

**REQUEST FOR PROPOSALS**

###### DESIGN-BUILD SERVICES & CONSTRUCTION

for

**ALDERMAN ROAD RESIDENCES - PHASE III**

*including:*

Buildings Three and Four



FACILITIES MANAGEMENT

Facilities Planning and Construction

•

Request for Proposal # 10-102

Project Code: 207-B1092-000

UVA Project # P02576

#### Issue Date: March 8, 2010

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**SECTION A – PURPOSE AND OVERVIEW**

**A.1.** **PURPOSE OF RFP**

The Rector and Visitors of the University of Virginia (the "University"), seek to retain the services of a Design-Build Contractor team (referred to as D/B), for completion of design and construction of the Alderman Road Residences - Phase III. The purpose of this Request for Proposal (RFP) is to solicit a Proposal and to establish a contract for the purchase of these services. This RFP sets forth the instructions for submitting a Proposal, the procedure and criteria by which the University will procure a D/B, and the contractual terms by which the University proposes to govern the relationship between itself and the D/B.

The exact extent of the D/B's services, as defined by the University’s Higher Education Capital Outlay Manual (HECOM), are to be negotiated by the University with the firm. This RFP, with any formal amendments, describes the full scope and nature of the services the D/B shall provide. These services fall under the general category of Design-Build Services and Construction.

The documents contained in this RFP can be found at

<http://fmweb.virginia.edu/FPCResourceCenter/UVA-Alderman-RFP/> for the duration of the RFP and procurement process. These documents are the property of the University and shall only be used for the preparation of an RFP response.

In addition, the Online Plan Room is the University of Virginia’s contracted service with T&N Printing for viewing drawings online and ordering prints of those drawings from T&N. Initially, T&N will be printing two sets of the drawings and specifications for the D/B, and the D/B has the option of ordering additional sets from T&N at their own expense. The contact is:

T&N Printing Inc

Josh Shumaker

205 12st NE

Charlottesville, VA 22902

434-971-8976

Fax: 434-971-8552

Email: [t-n@cstone.net](mailto:t-n@cstone.net)

**A.2.** **GOALS AND OBJECTIVES**

The provisions of this section set out the goals and objectives of the University and do not impose obligations, duties or responsibilities upon the D/B in addition to, or independent of, those set out in the other provisions of this RFP and D/B Contract. The D/B will exercise its best professional judgment and perform the D/B Contract in a manner that will conform to the accomplishment of these goals and objectives:

1. Ensuring the specific scheduling needs of the University and this Project are met.
2. Ensuring that the existing Alderman Road Residence Halls and McCormick Road remain accessible and fully operational.
3. Ensuring the safety of students, faculty and staff, and visitors to the University, and their access to essential areas. This entails planning for continuous use of walkways, handicapped access, and barring entrance to construction areas. Also included is minimizing noise, maintaining proper air quality, water quality, and cleanliness within the site and surrounding facilities.
4. Ensuring the quality of the Project reflects the University’s full intent. The Project must demonstrate to students, parents, faculty and staff that the hard work undertaken has resulted in a well-constructed facility.
5. Compliance with the Bridging Documents is a mandatory requirement of the Base Proposal. Option Proposals will be considered only after a compliant Base Proposal has been presented.
6. Ensuring that University Facilities Management is kept apprised of work in progress, unusual disruptions, changes in schedules, etc. Continual open communication will be essential to providing the information that will allow the University to plan and adjust to Project impacts incrementally.
7. Ensuring that construction is in compliance with the design intent of the Bridging Documents.
8. Ensuring the Project remains within budget.

**A.3. SMALL, WOMEN-OWNED AND MINORITY-OWNED (SWaM) BUSINESSES**

It is the policy of the State and the University to contribute to the establishment, preservation, and strengthening of SWaM firms and to encourage their participation in State procurement activities. See Mandatory Contractual Provisions, Section H.1, SWaM Firm Utilization.

A.4. PARTNERING

The University intends to encourage the foundation of a cohesive partnership with the University, the A/E, the D/B, and the D/B's Suppliers and Subcontractors.  This partnership will be structured to draw on the strengths of each organization to identify and achieve reciprocal goals.  The objectives are effective and efficient contract performance intended to achieve completion within budget, on schedule, and satisfactory to all partners.

This partnership will be multiparty in makeup and agreements developed will be non-binding.  Any costs to each partner associated with the Partnering process will be the responsibility of each partner. To implement this partnership initiative, it is anticipated that within sixty (60) days of the Notice to Proceed, all partners will attend a team-building workshop of one to two days duration. The University will provide a formal Facilitator for the workshop to help develop non-binding goals of the partnership and non-binding special procedures to enhance the partnership.  Follow-up workshops will be held periodically throughout the duration of the contract as agreed to by all partners.

An integral part of the non-binding special procedures will be the resolution of disputes in a timely, professional, and non-adversarial manner.

**A.5.** **LEED / SUSTAINABILITY GOALS AND IMPLEMENTATION**

The D/B shall implement practices and procedures to meet the University’s sustainability performance goals, which include achieving LEED Certification. Specific Project goals that may impact the D/B include:

* Coordination of Subcontractors (waste haulers) related to Construction and Demolition Waste Management.
* Coordination of Subcontractors related to compliance with a Construction Indoor Air Quality Management Plan.
* Special Substitution Requests for LEED Initiatives.
* Compliance with Specified Material and Documentation Requirements Related to the Use of Recycled-Content Materials; Use of Locally/Regionally-Manufactured Materials; Use of Low-Emitting Materials; and Use of Certified Wood Products.

Note that Commissioning will be performed by an independent 3rd party Commissioning Agent, in accordance with LEED requirements.

The D/B shall help ensure that the requirements related to these goals, as defined in the Project Specifications, are implemented to the fullest extent.  Substitutions or other changes to the work shall not be allowed if such changes substantially compromise the specified LEED Performance Criteria, including Energy Modeling Requirements.  The D/B will be required to engage a Consultant, identified by the University, to evaluate energy modeling implications of significant changes to the Project, including changes associated with Value Management Options as described in Section VIII of Attachment F1. The University’s expectations as to LEED credits are reflected in the Project Manual as an Appendix to Section 01352, paragraph 1.02A1.  The University is also interested in a Technical Proposal that offers higher certification levels.

**A.6.** **PROCUREMENT PROCESS**

The University issues this RFP as part of the procurement process established by the “2006 Management Agreement Between the Commonwealth of Virginia and The University of Virginia” (Va. Acts 2006, Ch.943), and “Exhibit M”, §VII, attached thereto.  The HECOM sets forth the detailed policies and procedures to be followed by the University and D/B in fulfilling procurement responsibilities.

The University will execute a D/B contract requiring the D/B to provide a fixed price Proposal that contractually binds the D/B to be totally responsible for the Subcontractors and to provide the actual labor and materials for the Project utilizing the CO-7DB General Conditions, HECO-7DB General Conditions Addendum #1, Supplemental General Conditions, and HECO-9DB Design-Build Contract.

By submitting a proposal, the CM certifies that all information provided in response to this RFP is true and accurate.  Failure to provide information required by this RFP may ultimately result in rejection of the proposal.

**SECTION B – PROJECT DESCRIPTION AND SCOPE**

**B.1. PROJECT DESCRIPTION**

**Project Name**: University of Virginia

Alderman Road Residences - Phase III

Charlottesville, Virginia

Project Code: 207-B1092-000

**Owner (University):** The Commonwealth of Virginia and

The Rector and Visitors of the University of Virginia

**Bridging Documents** Ayers Saint Gross Architects + Planners

**Architect/ Landscape:** Baltimore, MD

**MEP Engineer:** Newcomb & Boyd

Atlanta, GA

**Structural Engineer:** Dunbar Milby Williams Pittman & Vaughn

Charlottesville, VA

**Civil Engineer:** Dewberry & Davis, Inc.

Glen Allen, VA

**Location of Project:** South and East sides of McCormick Road

Between Kellogg and Webb Houses

**B.2. BACKGROUND**

Several of the University’s current student housing sites have aging, antiquated facilities and are at less than optimum density given the need to accommodate an increasing number of first-year students. The Alderman Road / Observatory Hill housing area buildings have been surveyed to assess their current physical condition and to project the useful life of their structures. Most buildings were found to require major structural repairs and additional renovations to bring them to the current standard of college student housing at UVA and other peer institutions. Even with repairs, the existing buildings cannot be reconfigured to readily accommodate additional enrollment. Replacing the majority of these aging housing facilities is expected to be a decade-long project that demolishes most existing buildings, and constructs new dormitories in sequence so as not to lose necessary capacity.

The University recently completed the first step of this plan with the construction of Kellogg House in 2008. Modeled after the successful Cauthen and Woody Dormitories, (circa 1996 and 2000) the new facility has created “swing space” to accommodate the populations of the dormitories which were recently demolished to make way for the Phase II buildings, now under construction.

The fundamental organizing concept for the building placement on the site was to take advantage of the potential views from the student rooms and exterior spaces as well as the building’s relationship to the existing first year residence halls and the future buildings as shown in the University’s long term plan for the Alderman Road/Observatory Hill Student Housing Area.

