

REQUEST FOR PROPOSALS (RFP)

Issue Date: August 2, 2013
Commodity Code: Professional Services
Title: A/E Services for Construction of Academic Building

RFP#214-14-AcademicBldgAE
Project Code: 214-18084

Issuing Agency & Address: Commonwealth of Virginia
Longwood University
Materiel Management
Bristow Hall, Room 218
Farmville, Virginia 23909

Optional Pre-Proposal Conference
August 13, 2013 at 10:00 A.M.
Virginia Room, Blackwell Hall
(#11 on Attachment E)
Longwood University, Farmville, VA 23909

Location Where Work Will Be Performed: Longwood University, Farmville, Virginia

Period Of Contract: Single project services.

Sealed Proposals Will Be Received Until August 23, 2013 at 2:00 p.m. Local Time or Furnishing The Services Described Herein. Proposals must reach the above address by the deadline stated And Shall Be Date/Time Stamped By The Agency Upon Receipt.

All Inquiries for information should be directed to: Mr. James E. Simpson, CPPB, VCO, Director of Materiel Management, Phone: (434) 395-2093, Fax: (434) 395-2246, Email: simpsonje@longwood.edu. A Written Pre-Proposal Question Form is included with this RFP as Attachment D.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: Bristow Hall, Room 218, Corner of Main and Redford Streets, Farmville, Virginia.

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

State Corporation Commission (SCC) ID#: _____ or statement describing why offeror is not required to have a SCC ID# must be furnished with your proposal.

eVA Member: [] Yes [] No
eVA Vendor ID#: _____

Check all that apply: Small Business []
Minority-Owned Business []
Woman-Owned Business []

Note: Offeror shall be a member of eVA on the date and time designated for receipt of proposals to be awarded this contract. See Attachment A for registration requirements.

DMBE Certificate Number _____
Certification Date __/__/____
Expiration Date __/__/____

Virginia Contractor License No.: _____
Class: _____
Specialty Codes if Applicable: _____

You are encouraged to register with the Department of Minority Business Enterprise, (DMBE) at http://www.dmb.e.virginia.gov).

Name And Address Of Firm:

Zip Code _____

Date: _____

By: _____
(Signature In Ink)

Name: _____
(Please Print or Type)

E-mail: _____

Title: _____

Phone: () _____
(Toll Free, if available)

Fax: () _____
(Toll Free, if available)

PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference and site visit will be held on August 13, 2013 at 10:00 A.M. The pre-proposal conference will be held at Longwood University in the Virginia Room in Blackwell Hall (#11 on Attachment E). The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in written addendum to the solicitation.

Addendums: Any changes resulting from the Agency's requirements will be issued in an addendum and will be posted on the eVA website, <http://www.eVA.virginia.gov>, Longwood University Material Management website, <http://tkts.longwood.edu/ifbrfp/reviewfp.asp>, click on Commodity & Proposal Number 214-14-AcademicBldgAE and the Public Posting Board at the front of Bristow Hall at the corner of Main and Redford Streets in Farmville, Virginia.

It is the sole responsibility of the offeror to check these web pages for all changes to the RFP prior to submission. **Failure to sign and return addenda may cause your proposal to be scored lower.** Longwood University will not mail or fax these documents.

The public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, 11-35.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Note to offerors: Parking spaces are limited, please plan to arrive early. If you require ADA accommodations to deliver proposal, contact the Materiel Management office at (434) 395-2093 twenty-four (24) hours prior to solicitation closing.

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NOTE: Electronic copies of A/E Data Forms (AE-1 through AE-6) and of the "Small Businesses and Businesses Owned by Women & Minorities" forms are available for download at the following website:
<http://forms.dgs.virginia.gov/>.

eVA Vendor Registration: The offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

I. APPLICABILITY OF THE A/E MANUAL

The A/E Manual as defined in the **Commonwealth of Virginia Construction and Professional Services Manual**, as amended, shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

Proposer's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFP. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFP and mean the public body issuing this solicitation for services and with whom the successful A/E Proposer will enter into an agreement. For purposes of clarity and uniformity in this RFP, only the term "Agency" will be used herein.

Proposer's attention is also directed to the Terms and Conditions of the A/E Contract (CO-3a).

II. PURPOSE

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, with design training and experience in Palladian-Jeffersonian architecture as well as the design of flexible and re-configurable classrooms, collaborative learning, research and spaces and academic support services.

