



Request for Proposals (RFP #VBDA-02-26)

For On-Call Capital Maintenance Repairs at
The Dome by Rutter Mills

400 20th Street, Virginia Beach, VA 23451

I. OVERVIEW

PURPOSE:

The City of Virginia Beach Development Authority (VBDA) is seeking proposals from qualified offerors to provide capital maintenance services totaling up to \$300,000 for the VBDA's entertainment venue, The Dome by Rutter Mills.

BACKGROUND:

The VBDA and Dome Opco, LLC (the Operator) have entered a lease agreement to operate and manage a live entertainment venue amenity at 400 20th Street in the City of Virginia Beach. The VBDA is responsible for overseeing the strategic capital maintenance initiatives at The Dome by Rutter Mills, ensuring the venue remains a premier destination for entertainment. The staff of The City of Virginia Beach Economic Development Department act as the liaisons for the VBDA. The Operator is committed to delivering a clean, safe, and well-maintained environment that offers an aesthetically pleasing experience for all visitors. The staff of Live Nation is the liaison for the Operator and is responsible for fulfilling this mission each day

BUILDING TOUR:

A non-mandatory pre-submission building tour for parties interested will be held on Thursday, **April 9, 2026, between the hours of 1:00 pm and 3:00 pm**. This will be the only time available for potential Respondents to enter this site for this purpose.

CONTRACT TERM:

The contract term shall be for a minimum of one year or until the \$300,000 capital maintenance funds are expended.

II. SCOPE AND PROPOSAL REQUIREMENTS

A general contractor is needed to provide on-call service for capital repairs that may arise for The Dome by Rutter Mills, a premier 3,500-5,000-seat entertainment venue. The VBDA requests well-qualified general contractors (see Section II.a. for qualification criteria) to submit proposals to describe their qualifications for the services needed. The capital maintenance needs of The Dome by Rutter Mills will be an on-call service basis as they arise, with total anticipated work orders on this contract not to exceed \$300,000. The maximum amount for any work order and the annual maximum shall be in accordance with § 2.2-4301 of the Code of Virginia as amended. There is no guarantee of the amount of work that will be authorized. It is the intention of the VBDA to select one or more contractors for this solicitation. The scope of work could include a range of capital maintenance tasks determined in consultation with VBDA and Operator to ensure the proper functioning, safety, and aesthetic upkeep of the VBDA facility. Services may include, but are not limited to:

i. General Services

- Addressing minor and major building repairs, such as doors, windows, locks, leaks, and hardware.
- Repairing interior and exterior finishes, including drywall, plaster, ceilings, tile, painting, and flooring, and concrete floor refinishing.
- Minor design and permitting services.
- Oversight of other contractors and vendors as required to complete assigned tasks.

ii. Electrical Services

- Troubleshooting and repairing electrical systems, including lighting, outlets, switches, and circuit breakers.
- Replacing or installing light fixtures, ballasts, and other electrical components.
- Ensuring compliance with electrical codes and standards.
- Minor design and permitting services.
- Installation of new electrical circuits, breakers, fixtures, outlets, etc.

iii. Plumbing Services

- Diagnosing and repairing plumbing issues, including leaks, clogs, and faulty fixtures.

- Maintaining and replacing sinks, toilets, faucets, and water heaters.
- Minor design and permitting services.
- Installation of new water and sewer pipes, fixtures, and appurtenances.

iv. HVAC Capital Services

- Performing emergency repairs on heating, ventilation, and air conditioning systems.
- Diagnosing and repairing mechanical failures in HVAC systems.
- Minor design and permitting services.
- Installation of new HVAC equipment, line sets, ducts, fans, VAVs, and related.

v. Carpentry Services

- Performing carpentry and millwork repairs, including furniture assembly, shelving installation, and structural adjustments.
- Repairing or replacing damaged doors, thresholds, cabinetry, and trim.

vi. Elevator Capital Services

- Perform capital repairs as needed on elevator components and system.
- Minor design and permitting services
- Installation of new elevator components.

vii. Fire Suppression System Services

- Perform capital repairs as needed on the fire suppression components and system.
- Minor design and permitting services
- Installation of new fire suppression systems and components.

viii. Emergency Response Services

- Responding promptly to urgent maintenance needs to minimize disruptions and ensure the safety of building occupants.
- Providing after-hours and weekend support for critical repairs, as needed.
- Assume 10-24 emergency or after-hours calls over the course of a year, evenly split between after-hours and emergency.

