

**UNIVERSITY OF VIRGINIA
REQUEST FOR LETTERS OF INTEREST
AND STATEMENTS OF QUALIFICATIONS FOR ENGINEERING SERVICES
UNIVERSITY HOSPITAL HVAC REPLACEMENT
RFP 09-12**

The University of Virginia invites interested firms to submit Letters of Interest and Statements of Qualifications for consideration in the selection of a consultant team to provide engineering services for the replacement of the HVAC system at the University Hospital in Charlottesville, Va.

Purpose & Background of Project: The selected firm shall work with the Facilities Planning and Construction Department, Health Systems Division. The selected firm shall serve as the engineer of record and is responsible for coordinating all work. The renovation shall be completed in accordance with the provisions of the latest version of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

The University Hospital HVAC replacement involves, but is not limited to, the replacement of approximately 30 air handling units ranging in size from 10,000 cfm to over 40,000 cfm. The total project will be accomplished in phases over several years involving the demolition of existing units and the installation of new ones. Many unit sizes are adjusted; therefore this phased replacement is not considered a like-in-kind replacement project. The University Hospital will remain occupied during the renovations.

The University is interested in firms that have demonstrated successful experience in managing projects concentrated around HVAC and MEP work, as well as familiarity with HECOM. Examples of previous work including cost control and scheduling management are imperative.

Selection Schedule:

RFQ Advertisement	August 2, 2009
RFQ Response Deadline	August 25, 2009, by 4:00 p.m.
Short-Listed Firms Notified & RFP Issued	September 4, 2009
Pre-proposal Site Visit	September 17, 2009
Proposals Due	September 29, 2009, by 4:00 p.m.
Interviews	October 6, 2009

Submittal Requirements and Process: Interested firms must submit one (1) original and ten (10) copies of each of the following:

1. A Letter of Interest, addressed to the Selection Committee, not longer than one page in length;
2. Statement of Qualifications;

3. Standard AE1 through AE6 forms, available at <http://www.dgs.state.va.us/FormsCenter/tabid/820/Default.aspx> . If project is a joint venture or association, or two or more firms, AE1 through AE6 are required for each firm. Forms are NOT required for proposed sub-consultants at this time;
3. Where possible, all materials submitted should be fully recyclable. Submissions must be three-hole-punched, on 8.5 x 11 size paper, and must be clipped together **without** binding. CD ROMs may be submitted, if desired, with the project title, RFP number and the firm's name and affixed in a sleeve or envelope in the first section of the submission;
4. Additional submission materials will **not** be considered.

The one (1) original and ten (10) copies of the above required written materials must be received no later than **4:00 p.m. August 25, 2009** at the following address:

Tony DiTolve
Contract Administrator for Professional Services
University of Virginia
1000 Ednam Center, Suite 100
Charlottesville, VA 22903
Phone: (434) 924-9255

Selection Process and Criteria: Submittals will be evaluated based on: the demonstrated, significant experience of the firm and its proposed personnel with similar facilities; the firm's ability to meet specific program objectives, including owner's budget and schedule; experience with HECOM and; other criteria as the Selection Committee may deem relevant.

A short-list of firms will be determined by the Selection Committee. Subsequently, the short-listed firms will receive a detailed Request for Proposal (RFP) and be invited to present a more detailed response and make an oral presentation. Only firms licensed to do business in Virginia and able to demonstrate professional registration will be considered.

If not already registered, short-listed firms will be required to register in eVA (www.eva.state.va.us) prior to the deadline for submission of responses to the RFP to be eligible for the award of the contract.

Firms' past and proposed use of Small, Women-Owned and Minority (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with the Department of Minority Business Enterprise in Richmond for verification and consideration. Quarterly reporting of expenditures to SWaM firms will be required for the selected firms.

A copy of this RFQ is available at:

<http://www.fm.virginia.edu/fpc/ContractAdmin/ProfSvcs/ProfSvcsAdvertise.htm>