TO: Donald E. Sundgren

Associate Vice President & Chief Facilities Officer

FROM:

 Chair, Selection Committee

SUBJECT: Project Name

 Contracting Option

 Request for Proposal #

 Project Code:      ; WO # ; PIMS #

 (Selection Committee Report & Approval)

      firms were short-listed and invited to submit proposals from the       firms that submitted Letters of Interest and Statements of Qualification for the project. We received       proposals from the following firms on  Date :

1. Firm Name

2. Firm Name

The Committee evaluated each Technical Proposal and subsequent oral presentations, with respect to the RFP selection criteria, which included: 1) ; 2) ; 3) ; and 4) .

Oral presentations by the proposers to the project Selection Committee were made on Date , with each team allotted       minutes for their presentation and       minutes for a question and answer period.

Voting Committee Members in addition to the Chair:

Common Options

Requestor & University Representatives Name(s) & Title(s)

Anna Towns, Director of Space Management, Arts and Sciences

Richard S. Minturn, Academic Facility Planner

Thomas Harkins, Chief, Environment of Care

Richard A. Kovatch, Associate Vice President for Business Operations

Christina Morell, Assistant Vice President for Student Affairs

Alice Raucher, Architect for the University - for architecturally significant projects

Connie Warnock, Assistant University Architect

George Southwell, FP&C Health System Division Director

Jeff Moore, P.E., VCCO, Construction Services and Contract Admin Director

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

John Rainey, Director, Health System Physical Plant

Project Manager Name & Title

Construction Administration Manager Name & Title

Advisory Non-Voting Members:

Common Options

Project Architect Name(s), Title(s) & Firm

Contract Administrator for Construction

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

Lorie Strother , Supplier Diversity Contract Administrator

Les Haughton, Director, Supplier Diversity

Following the presentations, the committee and advisors met to discuss the strengths and weaknesses of each firm as revealed by the Technical Proposals and presentations, and scored them.

The Virginia Construction Contracting Officer (VCCO) evaluated and scored each Price Proposal and these scores were provided to the Committee after they scored the Technical Proposals. The Technical and Price Scores for each firm were then combined by the VCCO and the summary is documented in the enclosed Committee Scoring Summary.

As a result of this scoring process, Firm Name received the highest score and it is recommended that they be awarded the contract.

Approved [ ]  Disapproved [ ]

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Donald E. Sundgren Date

Associate Vice President & Chief Facilities Officer

c: Colette Sheehy; Selection Committee & Advisors; Requestor;Project Manager ; Procurement File; Martin E. Best, Jr.; Annette M. Cyphers