electrical Code) and **IPC** (International Plumbing Code).
 - Any structural wall removal must be reviewed and certified by a licensed structural engineer if required.
 - All plans requiring certification must bear professional seals prior to submission.
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6. Responsibilities and Coordination

Party	Responsibility
Design Consultant / Drafting Professional	Prepare all architectural, demolition, plumbing, and electrical drawings; ensure code compliance; coordinate revisions.
VCE (Owner)	Approve design intent, review and authorize layout modifications, and handle HOA submissions.
General Contractor (GC)	Provide field measurements, validate constructability, and assist in technical coordination for permits.
City of Alexandria	Review and issue building, plumbing, and electrical permits.
HOA / Management Office	Review plans for compliance with building and community regulations.

7. Deliverables Timeline

- **Preliminary Layout Draft:** within 5 business days after site measurement verification.
- **Final Permit Drawing Set:** within 5–10 business days after layout approval by VCE.

- **Permit Submission:** immediately after approval of final drawings.
 - **Revisions:** within 2 business days after receiving city or HOA review comments.
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8. Final Output

- Final **PDF permit-ready drawing set** for official submission.
- Editable file version in **.DWG (AutoCAD)** or compatible format for VCE records.
- Written confirmation of compliance with city and HOA permit standards.
- Attached reference: **Existing Current Layout Plan (Base Drawing)**.

Bidder Qualifications

- Licensed professional in **Virginia**.
 - Active insurance coverage (submit COI).
 - Proven experience in condo or multifamily renovations requiring permit-ready documentation.
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Submission Requirements

- Technical approach and scope understanding.
 - Proposed schedule and estimated timeline for design and permitting.
 - Fee proposal (itemized by phase).
 - License and insurance documentation.
 - Portfolio of similar projects.
 - Two client references.
 - Assumptions, exclusions, and relevant clarifications.
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Evaluation Criteria

- Price
 - Experience
 - Timeline
 - Licensing and insurance compliance
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Submission Instructions

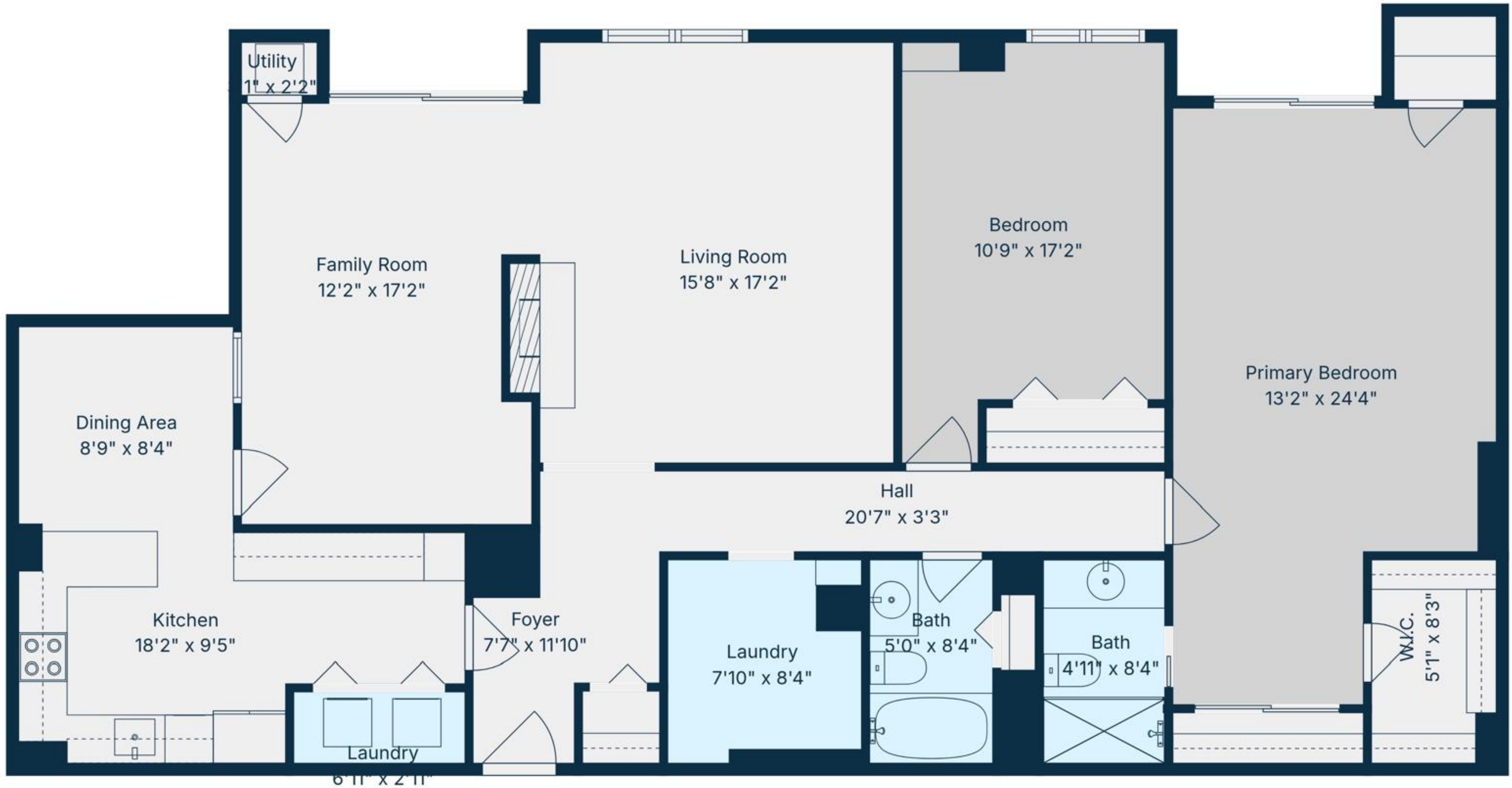
- Upload via **VCE website portal**.
 - Email a copy to **info@visioncoreenterprise.com** with subject:
Application for Architectural Design VCE-001-[Company Name]
 - Include all required attachments in one combined PDF.
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Timeline

- **Proposal Due:** 11/15/2025
 - **Questions Due:** 11/12/2025
 - Bidders must state projected duration to deliver permit-ready drawings and assist with permit processing.
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Administrative

Vision Core Enterprise reserves the right to accept or reject any or all proposals, negotiate terms, and award based on overall value. All deliverables become the property of VCE upon payment.



TOTAL: 1616 sq. ft
FLOOR 1: 1616 sq. ft
EXCLUDED AREAS: UTILITY: 7 sq. ft, WALLS: 97 sq. ft