

REQUEST FOR QUALIFICATIONS
The University of Virginia's College at Wise
New Library
RFP No. 09-05
April 12, 2009

The University of Virginia invites highly qualified A/E firms to submit Letters of Interest and Statements of Qualification, along with other relevant information (See page 3 for links to required forms.) for consideration in the selection of a consultant team to provide architectural/engineering pre-planning services toward the design and construction of a new library at the University of Virginia's College at Wise (College). The project will be conducted in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

The University has the option of awarding a separate full service contract to the selected firm once the project has received funding and project authority from the Commonwealth of Virginia.

Purpose and Background of Project:

The University of Virginia's College at Wise is a publicly supported, baccalaureate granting institution providing undergraduate education based in the liberal arts. The College's mission is to prepare students for lifelong learning, for professional careers in fields such as business, teaching and health care, and for graduate study. The College at Wise serves a diverse population that includes traditional residential students, students who commute, and non-traditional students seeking lifelong learning opportunities or preparation for career changes. The College continues to build a diverse, talented, well-qualified faculty whose primary role is excellent undergraduate teaching. College programs go beyond academic achievements in the classroom; and offer hands-on training in a variety of fine and performing arts. Cultural events also offer valuable experience for students. The College brings social, cultural and economic vitality to the community and the region.

The design of the new library must embody the values and aspirations held by the University of Virginia and the College at Wise. The 60,000 GSF facility goes to the core of the educational mission of the College at Wise in the form of academic support for the students and faculty, and will provide sufficient space to accommodate the College's planned growth. The project will house the College's collection and will provide study and instructional spaces to accommodate the College's needs of up to 3,000 (FTE) students.

The present library is at capacity, and its student study areas barely meet the required guidelines of the College's last accreditation. Since that time, the enrollment has grown to over 1,900. In addition, programs requiring supplementary reference materials are being added to the College's curriculum. Without this project, it will be difficult to maintain accreditation in the future.

The Library's preliminary space program calls for approximately 45,000 ASF consisting of:

- Open-Stack Study Rooms (17,300 ASF)
- Stack Space (10,800 ASF)
- Circulation Desks (1,400 ASF)
- Group Study Rooms (2,700 ASF)
- Computer Labs (2,700 ASF)
- Multi-media Learning Labs (2,000 ASF)
- Staff Offices (3,400 ASF)
- Staff Workrooms (3,600 ASF)
- Conference / Meeting Rooms (1,100 ASF)

A site map, geotechnical report, preliminary space program, and additional schedule information will be provided to the firms that are short-listed and asked to submit proposals.

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To ensure that future projects support and enhance the emerging identity of this campus, the College at Wise Campus Plan and Design Guidelines specify appropriate sites, character and materials for new facilities. These Guidelines and other project information are available on the Office of the Architect for the University web site:

<http://www.virginia.edu/architectoffice/designreview.html>

Scope Outline for the Pre-Planning Study:

Executive Summary	Scope (GSF), Budget, and Schedule
Program Definition	Program Elements and Space Requirements Functional Adjacencies Estimates of ASF and GSF Requirements
Plans	Site Plan Conceptual Floor Plans Conceptual Elevations
Program Execution Options	Summary of Proposed Construction Methods Analysis of Program Execution Options Proposed Phasing or Sequencing Coordination with Other Proposed Projects
Site Analysis	Site Options Considered Issues regarding Selected Site
Code Analysis	Virginia Uniform Statewide Building Code ADA Accessibility Guidelines USGBC LEED
Cost Estimate	Construction Budget Costs per Square Foot Costing Methodology Construction Budget Detail Unique Factors Affecting the Cost Construction Phasing

Proposed Pre-Planning Study Delivery Schedule:

Program Review / Refinement:	June 29, 2009 – July 17, 2009
Initial Concept Plans:	July 20, 2009 – August 7, 2009
Final Concept Plans:	August 10, 2009 – August 28, 2009
Construction Cost Estimate:	August 31, 2009 – September 18, 2009
Project Budget Estimate:	September 21, 2009 – September 25, 2009
Report Preparation:	August 31, 2009 – September 25, 2009

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Qualifications:

Firms must demonstrate completed University library design experience; successful experience in obtaining LEED certification for new construction; completed project experience in the Commonwealth of Virginia; and demonstrated familiarity with HECOM. The RFQ responses should only include information on the principal architectural firm(s). Information on the complete consultant team will be part of the RFP response.

