July 19, 2022

 Firm(s) Name & Address

Fax:

Ref: University of Virginia

Project Name

Contracting Option

Request for Proposal #

Project Code:      ;  WO # ; P #

(Selection Committee Results)

Dear Mr. / Ms.:

Thank you for your team’s proposal and presentation for this project. Regretfully your firm was not selected.

Your capabilities are well-recognized as being excellent. However, considering qualifications and pricing, the committee selected another firm for this particular project.

Clearly, the success of the University’s building program depends on the continued participation of the best firms we are able to attract. Your contributions are valued and your interest in working with the University on our projects is appreciated. We hope that we can count on your interest in working with the University on future projects.

Thank you again for your extensive efforts and participation in this selection process.

Sincerely,

c: Annette Cyphers;  Project Manager ; Selection Committee & Advisors ; Procurement File; Martin Best