The University of Virginia (University or UVA) invites highly qualified consulting firms to submit a Letter of Interest/ Statement of Qualifications and associated supporting materials for consideration in the selection of a consultant team to provide architectural/ engineering Bridging Document services and design oversight for the North Grounds Parking Garage in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

**Background & Purpose:**

The 2019 Parking and Transportation Master Plan projected a near-term parking shortfall and recommended both parking expansion and Traffic Demand Management to address the inventory gap, especially in North Grounds. Despite a post Covid-19 environment, a new parking structure in North Grounds remains necessary due to John Paul Jones (JPJ) Arena and Athletic events, UVA Health employee parking demand, and academic parking permit demand, despite some reduction in demand due to telework.

In 2021, a North Grounds Parking Garage Study was completed that determined that the northwest corner of Copeley and Massie Roads was the preferred site for a parking structure, reserving street frontage along Massie for a future facility with a ground activated first floor. Reasons for this decision were:

* Potential to distribute traffic more effectively especially after events and the transition from commuter to event traffic
* No loss of existing permit parking
* Potential to enhance the urban design goal of an activated corner/ node
* Construction will have less impact on events and venues
* Two options for integration of a transit hub

This site was approved as the preferred site despite the required demolition of several aging residential units at the Copeley housing complex. An order of magnitude cost estimate was developed as part of the study.

The parking structure on this site is conceptualized as a six level, 1,030 space garage, aligned to the north with the north edge of the JPJ parking garage and four levels above grade on Copeley Road. The proposed main transit hub is located on Copeley Road, across from JPJ, which connects efficiently to existing and planned bus routes. An option to service from Farrish Circle lends flexibility. Vehicular entrances were envisioned also from Copeley and Farrish but separated appropriately from bus amenities and queuing areas. Pedestrian and bike amenities and connections were envisioned for the facility for those commuters transitioning to walking or biking.

Because of the interruption of Covid-19, the 2021 study was not able to collect traffic counts and perform a traffic analysis. This work will be necessary as part of the Bridging Documents to validate the network capacity for this parking facility and inform design. Peak hours as well as JPJ and Athletics event traffic will need to be collected and analyzed. The consultant team should propose means and methods of data collection. The consultant team will also evaluate the potential of a Copeley Road extension to the Arlington/ Milmont intersection as part of the traffic analysis and planning study.

The Bridging Documents phase must also analyze and determine appropriate setback and grading to allow for a future mixed-use building facing Massie Road as well as integrating with the Copeley Housing complex. Although the parking structure will be faced with a mixed-use facility along Massie in the future, its appearance from Copeley and Massie will be a consideration. The design of the garage’s facades will need to respond to the context of Palmer Park, JPJ, and the developing Athletics district. The elevation facing the Copeley Housing complex should take into consideration the remaining units as well as potential future plans for redevelopment of the complex.

The following strategies will be evaluated in the Bridging Document phase:

* Optimization of traffic flows accessing and exiting the garage
* Stormwater management
* Sustainable practices such as EV charging stations, PV ready top deck, & secure e-bike storage
* Potential adaptive re-use

Relevant pages from the 2020 North Grounds Parking Garage Study can be found here:

<https://virginia.box.com/s/1jr3qt4e1f0yv9xd1vv3ybula0xjiovv>

**Qualifications:**

The selected firm will individually or as a team have extensive experience in the planning, design, and construction of parking garages in an academic setting. The selected firm will have a proven history of design excellence, with a demonstrated ability to bring ideas, expertise, and imagination to a University of Virginia building project.

Building upon the North Grounds Parking Garage Study, the selected A/E firm will develop Bridging Documents for Design-Build (D/B) procurement. The firm selected for Bridging Documents will be responsible for developing the Project through Schematic Design (SD) completion, including a cost estimate that will be within a mutually agreeable design-to cost. Board of Visitors design approval of the building design will be required.

The Design-Build team will be selected in early October 2023. Bridging Documents are to be completed, reviewed, and approved for distribution to shortlisted firms in six months. The Bridging Document A/E team will assist in the selection of the D/B firm, will have design oversight, and review the Construction Documents in process by the D/B firm, and will assist with Construction Phase review and administration.

Note: The Bridging Document A/E will NOT be considered for the D/B contract.

**Selection Process Schedule:**

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* + **RFQ Issued:** Sunday, July 16, 2023
  + **Submission Deadline\*\*:** Friday, August 11, 2023
  + **Screening Committee Shortlist:** Monday, August 21, 2023
  + **RFP Issued:** Thursday, August 24, 2023
  + **Preproposal Site Visit (approx.):** Thursday, September 7, 2023
  + **RFP Deadline\*\*:** Thursday, September 21, 2023
  + **Interviews:** Tuesday, October 3, 2023

***\*\* The University will not accept late submissions for any reason.***

**Submittal Requirements and Process:**

Submitted material shall be in 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 the firm can obtain 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, UVA requires forms AE-1 through AE-6 for each firm, with the proposed division of A/E services clearly indicated by firm and by individual staff members.

1. Recommended subconsultants (i.e., traffic engineer, structural engineer, civil engineer, parking consultant, etc.) must be listed on the AE-1, and must also submit an AE-2, Consultant/ Other office data, AE-3, Project Staffing and Organization, and AE-4 Personnel Qualifications, for their subconsultant’s firm. AE-5, Representative Project Data and AE-6, Supplemental Information, may be submitted but are not required.
2. Current references and current contact information for each project (five-project minimum) are 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 and highly-relevant experience of the firm and its proposed key personnel with similar facilities and projects within an academic setting; the ability to meet specific program, budget, schedule, and quality objectives; experience with HECOM; 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 University must receive the above submission materials according to the schedule above at the following address:

University of Virginia

Capital Construction & Renovations, Office of Contract Administration Services

Attention:  Bruce Jackson

1450 Leake Drive, Lower Level

Charlottesville, VA 22904

**Mailing address:**

**P.O. Box 400735**

**Charlottesville, VA 22904-4735**

**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. Firms should submit all questions and correspondence regarding this procurement 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 have a license to do business in Virginia and be able to demonstrate professional registration.

**eVA Business to Government Vendor Registration:**

The eVA Internet electronic procurement solution, website 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. The State encourages all firms desiring to provide goods and/or services in the Commonwealth to participate in the eVA Internet e-procurement solution. The University requires selected firms to register in eVA prior to the University making an award.

The University will consider the firm’s past history and proposed participation by “SWaM” firms in the evaluation of proposals including Minority-Owned (M), Women-Owned (W), Micro (O), Service-Disabled Veteran (SDV), Small Business (S), Employment Service Organization (ESO), (8a), Economically Disadvantaged Woman Owned Small Business (EDWOSB), and Federal Service-Disabled Veteran (FSDV) Businesses. SWaM firms must be registered with and certified by the Department of Small Business & Supplier Diversity (SBSD) in Richmond. Assistance is available for registration. The University requires quarterly reporting of expenditures to SWaM consulting firms or suppliers used in this contract by the selected firms.