PROPOSAL REQUIREMENTS

A. Respondent Qualifications

- The General Contractor shall be a Class A registered General Contractor in the Commonwealth of Virginia for a minimum of seven (7) years under the same business name and shall be registered under the established regulations

- established and revised by the Virginia Board of Contractors, Department of Professional and Occupational Regulations.
- ii. The General Contractor shall have or obtain a City of Virginia Beach-issued Business License after award of the proposal.
 - iii. The General Contractor shall provide all labor, materials, insurance, bonds, transportation, etc. and obtain all necessary licenses and/or permits required to fully support and perform this maintenance contract.
 - iv. The General Contractor shall have sufficient office staff that are responsible for providing contact for the City of Virginia Beach Development Authority and providing clerical support to the General Contractor.
 - v. The General Contractor shall assign a primary point of contact and a secondary point of contact who are available from 7:00 am – 5:00 pm on weekdays.
 - vi. The General Contractor shall assign a primary point of contact and a secondary point of contact who are available after hours and weekends for emergency needs.
 - vii. The General Contractor shall have an estimator that can provide job estimates within 48 hours of a site visit. The estimates shall be computer based detailed estimates defining material lists and labor hours based on the rates defined in the contract and the software application shall be compatible with Microsoft Office. The General Contractor shall be capable of e-mailing the estimates to the Town's Representative.
 - viii. The General Contractor shall be able to provide for all types of general maintenance work requiring more than one trade.
 - ix. The General Contractor and any subcontractors must, as a minimum requirement, provide the types and amounts of insurance coverage listed below at all times until their respective obligations under the Contract have been fully discharged:
 - a. Workers Compensation \$1,000,000 Each Occurrence, Employers Liability \$500,000 Each Accident
 - i. \$500,000 Disease-Policy Limit
 - ii. \$500,000 Disease – Per Employee
 - b. Commercial General Liability \$1,000,000 Each Occurrence
 - i. \$2,000,000 General Aggregate Per Project
 - ii. \$2,000,000 Completed Operations/Products Agg.
 - iii. \$1,000,000 Personal Injury
 - iv. \$ 5,000 Medical Payments
 - c. Business Automobile Liability \$1,000,000 per occurrence (combined limit for bodily injury and property damage)
 - d. Excess Liability General Contractor
 - i. \$5,000,000 per occurrence
 - ii. \$5,000,000 aggregate
 - e. Excess Liability Subcontractor
 - i. \$1,000,000 per occurrence
 - ii. \$1,000,000 aggregate

- i. **Respondent can have no outstanding debts or claims against the City of Virginia Beach at the time of execution**

B. Submittal of Proposals:

Each Respondent must submit with its proposal the items listed below:

- i. Five copies of each proposal with an electronic version in a sealed envelope marked “**RFP #VBDA-02-26 for 400 20th Street.**” on the outside.
- ii. All proposals shall be received and date-stamped in the location described below no later than **April 24, 2026 - 3:00 pm local time**. **All Proposals received after that time will not be considered and will be returned unopened to the respondent.**
- iii. Location for submissions:

**The City of Virginia Beach Development Authority
Attention: Pamela Witham
Department of Economic Development
4525 Main Street, Suite 700
Virginia Beach, Virginia 23462**
- iv. Proposals submitted by telephone, facsimile, or e-mail will not be considered.
- v. All questions or clarifications related to this RFP must be submitted to Pamela Witham, Department of Economic Development via email at pwitham@vbgov.com 10 business days prior to the RFP deadline. All questions and responses will be posted on the RFP site. Any other contact with any City representative, other than Pamela Witham or the department listed below, concerning this solicitation is prohibited and may cause the disqualification of the respondent from this solicitation process.

- vi. All relevant documents and information pertaining to this RFP can be found online at:
www.yesvirginiabeach.com/rfp.
- vii. Questions about Zoning and Building Code requirements should be directed to the Department of Planning at (757) 385-4211 (Permits) and (757) 385-8074 (Zoning).

