The University of Virginia (University or UVA) invites highly qualified architectural consulting firms to submit a letter of interest and associated supporting materials for consideration in the selection of a consultant team to provide architectural and engineering design services for the construction of the University of Virginia’s Hotel and Conference Center (Project), in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

**Purpose and Program Background:**

In 2016, the University, in association with the University of Virginia Foundation, outlined a planning strategy to redevelop the Ivy Corridor that is a 14.5-acre parcel of land located at the northwest corner of the intersection of Ivy Road (US 250) and Emmet Street (US 29). This prominent location affords the opportunity to not only establish a significant entry to University Grounds, but also create a critical link between North Grounds, Arts Grounds, and Central Grounds.

During the fall of 2017 a Hospitality Taskforce, charged by President Emerita Sullivan, recommended a new hotel and conference center to replace the Cavalier Inn, a recently demolished hotel located along the Ivy Corridor. President Ryan’s Emmet Ivy Task Force in 2018 added further support for the development of a new University Hotel and Conference Center to be incorporated into the Ivy Corridor Framework Plan. The proposed location for the Project was determined through a hospitality feasibility study that selected a central site adjacent to the existing Emmet/ Ivy Parking Garage.

The Project consists of a hotel with 225 guest rooms with a 10% suite count for a total of 260 guest room bays and contains 25,000 NSF of Conference Center space. The University would like to further explore the feasibility of adding a Visitor’s Center to the program, and anticipates the overall size of the Project to be approximately 220,000 GSF.

**Project Drivers:**

Being at the geographic center between UVA’s historic Academical Village and North Grounds, the Ivy Corridor is an ideal location to incorporate a mixed-use hospitality function. A hotel and conference center in this central district will provide desirable accommodations for University guests while also providing much needed flexible convening space for academic functions. The goal is for this Project to act as the catalyst to spark new pedestrian connections to and through the site.

One of the main drivers of placing the hotel on this site is the benefit of early activation of a new central landscape amenity while simultaneously taking advantage of proximate existing structured parking. This site also has the advantage of allowing the new Project to visually screen the exist­ing utilitarian parking structure and provide good pedestrian access to future academic buildings. The University would also like to explore the feasibility of creating a pedestrian path from this Project over the adjacent railway to connect to existing walkways in the Athletics Precinct of North Grounds.

A Dumont Janks led team has already developed a comprehensive Landscape Framework Plan and the UVA Building and Grounds Committee has approved that plan. In order to ensure consistency with that framework, the selected design firm and their building-related sub consultants will need to partner with that team which includes: Vanasse Hangen Brustlin, Biohabitats, and Oehme van Sweden. UVA’s intention is that team will provide the civil, landscape, and traffic consulting for this project.

**Criteria in Support of the University’s Strategic Plan:**

This project supports the University’s Strategic Plan by providing critical hospitality and convening resources that will support pan-university academic programming.

**Project Status:**

The University’s Board of Visitors approved the Concept Site and Design Guidelines for this project at the February 28, 2019 meeting. The University anticipates that planning, programming, and design will begin in September 2019 and proceed without interruption. The goal is to have the Hotel and Conference Center open by the spring of 2023.

**Qualifications:**

Firms must demonstrate significant experience planning, programming, designing, documenting and providing construction administration for similar projects in an academic setting; experience in obtaining LEED certification; and familiarity with HECOM will be required.

**Selection Process Schedule:**

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| * RFQ Advertised………… | 6/16/2019 |
| * Response Deadline…….. | 7/8/2019 by 4:00 pm\*\* |
| * Short List Notified………. | 7/18/2019 |
| * RFPs Issued ………….... | 7/19/2019 |
| * Pre-Proposal Site Visit….. | 7/31/2019 TBC |
| * Proposal Deadline………. | 8/16/2019 by 4:00 pm\*\* |
| * Interviews……………….. | 8/21/2019 |

***\*\* 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 **ten (10) 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, that is no longer than two (2) pages in length, and which states specifically the firm’s successful experience in planning and designing very similar facilities in campus and/or other similar 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:

<http://www.officearchitect.virginia.edu>

or at the following link:

<http://www.officearchitect.virginia.edu/pdfs/soqform.pdf>

The email address provided should be for the person who will receive information regarding this RFQ, no general firm or marketing emails please.

1. 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.

If proposal is a joint venture or association or two or more firms, forms AE-1 through AE-6 are required for each firm, with the proposed division of A/E services clearly indicated by firm and by individual staff members.

1. Sub-consultants can be listed on the AE-1 or an AE-2 may be submitted for them, but no other AE forms should be submitted for sub-consultants at this time.
2. Current references and current contact information for each project (five-project minimum) featured in AE forms above. Include contact information for an owner’s representative, a user client, and a construction manager for each project.

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 setting; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; successful experience with HECOM; experience in design with CM/ Subcontractor participation; experience with completion of sequential trade packages for construction; and other criteria as the Screening Committee may determine. 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.

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 301

Charlottesville, VA 22903-6806

Questions: 434-924-6387or [brj2n@virginia.edu](mailto: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>

The University will require the successful firm 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. 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 firm(s) is 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.