The University of Virginia (University) Capital Construction & Renovations Department invites qualified transportation planning, engineering, and demand management firms to submit Letters of Interest/ Statements of Qualifications and associated supporting materials for consideration in the selection of consultants to provide Transportation Planning and Engineering services on a Term Contract basis. Services associated with this Term Contract will generally support both academic and health system non-capital and capital projects. The University may make multiple Term Contract awards from this solicitation.

There will not be a first Service Order associated with this procurement. The University may award each of the selected firms, under the guidelines of the UVA Higher Education Capital Outlay Manual, a Term Contract to provide consulting transportation planning and engineering services along with their first Service Order when it identifies an initial project for their firm. The University may write individual Service Orders under the terms of the agreement, and they may encompass, but are not limited to transportation planning, engineering, and demand management services in support of either academic or health system facilities managed by the University of Virginia. The duration of the contract(s) shall be for one 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. The University does not guarantee that the selected firm(s) will receive any Service Orders.

**General Scope of Services:**

The consultant shall provide timely transportation planning, engineering, and demand management services as may be required by the University. These may include any of the following, dependent upon each firm’s specific capabilities, experience, and the nature of the Service Order:

* Project and analyze traffic generation and modeling associated with various land uses including traffic mitigation strategies.
* Analyze benefits and impacts of various transit demand management strategies.
* Analyze and design street, intersection, and parking lot traffic flow under varying conditions (e.g., commuter, event, peak/ non-peak).
* Analyze warrants for various traffic strategies (e.g., signals, crosswalks, lane length).
* Matching amenities and ground-plane/ above ground wayfinding sign packages to varying traffic strategies for vehicles, transit, bicycles, and pedestrians.

The successful firm should have a command of the Manual of Uniform Traffic Devices, should have a mix of engineering and design staff, and should have appropriate presentation software and materials.

**Selection Process Schedule:**

|  |  |  |
| --- | --- | --- |
| * RFQ Advertised………… | March 25, 2024 |  |
| * Response Deadline……. | April 22, 2024, by 2:00 pm\*\* |  |
| * Shortlist Notified………. | May 1, 2024 |  |
| * RFPs Issued ………….... | May 2, 2024 |  |
| * Proposal Deadline………. | May 30, 2024, by 2:00 pm\*\* |  |
| * Interviews………………. | June 12, 2024 |  |

***\*\* 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 unlocked pdf file of the entire submission. The submittal is to include the following:

1. Letter of Interest addressed to the Selection Committee, which 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 experience of the consultant firm and its proposed personnel with similar institutions and projects; the ability to meet specific project objectives (e.g., budget, schedule, quality); successful experience with the 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

1571 Pratt Drive, Facilities Management Shop #2

Charlottesville, VA 22904

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.

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. The State encourages all firms desiring to provide goods and/or services in the Commonwealth to participate in eVA. The University requires selected firms to register in eVA prior to the University making an award.

The University will consider the firm’s past 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 register with and obtain certification from 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.