The University of Virginia (University) Capital Construction and Renovations Department invites highly qualified firms to submit a Letter of Interest and associated supporting materials for consideration in the selection of consultant teams to provide Mechanical/Electrical/Plumbing (MEP) engineering services on a Term Contract basis. Work associated with this Term Contract will generally be for small to medium project support. All work will be performed in accordance with the latest version of the University of Virginia Higher Education Capital Outlay Manual (HECOM). The University may make one or more Term Contract awards from this solicitation.

There will not be a first Service Order associated with this procurement. Each of the selected firms will be awarded a Term Contract to provide MEP engineering services along with their first Service Order. Additional Service Orders may be written under the terms of the agreement that are of a similar nature including, but not limited to, specific pre-design studies, infrastructure renovations and upgrades, and additional engineering services as may be identified. The selected firms must be able to respond quickly to Academic or Health System projects that may have short-term deadlines. The duration of the contract(s) shall be for one (1) year or a maximum dollar value of $1,000,000 in fees, whichever occurs first. The contract(s) shall include four (4) additional one-year contract renewals at the University’s option, under the same terms and conditions.

**Selection Process Schedule:**

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| --- | --- |
| * RFQ Advertised………… | December 19, 2023 |
| * Response Deadline…….. | January 31, 2024 by 4:00 pm\*\* |
| * Short List Notified………. | February 14, 2024 |
| * RFPs Issued ………….... | February 15, 2024 |
| * Proposal Deadline………. | March 18, 2024, by 4:00 pm\*\* |
| * Interviews……………….. | March 28, 2024 |

***\*\* Late submissions will not be accepted for any reason.***

**Submittal Requirements and Process:**

Submitted material shall be electronic format only. Interested firms may send **one (1)** thumb drive containing your submittal in PDF format, OR an email containing the submittal if size permits OR send a link to a file storage system. The digital copy should be one pdf file of the entire submission. The submittal is to include the following:

1. Letter of Interest addressed to the Selection Committee, which is no longer than two (2) pages in length, and which states specifically the firm’s successful experience providing the required services for very similar facilities.
2. Statement of Qualifications using the Office of Contract Administration Services (OCAS) standard form which can be obtained from the OCAS website at:

<https://www.fm.virginia.edu/docs/fpc/contractadmin/SOQ-form.pdf>.

The email address provided should be for the person who will receive information regarding this RFQ, no general firm or marketing emails please.

1. Standard forms AE-1 through AE-6 which are available at:

<https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004_03-19_ae_data_forms.xlsx>

Submittals will be evaluated based on the demonstrated significant MEP experience of the firm and its proposed personnel with facilities and projects within an academic and/or health system environment; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; successful experience with HECOM; and other criteria as the Selection Committee may determine.  Subsequently, the short-listed firms will receive a detailed Request for Proposal (RFP), and will be invited to submit a more detailed response and to make an oral presentation. Successful firms will be required to be licensed to do business in Virginia.

The above submission materials must be received according to the schedule above at the following address:

University of Virginia

Capital Construction and Renovations, Office of Contract Administration Services

Attention:  Bruce Jackson

1571 Pratt Drive, Facilities Management Shop #2

Charlottesville, VA 22904

Questions: 434-924-6387 or [brj2n@virginia.edu](mailto:brj2n@virginia.edu)

Please do not contact Project Managers or others at the University regarding this advertisement. All questions and correspondence regarding this procurement should be made through Bruce Jackson in the Office of Contract Administration.

A copy of this Request for Qualifications is available on the Capital Construction and Renovations, Office of Contract Administration Services website at:

<https://www.fm.virginia.edu/depts/fpc/contractadmin/advertisements.html>

The University will require the successful firms to be licensed to do business in Virginia and able to demonstrate professional registration.

**eVA Business to Government Vendor Registration:**

The eVA Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), is the Commonwealth of Virginia’s comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with State agencies and public bodies. All agencies and public bodies are expected to use eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. Selected firms are required to register in the eVA Internet e-procurement solution prior to an award being made.

Firm’s past and proposed use of Small, Women and Minority-Owned (SWaM) firms will be considered in the evaluation of proposals.  SWaM firms must be registered with and certified by the Department of Small Business & Supplier Diversity (SBSD) in Richmond. Assistance is available for registration. Quarterly reporting of expenditures to SWaM consulting firms or suppliers used in this contract will be required for the selected firms.