

**Request for Qualifications  
Emergency Department Renovation and Expansion**

**RFP No. 09-13  
University of Virginia, Charlottesville, VA  
September 20, 2009**

The University of Virginia invites highly qualified consulting firms to submit a letter of interest and associated supporting materials for consideration in the selection of a consultant team to provide complete architectural/engineering services for the University of Virginia Hospital Emergency Department Renovation and Expansion Project.

**Introduction:**

The University of Virginia (UVA) Health System is a nationally renowned academic medical center committed to providing outstanding patient care, educating tomorrow's healthcare leaders, and discovering new and better ways to treat diseases. The University of Virginia Medical Center is an integrated network of primary and specialty care services ranging from wellness programs and routine checkups to the most technologically advanced care. The hub of the Medical Center is a hospital with over 500 beds in operation and a State-designated Level 1 trauma center.

**Purpose and Background of Project:**

The department of Emergency Medicine at the University of Virginia services the community of Central Virginia by offering access to a full range of emergency services and is designated as a level one trauma center. The department census for 2008 was 61,000 visits, comprised of 75% adults and 25% pediatrics. This year's census is expected to exceed 62,000 visits, continuing the growth trend of recent years. This consistent increased demand of emergency services over the last several years has created a space shortfall in the department. The last renovation and expansion of Emergency Medicine was in 1998-99, when the department expanded critical services to include radiology and procedure rooms. The renovation also included the separation of adult and pediatric beds. However, this renovation only provided a modest increase of five beds along with the increased functionality and efficiency of the new layout.

The proposed Department of Emergency Medicine study will evaluate the nature of the existing space deficiencies, project future growth needs, and identify alternatives for space reorganization or expansion as required. All options will include space and functional impact analysis to adjacent departments and buildings, parking, emergency vehicle access, constructability assessment, and land use considerations. In addition, the UVA Hospital Helipad must remain operational at all times. Therefore, alternative locations for the helipad will need to be considered as part of this study.

Qualified consultants will be identified and selected through the RFQ / RFP process with the expectation of a fall 2009 start date. As per UVA policy all major renovations and new construction must be LEED certified.

**Contract Award:**

The University of Virginia is interested in firms that can perform the full range of planning, design, and construction administration services for this project. However, only pre-design services will be initially awarded.

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**Site:**

The current Emergency Department entrance is located at the east end of the University Hospital, and accessed from Lee Street. Expansion to the Emergency Departments will need to focus east, and south east of the Hospital near the intersection of Lee Street and Crispell Drive in order to maintain critical adjacencies.

**Design Fee Policy:**

Please note Basic Services includes all costs for Basic Services deliverables and services as defined by HECOM Chapter 5, which includes reimbursable and travel expenses which shall be part of the fixed price. Note the cost of printing and shipping all deliverables are also considered part of Basic Services.

Additional Services are project specific and must be negotiated on a case-by-case basis. Examples of Additional Services include planning surveys and special analyses, preparation of special display renderings or models and the use of specialized consultants.

**Qualifications:**

Firms must demonstrate: significant experience in medical planning, with specific knowledge in emergency medicine; experience in obtaining LEED certification for healthcare buildings as well as; experience with the University of Virginia Higher Education Capital Outlay Manual (HECOM).

**Selection Process Schedule:**

- RFQ Advertised: Sunday, September 20, 2009
- Response Deadline: October 13, 2009, by 4:00 pm
- RFPs issued: Week of October 25, 2009
- Pre-proposal Site Visit: November 5, 2009
- Proposals Due: November 12, 2009, by 4:00 pm
- Interviews: November 19, 2009

**Submittal Requirements and Process:**

Where possible, all materials submitted should be fully recyclable. Submissions must be collated, three-hole-punched, on standard 8.5 x 11 letter-sized paper and be clipped together without staples or binding. Double-sided printing is strongly encouraged. CD-ROMs should be labeled with the Firm's name, the UVA RFP number and project title, and affixed in a sleeve or envelope in the first section of the submission. Interested firms must submit each of the following:

1. Letter of interest (ten (10) copies), addressed to the Screening Committee, which is no longer than two (2) pages in length, and which states specifically the firm's successful experience in designing very similar facilities in campus and/or other similar settings.
2. Statement of Qualifications (ten (10) copies) using the UVA Office of the Architect for the University (OAU) standard form which can be obtained from

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the UVA-Office of the Architect website at:

<http://www.virginia.edu/architectoffice/pdf/soqform.pdf>

3. CD-ROM (three (3) copies) containing a Microsoft Power-Point presentation with images of five (5) to ten (10) relevant projects and related, explanatory text. The projects must collectively demonstrate the firm's experience with emergency department and critical care facilities, as well as the firm's experience with completed LEED certified projects of a similar size and capacity. The presentation must not exceed twelve (12) slides.
4. Standard forms AE1 through AE6 available at:  
[http://dgs.state.va.us/tabid/820/Default.aspx?udt\\_1673\\_param\\_detail=159](http://dgs.state.va.us/tabid/820/Default.aspx?udt_1673_param_detail=159)  
If project is a joint venture or association or two or more firms, forms AE1 through AE6 are required for each firm, with the proposed division of A/E services clearly indicated by firm and by individual staff members.
5. Current references and current contact information for each project (five project minimum) featured in the Power Point presentation. Include contact information for an owner's representative, a user client, and a construction manager for each project.

