

UNIVERSITY OF VIRGINIA · FACILITIES MANAGEMENT

**Capital Construction & Renovations Department**

**(Type of Project)**

**PRE-PROPOSAL CONFERENCE AGENDA**

PROJECT: **(Project Title) – RFP # 11-**

DATE:

1. **Project Personnel:**

UVA Construction Services and Contract Administration Director: Jeff Moore (434) 982-5318

UVA Contact Administration Manager: Martin E. Best, Jr. (434) 243-3541

UVA Contract Administrator for Construction: \_\_\_\_\_\_\_\_, (434) \_\_\_\_\_\_\_\_\_

UVA Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (434) \_\_\_\_\_\_\_\_\_\_

A/E Representative: (Name of Firm), (Contact), (Telephone Number)

2. **Brief Scope Review by A/E:**

3. **Special Concerns:**

4. **Special Conditions / Items Discussion:**

5. **Special Items to be Addressed in CM’s Technical Proposal & Further Refined During the Document Review Phase Prior to Fixed Price Construction:**

Project Safety Record (Not the Firm) & Proposed Plan (*Expectations, Division 1, & RFP Evaluation & Award Criteria Changes*) –

Utilities –

Site Limitations –

Access –

Parking –

Storage –

Lay-down Area –

Temporary Offices –

Sanitary Facilities –

Separate On-going Projects in the Vicinity –

Badges / Photo Identification –

Dust / Noise Control –

Casework Procurement from UVA Procurement Department’s Current Contract Holders –

LEED Requirements –

6. **Protection of Adjacent Areas, Trees, & Facilities:**

7. **Review Risk of After-hours Ignition from Hot Work and Requirement for Fire Watch:**

8. **Potential Separate University Contracts Interfacing:**

9. **Completion Dates:** Substantial Completion is \_\_\_\_\_\_\_\_\_\_. Final Completion is (30/60/90) days after Substantial Completion.

10. **Project Documents:** Price Proposal Form, RFP

11. **Administrative Procedures:**

A. Bonding Requirements

B. License Fee (16⊄ per hundred $)

C. eVA registration (<http://www.eva.state.va.us/>)

All contractors must be registered in eVA. A 1% to a maximum of $500 or $1500 fee is required depending on the SWaM status of the firm.

D. SWaM (Lorie Strother is available to assist firms in identifying SWaM firms.

434-243-2373 Email: [ljs8n@virginia.edu](mailto:ljs8n@virginia.edu))

12. **Deliver CM Proposals to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at:**

University of Virginia

Office of Contract Administration Services

1450 Leake Drive, Lower Level

Charlottesville, VA 22904 (overnight delivery)

University of Virginia

Office of Contract Administration Services

P.O. Box 400892

Charlottesville, VA 22904-4892 (U.S. Mail)

Receive: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by COB (nominally 5:00 p.m.)**

One (1) original and number (XX) copies of Technical Proposal and one (1) original of the Price Proposal.

13. **Construction Manager’s Questions:**

14. **Amendment Items to be Clarified:**

1.

2.

3.

4.

5.

15. **Site Visit:** Immediately following Pre-proposal Meeting.