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 academic/ space planning, programming, campus planning, architectural, and engineering design services for the construction of the University’s Institute for Democracy Facility (Institute), in accordance with the provisions of the UVA Higher Education Capital Outlay Manual (HECOM).

**Purpose and Program Background:**

UVA announced the establishment of the Institute for Democracy in May 2019 to focus and project the University’s commitment to democracy. The Institute will provide leadership and create knowledge through areas of endeavor that extend beyond what is presently done at UVA. These will range from academic research into the problems facing democracy, to fostering rational debate and civil discourse on issues of democratic self-governance, to practical training and learning experiences for students of all ages. These endeavors will be advanced and supported by a robust and multi-modal program of public engagement.

Complementing its own mission of research, discourse, training, and wide engagement, the Institute will also facilitate activities already underway in schools, centers, and programs across the University, including the Miller Center, Center for Politics, Weldon Cooper Center for Public Service, Sorensen Institute for Political Leadership, and the Karsh Center for Law and Democracy, among others. It will facilitate and sometimes host collaborative projects and help bring diverse disciplines together. With its original work and its support of collegial units, the Institute will make democracy a defining commitment of UVA in the 21st century and a platform for projecting UVA’s best efforts to the outside world.

The proposed Institute facility will be centrally located and easily accessible. It should provide a technology-enabled auditorium for lectures, news conferences, panel discussions, debates, and similar programs; spaces for a wide range of workshops, speaker series, classes, and events that can be televised/ streamed for the University community and larger society; open, easily reconfigurable workspace areas and public spaces for students, faculty, staff, and the broader community.

A generous gift has been received to support both the Institute and the construction of an approximately 65,000 SF facility, that will become the hub of the Institute’s scholarship, programs, and collaborative activities. Central to this work will be the University’s essential values of ethical, inclusive, and socially beneficial development of knowledge. The proposed building should not only accommodate the program elements, but also create an environmentally and financially sustainable physical setting that enhances, inspires, and makes visible the scholarship of democracy. The consultant team should include significant expertise in academic/ space planning, sustainable design, and urban/ campus planning as well as the planning and design of technology-rich auditoria and communications facilities.

**Project Drivers:**

A key driver of the Project is the need for a central gathering and event space to foster collaboration and enable dialogue both internally and with external partners and the local community. A need for innovative and flexible academic space including an auditorium, classrooms, student study areas, faculty offices, interdisciplinary research space, studios, and public, interactive space will also drive the Project.

**Criteria in Support of the Strategic Plan:**

This Project supports the University’s Strategic Plan by creating new avenues for pan-university research and expanding its global presence by projecting the activities of the University around democracy. The Project also builds on existing strengths in democracy and seeks to bring together multiple centers and institutes.

**Project Status:**

A gift recently received by the University will support the construction of the Institute facility. The University’s Board of Visitors approved the Project as part of the 6-year Capital Plan in June 2021. The University anticipates that planning, programming, and design will begin in September 2021 and proceed without interruption. The remaining phases of procurement and construction should also proceed without interruption.

**Project Site:**

The proposed site for the new Institute is at the northern corner of Ivy Road and Cameron Lane, identified as Parcel 3A on the approved Ivy Corridor Landscape Framework Plan. The proposed location is an important and highly visible site in the newly redeveloping corridor with the building at the terminus of a landscaped public realm.

The Emmet-Ivy Task Force recommended the creation of three “nexuses” on the site, one of which being the “Democracy nexus.” The adjacency of these three nexuses promises benefits not available to each alone. West of the “Creativity nexus” and “Discovery nexus”, and located along Ivy Road, individuals, groups, programs, and schools involved in the intersection of politics, policy and leadership studies will coalesce around their shared desire to have substantial engagement with, and collective impact on, the world. The Democracy nexus will facilitate regular exchanges between our professional schools, such as the Batten School of Public Policy and Leadership (a school with a strong record of cross-disciplinary teaching and research) and the College of Arts and Sciences, our existing public-oriented Centers, and our classrooms. It will bring together neighbors, visitors, and scholars from around the region and the world, in physical and virtual gatherings.

**Qualifications:**

The selected firm will have a proven track record of design excellence, with a demonstrated ability to bring ideas, expertise, and imagination to a building project. In addition to architectural excellence, they and their team will provide strong leadership in visioning, planning, and programming; in site planning; and in all needed engineering and technical disciplines. The unique nature of this Project, and most likely of the selected site as well, will offer the opportunity to demonstrate a 21st-century approach to recognizing, yet extending and renewing the character and culture of a historic university.

The selected design firm will need to be a partner in the envisioning of this Project, and bring expertise in programming and planning academic units, new kinds of scholarship, education, and community engagement. The designer must be able to bring insight into every scale of design, from building detail to urban and regional context.

Expertise in facilitating leaders and stakeholders will be crucial; the designer will need to balance tact, understanding, and listening skills with strong initiative, design leadership, and focus.

As always, the ability to document and manage the process to deliver a project on an aggressive schedule and within budgets is essential. The University expects experience in obtaining LEED certification and the ability to comply with HECOM procedures.

A DumontJanks-led team, including Vanasse Hangen Brustlin, Biohabitats, and Oehme van Sweden, has developed a comprehensive Landscape Framework Plan, including civil, landscape, and traffic consulting for the full 14.5-acre site. It is expected that the successful consultant for the Institute will coordinate and collaborate on the interface between the building development and the surrounding landscape with the team already on site.

**Selection Process Schedule:**

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| --- | --- |
| * RFQ Advertised………… | July 4, 2021 |
| * Response Deadline…….. | July 26, 2021 by 4:00 pm\*\* |
| * Shortlist Notified………. | August 2, 2021 |
| * RFPs Issued ………….... | August 3, 2021 |
| * Preproposal Site Visit….. | August 17, 2021 |
| * Proposal Deadline………. | August 31, 2021 by 4:00 pm\*\* |
| * Interviews……………….. | September 7, 2021 |

***\*\* 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 your submittal in PDF format, OR an email containing the submittal if size permits OR send a link to a file storage system. The digital copy should be one pdf file 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 planning and designing 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. Representative images of the projects listed under “Recent Project Experience” in the Statement of Qualifications.
2. 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 the University will invite them 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 & 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 & Renovations, Office of Contract Administration Services website at:

<https://www.fm.virginia.edu/depts/fpc/contractadmin/advertisements.html>

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 <https://www.eva.virginia.gov/>, 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 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 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.