

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
MCINTIRE SCHOOL OF COMMERCE ACADEMIC FACILITY
RFP #18-07

The University of Virginia (University or UVA) invites highly qualified architectural firms to submit a letter of interest and associated supporting materials for consideration in the selection of a consultant team to provide full building and landscape architectural and engineering services for the new McIntire School of Commerce Academic Facility and any necessary renovations to the existing facility (Project). The scope of work will include program verification and full design services through contract administration. 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:

The McIntire School of Commerce is regarded as one of the nation's finest business schools, offering undergraduate and graduate programs. McIntire facilitates student leadership development, strengthens the University's capacity to advance knowledge at home and in the world, and provides educational experiences that deliver new levels of student engagement. The school has a need for additional space and targeted renovations to Rouss-Robertson if it is to maintain its standing as a preeminent global business school, and support continued growth in programs, student enrollment and faculty.

In December, 2017, the University of Virginia Board of Visitors approved a proposal for an additional McIntire School academic building to be constructed adjacent to the School's existing Rouss-Robertson Hall. On September 25, 2018, the University of Virginia announced a \$25 million gift from The Chris and Carrie Shumway Foundation to partially fund an innovative new building and new bioscience/business program. This gift will advance collaborative efforts between UVA's McIntire School of Commerce and its School of Medicine to create educational offerings that integrate business concepts into biomedical science and health care leadership studies.

The planned facility, which will bear the Shumway Foundation's name, will support and symbolize McIntire's position as a world leader in undergraduate and graduate business education. Through a compelling architectural design incorporating versatile spaces, the building will invite collaboration and innovation both within the McIntire School community and among the University, businesses, and community partners. Flexible classroom spaces, enhanced study areas, and dynamic labs will foster hands-on learning that includes data analytics visualization, behavioral research, and multimedia analysis.

The McIntire School has a long-term plan for purposeful growth. New graduate programs, expanding current graduate and executive programs, developing research and study programs through centers, and enhancing the portfolio of undergraduate programs will maintain its current stature and competitive advantage. Completed in 2017, a space needs assessment was conducted based on McIntire's:

- **Growth and Success** – trajectory of growth and success for the last 12-15 years
- **Global Orientation** – international expansion with engagement of other students, researchers, & business professionals
- **Technology Needs** – for global programming, teaching business analytical skills, community access to new research resources, communication & future online learning
- **Learning Environment** – spaces that better facilitate interactions, conversations, and group work

McIntire estimates that it needs at least 105,000 GSF, in addition to the existing 160,000 GSF in Rouss-Robertson. The Cobb Hall site, adjacent to Rouss & Robertson Halls is close enough to allow the school to operate seamlessly between the three buildings in the McIntire complex. A

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portion of the historic Cobb Hall will remain, requiring renovations to integrate with the new building and Rouss & Robertson Halls.

The proposed project includes a program verification phase which will explore renovation and new building and landscape options that support McIntire's collaborative organizational culture and its educational activities. Space deficiencies to be addressed by this project include:

- **Meeting** – shortage of formal meeting space, which impacts faculty and staff who often have to hold group meetings in individual offices or communal space
- **Informal** – impromptu meetings and conversations are a crucial activity at McIntire, and space to support this kind of interaction and sharing is critical for the culture of the school
- **Events** – spaces for connecting with its global network by hosting events and visitors at the school such as Friday Forums for potential employers and visiting scholars
- **Specialized** – specialized spaces and classrooms that cater specifically to new kinds of teaching, learning, and research such as big data and analytics
- **Office** - the school has exceeded its current capacity of office space for faculty and staff

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Qualifications:

Firms must demonstrate significant experience planning, programming, designing, documenting and providing construction administration for similar projects in program and scope in an academic setting; recent experience in planning and designing for similar programs at other major universities as well as experience working in historic settings; experience in obtaining LEED certification; and familiarity with HECOM.

Selection Process Schedule:

• RFQ Advertised.....	Sunday, November 11, 2018
• Response Deadline.....	Monday, December 10, 2018
• Short List Meeting.....	Friday, December 14, 2018
• RFPs Issued	Wednesday, January 2, 2019
• Mandatory Site Visit.....	Thursday, January 17, 2019
• Proposal Deadline.....	Monday, February 4, 2019
• Interviews.....	Thursday, February 14, 2019

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

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 **twelve (12) 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 similar facilities 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:
<https://www.fm.virginia.edu/docs/fpc/ads/SOQ-form.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 must 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://www.fm.virginia.edu/AE-1 thru AE-6 forms.xlsx>
AE-2's should not be submitted for sub consultants at this time. Sub-consultants 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.

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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) and will be required to attend a mandatory pre-proposal information session and site tour.

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

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/>.

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.