



UNIVERSITY OF VIRGINIA · FACILITIES MANAGEMENT

Office of the Chief Facilities Officer

MEMORANDUM

July 4, 2012

TO: C. A. Johannesmeyer, P.E., VCCO  
Director, Facilities Planning and Construction

FROM: Donald E. Sundgren  
Chief Facilities Officer

SUBJECT: Project Name  
Contracting Option  
Trade Package(s) & #(s) if applicable  
Request for Proposal #  
Project Code: ; Work Order # ; PIMS # P-  
(Combination Shortlist Evaluation and Selection Committee Appointment)

You are appointed to Chair the Shortlist Evaluation / Selection Committee in accordance with Chapter 11 of the University of Virginia Higher Education Capital Outlay Manual (HECOM). The Committee will review Letters of Interest and Statements of Qualifications (LOI's & SOQ's) submitted by interested firms, and recommend which firms shall be short listed to receive a Request for Proposals (RFP). This recommended shortlist will be submitted to me for approval.

An RFP will be sent to each of the short listed firms. The Committee will evaluate and rank the Technical and Price proposals submitted in response to the RFP and will submit its recommendation to me for approval.

The following individuals are appointed to serve with you as members of this Committee:

Common Options  
Requestor & University Representatives Name(s) & Title(s)  
Anna Towns, Director of Space Management, Arts and Sciences  
Richard Allen, Director of Space Management, School of Medicine  
Richard S. Minturn, Academic Facility Planner  
Thomas Harkins, Chief, Environment of Care  
Richard A. Kovatch, Associate Vice President for Business Operations  
Mark Doherty, Chief Housing Officer  
Christina Morell, Assistant Vice President for Student Affairs  
David Neuman, Architect for the University - for architecturally significant projects  
Connie Warnock, Assistant University Architect  
George Southwell, FPC Health System Division Director  
Annette Cyphers, P.E., FPC Academic Division Director  
Ernie Barber, P.E., FPC Engineering and Design Director  
Jeff Moore, P.E., VCCO, Construction Services and Contract Administration Director