The University of Virginia (University) invites highly qualified firms to submit a Letter of Interest and associated supporting materials for consideration in the selection of consultant teams to provide one or more of the following services in connection with historic preservation, rehabilitation, and restoration projects at the University on a Term Contract basis. All work will be performed in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM). The University may make one or more Term Contract awards from this solicitation.

Services include but are not limited to the following:

1. Preparation of historic research, documentation, historic structure reports, building assessments, and interpretation for University properties
2. Building code, life safety, accessibility review, and energy use audit
3. Evaluation of:
   1. Architecture
   2. Building systems
   3. Structural systems
   4. Materials analysis, including hazardous materials abatement
   5. Existing landscape
   6. Archaeological conditions
4. Preparation of design documents, construction documents, preservation and stabilization plans, etc., for repair and reuse of historic structures, as well as establishment of priorities and generation of cost estimates for same
5. Preparation of conservation and maintenance plans
6. Application of LEED standards to historic preservation projects

Each of the selected firms will be awarded a Term Contract when an initial project is identified for their firm. The selected consultants must be able to respond quickly to assigned projects which may have short-term deadlines. The duration of the contract(s) shall be for one (1) 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.

**Site:**

The University has over 200 buildings that are 40 years old or older. The earliest buildings on Central Grounds pre-date the construction of Thomas Jefferson’s Academical Village, which is the core of the institution and is listed as part of a UNESCO World Heritage Site, as a National Historic Landmark, and on the Virginia Register of Historic Places. There are also significant structures and landscapes by other designers from every decade to this day.

**Selection Process Schedule:**

|  |  |  |
| --- | --- | --- |
| * RFQ Advertised………… | May 2, 2025 |  |
| * Response Deadline……. | May 30, 2025, by 2:00 pm\*\* |  |
| * Shortlist Notified………. | June 12, 2025 |  |
| * RFPs Issued ………….... | June 16, 2025 |  |
| * Proposal Deadline………. | July 14, 2025, by 2:00 pm\*\* |  |
| * Interviews………………. | July 28 & 29, 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. Current references and current contact information for each project (five projects minimum) featured in the Power Point presentation. Include contact information for an Owner’s representative.

1. Microsoft PowerPoint presentation with images of at least five (5) relevant projects completed in the last five years and related explanatory text. The projects must collectively demonstrate the firm’s experience with the planning and design of relevant Historic Preservation projects. The presentation must not exceed twelve (12) slides. The PowerPoint file should be included in the same pdf as the digital submission file.

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 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.