

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
ATHLETICS COMPLEX PROJECT
RFP #18-02**

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 construction of the University of Virginia's Athletics Complex (Project), in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

Purpose and Program Background

The Department of Athletics is an integral part of the University of Virginia's commitment to educational excellence. Its mission is to enhance and support the intellectual purpose of the University and its exemplary academic standards and traditions. Critical to the Department's mission are high academic achievement; nationally competitive and successful teams; comprehensive integration of student-athletes within the University and local communities; the attraction and retention of the highest quality student-athletes and staff, which includes equitable opportunities for women and minorities.

The Department of Athletics unites the varied constituencies of the University community through its intercollegiate and intramural programs. The programs are designed to build support for and add value to the academic purposes of the institution while developing students with strong values of leadership, sportsmanship, equity, citizenship, physical fitness, teamwork and a commitment to excellence.

Opened in 1965 and 1991 respectively, University Hall and the McCue Center currently function as the daily home for 14 of UVA's sports programs, including the football program. In addition, every member of the student-athlete population (approximately 700 student-athletes competing in 27 varsity sports) currently utilize services and spaces within the precinct, such as strength and conditioning, athletic training, academic advising and meeting rooms. Periodic facility updates have been completed over the years, but the buildings can no longer be suitably reconfigured to accommodate the growing needs of our coaches and student-athletes. The landscape of the ACC has changed dramatically since the McCue Center was built as conference membership has increased from nine to fifteen. While academic excellence is still the most important factor in a recruit's choice of school, team facilities also ranked highly. It is critical to upgrade the facilities for these programs to address resource deficiencies identified by coaches, student-athletes and recruits.

Qualifications:

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

Selection Process Schedule:

- RFQ Advertised..... 7/8/2018
- Response Deadline..... 7/31/2018 by 4:00 pm**
- Short List Notified..... 8/9/2018
- RFPs Issued 8/10/2018
- Pre-Proposal Site Visit..... 8/17/2018
- Proposal Deadline..... 8/31/2018 by 4:00 pm**
- Interviews..... 9/6/2018

**** 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 **fourteen (14) 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>

or at the following link:

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

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:

https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004_12-17_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.

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

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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, 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.