

**Request for Qualifications**  
**Brandon Avenue Upper Class Student Housing, Phase Two**  
**\*REVISED – Bridging Documents only\***  
**RFP No. 18-05**  
**University of Virginia, Charlottesville, VA**  
**September 26, 2018**

The University of Virginia invites highly qualified consulting firms to submit a letter of interest and associated supporting materials for consideration in the selection and design oversight of a consultant team to provide architectural/engineering bridging document services for the Brandon Avenue Upper Class Housing Phase II (Project) in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual.

**Background and Purpose of the Project:**

UVA's 2008 Grounds Plan (Plan) guides land use planning and physical growth for twenty years and capitalizes on the potential of existing and new facilities to provide superior environments for the University. Adhering to the broad goal of sustainability, the Plan assures managed growth. By designating Redevelopment Zones, the Plan targets future development to areas where mixed-used infill and redevelopment of existing facilities will create the greatest possible benefits. These targeted zones include the provision of green space within the redevelopment, improving the health and identity of the University-at-large.

Designated as an academic/ mixed-use redevelopment zone, Brandon Avenue is becoming a blend of residential and academic mixed-use. The supporting infrastructure of the Green Street will address and incorporate green space amenities, circulation and parking, stormwater features and utilities.

To ensure that new housing building projects would not inhibit future growth and redevelopment, a district plan for the Brandon corridor was developed in collaboration with Perkins + Will. The plan lays out a vibrant student oriented, mixed-use (academic, student housing and student services) community connected by green space and a network of paths. Approximately 450,000 total gross square feet (GSF) of new space within the district knits the Brandon corridor together with Central Grounds and the Health System. This Project is only for the new Upper Class Housing Phase II building.

The Perkins + Will Master Plan validated that the southern end of Brandon Avenue is the appropriate location for housing in this redevelopment area, and this project is planned to provide 300 – 400 beds in a 4 bedroom - two bathroom apartment configuration, along with exploring student gathering and dining areas. Both cost and quality will determine the success of the Project, and a landscape consultant will be an important component of the team. Managing estimated construction costs for all aspects of the Project will be critical, as will design supporting the continued future development of the Brandon Avenue district. To be successful in this location, the Project must maintain high quality design and construction that will connect it to Grounds and support the continued future redevelopment of the Brandon Avenue district. The presentation made to the Board of Visitors on September 20, 2016 for approval of the Brandon Avenue Strategic Master Plan can be found at the following link (press [Ctrl] + click the link):

<https://virginia.box.com/v/BrandonAveBOVPresentation>

Using the existing Master Site Plan Study, building program and Housing Division standards, the selected A/E firm will develop bridging documents for design/build procurement.

**Request for Qualifications**  
**Brandon Avenue Upper Class Student Housing, Phase Two**  
**\*REVISED – Bridging Documents only\***  
**RFP No. 18-05**  
**University of Virginia, Charlottesville, VA**  
**September 26, 2018**

The firm selected for bridging documents will be responsible for developing the project through 35% design completion. Board of Visitors design approval of the building design will be required.

Preliminary Design and Working Drawings are defined in the Higher Education Capital Outlay Manual 2009 Edition, Revision VI, dated April 29, 2009(HECOM). The A/E team will be responsible for any necessary surveying, site and geotechnical investigations, as may be needed. The selected A/E team will provide a cost estimate with the bridging (SD) documents that will be within a mutually agreeable design-to number.

The design/build team will be selected October 2019. Bridging documents are to be completed, reviewed and approved for distribution to short-listed firms in September, 2019. The Bridging Document A/E team will assist in the selection of the design/build firm, will have design oversight and review the construction documents in process by the design/build firm and will assist with construction phase review and administration.

Note: The Bridging Document A/E will NOT be considered for the Design/Build contract.

**Selection Process Schedule:**

**RFQ Issued:** September 26, 2018  
**Submission Deadline:** October 23, 2018, 4:00 pm  
**Short-listed firms notified/ RFP Issued:** October 30, 2018  
**Pre-proposal Site Visit:** TBD  
**RFP Deadline:** November 16, 2018, 4:00 pm  
**Interviews:** November 29, 2018

**Submittal Requirements and Process:**

Firms are not required to propose sub-consultants at this time. Additional submission materials will not be considered.

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 **six (6) hard copies and six (6) digital copies** of each of the following. The digital copies should be a pdf file of the entire submission contained on a thumb drive:

**Request for Qualifications**  
**Brandon Avenue Upper Class Student Housing, Phase Two**  
**\*REVISED – Bridging Documents only\***  
**RFP No. 18-05**  
**University of Virginia, Charlottesville, VA**  
**September 26, 2018**

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 similar facilities in academic 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/pdfs/soqform.pdf>

3. Microsoft Power-Point presentation with images of at least five (5) relevant projects completed in the last five years and related explanatory text. The projects must collectively demonstrate the firm's experience with the planning and design of relevant facilities, as well as the firm's experience with completed LEED certified projects of a similar type. The presentation must not exceed twelve (12) slides. These slides do not need to be printed and made part of the submittal. 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 which are available at:

[https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004\\_12-17\\_ae\\_data\\_forms.xlsx](https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004_12-17_ae_data_forms.xlsx).

AE-2's should not be submitted for sub consultants at this time. Subconsultants may be listed on the AE-1 or mentioned in the Letter of Interest, but are not required at this time.

5. Current references and current contact information for each project (five projects minimum) featured in the Power Point presentation. Include contact information for an Owner's representative, and a Construction Manager for each project.

**Request for Qualifications**  
**Brandon Avenue Upper Class Student Housing, Phase Two**  
**\*REVISED – Bridging Documents only\***  
**RFP No. 18-05**  
**University of Virginia, Charlottesville, VA**  
**September 26, 2018**

Submittals will be evaluated based on the demonstrated and highly-relevant experience of the firm and its key personnel; the ability to meet specific program, budget and schedule objectives; experience with the University of Virginia Higher Education Capital Outlay Manual (HECOM); and other criteria as the Screening Committee may determine. A short-list will be determined by the Screening Committee. The short-listed firms will receive a detailed Request for Proposal (RFP).

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: 434-982-5943 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> and the Office of the Architect for the University (OAU) website at: <http://www.virginia.edu/architectoffice>.

The successful firm will be required to be licensed to do business in Virginia and able to demonstrate professional registration.

**NOTE: eVA Business to Government Vendor Registration**

The eVA Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://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 firms are 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.