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 http://www.fm.virginia.edu/depts/fpc/index.html) for construction services related to the:

**New Softball Stadium**
**RFP # 17-105**

The University seeks to retain a Construction Manager to join our team during the design phase to provide constructability review, scheduling scenarios, cost estimating, value management, design assists, early bid package assistance and to provide full construction services for the University in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual. The project consists of the construction of a new softball stadium at the corner of Copeley Road and Massie Road, where the existing soccer practice field is located. The University has determined that Competitive Sealed Bidding is not practicable or fiscally advantageous; therefore, the contract will be awarded as a Construction Management at Risk with Design Phase Services as the project delivery method.

**Project Overview:**

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.

The softball program will relocate from their current home at The Park to the new stadium. The new venue will provide a Player Development Center to provide maximum flexibility for player development. Other highlights of the project include the following field level areas: team locker rooms, lounge/nutrition area, sports medicine room, team meeting rooms, home/visitor bullpens, laundry, and field maintenance. 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. New utilities will be installed to support the project including electrical duct bank, sanitary/sewer and water.

Site construction is anticipated to begin in October 2018 and the entire project will need to be completed by 2020 season play.

**Submittal Information:**

The University is interested in demonstrated experience in the management of similar projects within a university setting. Examples of previous work associated with this type of project is important as well as personnel who have had direct participation with these types of projects in university settings and experience working on project teams. Examples of cost control, value
management, and scheduling.

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 in projects of this type, ability to meet the proposed schedules, the quality and experience of the proposed team, the firm’s plan for involvement of SWaM firms, experience with the University of Virginia Capital Outlay system, project safety record (not just the firm), 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 detailed scope of work/request for proposal and invited to present a more detailed proposal and oral presentation of their qualifications and experience.

One (1) original and twelve (12) copies of the Letters of Interest/Statements of Qualifications must be submitted by close of business (nominally 5:00 PM) on May 8, 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 May 16, 2018 to short-listed firms only. RFP responses must be received no later than close of business (nominally 5:00 PM) on June 13, 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 website, 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-owned (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 the selected contractor.

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