The first year student communities are organized around a Resident Advisor (RA) and are desired to have an RA to student ratio of approximately 1:22 with students in double occupancy rooms. The community structure is further reinforced with common lounge, quiet study areas, and bathrooms dedicated to these student communities. Each RA room is the same size as a double student room for flexibility.

Spaces which further enhance the student experience and encourage interaction with other students are located on the first or ground floor. These include a lobby with casual seating, multi-purpose rooms, and a central laundry. A professional staff one-bedroom apartment is located on the first floor with a private exterior entrance.

**B.3. PROJECT SCOPE**

The proposed Project is more fully defined in the Bridging Documents (Volume II) which include both drawings and specification requirements. A brief summary of the Project scope is as follows:

**General Scope of Project:**

The Project will continue the modernization and expansion of first-year housing facilities begun with the recently completed Kellogg House, and will include the phased construction of two five-story residence halls, as well as associated site development.

The Residence Halls, Buildings 3 and 4, will house approximately 384 students and resident advisors in nearly 110,000 sf. First floors will provide public common spaces, seminar rooms, laundry and vending spaces, an apartment for the resident advisor coordinator, and mechanical spaces. Each of the upper floors will offer a common lounge and quiet study room, and two residential communities, each comprised of 10 – 12 double student rooms, a common bathroom, and a resident advisor room with private accessible bath.

The new buildings will be constructed on the sites of the existing Webb and Maupin Houses which will be abated and demolished as part of the Project. The site will be available June 2011 for completion by May 2013.

**Proposed Site:**

The buildings are to be located along McCormick Road, below the existing Kellogg House, and future Buildings 1 and 2 and between Cauthen House and the Observatory Hill Dining Hall, near the Slaughter Recreation Center, the Aquatic and Fitness Center and the western edge of the academic center. The steeply sloped site will allow the buildings to have views to Scott Stadium, and the surrounding mountains.

All adjacent, existing occupied buildings will remain operational during the entire construction time period. The D/B firm will participate with the University in determining the scheduling of construction to minimize disruption to the functioning facilities. Work outside the hours of 8:00 AM and 6:00 PM while school is in session requires prior written notification to and coordination with the University. For further information see Division One general Specification provisions.

**Massing, Style, and Design Concept:**

The buildings have been designed with an architectural character and massing that is compatible with the nearby Woody, Cauthen, and Kellogg Houses which will remain. The design expressed in the Bridging Documents has been approved by the University’s Board of Visitors and the Commonwealth’s Art and Architectural Review Board. It is to be followed as the design for the Base Proposal.

**Construction Materials:**

The proposed buildings employ a palette of brick veneer, punched windows, window wall, cast stone and pre-finished white panels. The sloped roofs have asphalt architectural profile shingles. The buildings’ structural systems are masonry bearing walls and concrete plank with a topping slab. The buildings are fully sprinklered. The mechanical systems include air handling units with VAV systems and fan coil units in dormitory rooms. The buildings will be tied into the central plant utilities on grounds. Sustainable principals that account for proper indoor air quality were considered in the selection of interior finish options.

**Construction Type:**

Buildings 3 and 4 are designated as construction classification II-B. Building occupancy classification for Buildings 1 and 2 is R-1 and R-2. At 5 stories with automatic sprinkler protection, stairway and shaft enclosures have a 2-hour fire resistance rating.

**B.4. CONTEXT, ARCHITECTURAL CHARACTER, AND GENERAL DESIGN ISSUES**

The University has developed an overall long term plan for this residential district that includes consideration of the land resources; existing and future infrastructure; functional relationships with neighboring uses; pedestrian, bicycle and vehicular traffic; housing’s programmatic needs; sustainability and environmental impact; lighting standards; landscaping standards; and aesthetic character.

The University and its Consultant explored multiple site options, community configurations, and aesthetic considerations within the established Project program and budget for this Project.  The attached Bridging Documents represent the outcome of that exploration. The aesthetic design is premised on blending with the architectural context of Woody and Cauthen Houses which will remain throughout the residence hall replacement plan and sets the tone for upcoming buildings.  Included in the Bridging Documents are construction documents for site work, which the University expects to be approved and permitted by the date listed in Section B.6 for site availability.

Additionally the University’s Board of Visitors (BOV) has approved specific Design Guidelines for this Project (attached in Attachment F.7) as well as the Schematic Design as shown in the Bridging Documents. The State of Virginia, Art and Architectural Review Board (AARB) has also approved the Schematic Design. The selected D/B, in conjunction with the Architect for the University, will re-present the Project to the AARB with finalized design development documents that incorporate any changes accepted by the University for final approval by the AARB.

**B.5. (Left Blank Intentionally)**

**B.6.** **PROPOSED** **PROJECT SCHEDULE**

* Site Available June 1, 2011
* Abatement and Demolition of Webb and Maupin Houses Complete August 15, 2011
* Substantial Completion May 1, 2013

It is important to note that Demolition of existing buildings must be completed during the summer prior to occupancy of dormitories by students. Webb and Maupin Houses will be available June 1, 2010, and must be demolished, with all debris removed from the site and properly disposed of, by August 15, 2010.

See Attachment Section F.6.8 for special instructions regarding asbestos.

# B.7. FUTURE PHASES

# The Alderman Road Residences - Phase III is the third in a multi-phase plan to replace the aging first year dormitories at the Alderman Road housing complex. Future phases will demolish additional existing buildings and replace them with new structures.

# In accordance with the publicly advertised procurement for Phase II, the University may choose to award future buildings, including full or partial design services, to the selected D/B, W.M. Jordan Company, Incorporated, and their associated Architect, Clarke Nexsen. (the “D/B”).

# SECTION C -- PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

**C.1.** **RFP RESPONSE**

To be considered for selection, the D/B must submit a signed **Technical Proposal** and **Price Proposal** to Facilities Planning and Construction, Office of Contract Administration. The Technical Proposal (one original and 12 copies) and Price Proposal (one original) shall be prepared as two separate packages, placed in separate sealed envelopes/packages identified and appropriately marked as "Technical Proposal" and "Price Proposal", and then both placed in one sealed submission envelope/package.

Each envelope containing a sealed Price or Technical Proposal must be sealed and addressed as indicated below and marked in the lower left hand corner with the name and Virginia Contractor’s Registration Number of the organization which will provide the Payment and Performance Bonds required for a contract:

RFP No: 10-102

University of Virginia, Alderman Road Residences - Phase III

D/B’s Name

Address

Virginia Contractor’s Registration # and Date of Registration

**The Proposal is due by Close of Business, nominally 5:00 PM, on April 14, 2010**

The Proposal shall be submitted to the office of:

Ms. Patricia A. Clifton, VCO, C.P.M., VCCO

University of Virginia

FP&C Office of Contract Administration

1000 Ednam Center, Suite 100, Charlottesville, VA 22903 (overnight delivery)

P.O. Box 400892, Charlottesville, VA 22904-4892 (U.S. Mail)

The Proposal may be hand delivered to the above address, by the date and time noted. The D/B should not place any other correspondence or other Proposals in the envelope or package. The D/B shall make no other distribution of the Proposal. The University ***will not*** accept telephonic, emailed, or faxed Proposals.

**C.2.** **PROPOSAL PREPARATION**

**C.2.1.** **D/B Representative**

An authorized representative of the D/B shall sign the Proposal and have his/her signature notarized. Both the Technical and Price Proposal submitted by partnerships must include the full name of all partners and must be signed in the partnership name by one of the members of the partnership or an authorized representative, followed by the signature and designation of the person signing. Proposals submitted by corporations must be sealed with the corporate seal, signed with the legal name of the corporation followed by the State in which they are incorporated and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. Proposals submitted by a person who affixes to his signature the word “President”, “Secretary”, “Agent” or other designation without disclosing their principal, may be held to be the Price Proposal of the individual signing. When requested by the University, satisfactory evidence of the authority of the person signing in behalf of the corporation or other business entity shall be furnished.

**C.2.2. Completeness and Clarity**

The D/B shall prepare the Proposal simply, providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP. The D/B shall place emphasis on completeness and clarity of content so that the University may properly evaluate the D/B's ability to provide the required services. The D/B shall answer in full, without exception, all items of information and questions. If copies of other documents will answer the question completely, the D/B may attach and clearly label the documents as to which question or item they apply. Failure to submit all information requested will result in the University requiring prompt submission of missing information. The University will reject a Proposal that is substantially incomplete or lacks key information.

**C.2.3.** **Mandatory Requirements of this RFP**

Mandatory requirementsare those required by law or regulation, or are such that the University cannot waive them, and they are not subject to negotiation. These requirements are located in Attachment F.5 – Mandatory Contractual Provisions. Mandatory requirements are also indicated in this RFP by use of "will", "shall", "must", or similar words.

**C.2.4.** **Proposal Organization -- Reference this RFP**

The D/B shall number all pages of the Technical and Price Proposal separately. The Proposal shall reference the corresponding section letter and paragraph number of this RFP where applicable. It is also helpful to repeat the text of the requirement as it appears in this RFP. If a response covers more than one page of this RFP, the D/B will repeat at the top of the next page the section letter and paragraph number. The Proposal must contain a table of contents that cross-references these RFP requirements. Other information that may assist the University in evaluating the D/B's Proposal, that does not fall within any of the requirements of this RFP, should be inserted at an appropriate place or be attached at the end of the Proposal and designated as additional material. A Proposal that the D/B does not organize in this manner risks elimination from consideration if the University is unable to determine where the Proposal specifically addresses the requirements.

