



Request for Proposal

Pavilion X Exterior Restoration

July 2, 2009



A VASCUPP Member Institution
Issued by
Procurement Services
Charlottesville, Virginia

A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Pavilion X Exterior Restoration

RFP Number: JG070209

Issue Date: July 2, 2009

Brief Description: The University of Virginia (University) wishes to restore a structure known as Pavilion X to its original condition. Pavilion X is located within Thomas Jefferson's Academical Village at the University. The Academical Village is recognized by the United Nations Educational, Scientific and Cultural Organization (UNESCO) as a World Cultural Site. Pavilion X was constructed as a classroom/ faculty residence in 1826.

The scope of this RFP is restricted to the exterior, specifically the fabrication and installation of what is called the Parapet. The Parapet will be constructed in a timber frame method. While all materials and joints are specified in the drawings (see link below), the construction in general requires the use of traditional timber framing joinery. In addition, the framing will be sheathed, trimmed and painted per the drawing specifications.

Preproposal Conference Call: A Preproposal conference call is scheduled at 10:00a.m. EDT, Tuesday, July 14, 2009 for firms interested in responding to this solicitation. Participation in the call is advised if your firm wishes to raise any questions in connection with this RFP. The University intends to present general information, which may be helpful in the preparation of proposals, and to offer firms the opportunity to ask questions concerning this RFP. Firms wishing to participate in the Preproposal Conference Call should contact John Gerding for instructions at (434) 982-2563 no later than 2:00p.m. EDT, Friday July 10, 2009

Proposal Due Date: 3:00 p. m., EDT, Monday July 20, 2009. Firms will send four original copies of its proposal(s) to the address listed in the contact information box below. Additionally, firms will send one electronic version of its proposal(s), formatted in Microsoft Word, to the email addresses listed in the contact information box below. The University reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held on Tuesday, July 28, 2009

Expected Award Date: Friday, August 7, 2009

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement Services
1001 North Emmet St, Carruthers Hall
P.O. Box 400202
Charlottesville, VA 22904-4202
Attention: John Gerding
Phone: 434-982-2563
Email: jeg5y@eservices.virginia.edu

- NOTE 1: If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.
- NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University's Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm's proposal or cancellation of the RFP.

For ease of reference, each firm or individual receiving this RFP is referred to as a "firm" and the firm or individual selected to provide services for the University is referred to as the "Selected Firm." This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

B. SCOPE OF GOODS & SERVICES

The University of Virginia and its Department of Facilities Management seek a qualified firm to furnish all labor, materials, supervision, tools, equipment, training and incidentals necessary to fabricate and install the Parapet Section of the Pavilion X Exterior Restoration Project. Plans for the project may be viewed and downloaded at the following site:

<http://fmweb.virginia.edu/FPCResourceCenter/PavXSigned/PAV%20X%20Stamped%20CDs.pdf>

The Selected Firm will provide the following goods and services:

1. Fabrication:
 - Fabricate post and beam sections per drawings/ plans (see link above).
 - Transport Parapet sections to the work site.
 - Coordinate staging and off loading with the University of Virginia's Project Manager (University's Project Manager).
2. Installation:
 - Provide scaffolding and/ or crane to erect the new Parapet structure.
 - Provide all necessary protection for the building and the public. Inspection will be required by University's Project Manager prior to proceeding with construction.
 - Erect structure including all sheathing and trim.
 - Caulk and paint.
 - Repair any damage to grounds resulting from construction activities.
 - Construction must be complete by September 30, 2009.
3. Materials
 - Submittals for all materials used in the fabrication of the Parapet are required, as are shop drawings.

Special Work Performance Requirements:

- All work will be coordinated with the University's Project Manager.
- The University's Project Manager will confirm the areas to be renovated and the project schedules at a later date with the Selected Firm. All project schedules and work will be designed to minimize disruptions to University activities.
- The Selected Firm will coordinate the simultaneous demolition and installation of work with the University's Project Manager.
- The Selected Firm must be a full-time timber framing company capable of:
 - Fabricating the specified parts in its own facility,
 - Installing the fabricated parts at the work site,
 - Installing the sheathing and trim.

Note: Subcontracting of timber frame fabrication, installation and/ or the installation of the sheathing and trim is not permitted.