Selection Process Schedule:

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|---------------------------------------|---------------------------|
| • RFQ Issued: | April 12, 2009 |
| • RFQ Submission Deadline: | May 5, 2009 by 4:00 p.m. |
| • RFP issued to short-listed firms: | May 18, 2009 |
| • Pre-Proposal Site Visit: (at Wise): | May 27, 2009 |
| • RFP Submission Deadline: | June 2, 2009 by 4:00 p.m. |
| • Interviews (at Wise): | June 8, 2009 |

Submittal Requirements and Process:

Firms are not to propose sub-consultants at this time. Additional submission materials will not be considered.

All materials submitted should be fully recyclable. Submissions must be three-hole-punched, standard 8.5 x 11 letter-sized paper and must be clipped together **without binding**. Double sided printing is strongly encouraged. CD ROMs should be labeled with the firm name, UVA RFQ number and project title and affixed in a sleeve or envelope in the first section of the submission. The PowerPoint file name should include the name of the firm and the RFP number. Interested firms must submit ten (10) copies of each of the following:

1. Letter of interest no longer than one page in length, addressed to the Screening Committee.
2. Statement of Qualifications using the UVA Office of the Architect for the University (OAU) standard form which can be obtained from the UVA-Office of the Architect: <http://www.virginia.edu/architectoffice/pdf/soqform.pdf>
3. Standard forms AE1 through AE6 documents available at <http://www.dgs.state.va.us/FormsCenter/tabid/820/Default.aspx>
If project is a joint venture or association or two or more firms, forms AE1 through AE6 are required for each firm.

In addition, each firm must submit four (4) copies of a CD ROM containing a Microsoft PowerPoint presentation with images of relevant projects and related, explanatory text. The presentation must not exceed 12 slides. Short-listed firms will present these slides to the project stakeholders and to their fellow short-listed firms at the mandatory pre-proposal site visit.

Submittals will be evaluated based on the demonstrated significant experience of the consultant firm and its proposed personnel with similar facilities and projects; the ability to meet specific program objectives; experience with the HECOM and other criteria as the Screening Committee

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may determine. Subsequently, the short-listed firms will receive a detailed Request for Proposal (RFP) and be invited to present a more detailed response and make an oral presentation.

Ten (10) un-bound copies of written material and four (4) copies of the CD-ROM must be received no later than **4:00 p.m. on May 5, 2009** to:

Kathy Yarmey
FP&C Contract Administration
University of Virginia
1000 Ednam Center, Suite 100
Charlottesville, VA 22903
Contact Information: (434) 982-5943 or kyarmey@virginia.edu

A copy of this Request for Qualifications and other procurement information is available on the Facilities Planning & Construction, Office of Contract Administration website at:

<http://www.fm.virginia.edu/fpc/ContractAdmin/ProfSvcs/ProfSvcsAdvertise.htm>

Only firms licensed to do business in Virginia and able to demonstrate professional registration will be considered.

Firm's past and proposed use of Small, Women-owned and Minority (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with the Department of Minority Business Enterprise in Richmond for verification and consideration.

Quarterly reporting of expenditures to SWaM firms will be required for the selected firms.

NOTE: eVA Business to Government Vendor Registration

The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us, is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to use eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. Selected bidder(s) is required to register in the eVA Internet e-procurement solution prior to an award being made.