**C.2.5.** **Single Volumes**

The D/B should bind or contain each copy of its Technical and Price Proposal into single volumes where practical. These single volumes should contain all documentation that the D/B submits with the Proposal. Any drawings provided shall be to scale, have a title block and be bound in a set if not included within the written volume. The largest sheet size submitted shall be 11”x17”.

**C.2.6.** **Trade Secrets or Proprietary Information**

Ownership of all data, materials and documentation originated and prepared for the University pursuant to this RFP shall belong exclusively to the University and be subject to public inspection according to the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the D/B shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the D/B must invoke the protections of University Procurement Rules, Attachment 1, Section 34.F, in writing, either before or at the time the D/B submits the data. The written notice must specifically identify the data or materials for the University to protect and state the reasons why protection is necessary. The D/B must identify the proprietary or trade secret material submitted by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire Proposal document, line item prices and/or total Proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the Proposal.

**C.2.7 Ownership of Proposal**

The Proposal (Base and Options) will become the property of the University upon submission. Submissions of an unsuccessful D/B will be destroyed by the University or returned to the D/B upon written request, after a contract for the work has been executed.

**C.3. TECHNICAL PROPOSAL**

The University will be looking for a Proposal that presents the best plan to achieve a successful Project. The information requested in the **Technical Proposal Form** represents the services, experience, and capabilities considered to be most important to design, manage and construct the Alderman Road Residences - Phase III.

**C.3.1 The Technical Proposal shall consist of:**

1) A completed and signed **Design-Build Team Form** listing all the licensed design professionals, Attachment F.1. The Design Professional(s) on the D/B team providing his/her seal shall submit with the Technical Proposal two (2) valid copies of the following:

a. Professional Registration with the Commonwealth of Virginia.

1. Professional Liability Insurance Policy. Insurance requirements are shown in Section 11 (e) of the General Conditions, CO-7DB as modified by the HECO-7DB.

2) A completed, signed, and notarized **Technical Proposal Form,** Attachment F.1.

3) A completed Office of the Architect for the University Statement of Qualifications Form, Attachment F.4, referenced document.

**C.3.2 General Notes**

The following requirements and formats are a mandatory requirement of the RFP. All questions are to be answered in full, without exception. Do not leave any blanks where information is requested. If the answer is “none” or “not applicable” please indicate accordingly. The format provided is to be used. When attaching other documents add a reference number on the front page to indicate clearly the specific item it is in reference to.

1) The D/B shall provide only current, accurate and complete information. The D/B hereby warrants that responses contained herein are true, accurate, and complete. The D/B acknowledges that the University is relying on the truth and accuracy of the responses. If it is later discovered that any material information given in this Proposal was false, it shall constitute grounds for immediate termination or rescission by the University of any subsequent Contract between the University and the D/B.

2) This Proposal, its completion by the D/B, and its use by the University shall not give rise to any liability on the part of the University to the D/B or any third party or person.

NOTE: If for this work the D/B proposes to operate as a Joint Venture, employ Subcontractors, or Consultants, then all of the requested information in this Proposal must also be supplied accordingly for each entity. Distinguish specifically what the division of work, business relationships, and responsibilities are proposed to be provided or performed by each entity. Identify personnel by the organization they are employed by.

**C.4. PRICE PROPOSAL**

**C.4.1 The Price Proposal shall consist of**:

1) Completed, signed, and notarized **Price Proposal Form**, Attachment F.3.

2) Proposed Payment Schedule

3) Bid Bond

**C.4.2. Contract Security**

A Bid Bond in the amount of 5% of the sealed Price Proposal amount including any Additive Price Items is required. Payment and Performance Bonds will be required as detailed in Section 8 of the General Conditions, CO-7DB, as modified by the HECO-7DB, (See Attachment F.4, referenced document.)

Any Proposal (including the Total Base Proposal plus all Additive Price Items) that exceeds one million dollars ($1,000,000) shall be accompanied by a Bid Bond payable to the University as obligee in an amount equal to five percent (5%) of the amount of the Proposal. The Bid Bond must be issued by a surety company which is legally authorized by the Virginia State Corporation Commission to do fidelity and surety business in the Commonwealth of Virginia. Such Bid Bond shall guarantee that the D/B will not withdraw its Proposal during the period of sixty (60) days following the receipt of Proposals; that if its Proposal is accepted, it will enter into a formal contract with the University in accordance with the Contract Between University and Contractor, HECO-9DB, included as a part of the RFP Documents; that it will submit a properly executed and authorized Standard Performance Bond and Standard Labor and Material Payment Bond on the forms referenced in the RFP documents; and that in the event of the withdrawal of its Proposal within the given period, or failure to enter into the contract and submit the bonds within ten (10) days after it has received notice of acceptance of its’ Proposal, the D/B shall be liable to the University for the difference between the amount specified in its Proposal and such larger amount for which the University may contract with another D/B to perform the work covered by said Proposal, up to the amount of the Proposal guarantee. This amount represents the damage to the University on account of the default of the D/B in any particular hereof. (See § 22-4336 of the Code of Virginia, as amended.)

**C.5. PRE-PROPOSAL CONFERENCE**

The University will hold a Pre-proposal Conference and site visit which will begin at 1:30 PM, on March 10, 2010, at the Observatory Hill Forum, adjacent to the Project site. Parking will be available on McCormick Road. The purpose of this conference is to allow the D/B an opportunity to present questions and obtain clarification of any facet of this RFP. Technical and contracting personnel will be available to discuss the scope of services and respond to questions.

Following an initial presentation and Q & A session from 1:30 to 2:00 PM, a tour of the Project site will be conducted from 2:00 to 3:00 PM.

To facilitate responses and to expedite the conference, the University requests that the D/B submit questions to Julie Garmel in writing to arrive no later than 4:00 PM on March 8, 2010. Submission by email (jg4e@virginia.edu) is encouraged. Questions relating to this RFP should specify the section and paragraph number.

The University will issue any changes, clarifications, and answers to questions resulting from this conference in a written amendment to this RFP and provide them to the D/B.

**C.6. ORAL PRESENTATION**

The University may require the D/B who submits a Proposal in response to this RFP to give an oral presentation. This provides an opportunity for the D/B to clarify or elaborate on the Proposal. This is primarily a fact-finding and explanation session.

The University has tentatively scheduled the presentation on Monday, April 19, 2010, at the Newcomb Hall Board Room from 1:00 to 3:00 pm. The D/B will be notified on or about April 15, 2010, of any change to the specific date, time or location.

**C.7 WITHDRAWAL OF PROPOSAL**

Since the provisions of Section 2.2-4330 of the Code of Virginia provide only for the withdrawal of bids during the competitive sealed bid process and since the Code of Virginia makes no provision for withdrawal of a Proposal, the following procedures are established for the withdrawal of a Proposal during the procurement process on Design-Build Projects due to errors in the Price Proposal:

**C.7.1**. A D/B may withdraw the entire Proposal from consideration if a mistake was made, in the D/B’s good faith, and the mistake was a cleri­cal mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of the work, labor or material, made directly in the compilation of the Price Proposal. The mis­take must be clearly shown by inspection of the original work papers, documents and materials actually used in the preparation of the Proposal for which withdrawal is being sought. The D/B shall submit to the Construction Contract Administrator, Facilities Planning and Construction, University Facilities Management, the original work papers, documents and materials used in the preparation of the Price Proposal within 24 hours after the date and time fixed for the submission of the Proposal. The work papers shall be delivered by the D/B in person or by registered mail.

**C.7.2.** The D/B shall have 24 hours from the time established for submission of the Proposal to pro­vide, in writing, any claim of a mistake as defined herein and withdraw his entire Proposal, both Price and Technical. Such mistake shall be proven only from the original work papers, docu­ments and materials delivered as required herein.

**C.7.3.** No D/B or member of the proposing D/B which has been permitted to withdraw a Proposal shall for compensation, supply any material, labor or design services to, or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise bene­fit, directly or indirectly, from the perform­ance of the Project for which the withdrawn Proposal was submitted.

**C.7.4.** If the University denies the withdrawal of a Proposal under the provisions of this section, it shall notify the D/B, in writing, stating the reasons for the decision.

**C.8 UNIVERSITY’S REJECTION OF THE PROPOSAL**

The University can reject the Proposal as "technically unacceptable" without considering price.

D/Bs agree, by submitting a Proposal, that their Technical Proposal may be rejected by the University during the evaluation process prior to opening the Price Proposal and that such rejection is recognized as cause to not open the sealed Price Proposal.

The University reserves the right to accept or reject the Proposal if the University considers it in its interest to do so and to reject the Proposal of the D/B if it considers it not to be in a position to perform the Contract.

**C.9 DISQUALIFICATION**

Disqualification of the D/B and members of the D/B prior to the opening of the Price Proposal: The University reserves the right to conduct investigations into the qualifications and experience of any or all persons or organizations submitting the Proposal for the Project. Based upon the findings of such investigations, the University reserves the right to deny any or all persons and organizations the opportunity to submit the Proposal for the Project.