The A/E shall provide professional services for the project described in Part V. of this RFP consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

III. BACKGROUND

The Commonwealth has authorized Longwood, as part of the Pool Bond Program, to proceed with a new Academic Building. Under this program the University has received funding for a pre-planning study. The University anticipates the Commonwealth will provide additional funding for design services to complete construction documents, bidding and construction administration. The construction budget will be established at the Preliminary Design Phase. The University has estimated the project construction cost to be \$17,764,000. The building construction estimate is \$16,149,000, with site work and utility construction cost estimated at \$1,615,000.

The proposed facility is generally described as a multistory building of approximately 42,000 gross square feet. The building shall resemble the surrounding buildings in their Palladian-Jeffersonian architectural style. The façade will be brick with precast elements, steel frame structural system and year round environmental controls. It is estimated to have a footprint of approximately 70' by 150' and four (4) stories to include flexible classrooms and faculty/administration space. This new facility will connect to the central heating plant.

The New Academic Building project will be a general purpose academic building on a convenient site in the academic area of Longwood University's main campus. This project will create a multipurpose, adaptive building that will provide approximately 75% of the projected academic space deficit for 5,600 undergraduate students in one cost-effective project. The building will contain various-sized classrooms, collaborative learning space, student research/inquiry space, a library outpost, the Center for Academic Faculty Enrichment, digital and distance learning facilities, other academic support space, and faculty offices (see Attachment B: University Proposed Space Program).

The site of this building is in the heart of the academic precinct, adjacent to the French Greenway and Plaza (see Attachment C: Site Location). French Plaza is a major campus activity location and pedestrian connection between the center of campus and off-campus student apartments. Therefore, constructing an academic building on this site will be an effective, convenient, and efficient use of the available space that will complement the existing buildings, plaza, and traffic flow.

IV. INFORMATION AVAILABLE

The University has electronic versions of design standards. These standards are available at the following website: <http://www.longwood.edu/assets/physicalplant/CPCDesignConstStandards.pdf>. The University has site utility and topographic maps of the proposed construction site. These drawings are available for examination in the University's Capital Planning and Construction Department office located at McCorkle Hall, Room 124. The documents can be viewed weekdays from 9:00 A.M. to 4:00 P.M. For appointments to examine the documents, call Kim Bass at (434) 395-2983 or email basskh@longwood.edu.

V. SCOPE OF SERVICES

The Agency's documents indicated in Section IV. above describe the program, siting, appearance, aesthetics, functional arrangement, and level of quality desired by the Agency.

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services for the project in accordance with the requirements of the A/E Manual. The following generally highlights the services that the A/E will be required to perform:

- A. The A/E shall provide professional services for a Pre-Design Study Phase. This phase of design should be included as an Additional Service. The study shall refine and validate the Agency's space program. The proposed project will construct a new multistory 21,000 gross square foot building. Based on an approved space plan, the A/E shall produce floor plans of the new Admissions Center and provide a site plan showing the footprint of the project with building orientation. The study will also include a cost estimate of the work.
- B. Refine, clarify, and define the Agency's project description, data, and requirements as necessary to develop a Schematic design of the project which meets the Agency's requirements and is within the stipulated "design-not-to-exceed" construction cost. Respond to all BCOM and other agency review comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.
- C. Provide an Environmental Impact Report in accord with the Department of Environmental Quality requirements. This report shall be an additional service.
- D. Prepare A/E cost estimates for the project per Chapter 8 and Appendix E of the A/E Manual. Represent the Agency by attending meetings with the Bureau of Capital Outlay Management to discuss project cost and scope.
- E. Complete all forms and documents in formats required by the A/E Manual and process in accord with the Agency's instructions.
- F. Provide approved schematic design submittal in accord with the procedures of the A/E Manual not later than January 15, 2014.
- G. As agency option, when funding is available, provide construction contract documents that are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, but not limited to, the Virginia Uniform Statewide Building Code, and the handicap accessibility standards adopted by the CPSM.
- H. As agency option, when funding is available, provide specifications which reflect current requirements, standards and product availability.

- I. As agency option, represent the agency by presenting necessary oral and/or graphic presentations to State Art and Architectural Review Board.
- J. As agency option, when funding is available, develop and prepare construction documents for Erosion and Sediment Control Plan and a Stormwater Management Plan. Obtain approvals from required Agencies.
- K. As agency option, when funding is available, provide support as required by the A/E Manual for a VE Study.
- L. As agency option, coordinate the design of utility connections with local utility provider and obtain necessary approvals. Agency will pay filing fees and connections charges, as required.
- M. As agency option, when funding is available, provide services to assist the Agency in the bidding and award of the construction contract.
- N. As agency option, when funding is available, provide services for the construction phase, as required by the A/E Manual, for the administration of the contract.
- O. The Agency's goal for the project is to obtain, as a minimum, silver certification by the Green Building Council's Leadership in Energy and Environmental Design (LEED) standards.
- P. The A/E shall provide to the Agency one copy of the completed drawing on reproducible Mylar and on compact disc in the AutoCAD 2010 format that is 100 percent compatible with the Agency's hardware and software. The A/E shall provide the Agency with any special font, symbol libraries, special line types or line drawing software or any other unique software required for the Agency to maintain the CADD drawings as current documents. The A/E shall provide printed deliverables to the Agency using the following personal computer software packages:

