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 construction documentation and construction administration only for the construction of the University of Virginia’s College at Wise, Wyllie Hall Renovation, in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

**Purpose and Program Background:**

Formerly the College’s library, the 28,400 sf Wyllie Hall has large open spaces well suited to re-use as an academic facility. The renovation project will completely redesign and reconstruct the interior layout of the building into classrooms, labs, and academic offices for the UVA College at Wise nursing program and natural sciences labs. The elevator will be relocated and building circulation improved to create more intuitive wayfinding. The HVAC, plumbing, and electrical systems will be updated/ replaced to meet the demands of the new layout and academic/ lab spaces to address the University and College’s sustainability goals. The roof and windows will be replaced having reached the end of their expected life. While there will be only minor changes to the appearance of the exterior, important landscape upgrades will create inviting entries and improve campus access to both the upper and lower levels of the building.

**Project Drivers:**

The College’s Nursing program has proven to be one of the most successful academic programs on campus, boasting a consistent 90%+ certification rate for recent graduates. However, the existing spaces for Nursing are overcrowded, and the learning environments are outdated and scattered in various facilities across campus, preventing any further growth. It is expected that over 50% of the renovated space in Wyllie will be dedicated to Department of Nursing program labs and classrooms, alleviating the overcrowding, offering modern clinical learning spaces, and centralizing the department. The remaining space will provide teaching laboratory and collections space for the College’s Department of Natural Sciences. This department is another large and successful academic program, with demand that exceeds the laboratory space available in the existing Science Center. Consequently, laboratory-centered class offerings are frequently full, resulting in students being unable to enroll in needed classes. The Natural Science academic spaces in Wyllie can also be used for required prerequisites for nursing program students, increasing utilization of the spaces in the facility.

[**https://www.uvawise.edu/academics/departments/nursing**](https://www.uvawise.edu/academics/departments/nursing)

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

This renovation is required so that The College can pursue expansion of its health care offerings and address a critical shortage of health care professionals in the Southwest Virginia region.

**Project Status**

The University of Virginia College at Wise has already developed and submitted Preliminary Design (PD) documents and has received funding approval from the Commonwealth of Virginia Department of General Services Division of Engineering and Buildings for the renovation of Wyllie Hall. The construction budget is $10.8 million. The PD review submission will be made available to shortlisted firms. PD documentation consists of a program, preliminary level drawings, a project narrative, and a construction cost estimate. This RFQ/ RFP procurement is for A/E services for the completion of Construction Documents and construction administration only.

**Qualifications:**

Firms must demonstrate significant experience in 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………… | Sunday, February 28, 2021 |
| * Response Deadline……. | Monday, March 22, 2021 by 4:00 pm\*\* |
| * Short List Notified………. | Friday, March 26, 2021 |
| * RFPs Issued ………….... | Monday, March 29, 2021 |
| * Preproposal Site Visit…. | NA |
| * Proposal Deadline………. | April 19, 2021 by 4:00 pm\*\* |
| * Interviews……………….. | On or about Friday, April 23 |

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

**Submittal Requirements and Process:**

Submitted material shall be electronic format only. Interested firms may send **one (1)** thumb drive containing their submittal in PDF format, an email containing the submittal if size permits, or send a link to a file storage system. The digital copy should be one pdf of the entire submission. The submittal is to include the following:

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 construction documentation and construction administration services in very similar facilities in campus and/or other similar settings.
2. Statement of Qualifications using the Office of Contract Administration Services (OCAS) standard form which can be obtained from the OCAS website at:

<https://www.fm.virginia.edu/docs/fpc/contractadmin/SOQ-form.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:

<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.

1. 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.
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 shortlisted 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: 434-924-6387or [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 Services.

A copy of this Request for Qualifications is available on the Capital Construction and Renovations, 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](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 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 history and proposed participation by Micro Businesses, Small Businesses, and Businesses Owned by Women, Minorities, and Service-Disabled Veterans (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.