**C.10 UNIVERSITY’S POINT OF CONTACT**

Resolution of discrepancies and ambiguities: All questions about the meaning or intent of the RFP Bridging Documents shall be submitted to the University’s Representative in writing. Address written inquiries to:

Julie Garmel, VCCO

University of Virginia

FP&C Office of Contract Administration

1000 Ednam Center, Suite 100, Charlottesville, VA 22903 (overnight delivery)

P.O. Box 400892, Charlottesville, VA 22904-4892 (U.S. Mail)

Replies will be issued by Amendment mailed or delivered to the D/B as recorded by the University as having re­ceived the Request for Proposal. Questions received less than ten (10) days prior to the date for submis­sion of the Proposal may not be answered. Only answers contained in a formal written Amendment will be binding.

**C.11 NOTICES**

The University and D/B shall deem all written notices executed when hand delivered, when deposited with sufficient payment as overnight mail, or when faxed, and addressed to the other party as follows:

If to the University: Julie Garmel, VCCO, University of Virginia, FP&C, Office of Contract Administration, 1000 Ednam Center, Suite 100, Charlottesville, VA 22903 (overnight delivery) or P.O. Box 400892, Charlottesville, VA 22904-4892 (U.S. Mail).

If to the D/B: The person signing the D/B's Proposal in response to the University's RFP, at the D/B's address indicated in its Proposal, or to the D/B SPM at the Project site.

Either party may designate in writing, a change in person or address for receipt of written notices within this State, subject to the other party's approval of the change.

**No amendments resulting from this RFP shall be effective unless reduced to writing.** Oral and other interpretations of clarifications will be without legal effect.

**SECTION D -- EVALUATION AND AWARD CRITERIA**

**D.1** **EVALUATION OF THE PROPOSAL**

**D.1.1**. **General**

Upon receipt of the Chief Facilities Officer’s (CFO) approval required by the HECOM, Section 11.3, the University will make award to the D/B if its Proposal conforms to this RFP and is advantageous to the University, based on the technical and price criteria listed below.

**D.1.2.** **Evaluation of Proposals**

The University will evaluate the D/B’s Proposals, based on their conformance to the RFP and financial merit for the University.

A. The Technical Proposal evaluation shall consist of the following factors:

1. Design Team Experience and Qualifications

2. Construction Team Experience and Qualifications

3. Experience of the D/B Team working together on similar projects

4. Management Plan and Project Schedule

5. Value Management Options

6. SWaM Participation

The University may request the D/B to clarify portions of its Technical Proposal during the evaluation process.

**Note: The Base Proposal must conform to the Bridging Documents. A Base Proposal that does not conform to the Bridging Documents will disqualify the D/B from further consideration. All potential changes to the Bridging Documents must be presented as Value Management Options.**

1. Price Proposal Evaluation Criteria:

The Price Proposal for the Technical Proposal that meets the above criteria will be opened.

**D.2** **AWARD OF CONTRACT**

**D.2.1.** **Tentative** **Procurement Schedule**

* Issue Request For Proposal w/ Bridging Documents 3/8/2010
* Pre-Proposal Conference Questions Due 3/08/2010
* Pre-Proposal Conference & Site Visit 3/10/2010
* Last date to issue RFP Amendments 4/02/2010
* **Proposal due to the University** 4/14/2010
* Oral Presentation and Interview 4/19/2010
* Negotiation April-May 2010
* Notification of Intent to Award May 2010
* Notice to Proceed June 2010

**D.2.2.** **Negotiations**

As noted previously, in accordance with the publicly advertised procurement for Phase II, the University may choose to award future buildings, including full or partial design services, to the selected D/B, W.M. Jordan Company, Incorporated, and their associated Architect, Clarke Nexsen. (the “D/B”).

Upon receipt of a satisfactory Technical and Price proposal in conformance with the RFP, the University may then conduct negotiations with the D/B. The University shall consider price, but it will not be the sole determining factor in the award. After the University conducts negotiations with the D/B the University may issue a Notice of Intent to Award. The University may cancel this RFP or reject the Proposal at any time before the award, and is not required to furnish a statement of the reason the University did not deem the Proposal advantageous (University Procurement Rules, Attachment 1, Section 49.D).

*If the University is unable to successfully conclude negotiations with the D/B, the University reserves the right to conduct a new public procurement using competitive negotiation for this project.*

**D.2.3.** **Award of Contract**

The award will be for a D/B contract that provides a firm fixed price to complete all the work and will incorporate by reference all the requirements, terms, and conditions of this RFP and the D/B's Proposal as negotiated. The HECO-9 DB form of contract will be used. The HECO-9 DB form of contract references Form CO-7DB (Rev. 08/06) General Conditions of the Design-Build Contract and the HECO-7DB Addendum #1 (Rev. 12/18/08).

**D.2.4.** **Notice of Award**

Public notice of the Notice of Award or announcement of the decision to award will be posted on the public and information board at the University’s FP&C Office of Contract Administration at 1000 Ednam Center, Suite 100, Charlottesville, VA 22903.

**SECTION E – CONTRACT PROVISIONS**

# E.1. CODES, STANDARDS, REGULATIONS, REVIEWS AND PERMITS

1. Codes, standards and regulations known to apply to this Project are:

1) Virginia Uniform Statewide Building Code, 2006 edition with supplements. In addition, the Project must comply with all other applicable codes and regulations per the General Conditions, Section 3

2) University, Facilities Management, “Facilities Design Guidelines” current edition as posted at <http://www.fm.virginia.edu/docs/fpc/DesignGuidelines.htm>

3) Virginia Soil and Water Conservation Commission, “Erosion and Sediment Control Handbook”, and “Virginia Stormwater Management Regulations and Act”, current editions

4) University “Higher Education Capital Outlay Manual”, Chapter VII, Section 7A.2 Design Standards for Providing the Disabled with Accessibility (State Owned Facilities) and Chapter VII, Section 7A Build­ing Codes dated December 1996, including revisions 1, 2, 3 and 4. Other specific sections are referenced throughout this Request for Proposal

5) Virginia Statewide Fire Prevention Code

6) General Conditions of the Design-Build Contract

7) Virginia Soil and Water Conservation Commission, current edition

8) Those codes and standards indicated in the Bridging Documents

2. Compliance with codes, statutes, regulations, state agency requirements and University requirements shall be the responsibility of the D/B. Regulatory agencies listed below will review and comment, at the University’s request, to assist in verify­ing compliance with applicable codes, statutes and policies:

1) State Fire Marshal

2) Virginia Soil and Water Conservation Commission

3) Department of Conservation and Recreation

4) Virginia Air Pollution Control Board

5) The University Building Official (UBO) Review Unit

6) State of Virginia Art and Architectural Review Board

3. Permits shall be furnished and paid for by the D/B; except local building permits, if required, will be furnished and paid for by the University.

**E.2. CONTRACT DRAWINGS, SPECIFICATIONS, & RECORD DRAWINGS**

1. After the D/B contract is signed, the D/B will submit, in a timely manner, an electronic set of the preliminary design drawings and specifications (in both Adobe PDF, and Autodesk AutoCAD, or MS Word format), modified to reflect those Value Management Options that were noted as accepted by the University in the Proposal review process.

2. Each design submission shall be subject to review by appropriate reviewing agencies. Any changes required by these reviews shall be incorporated into the drawings and will become part of the contract documents. All docu­ments shall be sealed and signed, in accordance with HECOM, by Virginia licensed design professionals. Each submission will consist of an electronic set of drawings and specifications in both Adobe PDF, and Autodesk AutoCAD, or MS Word format, and each shall be subject to review by appropriate reviewing agencies. The University will allow review submissions to be divided up into a maximum of three packages including: 1) site/civil; 2) foundations and structure; and 3) building, unless otherwise approved as part of the Proposal review process.

3. One electronic set of construction documents will be required by the University for administration of the contract. Two signed and sealed sets shall be required for all permits.

4. Record documents will be prepared in accordance with the University Facilities Design Guidelines, Bridging Documents Specifications, General Conditions, Supplemental General Conditions, and any Special Conditions.

**E.3. CHANGE ORDER PROCEDURES**

Any change orders requested or required by the University shall be estimated by the D/B. Review for code compliance and coordination of the work shall be performed by the A/E members of the D/B team. The D/B shall submit to the University the Change Order forms referenced in Attachment F.4.

**ATTACHMENT F.1**

**TECHNICAL PROPOSAL FORMAT**

**SECTION I**

**Design-Build Team Form**

University of Virginia, Alderman Road Residences – Phase III

Request for Proposal # 10-102

##### Project Code: 207-B1092-000

##### UVA Project # P02576

##### 

Listed here on is at least one currently licensed individual/entity for each profession noted on this form and thereby comprises the proposed D/B team for the Alderman Road Residences - Phase III Project. We hereby certify that we are the responsible individuals, having control of the professional services rendered by the entity named on this application, and that the entities shall comply with Chapter 3 of Title 54, Code of Virginia, and all applicable rules and regulations of the Department of Commerce.