C. Content of Proposal:

Respondents must include in their proposal the following documents and information, which will be used as evaluation criteria:

- i. A cover letter introducing the respondent(s);
- ii. An organization chart and company description for general contracting services and any subcontractors included
- iii. Evidence of insurability and Class A Contractor license in good standing with the Commonwealth of Virginia
- iv. A proposed rates sheet for the general contractor and any subcontractors
- v. A plan and description notating how the contractor plans to respond to calls of service for both regular and emergency calls and current volume of work.
- vi. A description of relevant experience, on similar on-call service contracts to include:
 - a. Capabilities and credentials of respondent's team (Resumes are optional)
 - b. Services offered
 - c. Three client references with contact information
- vii. Anticollision Form as referenced in Section V. below; and
- viii. A completed City of Virginia Beach Disclosure Statement (located [online here](#)).
- ix. Small Business Subcontracting Participation Plan

III. REVIEW AND SELECTION

In addition to completeness of application, a Review Committee will evaluate the proposals based on the following criteria:

- i. Anticipated rate sheets;
- ii. The credentials of the respondent(s);
- iii. Specialized experience in the anticipated work required;
- iv. Quality of past performance on similar projects
- v. Current volume of work and capability to reallocate resources effectively as needed to meet schedule and needs
- vi. Accessibility of the project team to 400 20th Street, Virginia Beach

Upon review of the proposals received, a Review Committee will rank the proposals based on the criteria. The highest-ranking proposals may be shortlisted for interviews with the Review Committee. Based on the results of the ranking and potential interviews, the Review Committee will make a recommendation to the VBDA and the operator of The Dome by Rutter Mills. The participants will be notified by electronic mail of the VBDA's selection. The VBDA reserves the right to reject any and all proposals and to select the proposal that is deemed to be in the best interests of the citizens of Virginia Beach, even if it is not the lowest rate sheet submitted. The selection of the proposals shall be in the sole discretion of the VBDA.

Only responsive and responsible proposals will be considered. Proposals that attempt to change or do not meet the requirements in this Request for Proposals may be rejected as being non-responsive. Each proposal shall be considered a valid offer until the VBDA notifies participants that a selection has been made or is canceling the solicitation.

If a proposal is selected, the VBDA will notify the selected participant and will prepare a contract setting forth the terms consistent with the terms in this Request for Proposals and the participant's proposal. The respondent will sign the agreement and then the matter will be put on the VBDA's Agenda for a public hearing and formal approval pursuant to applicable laws and procedures.

The VBDA reserves the right to select multiple proposals for negotiation and award of a contract.

IV. GENERAL CONDITIONS

- i. Public information: The VBDA reserves the right to use any information contained in a respondent's proposal, regardless of whether that proposal is selected. Unless otherwise noted, all information submitted as part of a response will be considered public information.
- ii. Confidential information: Respondent information deemed confidential or proprietary should be clearly marked as such. The VBDA will endeavor to protect such information to the extent permitted by local, state, and federal law.
- iii. Proposal preparation costs: All costs associated with the respondent's response shall be borne by the respondent.
- iv. Withdrawal of responses: A respondent's response can be withdrawn at any time up to the submission deadline.
- v. Signature: All proposals must be in the name of the responding entity and contain original signatures of the individual or individuals legally authorized to bind the responding entity.
- vi. Right to Request Additional Information: Prospective entities shall furnish additional information as the VBDA may reasonably require. The VBDA reserves the right to investigate the qualifications of prospective entities as it deems appropriate.
- vii. Equal Employment Opportunity: The entity awarded the project shall comply with all equal employment opportunity provisions of federal, state, and local non-discrimination laws, orders, regulations and guidelines as may be applicable to the entity and be in effect during the performance of any agreement resulting from this RFP.
- viii. This solicitation is subject to the requirements of the **Small Business Enhancement Program**. As a matter of responsiveness, bidders/consultants that intend to subcontract work on the resulting project must commit at least 50% of the value of the subcontracted work to businesses certified as Small, Women-owned, and Minority-owned businesses (SWaM) by the Virginia Department of Small Business and Supplier Diversity; if the bidder/consultant is unable to meet the 50% subcontracting requirement, then the bidder/consultant must provide documentation showing, with specificity, good faith efforts undertaken to meet the 50% SWaM-certified subcontractor participation requirement.

