



Maximize Your SWaM Potential

General & Subcontractor

Guide to Doing Business at the University of Virginia

Step I: Know Yourself

*Find your company's niche.
In what area do you excel?*

Many times firms try to focus on too many areas of specialization. Because of this, your firm may be looked upon as a *jack of all trades and a master of none*. To avoid this, determine your firm's greatest strength(s) and develop your business development strategy around these strengths.

Step II: Know the University

Where are your best points of entry?

The University has various opportunities available throughout the organization. When considering these opportunities evaluate your firm's specialty, size, and experience. Examination of these areas will help you determine the entry points for your firm.

For example, if your firm is a large, Class A general contractor, with lots of experience and bonding at \$1 million or more your entry point would be Facilities Planning and Construction, Office of Contract Administration.

This office manages the procurement of Professional Services, Construction Managers, and Contractors for the Academic area, the Health System, and the College at Wise. Projects include new construction and renovations for both the Academic area and the Health System.

The staff in this office issue Requests for Qualifications (RFQ's) for Architectural and Engineering (A/E) Services, and Requests for Proposals (RFP's) and Invitation for Bids (IFB's) for Construction Managers and Contractors.

They also prepare and administer contracts resulting from the RFQ's, RFP's, and IFB's that they issue.

If your firm is a small to medium size Class A, B, or C general or subcontracting firm with limited experience and/or bonding capacity. Your firm's entry point would be Facilities Purchasing, Procurement Services. This office is responsible for procurement of goods and services in support of Facilities Management, Housing, and Athletics. This includes renovations, replacement in kind, painting, asbestos removal, mold remediation, masonry, carpentry, insulation, floor and ceiling, etc.

Rendering of Emily Couric Clinical Cancer Center



Rendering of Claude Moore Medical Education Building



Learn about the University's purchasing methods and procedures.

Below are some of the more frequent procurement methods used by Facilities Planning and Construction, Office of Contract Administration:

Construction Management – Agency with Design Phase Services: services provided under contract with the University, which generally include preconstruction services and coordinating construction contracts for the benefit of the University, but may also include, if provided in the contract, furnishing construction services to the University. The Construction Manager has direct responsibility and liability to the University for performing the Work as described by the Contract Documents.

Construction Management — At Risk with Design Phase Services: services provided under contract with the University, wherein a construction management firm assumes the risk for construction via the competitive negotiation contracting method. The construction management firm provides a range of pre-construction and construction management services which include consultation regarding the design of the building project and may also include cost estimation, the preparation and coordination of bid packages, scheduling, cost control, value management, acting as the general contractor during the construction, detailing the trade contractor scope of work, holding the trade contracts and other subcontracts, prequalifying and evaluating trade contractors and subcontractors, and providing management and construction services.

On Demand Construction (previously Make-buy): Procurement of construction services from a pre-selected list of contractors.

Emergency Procurement: “Fixed Fee Plus Reimbursable Costs” contract. Contract contains a “Not-To-Exceed” amount. The initial “emergency notice to proceed” allows the contractor to start work. Contractor may not exceed 50% of the maximum contract amount without notifying the University and obtaining a formal contract. Other purchasing methods used by Facilities Planning and Construction can be found at this website: <http://www.fm.virginia.edu/fpc/ContractAdmin/contractingoptions.htm>

Below are some of the more frequent purchasing methods used by Procurement Services, Facilities Purchasing:

Request for Proposal (RFP): A written public notification by the University soliciting proposals for professional, nonprofessional, or contractor services. The RFP generally describes the services sought, the unique capabilities or qualifications needed to perform the work, factors to be used to evaluate proposals and the conditions for negotiating prices and terms with the offerors.

Request For Quotations (RFQ): A notification by the University soliciting quotes for specific products or services.

Contract Opportunity (CO): A shortlist of vendors that provide a narrow range of goods and services, i.e., landscape and safety supplies.

