REQUEST FOR LETTERS OF INTEREST  
and Statements of Qualifications

The University of Virginia, Charlottesville, invites highly qualified firms to submit Letters of Interest and Statements of Qualifications along with background information on Form HECO-16 (obtain adapted version from [http://fpc.fm.virginia.edu/Pages/Ads.aspx](http://fpc.fm.virginia.edu/Pages/Ads.aspx)) for construction services related to the:

**UVA Inn at Darden Renovation**  
**RFP # 15-103**

The University seeks to retain a Construction Manager to join our team during the design phase to provide constructability review, scheduling, cost estimating, and early bid package assistance and to provide full construction services for the University in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual. The contract will be awarded as a Competitive Negotiation utilizing the Construction Management at Risk with Design Phase Services project delivery method. The project consists of a renovation to the UVA Inn at Darden that consists of 177 guest rooms and some public spaces that support the Inn.

**Project Overview:**

The UVA Inn at Darden Renovation will begin construction in the summer of 2016. The project consists of extensively renovating all the guest rooms throughout Sponsors Hall East and Sponsors Hall West located in the north grounds precinct of the University. In addition to the guest rooms, some public areas will also receive upgrades to finishes and improvements. A primary goal of the renovation is to correct existing mechanical deficiencies through replacement of existing Fan Coil Units (FCUs) in each guest room as well as by sealing the leaky building envelope primarily around the existing perimeter windows. Guest rooms will also receive new finishes and furniture, new entry millwork, and full restroom upgrades.

**Submittal Information:**

The University is interested in demonstrated experience in the management of similar projects within a university setting. Examples of previous work associated with this type of project is important as well as personnel who have had direct participation with these types of projects and experience working together on project teams. Examples of cost control and scheduling are also important.

Where possible, all materials submitted should be fully recyclable. Submissions should be collated, on standard letter-sized paper and preferably clipped together without binding. To conserve paper, double sided printing is strongly encouraged.

Submittals will be evaluated and a short-list of firms selected. The selection of short-listed firms will be based on demonstrated qualifications in projects of this type, ability to meet the proposed schedules, the quality and experience of the proposed team, the firm’s plan for involvement of SWaM firms, experience with the University of Virginia Capital Outlay system, project safety
record (not the firm), and other criteria as the selection committee may determine appropriate. Only firms licensed to do business in Virginia will be considered. The short-listed firms will be issued a detailed scope of work/request for proposal and invited to present a more detailed proposal and oral presentation of their qualifications and experience.

One (1) original and eleven (11) copies, plus a .pdf version, of the Letters of Interest/Statements of Qualifications must be submitted by close of business (nominally 5:00 PM) on December 15, 2015 to the attention of:

George Cullen, Contract Administrator for Construction
Facilities Planning & Construction
Facilities Management Department
University of Virginia
1000 Ednam Center, Suite 100
Charlottesville, VA 22903

Requests for Proposals (RFPs) will be issued on or about December 21, 2015 to short-listed firms only. RFP responses must be received no later than close of business (nominally 5:00 PM) on January 27, 2016. A non-mandatory pre-proposal meeting, for the short-listed firms only, will be held at the University of Virginia on a date and at a location to be announced.

Selected firms will be required to register in eVA (the Governor's electronic procurement website, www.eva.state.va.us) prior to the deadline for submission of responses to the RFP to be eligible for the award of the contract. Company’s own status and/or proposed use of Small, Women-owned and Minority-owned (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with the Virginia Department of Small Business and Supplier Diversity (SBSD) in Richmond for verification and consideration. Quarterly reporting of expenditures to SWaM firms will be required for the selected contractor.

Questions may be directed to George Cullen at gec2n@virginia.edu, or by fax at (434) 982-5108.

The Rector and Visitors of The University of Virginia
By: George Cullen, Contract Administrator for Construction