

UNIVERSITY OF VIRGINIA
REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
CONSTRUCTION ENGINEERING, MATERIALS TESTING AND INSPECTION SERVICES
TERM CONTRACT(S)
RFP # 19-02

The University of Virginia (University) Facilities Planning & Construction Department invites highly qualified firms to submit Letters of Interest, and associated supporting materials, for its consideration in the selection of consultant teams, to provide construction engineering, materials testing, and inspection services on a Term Contract basis. Firms will perform all work in accordance with the provisions of the University Higher Education Capital Outlay Manual (HECOM). The University may make one or more Term Contract awards from this solicitation.

Services may include, but are not limited to the following:

- Subsurface exploration
- Geotechnical engineering analysis
- Instrumentation & monitoring services
- Construction observation
- Construction materials testing and/or inspections including, but not limited to:
 - Earthwork
 - Foundation
 - Concrete
 - Steel
 - Masonry
 - Welding
 - Radiographic
 - Fireproofing
 - Wood & Light Gauge Steel Construction
 - Seismic Force Resisting Systems & Additional Seismic Inspections

The University will award each of the selected firms a Term Contract when we identify an initial project for the firm. There will not be a first Service Order associated with this procurement. The selected consultants must be able to respond quickly to academic or health system projects that may have short-term deadlines. The duration of the contract(s) shall be for one (1) 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.

Selection Process Schedule:

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|----------------------------|------------------------------|
| • RFQ Advertised..... | February 17, 2019 |
| • Response Deadline..... | March 19, 2019 by 4:00 pm** |
| • Short List Notified..... | March 26, 2019 |
| • RFPs Issued | March 27, 2019 |
| • Proposal Deadline..... | April 24, 2019, by 4:00 pm** |
| • Interviews..... | May 1, 2019 |

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

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Submittal Requirements and Process:

Where possible, all materials submitted should be fully recyclable. Submissions must be collated by the firms, and 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. Include **one (1)** thumb drive containing your submittal in PDF format. Interested firms must submit **eight (8) copies** of each of the following:

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 providing the required services for very similar facilities.
2. Name and email address for the person the University can contact regarding this advertisement. Please no general firm email addresses.
3. Standard forms AE-1 through AE-6 which are available at:
http://dgs.state.va.us/tabid/820/Default.aspx?udt_1673_param_detail=159..
Select "Forms" from the drop-down box labeled "I'm Looking For" and then enter "AE" in the Filter box.

NOTE: The University will not consider additional submission materials.

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel with similar facilities and projects within an academic or health system environment; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; successful experience with HECOM; and other criteria as the Screening Committee may determine. Subsequently, the short-listed firms will receive a detailed Request for Proposal (RFP), and the University will invite them to submit a more detailed response and to make an oral presentation. The State requires successful firms be licensed to do business in Virginia.

The University must receive the above submission materials 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 301
Charlottesville, VA 22903-6806
Questions: 434-924-6387 or brj2n@virginia.edu

Please do not contact Project Managers or others at the University regarding this advertisement. Firms should direct all questions and correspondence regarding this procurement 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>

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. The State expects all agencies and public bodies 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

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firms are required to register in the eVA Internet e-procurement solution prior to the University making an award.

The University will consider the Firm's past and proposed use of Small, Women and Minority-Owned (SWaM) firms 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.

Visit our website at: www.fm.virginia.edu/depts/fpc/ContractAdmin