The University of Virginia (University or UVA) invites highly qualified engineering consulting firms to submit Letters of Interest/ Statements of Qualifications and associated supporting materials for consideration in the selection of a consultant team to provide full engineering services, with an emphasis on civil engineering services, on a Term Contract basis. Services associated with this Term Contract will generally support both Academic and UVA Health non-capital and capital projects for new construction and renovations. All work will be performed in accordance with the latest version of the UVA Higher Education Capital Outlay Manual (HECOM). The University may make multiple Term Contract awards from this solicitation.

There will not be a first Service Order associated with this procurement. Each of the selected firms will be awarded a Term Contract to provide consulting engineering services along with their first Service Order. Additional Service Orders may be written under the terms of the agreement that are of a similar nature including, but not limited to, pre-design studies, capital and non-capital project design, construction support, repair and forensic activities, and additional engineering services as may be identified. Engineering services required will mainly focus on civil engineering, but firms may be requested to provide other related engineering services as may be needed by the University. The engineering services may be in support of either Academic or Health System facilities at the University. The duration of the contract(s) shall be for one (1) year or a maximum dollar value of $1,000,000 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………… | October 3, 2021 |
| * Response Deadline……. | November 2, 2021 by 4:00 pm\*\* |
| * Shortlist Notified………. | November 16, 2021 |
| * RFPs Issued ………….... | November 17, 2021 |
| * Proposal Deadline………. | January 4, 2022, by 4:00 pm\*\* |
| * Interviews………………... | January 12 & 13, 2022 |

***\*\* 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 Selection Committee, that is no longer than two (2) pages in length, and which states specifically the firm’s successful experience providing the required services for very similar facilities.
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>

Submittals will be evaluated based on the demonstrated significant engineering experience of the firm and its proposed personnel with facilities and projects within an academic and/or health system environment; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; successful experience with HECOM; and other criteria as the Selection 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: 434-924-6387 or [brj2n@virginia.edu](mailto:brj2n@virginia.edu)

Please do not contact Project Managers or others at the University regarding this advertisement. 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 firms 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.