

*****REVISED SCHEDULE*****

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
CARR'S HILL RENOVATION AND ADDITION
RFP # 17-08**

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, landscape architectural, historic preservation, engineering, and interior decorating design services for the renovation of the President's House, Carr's Hill, for the construction of an addition to the house, and for associated landscape improvements, in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM). Other site and outbuilding work includes utilities, code upgrades, mechanical systems, and minimal material preservation for three outbuildings—Buckingham Palace, the Guest House, and the Garage.

Purpose and Program Background

Starting in the early 1830s, the Carr's Hill site was a privately owned boarding house for students. That use continued after the University's purchase of the property in 1867, until the construction of the president's house and garage in 1909. The house and garage, designed by McKim Mead and White, have served each of the presidents since their completion. The three other buildings around Carr's Hill are antebellum structures that were part of the boarding house complex.

Criteria in Support of the Cornerstone Plan

Carr's Hill is essential to the University's distinctive culture and to its promotion of good stewardship of resources. Events at the house reinforce alumni ties with the University, provide memorable moments with faculty and staff and during students' time in Charlottesville, and help to present the University in a good light to the local and national communities. Activities at the house also support the University's philanthropic efforts.

Project Drivers

Over its 100+ year history, Carr's Hill house has been well maintained, but has had no significant renovation. Power, data, plumbing, and air conditioning are inadequate. Flaws with the building's original construction left the roof improperly supported, imposing loads on interior walls and floors that were not anticipated. This has led to substantial deflection at the third floor level and in the rear stair. While not apparently active now, this structural instability remains and warrants attention in the near future. Permanent structural reinforcement should also be done on the main floor.

The house was designed and constructed with a significant public function in mind. However, the number, nature, and size of those functions have grown over the years. In FY2015-16, approximately 11,000 guests visited Carr's Hill, attending 160 events and meetings. Attendance at these engagements ranged from as few as six individuals to more than 3,000 and included community leaders, faculty, staff, students, alumni, members of the General Assembly of Virginia, state officials, our Board of Visitors and their spouses/partners, donors, and friends of the University. Large events are challenging for the house; there is a shortage of restrooms and staging for catering is difficult. These large events are generally accommodated in a white vinyl tent that is erected seasonally over the enlarged eastern patio. Besides being unsightly, the tent cannot be adequately conditioned. Catering for events operates from a smaller, adjacent tent.

The building addition will be an entertainment structure that would address these problems and permit additional activities. It would have flexible furniture sets up to support the range of events, restrooms with capacity for the crowds in attendance, media and data for meetings, and a dedicated indoor space for catering.

The landscape adjacent to the house will be renovated to accommodate both the addition and the expanded program.

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Project Status

A comprehensive study which identified condition issues with the house was completed in 2006. The most urgent repairs were made in 2007, and the report was updated in 2015-16. While there is no immediate threat to the house, the conditions warrant attention in the near future. A concept plan for siting and massing of the addition was completed in late 2016. Please see the below links for more detailed information.

- <https://virginia.box.com/v/CarrsHillStudyUpdate>
- <https://virginia.box.com/v/CarrsHillInspectionReport>
- <https://virginia.box.com/v/CarrsHillSiteStudy>
- <https://virginia.box.com/v/CarrsHillStudy>
- <https://virginia.box.com/v/PresidentsHouseCarrsHill>

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 renovations and additions to significant residences, preferably in a major university setting; experience in obtaining LEED certification; and familiarity with HECOM will be required.

Selection Process *Revised* Schedule:

- RFQ Advertised..... September 3, 2017
- Response Deadline..... September 20, 2017 by 4:00 pm**
- Short List Notified..... September 25, 2017
- RFPs Issued September 26, 2017
- Pre-Proposal Site Visit..... October 6, 2017
- Proposal Deadline..... October 20, 2017 by 4:00 pm**
- Interviews..... October 24, 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 **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.

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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>.

or

<http://www.officearchitect.virginia.edu/pdfs/soqform.pdf>

3. The email address provided should be for the person who will receive information regarding this RFQ, no general firm or marketing emails please.
4. Standard forms AE-1 through AE-6 are available at:

http://dgs.state.va.us/tabid/820/Default.aspx?udt_1673_param_detail=159.

or

https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004_03-17_ae_data_forms.xlsx

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.

5. 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.
6. 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 setting; 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

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>

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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, 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.