



Request for Proposals (RFP #VBDA-26-03)

For On-Call General Maintenance and Repairs at The Dome

400 20th Street, Virginia Beach, VA 23451

I. **OVERVIEW**

LOCATION:

Location: The eastern portion of 400 20th Street at the corner of Arctic Avenue of the City's Resort Area. (See Exhibit A)

GPIN: 24270757850000

Land area: Approximately 1 Acres

Zoning: OR – Oceanfront Resort District

AICUZ: 65-05db

PURPOSE:

The City of Virginia Beach Development Authority (VBDA) is seeking proposals from qualified offerors to provide general maintenance services for the City of Virginia Beach Development Authority Entertainment Venue, The Dome.

BACKGROUND:

The property is currently operated as an entertainment venue serving the City of Virginia Beach.

II. **FUTURE USE AND PROPOSAL REQUIREMENTS**

A general contractor is needed at this location to service and maintain The Dome's premier entertainment venue. The VBDA requests well-qualified

businesses/entities/persons (see Section B.1 for qualification criteria) submit proposals to describe their qualifications for the services needed. The VBDA anticipates the maintenance needs of The Dome to be an on-call service basis. The project scope shall consist of providing routine maintenance and repair services, but is not limited to:

1. Priming and painting
2. General carpentry
3. General construction
4. Event Venue & industrial electrical
5. General plumbing
6. HVAC
7. Roofing
8. Emergency Repair/Response Services

VBDA desires to unlock development potential within this area and is seeking a proposal that contributes to the City's goal of creating a diverse, world-class, year-round coastal community for residents and visitors. Interested parties that plan to create a vibrant, diverse, and connected development, while also complementing the creative energy of the adjacent ViBe Creative District, are encouraged to submit.

A. Scope of Proposal

The selected contractor will provide on-call facilities maintenance services to the City of Virginia Beach Development Authority for the Dome entertainment facility. The scope of work encompasses a range of maintenance tasks to ensure the proper functioning, safety, and aesthetic upkeep of the City facility. Services may include, but are not limited to:

1. General Services

- Addressing minor and major building repairs (doors, windows, locks, hardware).
- Repairing interior and exterior finishes, including drywall, painting, and flooring.
- Minor design and permit services.
- Oversight of contractors and vendors as needed.

2. Electrical Services

- Troubleshooting and repairing electrical systems (lighting, outlets, switches, breakers).
- Replacing or installing fixtures, ballasts, and electrical components.
- Ensuring compliance with electrical codes and standards.
- Minor design and permit services.
- Installation of new circuits, breakers, fixtures, and outlets.

3. Plumbing Services

- Diagnosing and repairing leaks, clogs, and faulty fixtures.
- Maintaining and replacing sinks, toilets, faucets, and water heaters.
- Inspecting and servicing water and sewer lines.
- Minor design and permit services.
- Installation of new pipes, fixtures, and appurtenances.

4. HVAC Services

- Performing routine and emergency maintenance on heating, ventilation, and air conditioning systems.
- Replacing filters, cleaning ducts, maintaining thermostats and controls.
- Diagnosing and repairing mechanical failures.
- Minor design and permit services.
- Installation of HVAC equipment, line sets, ducts, fans, VAVs, and related components.

5. Carpentry Services

- Performing minor carpentry repairs, including furniture assembly and shelving installation.
- Repairing or replacing doors, cabinetry, and trim.

6. Emergency Response Services

- Responding promptly to urgent maintenance needs to minimize disruptions and ensure safety.
- Providing after-hours and weekend support for critical repairs.
- Assumption of 10–24 after-hours or emergency calls annually.

B. PROPOSAL REQUIREMENTS

1. Respondent Qualifications

- a) 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.
- b) The General Contractor shall obtain a City of Virginia Beach Issued Business License after awarding of the proposal.
- c) 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.
- d) The General Contractor shall have sufficient office staff that is responsible for providing contact for the City of Virginia Beach Development Authority and to provide clerical support to the General Contractor.
- e) 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.
- f) 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.
- g) 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.
- h) The General Contractor shall be able to provide for all types of general maintenance work requiring more than one trade.
- i) **Respondent can have no outstanding debts or claims against the City of Virginia Beach at the time of execution**
- j) **Attend a Mandatory Pre-Bid meeting Wednesday, June 17, 2026 between the hours of 10:00am and 12:00pm at The Dome by Rutter Mills site address 400 20th Street, Virginia Beach, VA.**

2. 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-26-03 for 400 20th Street.**” on the outside.
- ii. All proposals shall be received and date-stamped in the location described below no later than **July 7 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:

**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 with a June 26, 2026 deadline. All questions and responses will be posted on the RFP site by June 29, 2026. 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).

3. 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. The total proposed cost for general contracting services on the proposed rates sheet
- iii. A plan and description notating how the contractor plans to respond to calls of service for both regular and emergency calls.
- iv. A description of relevant experience, designing, operating and managing the proposed use(s) to include:
 1. Capabilities and credentials of respondent's team (Resumes are optional)
 2. Identify key personnel
 3. Length of time in business
- v. Demonstrated financial capability;
- vi. Attendance of Mandatory Pre-Bid meeting
- vii. Completion of the Proposal Rate Sheet
- viii. Anticollision Form as referenced in Section V. below; and
- ix. A completed City of Virginia Beach Disclosure Statement (located [online here](#)).

III. REVIEW AND SELECTION

A Review Committee will evaluate the proposals based on the following criteria:

1. Anticipated rate sheets.
2. The credentials of the respondent(s);
3. The compatibility of the proposed contractor to perform the work necessary at the location of The Dome.

Upon review of the proposals received, the 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. The participants will be notified by electronic mail of the VBDA and City'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 highest proposed lease or purchase rate. 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 an agreement setting forth the terms consistent with the terms in this Request for Proposals and the participant's proposal. The respondent will sign the agreement.

IV. GENERAL CONDITIONS

- A. 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.
- B. 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.
- C. Proposal preparation costs: All costs associated with the respondent's response shall be borne by the respondent.
- D. Withdrawal of responses: A respondent's response can be withdrawn at any time up to the submission deadline.
- E. 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.
- F. 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.

G. 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.

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]

Exhibit A



PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, the contractor propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

Contractor Name: _____

Hourly Labor Rates

(Include all overhead, profit, and other associated costs in your rates. Leave blank any services 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):

\$ _____

\$ _____

\$ _____