Name of the D/B Team:

D/B Team Form: Partnership Contractor/Subcontractor Other

**Profession Legal Firm Name/Address Classification\* VA Certificate # & Signature**

Contractor

Architect

Civil Engineer

Structural Engineer

Mechanical Engineer

Electrical Engineer

Landscape Architect

Land Surveying

All design work done as part of this Project must be done by design professionals registered in the Commonwealth of Virginia, or, in those cases where design work is done by a manufacturer, prefabricator, or other party not a member of the D/B team, all such design work must be reviewed and approved in writing by a registered design professional and sealed with his seal. All persons or entities designing any portion of the Work under this Project shall be jointly and severally liable with the Contractor to the University for any such design Work.

\* Classification: Corporation, Partnership, Sole Proprietor, or Other

*In addition to this form provide one (1) valid copy of the following:*

*1. Professional Registration with the Commonwealth of Virginia*

*2. Professional Liability Insurance Policy. (Insurance requirements are shown in Section 11 (e) of the General Conditions, Attachment F.4)*

**SECTION II – DESIGN-BUILD TEAM ORGANIZATION**

Provide an organizational chart showing all direct and indirect personnel including the University, showing lines of authority, responsibility, and communication. Identify any key Subconsultants and Subcontractors your team will employ to carry out its functions as D/B.

**SECTION III - DESIGN TEAM EXPERIENCE AND QUALIFICATIONS**

1. **FIRM CONTACT INFORMATION**

For each team member firm/organization provide the following:

* 1. Role in the D/B Team (i.e. Architect, Structural Engineer, etc.)
  2. Firm’s legal name
  3. Current address, telephone, and fax numbers
  4. Principle office address, telephone, and fax numbers if different from above
  5. Current President, Chief Executive Officer, or Managing Partner’s contact information and length of time in current position
  6. Date authorized to transact business in Virginia
  7. Name, title, and contact information including email for the authorized point of contact concerning this Proposal
  8. Professional VA license number

9. Provide a completed and current copy of Architectural/Engineering Firm Data Form, AE-1 to AE-6. (BCOM Form DGS-30-004)

1. **SIMILAR EXPERIENCE**
   1. Identify projects of similar nature, scope, and duration performed by the proposed personnel during the past five years. State for each project (please limit this to three projects) the following minimum information:

a. Project Name and location/address:

b. Final or current Contract Amount:

c. Size of Project (square footage, stories, number of beds):

d. Contract Type (i.e. design-build, bid-build, competitive negotiation):

e. Date complete:

f. Project description narrative explaining how it is similar to this Project:

1. State whether the project was completed on time and on budget and if not explain:
2. Any unique accomplishments and/or any performance ratings or letters of commendation from the owner:

2. References: List name, title, address, and phone number of the contact person your proposed personnel directly dealt with on the referenced projects for the following:

a. Owner:

1. Contractor(s):
2. Prime Consultant (if applicable):
3. Firm personnel and role that are also proposed on this Project

a. Describe any major contributions the proposed personnel made concerning the referenced project that would be described as superior performance:

**C.** **KEY PERSONNEL**

The quality of the proposed personnel will be a major factor in awarding the Contract. It is critical that the proposed personnel be of the highest caliber and have experience as similar to this type of work as possible. The following information requested is a minimum requirement. The information provided should be such that it conveys the relevant expertise, experience and qualifications concerning overall categories such as: Design experience with similar building types, Design-Build experience with similar projects, Planning and Project Control, Value Management and Constructability Analysis, and other relevant categories. Evidence that the proposed personnel have previously worked together as a team should be submitted, if applicable. The importance of your proposed staff cannot be over-emphasized and with that in mind please provide the following information on each of the proposed key personnel:

1. Name, title, proposed position:

2. Education -- Institution(s) attended, year of graduation, specialty/degree earned:

3. Licenses -- list current licenses by type and state:

4. State how many years each proposed staff member has been employed by:

a. Your organization:

b. Your organization in the position proposed:

c. Previous organizations in the position proposed:

5. Identify projects of similar nature, scope, and duration performed by the proposed personnel during the past five years in the **same position as being proposed.**

a. Describe any major contributions the proposed personnel made concerning the referenced project that would be described as superior performance:

**SECTION IV - CONSTRUCTION TEAM EXPERIENCE AND QUALIFICATIONS**

1. **FIRM CONTACT INFORMATION**

For each team member firm/organization provide the following:

* 1. Firm’s legal name
  2. Current address, telephone, and fax numbers
  3. Principle office address, telephone, and fax numbers if different from above
  4. Current President, Chief Executive Officer, or Managing Partner’s contact information and length of time in current position
  5. Date authorized to transact business in Virginia
  6. How many years has your organization performed under design-build contracts?
  7. Name, title, and contact information including email for the authorized point of contact concerning this Proposal
  8. Provide a completed and current copy of Contractor’s [Statement of Qualifications (SOQ)](http://dgs.state.va.us/FormsCenter/tabid/820/Default.aspx?udt_1673_param_detail=213) - *CO-16/DGS-30-168.*

1. **ORGANIZATION EXPERIENCE**

1. State the annual value of construction projects performed by your organization during the past five years.

GC Bid CM Contracts D/B Contracts

2005

2006

2007

2008

2009 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. State value of construction currently under contract:

3. State value of construction currently bid and outstanding:

4. Identify projects of similar scope, complexity, and duration performed by the proposed personnel during the past five years. State for each project (please limit this to three projects) the following minimum information:

1. Project Name and location/address:

b. Final or current Contract Amount:

c. Size of Project (square footage, stories, number of beds):

d. Contract Type (i.e. design-build, bid-build, competitive negotiation):

e. Date complete:

f. Project description narrative explaining how it is similar to this Project:

g. Time and costs performance (final vs. original contract). State whether the project was completed on time and on budget and if not explain:

h. Any unique accomplishments and/or any performance ratings or letters of commendation from the owner:

i. SWaM Participation:

j. References: List name, title, address, and phone number of the contact person your proposed personnel directly dealt with on the referenced projects for the following:

1. Owner:
2. Architect/Engineer:
3. Prime Contractors or Major Subcontractors (list at least three):
4. Firm personnel and role that are also proposed on this Project:

1) Describe any major contributions the proposed personnel made concerning the referenced project that would be described as superior performance:

**C. KEY PERSONNEL**

The quality of the proposed personnel will be a major factor in awarding the Contract. It is critical that the proposed personnel be of the highest caliber and have experience as similar to this type of work as possible. The following information requested is a minimum requirement. The information provided should be such that it conveys the relevant expertise, experience and qualifications concerning overall categories such as: Professional Construction Management, General Contracting, Planning and Project Control, Value Management, and Constructability Analysis, Procurement, Scheduling and Estimating Methods, Accounting or Cost Analysis, Specialized Experience and Knowledge, and other relevant categories. Evidence that the proposed personnel have previously worked together as a team should be submitted, if applicable. The importance of your proposed staff cannot be over-emphasized and with that in mind please provide the following information on each of the proposed personnel, major Subcontractors, and Consultants:

1. Name, title, proposed position:

2. Education -- Institution(s) attended, year of graduation, specialty/degree earned:

3. Licenses -- list current licenses by type and state:

4. State how many years each proposed staff member has been employed by:

a. Your organization:

b. Your organization in the position proposed:

c. Previous organizations in the position proposed:

5. Identify projects of similar nature, scope, and duration performed by the proposed personnel during the past five years in the **same position as being proposed.**

a. Describe any major contributions the proposed personnel made concerning the referenced project that would be described as superior performance:

**D. BONDING**

The D/Bs bonding company must be listed in the Federal Register circular 570 published by the U.S. Department of Treasury and should have at least an "A" rating as established by the A.M. Best Company.

1. D/Bs current bonding capacity for this type of work with an eligible surety company:
2. D/Bs surety company and the current line of bonding credit that company has extended to the D/B:
3. Name, address, and telephone numbers of the D/Bs current surety agent or underwriting contact:
4. Have Performance or Payment Bond claims ever been made to a surety for this D/B on any project by an owner, subcontractor, or other claimant? If yes, please describe the claim, provide the name, address, and telephone number of the company and person making the claim, and state the resolution of the claim:
5. Has any company refused to bond the D/B on any project in the last 5 years? If yes, provide the name and address of the surety company and specify the reasons given for the refusal:

**E. LEGAL PROCEEDINGS; CLAIMS**

If the answer to any of the following questions below is yes, please provide or attach details and reference to which item it is in response.

1. Identify any lawsuits, administrative orders, hearings, or proceedings initiated by the Environmental Protection Agency, National Labor Relations Board, Occupational Safety and Health Administration, or the Internal Revenue Service, or similar state or local government agencies, in the last five years, concerning any labor practices, project environmental, health or safety practices, or tax liability, respectively, of the D/B. Identify the nature of the proceeding and its ultimate resolution.

2. Have any criminal charges or proceedings or investigations been brought against the D/B or any officer, Director, principal, or management personnel in the last five years, excluding minor traffic violations? If yes, please provide a complete and detailed report.

**F. REFERENCES**

Provide the company name, address, telephone, and fax numbers, contact person, title, and years of relationship for each reference.

1. Major Trade References: provide a minimum of six, preferably from Virginia.

2. Bank References:

**G. FINANCIAL**

1. Provide a copy of a Dun & Bradstreet Inc., B.I.R. (Business Information Report) with this Proposal. A copy may be obtained, free of charge, Directly from Dun & Bradstreet by calling 800-333-0505. If your organization is not currently listed, call the same telephone number and provide the necessary information and a report will be prepared, free of charge in approximately 10 days. The University reserves the right to independently obtain additional or similar reports when deemed necessary.

