A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Memorial Gym Renovation

RFP Number: HH081215

Issue Date: August 12, 2015

Brief Description: Design and install impact graphics in Memorial Gymnasium to showcase the Virginia volleyball and Virginia wrestling teams.

Preproposal Conference: An optional Preproposal Conference will be held on Tuesday, August 25, 2015 @ 10:00 a.m. EST at McCue Center, Third Floor Conference Room, Charlottesville, Virginia (map may be viewed at this web site: http://www.virginia.edu/Map/). The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. Bring a copy of the solicitation with you.

Firms planning to attend the Preproposal Conference should notify Heather Hite by email (pur-rfp@virginia.edu) no later than 3:00 p.m. August 23, 2015 of the names, titles, and phone numbers of the individuals who will attend. Firms traveling to Charlottesville can go to the following website for travel arrangement assistance: http://www.virginia.edu/placetostay/

Proposal Due Date: 3:00 p.m., September 9, 2015. Firms must submit an electronic original proposal that will be received by the University by the proposal deadline to pur-rfp@virginia.edu. All electronic proposal documents, whether originals or copies, should be formatted as Microsoft Word documents.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations, if needed, will be held the week of September 28, 2015 and the week of October 5, 2015.

Expected Award Date: October 20, 2015

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for no more than one year with all work associated with Agreement or Purchase Order complete by that time.
This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/pagerfp. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement and Supplier Diversity Services web site: http://www.procurement.virginia.edu.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

**B. SCOPE OF GOODS & SERVICES**

The University and its Department of Athletics seeks a qualified firm to design, produce, and install graphics highlighting the history and accomplishments of the Virginia volleyball and wrestling programs through high impact visuals. Visuals are to be installed in the following areas:

- Volleyball and wrestling team records to be displayed in a trophy case. When trophies are won in the future, the case will accommodate these trophies.

- Framed historical photos of the facility to be displayed in the main lobby

- LED display capable of showing messaging and highlights in the main lobby to the left of the entrance to the gym. The display messaging should be easily updated. Graphics will “wrap” the display.

- New text treatment with 3-dimension graphics above the entrance to the gym in the main lobby

- Eight (8) impact graphics (four volleyball and four wrestling) to be displayed in the four open panels adjacent to each scoreboard in the gym. Preferably, the impact graphics will be made of fabric (fire resistant).
- Impact graphic(s) at the top, along, and at the bottom of the stairwell from the volleyball team locker room to the gym floor (wrestling not included in this design)

Please review the photographs in Attachment 3 that further illustrate the desired location of each graphic.

All firms are encouraged to complete a walk-through with athletics department personnel to complete measurements for each space and better understand the desired outcome for each design.

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the products as described in the Scope of Good and Services section;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients and renderings of previous projects;
3. The firm’s design capabilities and proposal;
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) business status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter in Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.
Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Les Haughton, Director Supplier Diversity, at (434) 924-7174 or lh7sn@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Firms will provide the following information:

1. A detailed description and the full specifications of the products/designs proposed. Each firm will indicate in its proposal the firm’s ability to achieve/comply with the design of each area.
2. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.
3. A full design proposal for all areas of the project including the front entrance, the hallway leading into the main gymnasium, the main gymnasium, and the hallways leading to the volleyball team locker rooms. The University will provide images to be used in the design.
4. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.

5. The firm’s proposed price / fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination).

6. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and telephone number.

7. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.

8. Provide a list of institutions of higher education with which the firm has signed a term contract.

9. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at https://vascupp.org

10. Complete and return the information requested in Attachment 2, Firm Information.

NOTE: Virginia Freedom of Information Act
Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm’s entire proposal will be available for public inspection.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. https://www.procurement.virginia.edu/pagevendorregistrationform

- Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.
http://www.eva.virginia.gov/

- The University’s Mandatory Contractual Provisions:

- The University’s Preferred Contractual Provisions:

**Note:** Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

- The University's Procedure for Resolution of Contractual Claims

### F. OTHER INFORMATION

**Insurance**

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be its limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

**Commercial General Liability:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and a $2,000,000 aggregate with coverage for the following coverage:

- \{X\} Premises/Operations  \{X\} Products/Completed Operations
- \{X\} Contractual  \{X\} Independent Contractors
- \{X\} Additional Insured*

**Automobile Insurance:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with the following coverages for vehicles operated by their employees.

- \{X\} Any Automobile  \{X\} Owned and Non-Owned Automobiles

*Additional Insured:
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents.”
Formation of the Agreement with the Selected Firm

All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have a particular institutional focus on developing long-term business relationships with minority-and women-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Colette Sheehy
Vice President for Management and Budget
Attachment 2
Firm Information

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<thead>
<tr>
<th><strong>Full Legal Name</strong> (Company name as it appears with its Federal Taxpayer Number):</th>
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<tr>
<td>Address:</td>
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<tr>
<td>Telephone Number:</td>
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<td>Web Address:</td>
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<td>Email Address:</td>
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**SWAM Information:**

| Is the firm certified with the Commonwealth of Virginia’s Department of Small Business & Supplier Diversity (SBSD): | ☐ Yes ☐ No |
| Minority-Owned Business: | ☐ Yes ☐ No |
| Women-Owned Business: | ☐ Yes ☐ No |
| Small-Owned Business: | ☐ Yes ☐ No |

| Is the firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)? | ☐ Yes ☐ No |

**Point of Contact for this Proposal:**

| Name: |
| Address: |
| Office No. | Mobile No. | FAX No. |
| Email Address: |
Attachment 3

An image of the lobby is below. The trophy case will be positioned on the right-hand side of the room (disregard existing case), the text above the entry ways will be replaced, and the LED display will be located to the left of the entry way. The area for framed historical photos cannot be seen.

The main gym is pictured below. The four “bays” on each side of the scoreboard will house impact graphics. The same will be true on the opposite side of the gym.
Images of the stairwell to house impact graphics highlighting the volleyball program are below.