# 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:

**Alderman Library Renewal RFP # 18-101**

The University seeks to retain a Construction Manager to join our team during construction document development phase to provide constructability review, scheduling scenarios, logistics coordination, value management, design assist, 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 demolition of the Old and New Stacks, renovation of Historic Alderman, and construction of a new addition. 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:

Early in the 20th century the Rotunda became too small to hold the University’s growing library. Alderman Library, built in part with funding from the Work Progress Administration (WPA), opened in 1938 and has served as the main library for 81 years. In 1967, a 112,000 sf addition significantly increased the book capacity. Currently, Alderman Library houses well over 2 million volumes, most of the library staff, is a major study hub, and provides space for research projects and institutes. Except for an upgrade of the HVAC systems in the 1980s, it has had no major renovation in its eight decades of service.

The Alderman Library Renewal project proposes to demolish both the 1938 and 1967 stacks. The project will build a new 130,000 sf addition on roughly the same footprint which will hold collections and study areas. It will also include the historic rehabilitation of 100,000 sf of Historic Alderman comprised of reading rooms, staff work areas, and spaces for scholarly research and support. Project goals include all new mechanical, electrical, plumbing, life safety, and information technology infrastructure, new and additional elevators, and improvements to accessibility.

Alderman Library was built with the entry on the fourth floor, on the south side of the building, in order to align in scale and orientation with the Academical Village. The new addition will provide a major new entrance facing University Avenue. The project will provide an indoor connection to the adjacent Clemons Library, an exterior staircase which will improve access around the building to pedestrians, and a café patio on the east.

Construction is anticipated to begin January 2020 and must be complete by December 2022. Alderman library will be operational until May 2020 and reopen for fall semester 2022.

# 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 phased projects, experience with historic structures, and experience working together on project teams. Examples of cost control and scheduling are also important.

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 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, twelve (12) copies and an electronic version (e.g. Thumb drive) of the Letters of Interest/Statements of Qualifications must be submitted by close of business **(nominally 5:00 PM)** on **April 17, 2019** to the attention of:

George Cullen, Contract Administrator for Construction

Facilities Planning & Construction

Facilities Management Department

University of Virginia

One Morton Drive, Suite 301

Charlottesville, VA 22903

**Requests for Proposals (RFPs)** will be issued on or about April 29, 2019 to **short-listed firms only**. RFP responses must be received no later than close of business **(nominally 5:00 PM)** on **May 28, 2019**. 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 determined.

Selected firms will be required to register in eVA (the Governor’s electronic procurement web site, [www.eva.state.va.us) prior to the deadline for submission of responses to the RFP to be](http://www.eva.state.va.us/) [eligible for the](http://www.eva.state.va.us/) award of the contract. Company’s own status and/or proposed use of Small, Women-owned and Minority (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](mailto:gec2n@virginia.edu), or by fax at (434) 982-5108.

The Rector and Visitors of The University of Virginia

By: George Cullen, Contract Administrator for Construction