June 24, 2019

GC Contact Name 1 GC Contact Name 2

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RE: **Request for Proposal**

**Project Name**

**Vanderbilt University Medical Center**

Vanderbilt University Medical Center is soliciting proposals for the renovation of the existing project name. This renovation consists of approximately XXXX GSF of existing space to be demolished and built back as inpatient rooms and ancillary support spaces. You are cordially invited to participate in this RFP process. The “Architect of Record” is Architect of Record name.

The construction documents and specifications have been completed and have been submitted for the permitting process. The plans and specifications are available electronically via the following link from Architect of Record name, for your use;

*Drawings dated xx/xx/xxx are located here: file link*

*Specifications dated xx/xx/xxx are located here:  file link*

*Addendum No. 1 dated xx/xx/xxx is located here:  file link*

Hard copies will be available at the contractor’s expense via the L&R Project Document Manager Plan Room. To access the Plan Room each company will need to establish a User Name and Password, if you do not already have one on file with L&R.

**The Request for Proposal (RFP) information is due no later than time and date**. Deliver sealed RFP information containing three (3) hard copies and one (1) electronic format (CD/DVD, or Flash Drive) to the attention of Project Manager, Planning • Design • Construction, Crystal Terrace, 3319 West End Avenue, Suite 200, Nashville, TN 37203-1050.

The Request for Proposal shall include the following as a minimum:

* + Total cost for completing the project, including a breakout of the cost by CSI division;
	+ Fee amount;
	+ General Conditions cost (clearly identifying what makes up this cost);
	+ All contractors are to identify a five-percent (5%) construction contingency based on the cost of work;
	+ Construction duration and tentative schedule (starting no later than date);
	+ Identify proposed team members, i.e. project manager, superintendent, etc.;
	+ Provide list of proposed subcontractors to be utilized on the project;
	+ Safety Record of your company as well as the individual proposed subcontractors.

A Pre-Bid Meeting will be announced at a later date. Site visits will be scheduled upon request through Planning • Design • Construction by contacting Construction Coordinator Name at Construction Coordinator Phone Number and requesting an RFP Site Visit for “Project Name”. All participants are required to participate in a site visit prior to submitting a proposal.

Please submit specific questions, via e-mail, to the attention of Project Manager (associated email) of Planning • Design • Construction and Architect of Record (associated email) of Architectural Company no later than date and time. The e-mail subject is to be identified as “Project Name”. Response to questions will be distributed to all construction management firms, submitting a proposal, no later than end of business on Monday, date.

The successful CM firm will be expected to execute the Vanderbilt Standard Form of Agreement, the AIA Document A102 – 2007 Standard Form of Agreement between Owner and Contractor as amended by Vanderbilt, if not already on file, along with the associated LOA (Letter of Agreement).

After review and evaluation of the RFP information received, it is anticipated the successful firm will be notified the week of date.

Sincerely,

Project Manager Name

Title

Vanderbilt University Medical Center

Planning • Design • Construction

3319 West End Avenue, Suite 200

Nashville, TN 37203-1050

(615) 343-8822