REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
BUILDING ENVELOPE PEER REVIEW AND CONSULTING ENGINEERING SERVICES
TERM CONTRACTS
RFP #20-03

The University of Virginia (University or UVA) invites highly qualified consulting firms to submit a letter of interest and associated supporting materials for consideration in the selection of a consultant team to provide building envelope peer review and consulting engineering services on a Term Contract basis. All work will be performed in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM). The University may make one or more Term Contract awards from this solicitation.

Building envelope peer review work will generally include design phase reviews and construction phase quality assurance inspections to support planning and construction of major capital projects. The focus of these reviews and inspections will include evaluation of waterproofing and related constructability of exterior elements, building systems, and interfaces.

Services may include, but are not limited to the following:
- Quality Assurance Testing
- Condition Assessment/ Document Review
- Structural Investigation, Analysis, and Review
- Masonry Investigation, Analysis, and Review
- Water Infiltration Investigation, Testing, and Waterproofing Repair
- Building Envelope Construction Monitoring, Administration, and Quality Control
- Construction Phase Services – Submittal Reviews, Mockup Reviews, and Bid Assistance
- Development of Construction Documents
- Value Management Assistance
- Corrosion Investigation
- Crack Monitoring
- Hygrothermal Analysis

Each of the selected firms will be awarded a Term Contract when an initial project is identified for their 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:
- RFQ Advertised ………… March 15, 2020
- Response Deadline…….. April 9, 2020, by 4:00 pm**
- Short List Notified……….. April 17, 2020
- RFPs Issued …………….. April 21, 2020
- Pre-Proposal Site Visit…. N/A
- Proposal Deadline……….. May 19, 2020 by 4:00 pm**
- Interviews…………………… May 26, 2020

** 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, 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 providing similar services 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:
   https://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.
3. Standard forms AE-1 through AE-6 which are available at:
   https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004_03-19_ae_data_forms.xlsx

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.
4. Subconsultants 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 subconsultants at this time.
5. 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.

Qualifications:

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel providing similar services with similar facilities and projects within a similar 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
Capital Construction and Renovations, Office of Contract Administration Services
Attention: Bruce Jackson
One Morton Drive, Suite 301
Charlottesville, VA 22903-6806
Questions: 434-924-6387 or brj2n@virginia.edu
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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 Services.

A copy of this Request for Qualifications is available on the Capital Construction & Renovations (formerly Facilities Planning & Construction) Office of Contract Administration Services 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, 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.