

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS**  
**UNIVERSITY OF VIRGINIA**  
**FULL FIRE PROTECTION ENGINEERING SERVICES TERM CONTRACT(S)**  
**RFP #19-01**

The University of Virginia invites qualified consulting fire protection engineering firms to submit a letter of interest and associated supporting materials for consideration in the selection of consultant teams to provide full fire protection engineering services on a Term Contract basis. Engineering services associated with this Term Contract will generally support both non-capital and capital projects for new construction and renovations. The University may make multiple Term Contract awards from this solicitation.

**Purpose and Background of Project:** Each of the selected firms, under the guidelines of the University of Virginia Higher Education Capital Outlay Manual Revision VI (HECOM), will be awarded a Term Contract to provide consulting fire protection engineering services along with their first service order. Individual service orders may be written under the terms of the agreement and may encompass but are not limited to:

- (1) Fire and life safety review of design documents at all design stages, including but not limited to, specifications, product data and calculations, to identify code compliance issues related to life safety and fire protection provisions of the Virginia Statewide Building Code and applicable NFPA standards;
- (2) Design of fire alarm and detection systems, and fire suppression/ sprinkler systems. The system design will include automatic detection and voice evacuation fire alarm systems in accordance with the 2015 edition of the Virginia Uniform Statewide Building Code. Design submittals, including drawings and specifications, provided at the following design stages: 90% working drawings, 100% working drawings, and final construction documents;
- (3) Design and review of mass notification systems;
- (4) Location of portable fire extinguishers;
- (5) Design and review of special hazard suppression systems such as pre-engineered kitchen hood extinguishing equipment, clean-agent, and foam suppression;
- (6) System upgrades and repairs;
- (7) Studies, such as the effect a renovation may have on building egress; and
- (8) Fire alarm Project Information Reports.

The fire protection engineering services are anticipated to be primarily in support of facilities in the Academic area or Health Systems at the University of Virginia or the University of Virginia College at Wise. The duration of the contract(s) shall be for one year or a maximum dollar value of \$300,000 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.

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**Submittal Requirements and Process:** Where possible, all materials submitted should be fully recyclable. Submissions must be three-hole-punched, standard 8.5 x 11 letter-sized paper, and clipped together **without** binding. Interested firms must submit seven (7) copies of each of the following:

1. Letter of interest addressed to the Selection Committee that is no longer than one page in length.

Standard AE-1 through AE-6 forms 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)

2. If project is a joint venture or association, or two or more firms, AE-1 through AE-6 are required for each firm. Forms are NOT required for proposed sub-consultants.
3. 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>

NOTE: Additional submission materials will **not** be considered.

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel with similar work on similar facilities; the ability to meet specific program objectives; experience with the HECOM; and other criteria as the Selection Committee may determine.

A short-list of firms will be determined by the Selection Committee. 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. Only firms licensed to do business in Virginia and able to demonstrate professional registration can be awarded a contract.

**Selection Process Schedule:**

RFQ Advertisement	January 20, 2019
LOI & SOQ Submission Deadline	<b>February 19, 2019 by 4:00 p.m.</b>
Short-Listed Firms Notified & RFP Issued	February 27, 2019
Proposals Due	March 28, 2019 by 4:00 p.m.
Interviews	April 24, 2019

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

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**Submittal Requirements and Process:** Seven (7) copies of written materials must be received no later than **4:00 p.m. February 19, 2019** at the following address:

Bruce Jackson  
Professional Services Contract Administrator  
University of Virginia  
One Morton Drive, Suite 301  
Charlottesville, VA 22903-6806  
Questions: 434) 924-6387 or [brj2n@virginia.edu](mailto:brj2n@virginia.edu)

A copy of this RFQ is available on the Facilities Management Office of Contract Administration web site 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.

**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.