Step III: Fuse Your Knowledge

Make a focused plan using knowledge gained from Steps 1 and 2.

Where will you fit best into the University?

If your firm is a large Class A general contracting firm with significant experience (capital projects in excess of 500K), and bonding capabilities. Your plan may look like the following:

- Respond to a Facilities Planning and Construction, Contract Administration opportunity available on the website: <http://www.fm.virginia.edu/fpc/ContractAdmin/ConstructionAdvertise.htm>
OR in newspaper advertisements posted on Sundays in the Richmond Free Press, Richmond Times Dispatch, and Charlottesville Daily Progress.
- Network with Contract Administrators. Contacts available on website: <http://www.fm.virginia.edu/fpc/ContractAdmin/ConstructionAdmin.htm>
OR see staff listing on Page 6.
- Network with FP&C Administrators. Contact office of Supplier Diversity to request this.
- Communicate with other General Contractors about possibly partnering on future projects. See list of contractors actively doing business with the University on page 7.

If your firm is a small to medium size general contractor or subcontractor (Class A, B, or C license with no or limited bonding capacity.) Your plan may look like the following:

- Respond to a Facilities Purchasing opportunity:
RFP: <http://www.procurement.virginia.edu/pagerfp>
RFQ (via eVA Quick Quote):
<http://dps.dgs.virginia.gov/CBT/CBTVendor/QuickQuote/Index-quick-quote.htm>
- Network with Facilities Purchasing Buyers. Contacts available on website: <http://www.procurement.virginia.edu/pagestaff>
OR see staff listing on Page 6.

Rendering of Bavaro Hall



- Network with General Contractors actively doing business with us using our on-demand lists:
Contractors: <http://www.fm.virginia.edu/fpcContracts/OnDemandList.xls>
Roofers: <http://www.fm.virginia.edu/fpc/ContractAdmin/On-DemandRoofers040407.pdf>
Special Projects: <http://www.fm.virginia.edu/fpccontracts/SpecialProjectsList.doc>
- Find out whose been shortlisted for opportunities:
<http://www.fm.virginia.edu/fpccontracts/ShortListFirms.xls>
- Communicate with Facilities Management, Operations and Maintenance staff about upcoming opportunities. See staff listing on Page 6.
- Communicate with Housing staff about upcoming opportunities. See staff listing on Page 6.

Step IV: Action!

Use the resources available to put your plan into action!

Listed below are more links to assist you in working your plan. Use them to determine the firms that bid and were awarded a project. This is helpful because it lets you know who your competition is and their pricing within the market.

Construction Bid Tabulations:

<http://www.fm.virginia.edu/fpccontracts/ConstructionBidTabs.xls>

Construction Recent Awards:

<http://www.fm.virginia.edu/fpc/ContractAdmin/ConstructionAdmin.htm>

Step V: Know the Organization

Familiarize yourself with the players and the rules of the game!

Use the links below to help you learn about the organizational structures, policies and procedures at the University. This information is vital to the success of your business at the University!

Facilities Planning and Construction, Organizational Chart

<http://www.fm.virginia.edu/fpc/Administrative/FormsAndDocuments/FPCOrganizationalChart.pdf>

General Conditions of the Contract (HECO 7):

http://dgs.state.va.us/FormsCenter/tabid/820/Default.aspx?udt_1673_param_detail=176

Construction Bonds:

<http://www.fm.virginia.edu/fpc/ContractAdmin/ConstructionManagement/ConstructionBonds.htm>

Insurance:

<http://www.fm.virginia.edu/fpc/ContractAdmin/ConstructionManagement/Insurance.htm>

Purchasing Terms and Conditions (Procurement Services):

<http://www.procurement.virginia.edu/page/terms>

HECO Forms:

