TO: Donald E. Sundgren

 Chief Facilities Officer

FROM:

 Chair, Shortlist Evaluation / Selection Committee

SUBJECT: Project Name #1

Project Name #2

 Contracting Option - Package Name

 Request for Proposal #

      Project Code:      ; Work Order #      ; PIMS # P

      Project Code:      ; Work Order #      ; PIMS # P

 (Shortlist Recommendation & Approval)

ENC: List of Responding Firms

The following Committee reviewed the submitted Letters of Interest and Statements of Qualification for the project and met on Date to prepare the shortlist recommendation:

Voting Committee Members in addition to the Chair:

Common Options Include:

Richard Allen, Director of Space Management, School of Medicine

Richard S. Minturn, Academic Facility Planner, Provost's office

Luis Carrazana, Senior Facility Planer/Architect - Office of The University Architect

George Southwell, FP&C Health System Division Director

Ernie Barber, P.E., FP&C Engineering & Design Director

Jeff Moore, P.E., VCCO, Construction Services & Contract Administration Director

Martin E. Best, Jr., VCO, VCCO, Contract Administration Manager

Senior Project Manager

Construction Adminstration Manager

Advisory Non-Voting Members:

Common Options Include:

Fred Missel, University of Virginia Foundation

A/E Representative

Martin E. Best, Jr., VCO, VCCO, Contract Administration Manager

Lorie Strother, Supplier Diversity Contract Administrator

Les Haughton, Director, Supplier Diversity

Contract Administrator for Construction

The Committee reviewed the four (4) responses received with respect to information provided on the Form DGS-30-168, firm experience, ability to meet schedules, project staffing, specific experience with and experience with Higher Education. The following firms were found to be the best suited and are recommended to be invited to submit proposals in response to the Request for Proposal. An unusually large number of highly qualified firms responded to our request so the Committee felt it was in the best interest of the Project to exceed the standard limit of five firms.

* Firm Name
* Firm Name
* Firm Name
* Firm Name

The following firms were not considered to be the best suited for this project and the Committee recommends they be notified accordingly:

* Firm Name
* Firm Name
* Firm Name
* Firm Name

Approved [ ]  Disapproved [ ]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Donald E. Sundgren Date

Chief Facilities Officer

c: Colette Sheehy; Selection Committee & Advisors; Procurement File