

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](mailto: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.