



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