2. Provide a copy of D/Bs annual report.

**SECTION V – JOINT TEAM EXPERIENCE**

Describe your D/B team’s experience working together on other projects with emphasis on similar design-build projects with the same key personnel.

**SECTION VI - SWaM PARTICIPATION**

Describe your Small, Woman-owned, and Minority-owned (SWaM) business participation plan for this Project and submit additional SWaM participation information as required to complete Form DGS-30-360 (See referenced documents.)

**SECTION VII - MANAGEMENT PLAN AND SCHEDULE**

This section deals with the overall management strategy, proposed design and schedule for this Project. It shall cover all aspects and periods of the Project. It should include, but not be limited to, overall operational concept, identification of problem areas considered most critical and the D/B's strategy for resolution of each potential problem, organizational plan and how the D/Bs plan facilitates the accomplishment of the University's requirements, and the organizational chart showing all individuals with direct or indirect involvement.

The minimum requirements for submittal on this Proposal category will be met when:

* The D/B demonstrates its understanding of the requirements by succinctly expressing the concept of the entire operation clearly showing a grasp of the range and complexity of the work, including, but not limited to, the services to be rendered, key issues and goals, need for scheduling/tracking/reporting, and the role of customer service.
* The D/B demonstrates recognition of the major problem areas and has solutions in mind such as: development of scheduling and reporting systems, development of procedures for responding to complaints, and methods of managing the Subcontractor(s).
* The D/B presents an organizational strategy that is capable of carrying out all design-build functions effectively. The elements of the plan should reveal the D/Bs understanding of the relative importance of each component.

**A. DESIGN**

1. Base Proposal: A D/B’s Base Proposal must be in 100% compliance with the Bridging Documents drawings and specifications. D/B must provide a certified statement that its Base Proposal is in 100% compliance with the Bridging Documents. No new drawings or specifications are required to be submitted for the Base Technical Proposal response. The following supplemental materials shall be supplied with the Base Proposal response:

a. Exterior Materials Board: Presentation Board depicting materials to be used in exterior of the building, including: brick, window material and color, metal panel material and color, roof shingle, and any other exterior colors.

2. If the D/B would like to submit any proposed modifications to the Bridging Documents they shall be submitted as a VM Option under SECTION VIII of this Technical Proposal.

**B. SCHEDULE**

1. Provide a CPM Schedule (minimum of 75 activities) reflecting key design milestones; design and review activities; University decision/action; Subcontractor and Supplier commitments for manufacture, testing, installation, and startup; and appropriate contingency for weather/other delays.

2. Include a description of the method used to develop and maintain the schedule, including the name of scheduling Consultants, if any.

3. Provide submittal schedule for long lead items, and describe the job site scheduling system to be used on this job and list the most recent project where used.

4. The schedule must demonstrate how Substantial Completion will be achieved by no later than May 1, 2013 for Buildings 3 and 4. Occupancy shall be required within thirty (30) days after Substantial Completion with a permanent Certificate of Use and Occupancy.

**C. JOB PLAN**

1. Provide a written description of the planned construction with methods, means and processes for accomplishing the major segments of the work. Clearly show that all segments of the work can be completed within the above CPM schedule.
2. Construction Staging Plan: Clearly describe material and equipment staging and access; fence lines; lay down space; security; parking; trailers; porta-potties; location of cranes; dust, mud control, stormwater management and overall site aesthetics; and plans to eliminate conflicts with existing operations. Provide a construction staging plan at no smaller than 1:30 scale.
3. Sample and/or proposed documents/forms to be used on this Project as they relate to services identified in RFP and or those services your organization proposes to provide. These documents should help convey the control systems and the level of detail in the documentation you are proposing to provide. Provide a proposed index for Project record keeping system.
4. Identify any major areas of potential problems/challenges and possible solutions or proposed plan of action to mitigate them.
5. Proposed phasing of design and construction to maximize market resources, controlling disruption to existing operations, improving construction quality and reducing costs.
6. Explain methods for controlling costs and maintaining the schedule, avoiding or minimizing material, labor, or equipment shortages, labor problems, and other potential delays.
7. Explain your organization's philosophy, methods, and attitudes regarding anticipating, discovering, communicating, prioritizing, mitigating, and dealing with problems. Give some specific examples, forms, etc.
8. Discuss local construction market conditions including labor and construction material procurement/scheduling and its impact on this Project.
9. Discuss quality control procedures (D/B’s inspection and internal approval process) to be applied to this Project and list most recent project where these procedures were used. Describe the quality control organization reflecting authority and responsibility for key personnel.
10. Provide information / plan / schedule for items for procurement directly by the University. Provide information on how your organization may be of any special assistance / benefit in procurement activities.
11. Address issues that may be of concern such as security, safety, deliveries, cleanliness, and visitors, etc.
12. Provide information regarding inspections, testing, etc.
13. Address the aspects of dispute resolution, D/B claims, interpretation of construction documents, weather delays, change orders/Proposals, requests for information, submittals, and any other factors which your organization deems are important as part of this evaluation process.
14. Address the issues of Value Management and Constructability Reviews for this Project.
15. Provide details for web based management, scheduling, and communications. Submit methods and procedures and address issues of security.

**D. KEY PERSONNEL**

1. Present a succession plan for replacement of key personnel shown in the organizational chart in Section II.

2. List proposed Consultants and Subcontractors (not shown in the organization chart) your organization will employ to carry out its functions as D/B.

**SECTION VIII - VALUE MANAGEMENT OPTIONS (VM)**

The University is interested in Options that may be employed on this Project that will bring added value to the Project. These Options could potentially add cost to the Project, reduce cost, or have no cost implications. Value Management Options that enhance or clarify or constitute better construction practices are encouraged. All Options presented by the D/B are to demonstrate value to the University in cost, maintenance, energy conservation, schedule/time, and/or quality.

**The Base Proposal must comply with the Bridging Documents drawings and specifications.** No new drawings or specifications are required to be submitted for the Base Technical Proposal response. If however the D/B would like to submit a VM Option, it should be accompanied with supporting drawings and specifications to convey the VM Proposal. Any item in the Bridging Documents specification that the D/B wishes to change is to be considered a VM Option item and shall be included in this section.

Each VM item must be included in the Technical Proposal with appropriate documentation (description, justification, estimated cost savings, drawings, cut sheets, etc). The following are guidelines for submitting VM items. Submit any and all required documentation to convey or explain the VM Option:

1. Written description of the Option Proposal including a name and number that is repeated in the Price Proposal.
2. A justification of the benefit(s) of the VM Proposal which will aid in the evaluation of the Proposal. Describe the schedule, quality, durability, maintenance and life cycle advantages of the Proposal.
3. A copy of all applicable specification sections which are impacted or changed by the Proposal. Include supporting documentation and data.
4. Assignment Building Program.
5. Site plan at 1:20 if any aspect of the site is modified.
6. Floor Plan at 1/8-inch scale.
7. Roof Plan at 1/8-inch scale.
8. Reflected Ceiling Plan at 1/8-inch scale, noting all ceiling heights and materials.
9. North, South, East and West Exterior Elevations at 1/8-inch scale, indicating floor-to-floor heights.
10. Typical Wall Section at 1½ inch scale.
11. Finish Schedule for all spaces highlight those that change.
12. Wall types corresponding to location in plans.
13. Physical Model, Sketches, Rendering, Digital Model - Depiction of Design in method D/B feels best conveys design intent to the University.
14. Structural Framing Plans.
15. Structural Sections and Details at 1-1/2-inch scale depicting construction components being supplied including member properties.
16. Details that describe or explain the VM in detail.
17. Estimated cost impact for each VM item.

**SECTION VIV – PROPOSED SUBCONTRACTORS**

Provide a list of proposed Subcontractors.

**SECTION X – SCHEDULE OF VALUES**

Provide a draft Schedule of Values for the HECO-12*.*

By submitting and signing this RFP, the undersigned certifies that this firm/entity is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, that this firm/entity is not a part of any firm or entity that is currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, that the firm name given below is the true and complete name of the firm/entity, and that the firm/entity is registered or licensed by the Commonwealth of Virginia, and authorized to transact business in the Commonwealth of Virginia and perform all work included in the scope of this RFP. In addition, the undersigned certifies that the firm/entity for which he is signing has thoroughly reviewed all aspects of this RFP, and that all information, data, and representations made by the undersigned and the firm/entity for whom he signs are true, are complete and accurate, and that the entity for which he signs will, upon award of the contract, execute and complete a contract with the University on the terms set forth herein, unless changed and agreed to in writing by the University.

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (typed name)

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Partnership (Names of Partners):

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

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

For Corporation (List State of Incorporation and date authorized to transact business in Virginia):

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

(Corporate Seal)

FEIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGMENT**

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

2010 by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a \_\_\_\_\_\_\_\_\_\_\_\_

[Name/Title of signer] [Name of entity acknowledging] [State]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

[Corp/Partnership/Etc.] [Name of entity]

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

**ATTACHMENT F.2**

*(to be copied onto your business letterhead)*

**REFERENCE CONTACT AUTHORIZATION FORM**

The undersigned hereby authorizes the University to obtain, and the recipient of this form to release, any information regarding our firm in relation to business and services we conducted with your organization.

