

UNIVERSITY OF VIRGINIA · FACILITIES MANAGEMENT

**Facilities Planning & Construction Department**

**(Type of Project)**

**PRE-PROPOSAL CONFERENCE AGENDA**

PROJECT: **(Project Title) – RFP # 11-**

DATE:

1. **Project Personnel:**

 UVA Construction Services and Contract Administration Director: Jeff Moore (434) 982-5318

 UVA Contact Administration Manager: Martin E. Best, Jr. (434) 243-3541

 UVA Contract Administrator for Construction: \_\_\_\_\_\_\_\_, (434) \_\_\_\_\_\_\_\_\_

 UVA Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (434) \_\_\_\_\_\_\_\_\_\_

 A/E Representative: (Name of Firm), (Contact), (Telephone Number)

2. **Brief Scope Review by A/E:**

3. **Special Concerns:**

4. **Special Conditions / Items Discussion:**

5. **Special Items to be Addressed in CM’s Technical Proposal & Further Refined During the Document Review Phase Prior to Fixed Price Construction:**

 Project Safety Record (Not the Firm) & Proposed Plan (*Expectations, Division 1, & RFP Evaluation & Award Criteria Changes*) –

 Utilities –

 Site Limitations –

 Access –

 Parking –

 Storage –

 Lay-down Area –

 Temporary Offices –

 Sanitary Facilities –

 Separate On-going Projects in the Vicinity –

 Badges / Photo Identification –

 Dust / Noise Control –

 Casework Procurement from UVA Procurement Department’s Current Contract Holders –

 LEED Requirements –

6. **Protection of Adjacent Areas, Trees, & Facilities:**

7. **Review Risk of After-hours Ignition from Hot Work and Requirement for Fire Watch:**

8. **Potential Separate University Contracts Interfacing:**

9. **Completion Dates:** Substantial Completion is \_\_\_\_\_\_\_\_\_\_. Final Completion is (30/60/90) days after Substantial Completion.

10. **Project Documents:** Price Proposal Form, RFP

11. **Administrative Procedures:**

 A. Bonding Requirements

 B. License Fee (16⊄ per hundred $)

 C. eVA registration (<http://www.eva.state.va.us/>)

All contractors must be registered in eVA. A 1% to a maximum of $500 or $1500 fee is required depending on the SWaM status of the firm.

 D. SWaM (Lorie Strother is available to assist firms in identifying SWaM firms.

 434-243-2373 Email: ljs8n@virginia.edu)

12. **Deliver CM Proposals to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at:**

 University of Virginia

 Office of Contract Administration

 1000 Ednam Center, Suite 100

 Charlottesville, VA 22903 (overnight delivery)

 University of Virginia

 Office of Contract Administration

 P.O. Box 400892

 Charlottesville, VA 22904-4892 (U.S. Mail)

 Receive: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by COB (nominally 5:00 p.m.)**

One (1) original and number (XX) copies of Technical Proposal and one (1) original of the Price Proposal.

13. **Construction Manager’s Questions:**

14. **Amendment Items to be Clarified:**

 1.

 2.

 3.

 4.

 5.

15. **Site Visit:** Immediately following Pre-proposal Meeting.