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 a feasibility study for the construction of the University of Virginia’s School of Architecture Expansion (Project), in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

**Purpose and Program Background:**

The School of Architecture at the University of Virginia is an active and highly creative multi-disciplinary design environment that offers a vibrant setting for interaction and exchange among our eight degree programs and four key disciplines: Architectural History, Architecture, Landscape Architecture, and Urban and Environmental Planning. In concert with the University’s Strategic plan, the School is dedicated to the advancement of excellence through cutting-edge project-based research and superb experiential learning supported by spaces and infrastructure that sustain its talented students and world-class faculty. The School acts as an instructional laboratory in support of its mission: to create the next generation of leaders, thinkers, and designers who will take on the most difficult and pressing challenges of our time and also envision, design and build the most just, compelling, and courageous of futures.

The existing facility, Campbell Hall, is an exemplary work of Modern architecture (1970) designed by renowned architect Pietro Belluschi. The proposed building addition intends to extend the School’s legacy of distinctive, high quality architecture, offering the opportunity to create a new high performance, state-of-the-art facility that will embody the values and aspirations of the School and operate as a vital hub in the innovative network of transformative educational spaces across the University’s grounds. In the 50 years since the construction of the core building, architectural education as well as our academic programs and research initiatives have substantially changed and grown leaving the School in serious need of additional space that can more adequately accommodate its contemporary uses and the interaction of its diverse populations. This expansion will create 26,000 GSF of much needed additional studio, classroom, and office spaces, as well as research incubators and advanced fabrication labs for the work of our centers and institutes. These spaces will accommodate current and future students, faculty and staff, and provide our design innovators and scholars with a flexible environment that supports and inspires transdisciplinary pedagogy and productive collaboration to sustain our reputation as a national leader in architectural education. It is hoped that the new facility will be completed by the 2023-24 academic year.

The School has conducted a detailed space needs analysis that reviews critical needs and identifies potential strategies for addressing deficiencies. Several renovation projects undertaken in recent years have maximized the existing facility. By every metric and measure the School is at capacity. An initial feasibility study will identify a site, develop a conceptual design, and an estimate of probable cost for UVA Buildings and Grounds Committee approval and for the development of exhibits for fundraising.

**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.

**Proposed Selection Process Schedule:**

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| --- | --- |
| * RFQ Advertised………… | December 15, 2019 |
| * Response Deadline……. | January 13, 2020 by 4:00 pm\* |
| * Short List Notified………. | TBD, 2020 |
| * RFPs Issued ………….... | TBD, 2020 |
| * Pre-Proposal Site Visit…. | TBD, 2020 (optional) |
| * Proposal Deadline………. | TBD, 2020 by 4:00 pm\* |
| * Interviews………………… | TBD, 2020 |

\* 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> and the Office of the Architect for the University (OAU) website at: <http://www.officearchitect.virginia.edu>.

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.