V. ANTICOLLUSION

ANTICOLLUSION FORM

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID RESPONDENT DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.8 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED RESPONDENT HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THERE FROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF VIRGINIA BEACH HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

[SIGNATURE(S) ON FOLLOWING PAGE]

Request for Proposals

- Bidder will include the provisions of the foregoing sections A, B, and C in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Respondent Information

Address, Line 1: _____

Address, Line 2: _____

City/Town: _____

State: _____

Zip Code: _____

E-mail Address: _____

Telephone Number: _____

Fax Number: _____

Taxpayer Identification Number (TIN) or Social Security Number (SSN): _____

Is your firm a "minority" business? Yes No

If yes, please indicate the "minority" classification below:

African American Hispanic American American Indian

Eskimo Asian American Aleut

Other; Please Describe: _____

Is your firm Woman Owned? Yes No

Is your firm a Small Business? Yes No

Signature: _____

Printed Name: _____

Title: _____

Date: _____

PROPOSAL RATE SHEET

Hourly Labor Rates

Contractor Name:			
Include all overhead, profit, and other associated costs in your rates. Leave blank any category you would not provide.			
Labor Category	Regular Hourly Rate:	Overtime Hourly Rate:	Holiday Hourly Rate:
General Maintenance Technician			
Licensed Electrician			
HVAC Technician			
Licensed Plumber			
Carpenter			
Other (specify):			



**City of Virginia Beach - Purchasing Department
Monthly Subcontractor Payment Data Sheet**

Form CVAB - E

Project Name: _____
 Bid/Contract Number: _____
 Prime Contractor: _____
 Project Start Date: _____
 Project End Date: _____
 Project Complete (Y/N): _____

Total Contract Awarded
Total Subcontracting Amount

PAYMENT DATA SHEET - CITY FORM E

Include all subcontractors, regardless of whether they are SWaM/MBE certified.

Vendor Name	SWaM Certified (Y/N)	Certification Number	SWaM Status (M, S, or W)	Race/Ethnicity (if MBE)	Scope of Work Performed	Total Subcontract Amount	Amount Paid this Month	Total Amount Paid to Date

IMPORTANT: THIS FORM MUST BE COMPLETED AND SUBMITTED MONTHLY WITH YOUR FIRM'S INVOICE

By signing below, you attest that the above information is true and accurate to the best of your knowledge, in addition you certify your intent to fully engage each SWaM-/MBE-certified firm listed.

 Authorized Representative (Prime) Print Name Title Authorized Representative (Prime) Signature Date

Prime Contractor Workforce Composition Form

Prime Contractor: _____

Submittal Date: _____

	# Employees	% Employees	% Managers	% Supervisors	% Professionals	% Non-Professionals
Woman						
Minority						
Woman Minority						
Other						
Total						

Descriptions:

Managers: responsible for directing and controlling the work and staff of a business, or of a department within it.

Supervisor: Oversees and guides the work or activities of a group of other employees.

Professional: Requires extensive education in their field (undergraduate degree or higher) or a specialized certification from an accredited agency.

Non-Professional: Not in one of the above categories.



City of Virginia Beach - Purchasing Department Small Business Subcontracting Participation Plan

Project Name: _____

Bid Number: _____

Prime Contractor: _____

Address: _____

City, State, Zip: _____

Contact Telephone: _____

Contact Email: _____

Total Bid Amount

Total Subcontracting Amount

Total SWaM-certified
Subcontracting Amount

must be at least 50%
of the total subcontracting amount

Intent to utilize subcontractors YES NO (indicate selection by circling correct option)

*****Participation Plan and/or Good Faith Efforts MUST be submitted with the bid*****
Include all subcontractors, regardless of whether they are SWaM certified.

Vendor Name	SWaM Certified (Y/N)	Certification Number	SWaM Status (M, S, or W)	Scope of Work to be Performed	Estimated Subcontract Dollar Amount	SWaM Office Approval (FOR OFFICE USE ONLY)	Verified	

IMPORTANT: THIS PARTICIPATION PLAN MUST BE COMPLETED AND SUBMITTED WITH YOUR SEALED BID, NO EXCEPTIONS

By signing below, you attest that the above information is true and accurate to the best of your knowledge. In addition, you certify your intent to fully engage each SWaM-certified firm listed.

Authorized Representative (Prime) Print Name

Title

Authorized Representative (Prime) Signature

Date