- Storage of materials, supplies, equipment and tools at the work site will be available. Projects must be stocked as required on a daily basis.
- A clean work site must be maintained at all times for safety reasons. The Selected Firm is responsible for assisting in clean-up efforts. The Selected Firm will provide a dumpster for all of its construction debris.
- All construction personnel must come to work in clean clothes and wear clothing to designate their affiliation with the Selected Firm. Uniforms will consist of long pants and a shirt (either short or long sleeved) with the Selected Firm's name and person's name designated on the upper portion of the shirt. Uniforms must remain consistent for proper identification purposes, and the Selected Firm's personnel must wear these uniforms at all times, while on University property. All personnel are required to have a photo I.D with their Name, Name of Company and be worn above the waist at all times. The University requires such identification for security precautions and access will be prohibited, if University personnel do not recognize the identification.
- No open flames are allowed, and smoking is only allowed in designated smoking areas.`
- Parking passes must be obtained.

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the products as described in the Scope of Good and Services section;
2. The firm's experience in providing Goods and Services similar to those described in this RFP, to include firm's references from clients and work in designated historic buildings;
3. The firm's price proposal; and
4. The firm's Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm's plan for utilization of SWAM businesses. For more information about SWAM and the University's SWAM plan, please see the letter at Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.

Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Bill Cooper, the University's Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP. Firms will provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of goods and services requested.
2. A detailed description and the full specifications of the product proposed. Each firm will indicate in its proposal the firm's ability to achieve / comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail its proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. The estimated ship date of the product from the time of the order (i.e., 10 wks after order)
4. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.
5. The firm's proposed price / fee for providing the Goods and Services, to include shipping charges (the University's shipping terms are FOB Destination).
6. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and the telephone number.
7. The firm's Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.
8. Complete and return the information requested in Attachment 2, Firm Information.

NOTE: Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia.
<https://www.procurement.virginia.edu/pagevendorregistrationform>
- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.
<http://www.eva.virginia.gov/>

- The University's Mandatory Contractual Provisions:
<http://www.procurement.virginia.edu/main/publicpostings/rfp/mandatoryprovisions.pdf>
- The University's Preferred Contractual Provisions:
<http://www.procurement.virginia.edu/main/publicpostings/rfp/preferredprovisions.pdf>

Note: Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

- The University's Procedure for Resolution of Contractual Claims
<http://www.procurement.virginia.edu/main/publicpostings/rfp/resolution.pdf>

F. OTHER INFORMATION

A. Insurance

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be its limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A-financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

Comprehensive Commercial General Liability:

The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per occurrence and an aggregate limit of not less than \$2,000,000 with coverage for the following coverage:

{X} Premises/Operations	{X} Products/Completed Operations
{X} Contractual	{X} Independent Contractors
{X} Personal Injury	{X} Additional Insured*

Automobile Insurance:

The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per occurrence with the following coverages for vehicles operated by their employees.

{X} Any Automobile	{X} Owned and Non-Owned Automobiles
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Property Insurance:

The Selected Firm and any Subcontractor will maintain property insurance on the Parapets and other materials for their full value during transport and while stored on the premises of the University of Virginia prior to installation.

Umbrella/Excess Liability:

The Selected Firm and any Subcontractor will maintain excess liability coverage of at least \$5,000,000 per occurrence that provides coverage uniform with the underlying general liability insurance.

Workers Compensation and Employers Liability:

The selected Firm and any subcontractor will maintain coverage for workers compensation in compliance with the Virginia Workers' Compensation Act and also maintain employers liability coverage with limits of not less than \$1,000,000.

*Additional Insured:

The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

Attachment 1

Executive Vice President and Chief Operating Officer's Request for Commitment



Greetings:

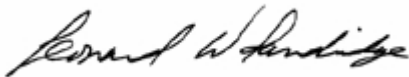
The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,



Leonard W. Sandridge
Executive Vice President and Chief Operating Officer

LWS:dr

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228

Attachment 2
Firm Information

Full Legal Name (*Company name as it appears with your Federal Taxpayer Number*):

Address:

Telephone Number:

FAX Number:

Web Address:

Email Address:

DUNS Number:

SWAM Information:

Is your firm certified with the Commonwealth of Virginia's Department of Minority Business Enterprises (DMBE): ☐ Yes ☐ No

Minority-Owned Business: ☐ Yes ☐ No

Women-Owned Business: ☐ Yes ☐ No

Small-Owned Business: ☐ Yes ☐ No

Is your firm registered as a vendor in the Commonwealth of Virginia's e-procurement system (eVA)? ☐ Yes ☐ No

Point of Contact for this Proposal:

Name:

Address:

Office No.

Mobile No.

FAX No.

Email Address: