

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
FULL LANDSCAPE ARCHITECTURAL SERVICES TERM CONTRACT(S)
RFP #18-06**

The University of Virginia (University) invites highly qualified Landscape Architectural (“LA”) firms to submit a letter of interest and associated supporting materials for consideration to provide full LA services on a Term Contract basis. LA services associated with this Term Contract will generally support both academic and medical center non-capital and capital projects for new construction, renovations and stand-alone landscape improvement projects. All work will be performed in accordance with the latest version of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

Background and Purpose of the Project:

UVA may write individual service orders under the terms of the agreement that may encompass, but are not limited to, landscape design from concept to working drawings, site planning analysis and studies, planting plans, sustainable landscape practices such as low impact storm water management design, historic landscape studies and designs, accessibility projects, cost estimating, and construction administration support. The duration of the contract(s) shall be for one year or a maximum dollar value of \$500,000 in fees, whichever occurs first. The contract(s) shall include four (4) additional one-year contract renewals at the University’s option, under the same terms and conditions.

Qualifications:

Firms must demonstrate significant successful experience planning, programming, designing, documenting and providing construction administration for a variety of LA projects in an academic setting. Furthermore, familiarity working with stakeholder groups will be important. Recent experience should include planning and design of LA projects at other major universities and familiarity with HECOM.

Selection Process Schedule:

- | | |
|--------------------------------|---------------------------|
| • RFQ Advertised..... | November 11, 2018 |
| • Response Deadline..... | December 7, 2018 |
| • Short List Notified..... | December 13, 2018 |
| • RFPs Issued | December 14, 2019 |
| • Pre-Proposal Site Visit..... | On Line Meeting, Date TBD |
| • Proposal Deadline..... | January 14, 2019 |

**** Late submissions will not be accepted for any reason.**

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
FULL LANDSCAPE ARCHITECTURAL SERVICES TERM CONTRACT(S)
RFP #18-06**

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 **NINE (9) 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 LA projects in academic 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:
[SOQ Form.docx](#)
3. The email address provided should be for the person who will receive information regarding this RFQ, no general firm or marketing emails please.
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
AE-2's should not be submitted for sub consultants 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.
6. 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 LA projects. 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.

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. The Screening Committee will determine a short-list and those 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
One Morton Drive, Suite 103
Charlottesville, VA 22903**

Questions: 434-924-6387 or brj2n@virginia.edu

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
FULL LANDSCAPE ARCHITECTURAL SERVICES TERM CONTRACT(S)
RFP #18-06

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>.

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, 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.