

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS**  
**UNIVERSITY OF VIRGINIA**  
**STUDENT HEALTH CENTER**  
**RFP #17-06**

The University of Virginia (University or UVA) invites highly qualified architectural consulting firms to submit a letter of interest and associated supporting materials for consideration in the selection of a consultant team to provide architectural and engineering design services for the construction of the University of Virginia's Student Health Center (Project), in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

**Purpose and Program Background**

The Student Health Center is a Joint Commission fully accredited health care facility that provides high quality confidential health care and services necessary to help assure student's ability to matriculate without interruption. The five core service units in Student Health include (1) General Medicine, (2) Counseling and Psychological Services, (3) Health Promotion, (4) Gynecology, and (5) the Student Disability Access Center. In addition, there is currently space allocated for the University of Virginia Health System's satellite pharmacy and laboratory services within the student health building. UVA opened the current Student Health building located at 400 Brandon Avenue opened in 1989, and expanded and renovated it in 1999. The existing building cannot accommodate current and future demand for services.

Currently, all office and clinic spaces in the existing building are fully occupied, with no flexibility to expand personnel or necessary services, and with physical constraints that prevent efficient use of existing personnel resources. In addition, future joint ventures that could benefit both the student population and other entities (e.g., UVA Health System, education, research, multi-collaborative programs) cannot be initiated at Student Health due to space shortage. These ventures are integral to other Student Health facilities among peer institutions.

**Criteria in Support of the Cornerstone Plan**

The broad array of educational and clinical programs that Student Health delivers in support of the student experience extends and strengthens the University's distinctive residential culture. In addition, Student Health personnel advance knowledge through scholarship by engaging in research independently and with University faculty from numerous schools and various governmental and non-governmental entities.

**Project Drivers**

Over the past decade, demand for Student Health services has significantly increased due to numerous factors, such as increases in:

- The total student population served.
- The number of students with chronic medical conditions.
- Students with disabilities.
- Student anxiety and depression.
- Remote student travel with need for pre-travel assessment and vaccinations.
- Student health insurance deductibles, copays, and maximum out of pocket expenses driving students to Student Health.
- Need for student multi-disciplinary collaborative teams (e.g., eating disorder treatment team, substance abuse treatment team, and traumatic brain injury management team).

A need for additional services (e.g., substance abuse recovery programs, testing accommodations, health education programming, on-site sexual assault nurse examiners, group therapy sessions, nutritional services with demonstration kitchen, radiology services).

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A need/ desire to partner with other academicians to expand both educational and research efforts directed at the student population.

A desire to initiate and expand future joint ventures with such potential entities as Psychiatry, Kinesiology, Contemplative Sciences, Orthopedics, and IM Rec Sports.

A paradigm shift to a “whole student” approach to care that centers on students’ complete health (wellness) including their physical, psychological and social well-being, rather than merely the absence of disease or infirmity.

A change in mission and focus not only on student illness, but also on student overall wellness.

**Project Status**

A recent assessment of current services, staffing and flow revealed a significant space deficit that could not be addressed by interior renovations or by a modest addition. The current space configuration and stacking of services also hinder Student Health’s ability to effectively achieve its health and wellness objectives in support of the student experience and efficiently utilize clinician expertise. Based on existing student needs, projected increases in student visits, full inclusion of wellness in its mission, and expanding its programs as described above, recent programming determined the need for a new 100,000 +/- GSF facility to support student health and wellbeing. The University is currently investigating opportunities and constraints for a site identified in the Brandon Avenue redevelopment area

(<http://www.officearchitect.virginia.edu/pdfs/BrandonAveMasterPlan.pdf>). Building and parking capacity, as well as possible co-location of complimentary programs is currently under study.

**Qualifications:**

Firms must demonstrate significant experience planning, programming, designing, documenting and providing construction administration for similar projects in an academic setting; recent experience in planning and designing student health facilities in other major universities; experience in obtaining LEED certification; and familiarity with HECOM will be required.

**Selection Process Schedule:**

- RFQ Advertised..... June 18, 2017
- Response Deadline..... July 10, 2017 by 4:00 pm\*\*
- Short List Notified..... July 21, 2017
- RFPs Issued ..... July 21, 2017
- Pre-Proposal Site Visit..... July 31, 2017
- Proposal Deadline..... August 18, 2017 by 4:00 pm\*\*
- Interviews..... September 1, 2017

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

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**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 **ten (10) 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 very similar facilities in campus 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.officearchitect.virginia.edu>. The email address provided should be for the person who will receive information regarding this RFQ, no general firm or marketing emails please.
3. Standard forms AE-1 through AE-6 are 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 proposal is a joint venture or association or two or more firms, forms AE-1 through AE-6 are required for each firm, with the proposed division of A/E services clearly indicated by firm and by individual staff members.
4. Sub-consultants can be listed on the AE-1 or an AE-2 may be submitted for them, but no other AE forms should be submitted for sub-consultants at this time.
5. Current references and current contact information for each project (five-project minimum) featured in AE forms above. Include contact information for an owner's representative, a user client, and a construction manager for each project.

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel with similar facilities and projects within an academic medical center; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; successful experience with HECOM; experience in design with CM/Subcontractor participation; experience with completion of sequential trade packages for construction; 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.

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)

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

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

**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 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 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.