**REQUEST FOR LETTERS OF INTEREST**

**and Statements of Qualifications**

The University of Virginia, Charlottesville, invites highly qualified firms to submit Letters of Interest and Statements of Qualifications along with background information on Form HECO-16 (obtain adapted version from <https://www.fm.virginia.edu/depts/fpc/index.html> and associated supporting materials for services related to:

## Mechanical and Plumbing On-Demand Program

**RFP # 22-107**

The University seeks to retain a slate of Mechanical/Plumbing contracting firms capable of performing mechanical (HVAC), plumbing, medical/lab gas systems work to be part of the On-Demand Construction Program. The procurements may be comprised of, but not limited to, Competitive Sealed Bidding and Emergency Projects where the low bid will determine the selection of the contractor. In accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual and the University’s Procurement Rules.

From the responses received from this request, the firms deemed best suited for our Mechanical and Plumbing On-Demand Program will be issued the RFP to complete and return to the Contract Administration Office. The Proposals will be evaluated on the firm’s ability to perform in a highly sensitive University environment with complex mechanical and plumbing systems while being mindful of the students, facility, and staff at the University. The ability to be responsive, innovative, and cooperative in a work relationship, as well as the firm’s experience, capabilities, and ability to respond to the University’s needs are paramount.

The projects will include a variety of mechanical and plumbing projects in the Health System and Academic facilities generally located in the Charlottesville area. The short-listed firms may be invited to present a more detailed proposal and oral presentation of their qualifications and experience. The initial umbrella contract will be for a term of two years with options to renew the contract for up to three additional one-year terms. Procurements under this initial contract may number approximately 6 - 10 or more annually, generally ranging up to $5 million in size. Projects considered as minor (approximately $100,000 or less estimated construction cost) may be awarded on a rotating basis among the firms procured with this contract. Projects larger than $5 million will be publicly advertised and procured separately.

**Submittal Information:**

The University is interested in demonstrated experience in the management of mechanical, plumbing and medical/lab gas projects within a health care and/or university where the mechanical or plumbing contractor acts as the prime contract. Interested firms must submit:

* Letter of Interest addressed to the Selection Committee, that is no longer than one page in length
* Statement of Qualifications, the adapted form for Mechanical and Plumbing On-Demand Program RFP 22-107, from the Contract Administration website listed above.

Where possible, all materials submitted should be fully recyclable. Submissions should be collated, on standard letter-sized paper and preferably clipped together without binding. To conserve paper, double-sided printing is strongly encouraged.

Submittals will be evaluated to create a short-list of firms. The selection of short-listed firms will be based on ability to obtain bonding, to meet the proposed schedules, the quality and experience of the proposed team, safety program, the firm’s plan for involvement of SWaM subcontractors, and other criteria as the selection committee may determine appropriate. Only firms licensed to do business in Virginia will be considered. The shortlisted firms will receive a Request for Proposal and be invited to the University to provide a more detailed proposal and presentation of their qualifications and experience.

One (1) hardcopy original and one (1) electronic storage device (e.g., USB flash drive) containing electronic versions of the Letters of Interest/Statements of Qualifications (form HECO-16) must be submitted by close of business **(nominally 4:00 PM)** on **August 2, 2023** to the attention of:

Berhan Aljiji, Contract Administrator for Construction

University of Virginia

Facilities Management

Capital Construction & Renovations

Facilities Management Shop #2

1571 Pratt Drive

Charlottesville, VA 22904

**Requests for Proposals (RFPs)** will be issued on or about August 10, 2023 to **short-listed firms only**. RFP responses must be received no later than close of business **(nominally 4:00 PM)** on **September 12, 2023**. A non-mandatory pre-proposal conference, for the short-listed firms only, will be held virtually on a date and time to be determined.

Selected firms will be required to register in eVA (the Governor’s electronic procurement web site, <https://eva.virginia.gov>[) prior to the deadline for submission of responses to the RFP to be](http://www.eva.state.va.us/) [eligible for the](http://www.eva.state.va.us/) award of the contract. Company’s own status and/or proposed use of Small, Women-owned, Minority-owned, Micro, Service-Disabled Veteran, Employment Service Organization, 8(a), Economically Disadvantaged Woman-owned Small Business, Woman-owned Small Business, and Federal Service-Disabled Veteran-owned (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with the Virginia Department of Small Business and Supplier Diversity (SBSD) in Richmond for verification and consideration, website, <https://www.sbsd.virginia.gov/> . Quarterly reporting of expenditures to SWaM firms will be required for the selected contractor.

Questions may be directed to Berhan Aljiji at [bba4n@virginia.edu](mailto:bba4n@virginia.edu) or by telephone at (434) 982-4611

The Rector and Visitors of The University of Virginia

By: Berhan Aljiji, Contract Administrator for Construction