Dated at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2010

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being duly sworn deposes and says that this signature is authorization for the above statement.

Subscribed and sworn before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 2010

Notary Public: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT F.3**

**PRICE PROPOSAL FORMAT**

Provide the following Price Proposal Form in a separate envelope from the Technical Proposal. Provide one copy of the Price Proposal Form. The University reserves the right to inspect any Firm's audited financial statements or other financial information that may be acceptable to the University prior to making an award to that Firm.  Also provide a Bid Bond from a surety company, selected by the Firm, which is legally authorized to do business in Virginia, as a guarantee that if the contract is awarded to such D/B, that D/B will enter into the contract for the work mentioned in the Price Proposal.  The amount of the Bid Bond shall be equal to five percent (5%) of the total Price Proposal.

**Note: The University anticipates negotiating with the D/B prior to finalizing a contract. All proposed prices are subject to further negotiation prior to a contract.**

**PRICE PROPOSAL FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project: University of Virginia

Alderman Road Residences - Phase III

RFP # 10-102

##### Project Code: 207-B1092-000

##### UVA Project # P02576

##### 

To: Ms. Julie G. Garmel

University of Virginia

FP&C Office of Contract Administration

1000 Ednam Center, Suite 100, Charlottesville, VA 22903 (overnight delivery)

P.O. Box 400892, Charlottesville, VA 22904-4892 (U.S. Mail)

From: (*Insert Name of D/B Firm*)

In compliance with and subject to your RFP and the documents therein specified, all of which are incorporated herein by reference, the undersigned proposes to furnish all labor, materials, equipment, and other items, facilities and services necessary and proper for, or incidental to, the complete design and construction for the Project described in the separately submitted Technical Proposal and in accordance with the RFP # 10-102 dated March 8, 2010, and the Amendments noted below, as prepared by Ayers Saint Gross Architects and the University for the consideration of the following amounts:

**BASE PROPOSAL (including the following parts: Part A, B, C, D, E, & F):**

**PART A. – BUILDINGS THREE & FOUR**

1. **Design Completion / Construction Administration**

dollars ($ )

1. **Demolish Existing Buildings**

dollars ($ )

1. **Precinct Site / Utility / Landscape**

dollars ($ )

1. **RWSA Water Line Relocation**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  dollars ($ )

1. **Building Construction (including Direct Site / Utility / Landscape)**

dollars ($ )

**TOTAL PART A (1+2+3+4+5)**

**dollars ($ )**

**UNIT PRICES:**

Prices for PARTS B, C, and D shall be based on the estimated quantities indicated to be provided complete and in accordance with the applicable portions of the plans and specifications. Payment amounts for each of these items will be based on the actual quantities authorized, provided and approved times the unit prices indicated by the D/B. The final contract amount shall be adjusted upward or downward based on the actual payment amounts versus the price amounts for PARTS B, C, and D.

**PART B – EXCAVATION OF ADDITIONAL UNSUITABLE MATERIAL**

Excavation and disposal of unsuitable material, where authorized or directed, below the levels required for the Work in PART A and providing and backfilling with pipe bedding material per specifications, and including all sheeting, shoring, bracing and dewatering. (Total Price per cubic yard):

Estimated quantity of ? cy @ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per cy = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL PART B**

**dollars ($ )**

**PART C- EXCAVATION OF ROCK MATERIAL**

Excavation of ROCK material, where authorized or directed, proper disposal off-site of excess material and backfill with compacted fill material per specifications. (Total price per cubic yard):

Estimated quantity of ? cy @ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per cy = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL PART C**

**dollars ($ )**

**PART D- REPLACEMENT OF UNSUITABLE SOIL WITH SATISFACTORY SOIL MATERIAL**

Replacement of unsuitable material with satisfactory material, where authorized or directed, within the levels required for the Work in PART A including proper disposal off-site of unsuitable soil material, and providing and backfilling with compacted satisfactory soil material per specifications, and including only quantities when satisfactory soil materials are not available from excavated soils. (Price per cubic yard):

Estimated quantity of ? cy @ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per cy = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL PART D**

**dollars ($ )**

**TOTAL BASE PRICE (PART A + PART B + PART C + PART D)**

**dollars ($ )**

**PART E – ADDITIVE PRICE ITEMS**

Insert prices for the following Additive Price Items. The prices will have the effect of contract pricing should the University, in its sole discretion, decide to implement any or all of the items.

Items ?

**The University may evaluate and select Additive Price Items in any order and combination. All amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.**

**ACKNOWLEGEMENTS:**

1) Acknowledgement is made of receipt of the following Amendments (list):

2) The D/B, if awarded the contract, understands that time is of the essence and agrees that the dates for Substantial Completion of the entire Project shall be no later than May 1, 2013, Full occupancy with a Certificate of Use and Occupancy must be achieved within thirty (30) consecutive calendar days after Substantial Completion for each Project.

3) Proposal Guarantee**:** Attached hereto is a Proposal guarantee in the form of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of five percent (5%) of the Total Base Proposal amount as required.

4) Authorization of Proposal: Registered as a Contractor under Title 54, Chapter 7, Code of Virginia, Certificate No.\_\_\_\_\_\_\_\_\_\_\_ Expiration\_\_\_\_\_\_\_\_\_\_\_.

5) If notice of acceptance of this Proposal is given to the undersigned within sixty (60) days after the date of receipt, or any time thereafter before this Proposal is withdrawn, the undersigned will execute and deliver a contract in the prescribed form with all the required attachments within 10 days after the Contract has been presented to him for signature. The required Payment and Performance Bonds and any Builders Risk Insurance associated with any signed Construction Contracts shall be delivered to the University at the time of execution.

6) Immigration Reform and Control Act Of 1986: The undersigned certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

7) Disqualification Of D/B: By signing this Proposal, the undersigned certifies that this person/firm/corporation is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

8) The D/B has relied upon the following public historical climatological records:

Virginia State Climatological Office Charlottesville, VA., for Charlottesville, VA.

Either the undersigned or one of the following individuals, if any, is authorized to modify this Proposal prior to the deadline for receipt of Proposals by writing the modification and signing his name on the face of the Proposal, on the envelope in which it is enclosed, on a separate document, or on a document which is faxed to the University:

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

Contract award will be based on the Total Base Price amount shown above plus Additive Price Items and Value Management Options as negotiated taken in any order and combination the University in its discretion decides to award.

By submitting and signing this RFP, the undersigned certifies that the firm name given below is the true and complete name of the firm/entity, and that the firm/entity is registered or licensed by the Commonwealth of Virginia, and authorized to transact business in the Commonwealth of Virginia and perform all work included in the scope of this RFP. In addition, the undersigned certifies that the firm/entity for which he is signing has thoroughly reviewed all aspects of this RFP, and that all information, data, and representations made by the undersigned and the firm/entity for whom he signs are true, are complete and accurate, and that the entity for which he signs will, upon award of the contract, execute and complete a contract with the University on the terms set forth herein, unless changed and agreed to in writing by the University.

The Undersigned D/B is registered as a Contractor under Title 54.1, Code of Virginia 1950, as amended, and furnishes the following data:

Name of D/B Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(typed name) (signature)

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Partnership (Names of Partners):

For Corporation (List State of Incorporation and date

authorized to transact business in Virginia):

Contractor # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FEIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Corporate Seal)

**ACKNOWLEDGMENT**

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

2010 by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a \_\_\_\_\_\_\_\_\_

[Name/Title of signer] [Name of entity acknowledging] [State]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

[Corp/Partnership/Etc.] [Name of entity]

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Public

**ATTACHMENT F.4**

**REFERENCED / LINKED DOCUMENTS**

**[Statement of Qualifications Form](http://www.virginia.edu/architectoffice/pdf/soqform.pdf" \t "_blank)** - *for the Office of the Architect for the University*

[**DGS-30-360 - Proposal Form - SWaM**](http://dgs.state.va.us/FormsCenter/tabid/820/Default.aspx?udt_1673_param_detail=271) - *for A/E & Contractor Proposals*

1. Definitions
2. Data on Firm Submitting Proposal
3. Listing of Past Utilization of Disadvantaged Businesses by Firm
4. Listing of Disadvantaged Businesses Proposed for this Project

[**HECO-7DB - General Conditions of the Design-Build Contract – Addendum #1**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-7db.docx)

[**CO-7DB - General Conditions of the Design-Build Contract**](http://dgs.state.va.us/FormsCenter/tabid/820/Default.aspx?udt_1673_param_detail=178)

[**DGS-30-377 - Supplemental General Conditions - SWaM**](http://dgs.state.va.us/FormsCenter/tabid/820/Default.aspx?udt_1673_param_detail=278) *- required for all projects*

[HECO-9DB - Contract Between University & Design Build Contractor](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-9DB.docx)

[CO-9a - Workers Compensation Certificate of Insurance](http://dgs.state.va.us/FormsCenter/tabid/820/Default.aspx?udt_1673_param_detail=187)

[**HECO-10 - Standard Performance Bond**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-10.docx)

[**HECO-10.1 - Standard Labor & Material Payment Bond**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-10.1.docx)

[**CO-10.2 - Standard Bid Bond**](http://dgs.state.va.us/FormsCenter/tabid/820/Default.aspx?udt_1673_param_detail=191)

