July 19, 2022

 Contact Name, Firm Name & Address

Fax:

Ref: University of Virginia

 Project Name & Contracting Option/Trade Package Name

 Request for Proposal #:

 Project Code:      , Work Order # P #

(Selection of Short-Listed Firms)

Dear Mr./Ms. :

Thank you for your firm’s interest in being included as a candidate to provide  services for this project.

We are pleased to inform you that your firm has been included on the short-list that will be invited to continue on with the next step of this Request for Proposal (RFP) process. This decision was based upon a thorough review by the University’s Evaluation Committee of your Letter of Interest and Statement of Qualifications submitted in response to our advertisement.

We anticipate issuing the RFP as an e-mail attachment on or about Date, with responses being due approximately 30 days later. A pre-proposal conference and site visit are planned for  Date, Time, Place . Oral presentations will be scheduled at the University and the date, time, and location will be forwarded to you separately.

Good luck in the competition.

Sincerely,

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