REQUEST FOR LETTERS OF INTEREST
and Statements of Qualifications

The University of Virginia, Charlottesville, invites highly qualified firms to submit Letters of Interest and Statements of Qualifications along with background information on Form HECO-16 (obtain adapted version from https://www.fm.virginia.edu/depts/fpc/index.html and associated supporting materials for services related to:

On-Demand Roof Repair and Maintenance
RFP # 17-104

The University seeks to retain four or more roofing firms to compete on yet-to-be-determined roofing repair and maintenance projects in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual and the University’s Procurement Rules.

The projects will be for values up to $2,000,000 and may include a variety of roofing types. They will generally be located in the Charlottesville area. The contract term will initially be for two calendar years, with the option to renew for three additional one-year terms. Projects considered as minor (approximately $50,000 or less estimated construction cost) may be awarded on a rotating basis among the firms procured with this contract. These minor jobs will be quoted by the roofing firm selected using established unit rates. Projects larger than $2,000,000 will be publically advertised and procured separately.

Submittal Information:

The University is interested in demonstrated experience in the management of roofing projects within a university setting (academic and medical center). Interested firms must submit:

- Letter of Interest addressed to the Selection Committee, that is no longer than one page in length
- Statement of Qualifications, the adapted form for On-Demand Roof Repair and Maintenance RFP 17-104, from the Contract Administration website listed above.

Where possible, all materials submitted should be fully recyclable. Submissions should be collated, on standard letter-sized paper and preferably clipped together without binding. To conserve paper, double-sided printing is strongly encouraged.

Submittals will be evaluated and a short-list of firms selected. The selection of short-listed firms will be based on demonstrated qualifications with a variety of roofing products and methods, ability to meet program objectives, the quality and experience of the proposed team, experience with the University of Virginia Higher Education Capital Outlay Manual (HECOM), and other criteria as the selection committee may determine appropriate. Only firms licensed to do business in Virginia will be considered. The short-listed firms will be issued a Request for Proposal and may be invited to present a more detailed proposal and oral presentation of their qualifications and experience.
One (1) original and eight (8) copies of the Letters of Interest/Statements of Qualifications must be submitted by close of business (nominally 5:00 PM) on March 6, 2018 to the attention of:

George Cullen
Contract Administrator for Construction
Facilities Planning & Construction
Facilities Management Department
University of Virginia
1000 Ednam Center, Suite 100
Charlottesville, VA 22903

Requests for Proposals (RFPs) will be issued on or about March 13, 2018 to short-listed firms only. RFP responses must be received no later than close of business (nominally 5:00 PM) on April 3, 2018. A non-mandatory pre-proposal meeting, for the short-listed firms only, will be held at the University of Virginia on a date and at a location to be announced.

Selected firms will be required to register in eVA (the Governor’s electronic procurement web site, www.eva.state.va.us) prior to the deadline for submission of responses to the RFP to be eligible for the award of the contract. Company’s own status and/or proposed use of Small, Women-owned and Minority (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with the Virginia Department of Small Business and Supplier Diversity (SBSD) in Richmond for verification and consideration. Quarterly reporting of expenditures to SWaM firms will be required for individual project contracts valued greater than $100,000.

Questions may be directed to George Cullen at gec2n@virginia.edu, by fax at (434) 982-5108, or by phone at (434) 982-4620.

The Rector and Visitors of The University of Virginia
By: George Cullen, Contract Administrator for Construction