[**HECO-11 - Contract Change Order and HECO-11a - Change Order Justification**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/UVAHECO-11and11a.xls)

[**HECO-GC-1 - Change Order Estimate (General Contractors)**](http://www.fm.virginia.edu/docs/heco/hecoforms/HECO-GC-1.xls)

[**HECO-SC-1 - Change Order Estimate (Subcontractors)**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-SC-1.xls)

[**HECO-SS-1 - Change Order Estimate (Sub-Subcontractors)**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-SS-1.xls)

[**HECO-12 - Schedule of Values & Certificate for Payment**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/UVAHECO-12.xls)

[**CO-13 - Affidavit of Payment of Claims**](http://dgs.state.va.us/FormsCenter/tabid/820/Default.aspx?udt_1673_param_detail=196) *- required for final Contractor payment*

[**HECO-13.1b - Final Report of Structural and Special Inspections**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-13.1b.docx)

[**HECO-13.2 - Certificate of Completion by Contractor**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-13.2.docx)- *required for final Contractor payment*

[**HECO-13.2a - Certification of Partial or Substantial Completion by Contractor**](http://www.fm.virginia.edu/docs/fpc/heco/hecoforms/HECO-13.2a.doc)

[**Division 1 Template**](http://fac.mgmt.virginia.edu/directives/Dir542C-Draft.doc) - *edited by D/B*

**ATTACHMENT F.5**

**MANDATORY CONTRACTUAL PROVISIONS**

**F.5.1. SWaM Firm Utilization.** It is the policy of the Commonwealth of Virginia and the University to contribute to the establishment, preservation, and strengthening of SWaM firms as further defined in the Supplemental General Conditions, DGS-30-377, and to encourage their participation through partnerships, joint ventures, subcontracts, and other contractual opportunities.

The University has a SWaM firm overall participation aspirational goal of 40% for procurement opportunities. Where it is practicable for any portion of the awarded contracts to be subcontracted to other firms, the University encourages the use of SWaM firms. Names of SWaM firms currently registered with and certified by the Virginia Department of Minority Business Enterprises (DMBE) and desiring to work at the University may be obtained from the Office of Supplier Diversity at the University.

If the total amount of a contract with the University exceeds $100,000, the D/B / Subcontractor shall complete and submit quarterly reports, on forms provided by the contracting office in accordance with the University’s SWaM plan, to document Subcontractor and Supplier expenditures to SWaM firms in connection with the Project.

**F.5.2.** **eVA Business-to-Government Vendor Registration.** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/Proposal being rejected.

1. eVA Basic Vendor Registration Service: $25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
2. eVA Premium Vendor Registration Service: $25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.

**F.5.3.** **eVA Business-to-Government Contracts and Orders.**  It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order.

1. the Vendor Transaction Fee is:
   1. DMBE-certified Small Businesses: 1%, Capped at $500 per order.
   2. Businesses that are not DMBE-certified Small Businesses: 1%, Capped at $1,500 per order.

The eVA Transaction Fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

**F.5.4. Electronic Invoice Payments.** The University requires the D/B, if selected and accepting an award as a result of this RFP, to enroll in Bank of America’s **PayMode®** method for receipt of electronic invoice payments.

Complete information on the **PayMode®**method of electronic payment can be found on the University’s Procurement website at: <http://www.procurement.virginia.edu/pagepaymentmethods>

This method is a direct deposit into the firm’s bank account. There is no charge to the firm to receive a payment in this manner. Enrollment is simple and takes less than ten minutes at the following Bank of America website: <http://bankofamerica.com/paymode/universityofvirginia/>.

**F.5.5. Packaging and Marking.**

**a.** **Protection and Care.** The D/B is responsible for properly delivering and protecting (and replacing if not properly delivered or protected) all sketches, reports, and other submissions transmitted to the University or the A/E from the D/B.

**b.** **Payment of Postage and Fees.** All costs incurred by the D/B for postage, courier, and other delivery and handling fees required for performance of the Contract shall be paid by the D/B.

**c. Marking.** All information submitted to the Chief Facilities Officer or the Project Manager shall clearly indicate the University of Virginia, Alderman Road Residences – Phase III, for which the information is being submitted. All RFP correspondence shall also clearly indicate RFP # 10-102.

**ATTACHMENT F.6**

**SPECIAL CONDITIONS**

**F.6.1 Compliance with Bridging Documents**

Approval of the construction documents does not relieve the D/B of responsibility for complying with the requirements of the Bridging Documents.

**F.6.2 Site Access**

1. Access to the site shall be via public roadways.

2. All D/B vehicles and D/B employee vehicles shall be within the construction fence at all times. Any additionally required parking shall be provided by the D/B off-site through appropriate avenues, consistent with University policies. Parking permits for on-grounds permit only lots may be purchased by the D/B from the UVA Parking and Transportation Office, 1101 Millmont Street, Charlottesville, VA 22903, 434-924-7231. On street or visitor parking may not be used by construction personnel.

3. Do not close or obstruct streets, driveways, or walks that are to remain open for public use. Material or debris shall not be placed or stored on driveways or walks. Conduct operations so as to interfere as little as possible with normal activities.

4. Investigate the conditions of public thoroughfare and roads as to availability, clearances, road limits, restrictions and other limitations affecting transportation to and from site and secure, in advance, such permits as may be necessary.

5. In no case will trespass be allowed into those portions and site where work is not being performed.

6. D/B shall contact Miss Utility for identification for all public utilities and UVA Utilities Division for University owned utilities prior to any excavation.

7. D/B shall obtain a University Excavation Permit. The request for Excavation Permit shall be completed and submitted to Facilities Management, Utilities Distribution Office, as far in advance as possible but at least five (5) working days prior to the planned start of excavation operations. Except for an emergency involving hazard to personal safety, property loss, or interruption of University operations, no excavation will be permitted prior to the issuance of an excavation permit. D/B is responsible for maintaining markings.

**F.6.3 Project Personnel**

1. The D/B shall submit to the University, prior to the Preconstruction Conference, a resume for any proposed staff member who will work on the Project who was not included in the Technical Proposal.

2. The University reserves the right to reject any staff member.

3. The Superintendent shall not be changed during the course of construction unless he/she ceases to be satisfactory to the D/B and is no longer employed by it. The University reserves the right of approval of any changes made in Superintendent Personnel.

**F.6.4 Taxes**

The D/B shall be responsible for payment of all applicable taxes related to the work.

**F.6.5 Site/Civil Permits**

The Project will need to obtain a Virginia Department of Conservation and Recreation (VDCR) Land Disturbance Permit for disturbances greater than 10,000 sf, a VDCR Virginia Storm Water Management Permit (VSMP) for disturbances greater than one acre.

**F.6.6 Geotechnical Information**

A geotechnical report was prepared by Schnabel Engineering, dated February 3, 2009, and is provided herein as INFORMATION ONLY. The opinions expressed in the geotechnical report, and any addendum, represent the Geotechnical Engineer’s interpretation of the subsurface conditions, tests, and the results of the analyses conducted. This report should not be considered part of the contract documents.

**F.6.7 Adjacent Projects**

The D/B shall coordinate construction activities with any adjacent UVA projects and Project phases.

**F.6.8 Asbestos**

As required by EPA’s NESHAPS Regulations, all Regulated Asbestos-Containing Materials (RACM) within the buildings and associated tunnels and/or chases will be removed and disposed of as friable asbestos-containing waste by qualified abatement contractors hired directly by the University. All asbestos-containing floor tile will also be removed, as it is presumed to become RACM during the demolition process. All other Category I Non-Friable building materials, including floor tile mastics, slate panel sealants, exterior walkway joint caulking, door and window caulking, and any roofing materials and/or any exterior below-grade waterproofing materials will not be removed prior to demolition by the D/B.

OSHA’s Construction Industry Standard (29 CFR 1926.1101) considers the demolition of a building containing non-friable materials “Class II asbestos work”, as the demolition is considered “removal of installed ACM”. The demolition contractor is responsible for complying with 29 CFR 1926.1101, as well as all other applicable Federal, State, and Local regulations and/or guidelines. The demolition contractor is required to notify EPA’s Region III ten (10) working days prior to demolition.

**F.6.9 University No Smoking Policy SEC-028**

Smoking is prohibited inside facilities owned or leased by the University. It is also prohibited in any outside area adjacent to a facility whose configuration and/or other physical conditions allow smoke either to enter and affect the internal environment or to unduly affect the environment of those entering or exiting the facility. There shall be no smoking inside this new building as it is constructed.

**F.6.10 Harassment**

Offensive behavior toward any member of the University community will not be tolerated. Any reported incidents of harassment, offensive behavior, or discriminatory conduct will be brought to the D/B’s attention and shall be appropriately addressed to the satisfaction of the University.

**F.6.11 Assignment**

Neither party to those contracts resulting from this RFP shall have the right to assign the contracts in whole or in part without the prior written consent of the other.

**F.6.12 Audit - Open Book**

The D/B hereby agrees to retain all books, records, and other documents for the Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The University, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period and at any time during the term of this Contract.

**ATTACHMENT F.7**

**University’s Board of Visitors Project Statement & Design Guidelines for**

**Alderman Road Residences - Phase III**

**& Statement of Schematic Design Approval**