The University of Virginia (University or UVA) invites qualified consulting fire protection engineering firms to submit a Letter of Interest and associated supporting materials for consideration in the selection of consultant teams to provide full fire protection engineering services on a Term Contract basis. Engineering services associated with this Term Contract will be performed in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual 6/28/23 Edition (HECOM) and generally support both non-capital and capital projects for new construction and renovations. The University may make one or more Term Contract awards from this solicitation.

**Purpose and Background:**

Each of the selected firms will be awarded a Term Contract to provide consulting fire protection engineering services along with their first Service Order. Individual Service Orders will be written under the terms of the agreement and may encompass but are not limited to:

1. Fire and life safety review of design documents at all design stages, including but not limited to, specifications, product data, and calculations, to identify code compliance issues related to life safety and fire protection provisions of the Virginia Statewide Building Code and applicable NFPA standards;
2. Design of fire alarm and detection systems, and fire suppression/ sprinkler systems. The system design will include automatic detection and voice evacuation fire alarm systems in accordance with the 2021 edition of the Virginia Uniform Statewide Building Code. Design submittals include drawings and specifications provided at the following design stages: 90% Working Drawings, 100% Working Drawings, and final Construction Documents;
3. Design and review of mass notification systems;
4. Location of portable fire extinguishers;
5. Design and review of special hazard suppression systems such as pre-engineered kitchen hood extinguishing equipment, clean-agent, and foam suppression;
6. System upgrades and repairs;
7. Studies, such as the effect a renovation may have on building egress; and
8. Fire alarm Project Information Reports.

The fire protection engineering services are anticipated to be primarily in support of facilities in the Academic area or Health Systems at the University of Virginia or the University of Virginia College at Wise. 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.

**Selection Process Schedule:**

|  |  |  |
| --- | --- | --- |
| * RFQ Advertised………… | April 21, 2025 |  |
| * Response Deadline……. | May 19, 2025, by 2:00 pm\*\* |  |
| * Shortlist Notified………. | June 2, 2025 |  |
| * RFPs Issued ………….... | June 3, 2025 |  |
| * Proposal Deadline………. | July 1, 2025, by 2:00 pm\*\* |  |
| * Interviews………………. | July 15 & 16, 2025 |  |

***\*\* Late submissions will not be accepted for any reason.***

**Submittal Requirements & Process:**

Submitted material shall be electronic format only. Interested firms may send **one (1)** thumb drive containing their 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 PowerPoint 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 providing Full Fire Protection Engineering Services for relevant projects. The presentation must not exceed twelve (12) slides. These slides do not need to be printed and made part of the submittal. The PowerPoint file may be included on the same thumb drive 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 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 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.