<http://www.fm.virginia.edu/fpc/hecom.htm>

Certification is Non-Negotiable

As an agency of the Commonwealth of Virginia, the University of Virginia requires a Small, Woman, or Minority-owned (SWaM) business to be certified by the Department of Minority Business Enterprise (DMBE). Details may be found at:

<http://www.dmb.e.virginia.gov/swamcert.html>

or by writing SupplierDiversity@virginia.edu. Certification can normally be completed within thirty days. The University of Virginia is a member of the Virginia Association of School, college, and University Purchasing Professions (VASCUPP). VASCUPP members use a number of cooperative purchasing agreements. A list of these agreements may be found here:

<http://www.vcu.edu/procurement/coopcon.htm>

Staff Listing

Facilities Planning and Construction, Contract Administration (Construction-only)

Pat Clifton · Manager · Office of Contract Administration · pcm8b@virginia.edu · 434-982-5472

Martin Best · Sr. Contract Administrator · Health System · meb6n@virginia.edu · 434-243-3541

George Cullen · Contract Administrator · Academic · gec2n@virginia.edu · 434-982-4620

Julie Garmel · Contract Administrator · Academic · jg4e@virginia.edu · 434-982-5361

William Martin · Contract Administrator · Health System · whm2j@virginia.edu · 434-982-4611

<http://www.fm.virginia.edu/fpc/ContractAdmin/ContractAdmin.htm>

Procurement Services, Facilities Purchasing

John Gerding · Procurement Manager · jeg5y@virginia.edu · 434-982-2563

Mavis Dickerson · Program Support Technician · mdd9b@virginia.edu · 434-982-6524

Jessie McGann · Program Support Technician · jfm9n@virginia.edu · 434-243-5192

Diane Morse · Procurement Officer I · dm5h@virginia.edu · 434-982-5076

Frank Messina · Buyer Specialist · fjm9g@virginia.edu · 434-982-5879

Heather Hite · Procurement Officer I · hch3h@virginia.edu · 434-982-5077

<http://www.procurement.virginia.edu/pagestaff>

Facilities Management, Operations & Maintenance

Spike Weeks · Contract Administrations Manager · ltw@virginia.edu · 434-982-5891

Tom Fischer · Building and Grounds Supervisor · tef3u@virginia.edu · 434-982-5693

Glenda Ferguson · Service Contract Administrator · gnf5k@virginia.edu · 434-982-5878

Housing Division, Student, Family, Faculty, Staff Housing

Kevin Walls · Project Manager-Student Housing · jkw@virginia.edu · 434-243-2013

Pat Toms · Property Manager-Family, Faculty, & Staff · pat6x@virginia.edu · 434-924-3226

Procurement Services, Supplier Diversity

Bill Cooper · Director of Supplier Diversity · coop@virginia.edu · 434-924-7174

Shannon Wampler · Sr. Supplier Diversity Coordinator · saw2w@virginia.edu · 434-924-3173

Lorie Strother · SWaM Contract Administrator · ljs8n@virginia.edu · 434-243-2373

Contractors Actively Doing Business at the University

Aero Integrated	Kjellstrom & Lee Construction
Artisan Construction Company, Inc.	Johnson Controls
Barton Malow	Martin Horn
Crenshaw Construction Company	Nielson Builders, Inc.
Davis Brothers Construction Company	Payne Construction Company
Design Electric	Queensenberry's
Donley's	R.E. Lee & Sons
Falconer Construction Company	Rentenbach
Gilbane	SRC, Inc.
Harrisonburg Construction Company	Sullivan Mechanical

Visit the on-demand contractor list for
contact information for some of the above firms:

<http://www.fm.virginia.edu/fpcContracts/OnDemandList.xls>



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Mission Statement

The Supplier Diversity Initiative's mission is to eliminate the excuses that would prevent the University of Virginia from being the best that it can be because it failed to diversify its supply chain. We strive to enable strategic and sustainable relationships with diverse firms through straight talk, business development, insuring access to information, and effective networking.