

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS  
UNIVERSITY OF VIRGINIA  
SOFTBALL STADIUM  
RFP #17-04**

The University of Virginia (University) invites highly qualified architectural firms to submit a letter of interest and associated supporting materials for consideration in the selection of a consultant team to provide full architectural, engineering and architectural landscape services for the construction of a Softball facility (Project). The scope of work will include performing program verification, and full design services through contract administration. All work will be performed in accordance with the latest version of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

**Background and Purpose of the Project:**

University of Virginia Athletics is committed to the continued development of excellence in and through its Softball program. A new facility will help bring in a higher caliber recruiting class, a larger fan base, and will show that the University continues to strive for responsible planning and stewardship of its facilities to ensure the sustained success of the program.

A key component of the venue is a flexible indoor practice area that will enhance player development capacities. Other highlights of the space program include the following field level areas: stadium entrance, team locker rooms, lounge/nutrition area, sports medicine room, team meeting rooms, home/visitor bullpens, laundry, and field maintenance. Coaching and support staff offices will be located on an upper level of the facility. A new press box will be located above the concourse and it will accommodate the PA/scoreboard system, replay booth, and spaces for TV, radio and print media. Upgrades to the surrounding site will be necessary to better facilitate pedestrian and vehicular connections to the stadium.

**Qualifications:**

Firms must demonstrate significant experience planning, programming, designing, documenting and providing construction administration for similar projects in program and scope in an academic setting; recent experience in planning and designing at other major universities; demonstrate the ability to incorporate engaging landscape design; experience in obtaining LEED certification; and familiarity with HECOM will be required.

**Selection Process Schedule:**

- |  |                               |
|--|-------------------------------|
| • RFQ Advertised.....                    | October 13, 2017              |
| • Response Deadline.....                 | November 3, 2017 by 4:00 pm** |
| • Short List Notified.....               | November 7, 2017              |
| • RFPs Issued .....                      | November 8, 2017              |
| • Mandatory Pre-Proposal Site Visit..... | November 14, 2017             |
| • Proposal Deadline.....                 | November 29, 2017 by 4:00 pm* |
| • Interviews.....                        | December 4, 2017              |

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

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS  
UNIVERSITY OF VIRGINIA  
SOFTBALL STADIUM  
RFP #17-04**

**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 **twelve (12) hard 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 Screening Committee, which is no longer than two (2) pages in length, and which states specifically the firm's successful experience in planning and designing similar facilities in academic and/or other similar settings.
2. Statement of Qualifications using the Office of the Architect for the University (OAU) standard form which can be obtained from the OAU website at:  
<http://www.virginia.edu/architectoffice/pdf/soqform.pdf>
3. Microsoft Power-Point presentation with images of at least five (5) relevant projects completed in the last five years and related explanatory text. The projects must collectively demonstrate the firm's experience with the planning and design of relevant facilities, as well as the firm's experience with completed LEED certified projects of a similar type. The presentation must not exceed twelve (12) slides. Short-listed firms may be asked to present these slides at the mandatory pre-proposal site visit as a group. These slides do not need to be printed and made part of the submittal. The Power-Point file may be included on the same thumb drive as the digital submission file.
4. Standard forms AE-1 through AE-6 which are available at:
5. [https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004\\_03-17\\_ae\\_data\\_forms.xlsx](https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004_03-17_ae_data_forms.xlsx)  
AE-2's should not be submitted for sub consultants at this time.
6. Current references and current contact information for each project (five projects minimum) featured in the Power Point presentation. Include contact information for an Owner's representative, and a Construction Manager for each project.

Submittals will be evaluated based on the demonstrated and highly-relevant experience of the firm and its key personnel; the ability to meet specific program, budget and schedule objectives; experience with the University of Virginia Higher Education Capital Outlay Manual (HECOM); and other criteria as the Screening Committee may determine. A short-list will be determined by the Screening Committee. The short-listed firms will receive a detailed Request for Proposal (RFP).

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: Bruce Jackson  
1000 Ednam Center, Suite 100  
Charlottesville, VA 22903

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

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS**  
**UNIVERSITY OF VIRGINIA**  
**SOFTBALL STADIUM**  
**RFP #17-04**

Please do not contact the Project Manager or others at the University regarding this Project. 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 Facilities Planning & Construction, Office of Contract Administration website at:

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

and the Office of the Architect for the University (OAU) website at:  
<http://www.officearchitect.virginia.edu> .

The successful firm will be required to be licensed to do business in Virginia and able to demonstrate professional registration.

**NOTE: 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.