REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
UNIVERSITY OF VIRGINIA
NEW FACILITY FOR THE CONTEMPLATIVE SCIENCES CENTER
RFP #16-01

The University of Virginia (University) invites highly qualified architectural firms to submit a letter of interest and associated supporting materials in consideration for a new building and landscape that will become the home of the University of Virginia Contemplative Sciences Center (CSC). The responding architectural firm will hold the prime contract. It is not necessary to propose engineers, landscape architects and specialty consultants at this time. The scope of work will include performing a program verification, completing schematic design and producing fundraising materials. The University reserves the option to engage the selected firm for full architectural services in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

Background and Purpose of the Project:

The University of Virginia's Contemplative Sciences Center (www.uvacontemplation.org) serves as a foundation for exploring the transformative power of experiential knowledge and practice in relationship to personal and collective wellbeing. Currently, the CSC has no dedicated home, which limits its opportunities and impact. A new building managed by the CSC will provide an invaluable home for research, experiential learning, events, and actual contemplative practice; it will function as the hub, centering a network of learning, research, and contemplative spaces threaded throughout the University’s eleven schools. The Center's physical presence will promote a balanced engagement for students, faculty, and staff in the fields of the humanities, sciences, education, and the healing arts.

The new CSC facility will consist of dedicated and flexible spaces facilitating different types of experiential learning in both small and large groups. The CSC facility will include spaces for practice, research and discussion with meeting rooms, a lecture hall, and integrated research facilities with equipment for measuring on-site physical, emotional, and cognitive impacts of contemplative and other highly experiential forms of learning. There will also be public learning spaces with digital technology featuring images, sounds, and interactive exhibits providing visitors an immediate sense of the power of contemplation. The facility will serve as a home base for the CSC’s online course offerings, with integrated facilities that stream content across the University, the nation and around the world.

Jefferson once called his University “an establishment which I contemplate as the future bulwark of the human mind in this hemisphere.” While the Rotunda, itself a profoundly contemplative space in design and inspiration, anchors the historic Lawn, the new facility for the contemplative sciences will offer a profound counterpart, a space that is contemplative in design and also in use. It will exemplify the Jeffersonian ideals of illimitable freedom and open inquiry as it provides a contemporary testament to the unflagging quest of humanity toward “destinies of high promise”.

Qualifications:

Firms must demonstrate significant experience planning, programming, designing, documenting and providing construction administration for similar projects in program and scope in an academic setting; recent experience in planning and designing at other major universities as well as experience working in historic settings; experience in obtaining LEED certification; and familiarity with HECOM will be required.
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Selection Process Schedule:

- RFQ Advertised…………… January 26, 2016
- Response Deadline………... February 16, 2016 by 4:00 pm**
- Short List Notified………… February 26, 2016 (proposed)
- RFPs issued ……………….. March 1, 2016 (proposed)
- Mandatory Pre-Proposal Site Visit….. March 8, 2016 (proposed)
- Proposal Deadline………… March 21, by 4:00 pm** (proposed)
- Interviews………………….. Week of March 28, 2016 (proposed)

** Late submissions will not be accepted for any reason.

Submittal Requirements and Process:

Where possible, all materials submitted should be fully recyclable. Submissions must be collated, three-hole-punched, on standard 8.5 x 11 letter-sized paper and be clipped together without staples or binding. Double-sided printing is strongly encouraged. CD-ROMs or flash drives should be labeled with the Firm’s name and the University RFP number, and affixed in a sleeve or envelope in the first section of the submission. Interested firms must submit ten (10) hard copies and one (1) digital copy of each of the following, except as noted for the CD/flash drive (item #3):

1. Letter of Interest addressed to the Screening Committee, which is no longer than two (2) pages in length, and which states specifically the firm’s successful experience in planning and designing similar facilities in academic and/or other similar settings.

2. Statement of Qualifications using the Office of the Architect for the University (OAU) standard form which can be obtained from the OAU website at: http://www.virginia.edu/architectoffice/pdf/soqform.pdf

3. CD-ROM or flash drive (two (2) copies total) containing a Microsoft Power-Point presentation with images of at least five (5) relevant projects completed in the last five years and related explanatory text. The projects must collectively demonstrate the firm’s experience with the planning and design of relevant facilities, as well as the firm’s experience with completed LEED certified projects of a similar type. The presentation must not exceed twelve (12) slides. Short-listed firms may be asked to present these slides at the mandatory pre-proposal site visit as a group.


5. Current references and current contact information for each project (five projects minimum) featured in the Power Point presentation. Include contact information for an Owner’s representative, and a Construction Manager for each project.

6. A completed BIM/IPD survey found at: BIM / IPD Survey

Submittals will be evaluated based on the demonstrated and highly-relevant experience of the firm and its key personnel; the ability to meet specific program, budget and schedule objectives; experience with the University of Virginia Higher Education Capital Outlay Manual (HECOM); and other criteria as the Screening Committee may determine. A short-list will be determined by the Screening Committee. The short-listed firms will receive a detailed Request for Proposal (RFP).
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The above submission materials must be received according to the schedule above at the following address:

University of Virginia
Facilities Planning & Construction, Office of Contract Administration
Attention: Kathy Yarmey
1000 Ednam Center, Suite 100
Charlottesville, VA 22903
Questions: 434-982-5943 or kyarmey@virginia.edu

Please do not contact the Project Manager or others at the University regarding this Project. All questions and correspondence regarding this procurement should be made through Kathy Yarmey in the Office of Contract Administration.


The successful firm will be required to be licensed to do business in Virginia and able to demonstrate professional registration.

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.

Firm’s past and proposed use of Small, Women and Minority-Owned (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with and certified by the Department of Small Business & Supplier Diversity (SBSD) in Richmond. Assistance is available for registration. Quarterly reporting of expenditures to SWaM consulting firms or suppliers used in this contract will be required for the selected firms.

Visit our websites at:
http://fpc.fm.virginia.edu/contractadmin/Pages/default.aspx
http://www.virginia.edu/architectoffice.