The University of Virginia (University) invites highly qualified Landscape Architectural (“LA”) firms to submit Letters of Interest, and associated supporting materials, for its’ consideration to provide full LA services on a Term Contract basis. LA services associated with this Term Contract will generally support both academic and medical center non-capital and capital projects for new construction, renovations, and stand-alone landscape improvement projects. All work will be performed in accordance with the latest version of the University of Virginia Higher Education Capital Outlay Manual (HECOM). The University may make one or more 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 HECOM, a Term Contract to provide Full Landscape Architectural 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 that may encompass, but are not limited to, landscape design from conceptual design to working drawings, site analysis and programming, district and corridor studies/ plans, planting plans, sustainable landscape practices such as green infrastructure, historic landscape studies and designs, accessibility projects, cost estimating, and construction administration support. The duration of the contract(s) shall be for one year or a maximum dollar value of $2,000,000 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.

**Qualifications:**

Firms must demonstrate significant successful experience in planning, programming, design, documenting, and providing construction administration for a variety of LA projects in an academic and medical center setting. Furthermore, familiarity working with stakeholder groups and committees will be important. Recent experience should include planning and design of LA projects at other major universities and familiarity with HECOM.

**Selection Process Schedule:**

|  |  |  |
| --- | --- | --- |
| * RFQ Advertised………… | March 3, 2025 |  |
| * Response Deadline……. | March 25, 2025, by 2:00 pm\*\* |  |
| * Shortlist Notified………. | April 7, 2025 |  |
| * RFPs Issued ………….... | April 16, 2025 |  |
| * Proposal Deadline………. | May 15, 2025, by 2:00 pm\*\* |  |
| * Interviews………………. | June 30 & July 1, 2025 |  |

***\*\* 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>

1. PowerPoint presentation with images of at least five (5) relevant projects completed in the last five years and related explanatory text. Projects must collectively demonstrate the firm’s experience with the planning and design of relevant LA projects. Presentation must not exceed twelve (12) slides. Slides do not need to be printed and made part of the submittal. PowerPoint file may be included on the same thumb drive as the digital submission file.
2. Current references and current contact information for each project featured in PowerPoint presentation. Include contact information for an Owner’s representative.

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 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 submit 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.