NOTE: Additional submission materials will **not** be considered.

With the exception of medical planning services, firms are not required to propose sub-consultants at this time.

Submittals will be evaluated based on: the demonstrated significant experience of the consultant firm and its proposed personnel experience with similar facilities and projects; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; appropriate experience with the University of Virginia Higher Education Capital Outlay Manual (HECOM) and; other criteria as the Screening Committee may determine.

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.

Ten (10) copies of written materials and three (3) copies of the CD ROM must be received no later than October 13, 2009, by 4:00 pm at the following address:

Tony DiTolve  
Contract Administrator for Professional Services  
University of Virginia  
1000 Ednam Center, Suite 100 – P.O. Box 400892  
Charlottesville, VA 22904-4892

A copy of this Request for Qualifications is available at <http://www.fm.virginia.edu/fpc/ContractAdmin/ProfSvcs/ProfSvcsAdvertise.htm> and on the Office of the Architect for the University of Virginia (OAU) web site at <http://www.virginia.edu/architectoffice/>.

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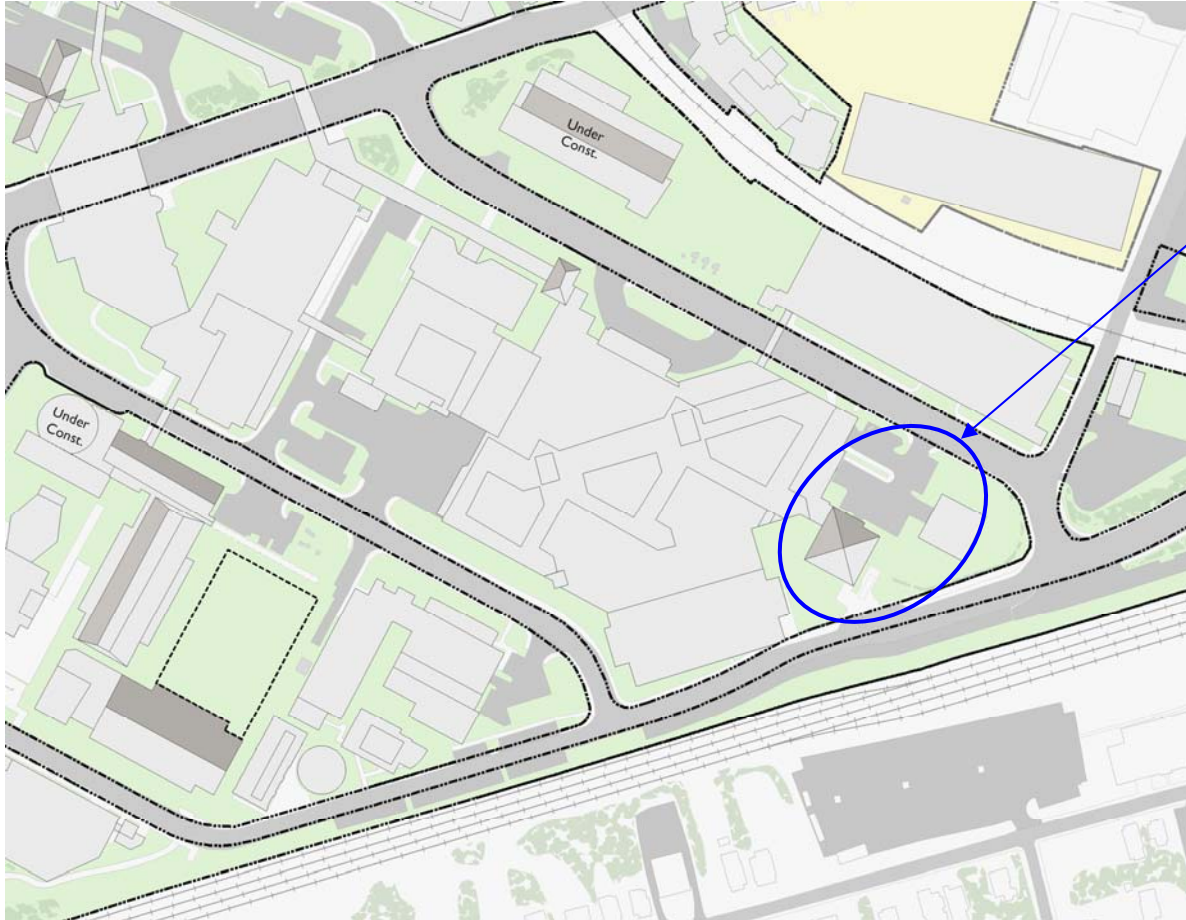
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Only firms licensed to do business in Virginia and able to demonstrate professional registration will be considered.

NOTE: eVA Business to Government Vendor Registration

The eVA Internet electronic procurement solution, <http://www.eva.state.va.us/index.htm>, 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 bidder(s) is 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 Minority Business Enterprise (DMBE) 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.



Emergency  
Department Expansion  
Study Area