Software Package

<u>Function</u>	<u>Brand Name</u>	<u>Version</u>
Word-processing	Microsoft Word	2007 for Windows
Spreadsheet	Microsoft Excel	2007 for Windows
Database	Microsoft Access	2007 for Windows
CAD	AutoCAD	2010 for Windows

VI. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed \$100,000. Proposer must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the <http://forms.dgs.virginia.gov> website.

Longwood University has adopted an annual SWaM Procurement Plan that specifies goals for SWaM procurement by Prime Contractors (A/E or Construction) in support of the State's initiative for increasing

state procurement from SWaM businesses. It requires reporting the use of SWaM certified subcontractors and suppliers and reporting of payments made to these firms. Upon award of contract, a Prime Contractor is required to create and certify a SWaM subcontracting plan to meet SWaM goals when submitting their list of sub-contractors for approval. Prime contractors are then required to submit reports of payments made to SWaM sub-contractors and direct suppliers with each invoice submitted. Monthly invoices will not be accepted unless SWaM information is included. Final payment under the contract in question shall be withheld until certification of SWaM compliance is received and confirmed by the agency. SWaM reporting is a Prime contractor responsibility that must be submitted to receive progress payments.

Longwood University SWaM subcontracting goals for this project are as follows:

	<u>Small</u>	<u>Women Owned</u>	<u>Minority Owned</u>	<u>Total SWaM Goal</u>
A&E	35%	2%	3%	40%

In addition to submission of subcontractor information with each invoice, SWaM Reports will be required on a monthly basis. Monthly reports will be due with monthly invoices. No vendor is considered a Small Business Enterprise, a Woman-Owned Business Enterprise or a Minority-Owned Business Enterprise unless it has obtained certification from the Commonwealth. For SWaM registration guidelines and additional registration information, refer to the Virginia Department of Minority Business Enterprise website at <http://www.dmbv.virginia.gov/index.html>. All certified SWaM vendors are assigned a SWaM identification number by DMBE which should be used in monthly reports. If you have any questions, please do not hesitate to contact the Director of Material Management.

VII. PROPOSAL REQUIREMENTS

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include: the completed and signed RFP cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and five (5) copies of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume where practical.
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.
- F. To reduce the effort and expense of responding to RFP's, provide uniformity in the type information requested, and enhance the review and evaluation process, the **standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E's responding to State agency RFP's.**

- G. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the <http://forms.dgs.virginia.gov> website.

VIII. EVALUATION AND AWARD OF CONTRACTS

- A. Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria:
1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section IV, Scope of Services.
 2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services.
 3. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
 4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.
 5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.
 6. Qualifications and experience of the A/E's project manager to be assigned to this project.
 7. A/E's recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.
 8. A/E's experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes, Standards, Accessibility and Building Efficiency.
 9. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.
 10. Size of the firm relative to the size of the project(s).
 11. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

Generally, the selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

- B. AWARD OF CONTRACT: After evaluation of the Proposals received in response to the RFP, the Agency shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated manhours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as

revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VIII and the information provided and developed in the selection process to this point, the Agency shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

IX. FEES

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated manhours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding prepared by the Agency will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of the A/E that is authorized by the Agency.

X. ATTACHMENTS

- Attachment A: eVA Vendor Registration Requirements
- Attachment B: Proposed Space Plan
- Attachment C: Site Location
- Attachment D: Written Pre-Proposal Question Form
- Attachment E: Campus Map and Directory

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Effective July 1, 2011, vendor registration and registration-renewal fees have been discontinued. Registration options are as follows:

- a. eVA Basic Vendor Registration Service: eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
- b. eVA Premium Vendor Registration Service: eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.

