

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
EMILY COURIC CLINICAL CANCER CENTER RENOVATIONS
RFP #17-02**

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 Emily Couric Clinical Cancer Center Renovations, in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

Purpose and Background of Project:

The University Health System (Health System) is a nationally renowned academic medical center committed to providing outstanding patient care, educating tomorrow's healthcare leaders, and discovering new and better ways to treat diseases. The Health System is completing an enhanced programming study evaluating current and future state procedures, processes, patient and work flows, and projected growth needs of the Emily Couric Clinical Cancer Center (ECCCC) with respect to clinic, lab, administrative, clinical lab, clinical research, infusions, exam, and pharmacy space needs (Project). This Project may address any or all of these areas within the existing ECCCC building or a combination of on-site and off-site locations.

Located on UVA Health System grounds in Charlottesville, at the corner of Lee Street and Jefferson Park Avenue, across the street from University Hospital, the ECCCC, which opened in 2011, provides state-of-the-art therapies and comprehensive cancer care all under one roof. It encompasses complete patient and family services, including a patient education resource center, counseling space and a positive image boutique in an Eco-friendly design with natural light and garden spaces to surround patients with an atmosphere of hope and healing.

The Project will improve the patient experience, improve patient and staff workflow and throughput, enhance the utilization and flexibility of the space, and accommodate projected increases in clinical and treatment visits. The renovations may include modifications to any or all of the existing occupied floors, partial or full build-out of the existing shelled 4th floor, and/or some combination of this work and work at an undetermined off-site location.

Qualifications:

Firms must demonstrate significant experience planning, programming, designing, engineering, documenting and providing construction administration for projects of similar scope and complexity in an academic medical center setting; recent experience in planning and designing at other major universities; and familiarity with HECOM will be required.

Selection Process Schedule:

- RFQ Advertised..... January 8, 2017
- Response Deadline..... **February 7, 2017 by 4:00 pm ****
- Short List Notified..... February 14, 2017
- RFPs Issued February 14, 2017
- Pre-Proposal Site Visit..... February 28, 2017
- Proposal Deadline..... March 16, 2017 by 4:00 pm
- Interviews..... March 23, 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 **Eleven (11) 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. Microsoft Power-Point presentation with images of at least five (5) relevant projects and related, explanatory text. The projects must collectively demonstrate the firm's experience with the planning and design of similar/relevant facilities, as well as the firm's experience with completed LEED certified projects of a similar size and capacity. The presentation must not exceed twelve (12) slides. The Power-Point file may be included on the same thumb drive as the digital submission file referenced above.
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. 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 the Power Point presentation. 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: Kathy Yarmey
1000 Ednam Center, Suite 100
Charlottesville, VA 22903
Questions: 434-982-5943or kyarmey@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 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/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, 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 firm(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.