

REQUEST FOR LETTERS OF INTEREST and Statements of Qualifications

The University of Virginia on behalf of the Medical Center, Charlottesville, invites highly qualified firms to submit Letters of Interest and Statements of Qualifications along with background information on Form HECO-16 (obtain adapted version from <http://www.fm.virginia.edu/depts/fpc/index.html>) for construction services related to the:

Emily Couric Clinical Cancer Center – 4th Floor Fit Out RFP # 16-118

The University seeks to retain a Construction Manager to join our team during the design phase to provide constructability review, scheduling, cost estimating, and early bid package assistance and to provide full construction services for the University in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual. The project consists of construction of the fit out of the fourth floor of the Emily Couric Clinical Cancer Center, 1240 Lee St, Charlottesville, VA, 22903. The University has determined that Competitive Sealed Bidding is not practicable or fiscally advantageous; therefore, the contract will be awarded as a Construction Management at Risk with Design Phase Services project delivery method.

Project Overview:

The Emily Couric Clinical Cancer Center building was completed in 2011. The fourth floor was left as a shelled space to allow future expansion. Over the last few years the ECCCC has been experiencing rapid growth in infusion and clinic volume. This growth is expected to continue with 75% growth in infusion volume and 101% growth in clinic visit volume by 2024.

Recently completed studies have concluded that the most effective solution is to add 19 infusion stations and expand the pharmacy. On the fourth floor, approximately 16,000 GSF will be used for Infusion Stations and 4,000 GSF will house the required pharmacy services.

The building and the floor below will remain as an occupied clinic seeing cancer patients throughout the construction duration.

Construction is anticipated to begin summer 2018.

Submittal Information:

The University is interested in demonstrated experience in the management of similar projects within a university setting. Examples of previous work associated with this type of project is important as well as personnel who have had direct participation with this type of project and experience working together on project teams. Examples of cost control and scheduling are also important.

Where possible, all materials submitted should be fully recyclable. Submissions should be collated, on standard letter-sized paper and preferably clipped together without binding. To conserve paper, double-sided printing is strongly encouraged.

Submittals will be evaluated and a short-list of firms selected. The selection of short-listed firms will be based on demonstrated qualifications in projects of this type, ability to meet the proposed schedules, the quality and experience of the proposed team, the firm's plan for involvement of SWaM firms, experience with the University of Virginia Capital Outlay system, project safety record (not just the firm), and other criteria as the selection committee may determine appropriate. Only firms licensed to do business in Virginia will be considered. The short-listed firms will be issued a detailed scope of work/request for proposal and invited to present a more detailed proposal and oral presentation of their qualifications and experience.

One (1) original and eleven (11) copies, plus a .pdf version, of the Letters of Interest/Statements of Qualifications must be submitted by close of business (**nominally 5:00 PM**) on **August 1, 2017** to the attention of:

William H. Martin, Contract Administrator for Construction
Facilities Planning & Construction
Facilities Management Department
University of Virginia
1000 Ednam Center, Suite 100
Charlottesville, VA 22903

Requests for Proposals (RFPs) will be issued on or about August 8, 2017 to **short-listed firms only**. RFP responses must be received no later than close of business (**nominally 5:00 PM**) on **September 12, 2017**. A non-mandatory pre-proposal meeting, for the short-listed firms only, will be held at the University of Virginia on a date and at a location to be announced.

Selected firms will be required to register in eVA (the Governor's electronic procurement web site, 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. Company's own status and/or proposed use of Small, Women-owned and Minority-owned (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with the Virginia Department of Small Business and Supplier Diversity (SBSD) in Richmond for verification and consideration. Quarterly reporting of expenditures to SWaM firms will be required for the selected contractor.

Questions may be directed to William Martin at whm2j@virginia.edu, or by fax at (434) 982-5108, or by phone at (434) 982-4611.

The Rector and Visitors of The University of Virginia
By: William H. Martin, Contract Administrator for Construction