

UNIVERSITY OF VIRGINIA
REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
HEALTH SYSTEM FULL ENGINEERING SERVICES TERM CONTRACTS
WITH AN EMPHASIS ON MECHANICAL/ELECTRICAL/PLUMBING
RFP # 17-01

The University of Virginia (University) Facilities Planning & Construction 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 Health System full engineering services, with an emphasis on Mechanical, Electrical, and Plumbing (MEP), on a Term Contract basis. Engineering services associated with the Term Contracts will generally support both capital and non-capital projects for new construction and renovations. The services will primarily be in support of the University's Health System, but may also be used for other University divisions or other agencies for which the University provides Professional Services and Construction-related Non-Professional Services. 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 consulting 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, pre-design studies, capital and non-capital project design, construction support, repair and forensic activities, and additional engineering services as may be identified. The duration of the contract(s) shall be for one (1) year or a maximum dollar value of \$500,000 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..... | March 5, 2017 |
| • Response Deadline..... | April 4, 2017 by 4:00 pm** |
| • Short List Notified..... | April 17, 2017 |
| • RFPs Issued | April 17, 2017 |
| • Proposal Deadline..... | May 15, 2017, by 4:00 pm** |
| • Interviews..... | Week of May 22, 2017 |

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

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. Interested firms must submit **eight (8) copies and one (1) digital copy** of each of the following. The digital copy should be one pdf file of the entire submission contained on a thumb drive:

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. Name and email address for the person to be contacted regarding this advertisement. Please no general firm email addresses.
3. Standard forms AE-1 through AE-6 which are available at:
http://dgs.state.va.us/tabid/820/Default.aspx?udt_1673_param_detail=159..
Please do not include AE-2's with sub-consultants at this time.

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

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Submittals will be evaluated based on the demonstrated significant engineering experience of the firm and its proposed personnel with facilities and projects within a 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
Facilities Planning & Construction, Office of Contract Administration
Attention: Kathy Yarmey
1000 Ednam Center, Suite 100
Charlottesville, VA 22903
Questions: 434-982-5943 or kyarmey@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 Kathy Yarmey in the Office of Contract Administration.

A copy of this Request for Qualifications is available on the Facilities Planning & Construction, Office of Contract Administration website at: <https://www.fm.virginia.edu/depts/fpc/index.html>

eVA Business to Government Vendor Registration:

The eVA Internet electronic procurement solution, web site portal 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.