Vendor transaction fees are determined by the date the original purchase order is issued and are as follows:

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 thru June 30, 2011, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- c. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 0.75%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, capped at \$1,500 per order.
- d. For orders issued July 1, 2013 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

New Academic Building Space Program

6/3/2013

Attachment B

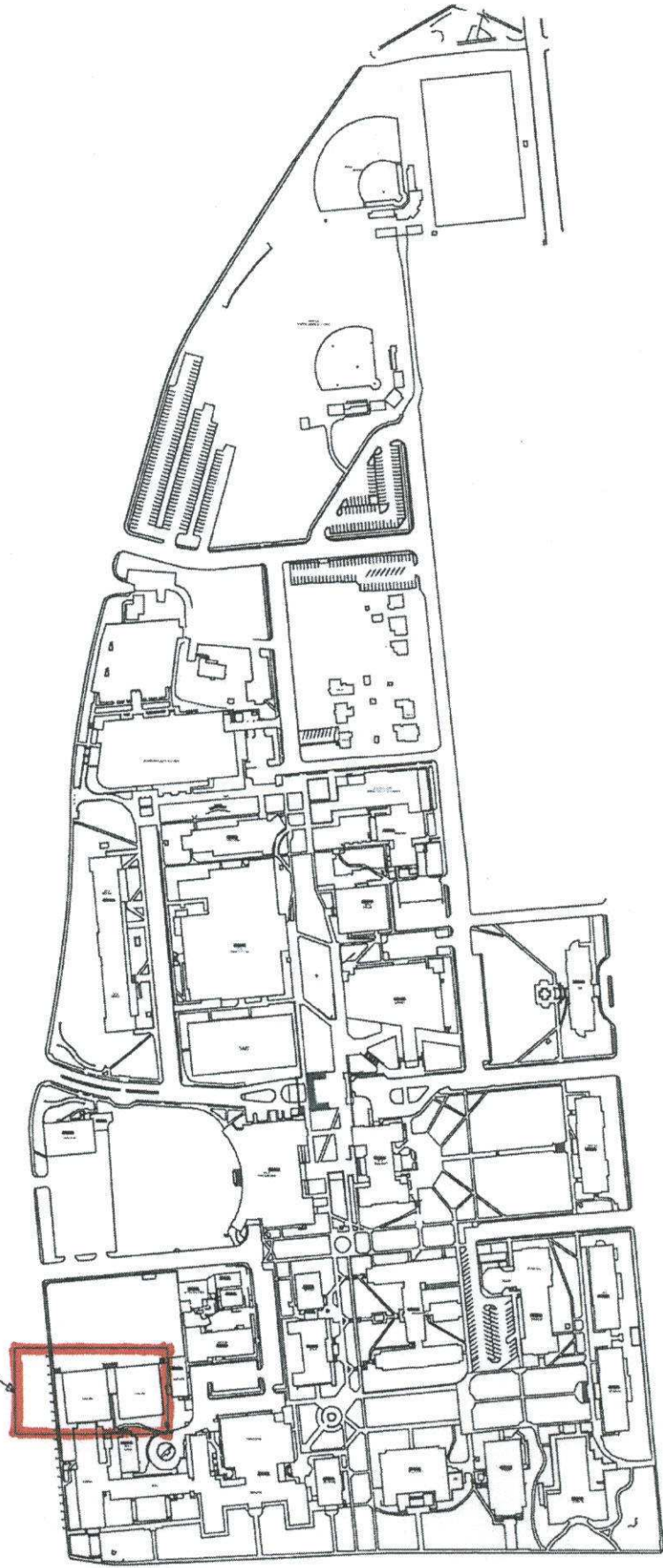
Organization	Room Use and Note #	Number	Number of People	Size	ASF	
Academic	Classrooms (1)	varies	varies	varies	3,000 sf	
Academic	Collaborative Learning (2)(3)	varies	varies	varies	5,000 sf	
Academic	Research (3)	varies	varies	varies	9,000 sf	
Academic	Faculty Offices (4)	~35	1 per office	~200 sf	7,000 sf	
Various	Academic Support Services	varies	varies	varies	3,000 sf	
Total ASF					27,000 sf	
Building Factor					0.65	
Total GSF						41,538 sf
Maximum GSF Available (5)						42,000 sf

Notes:

1. Classrooms will be flexible and re-configurable
2. Collaborative learning space is the equivalent of "Open Laboratories" in the Campus Master Plan
3. Collaborative learning and most research space will be flexible and re-configurable
4. Approximately 200 ASF per faculty member for office and support space, including space for admin personnel
5. 70' x 150' (maximum footprint) on 4 levels

LONGWOOD UNIVERSITY

BUILDING SITE



Attachment D – Written Pre-Proposal Question Form

Project: A/E Services for Construction of Academic Building
Longwood University
Farmville, Virginia

Attention: James E. Simpson, CPPB, VCO
Director Materiel Management
Longwood University
201 High Street, Bristow Hall, Room 218
Farmville, Virginia 23909-1896
Phone: 434-395-2093 | Fax: 434-395-2246 | Email: simpsonje@longwood.edu

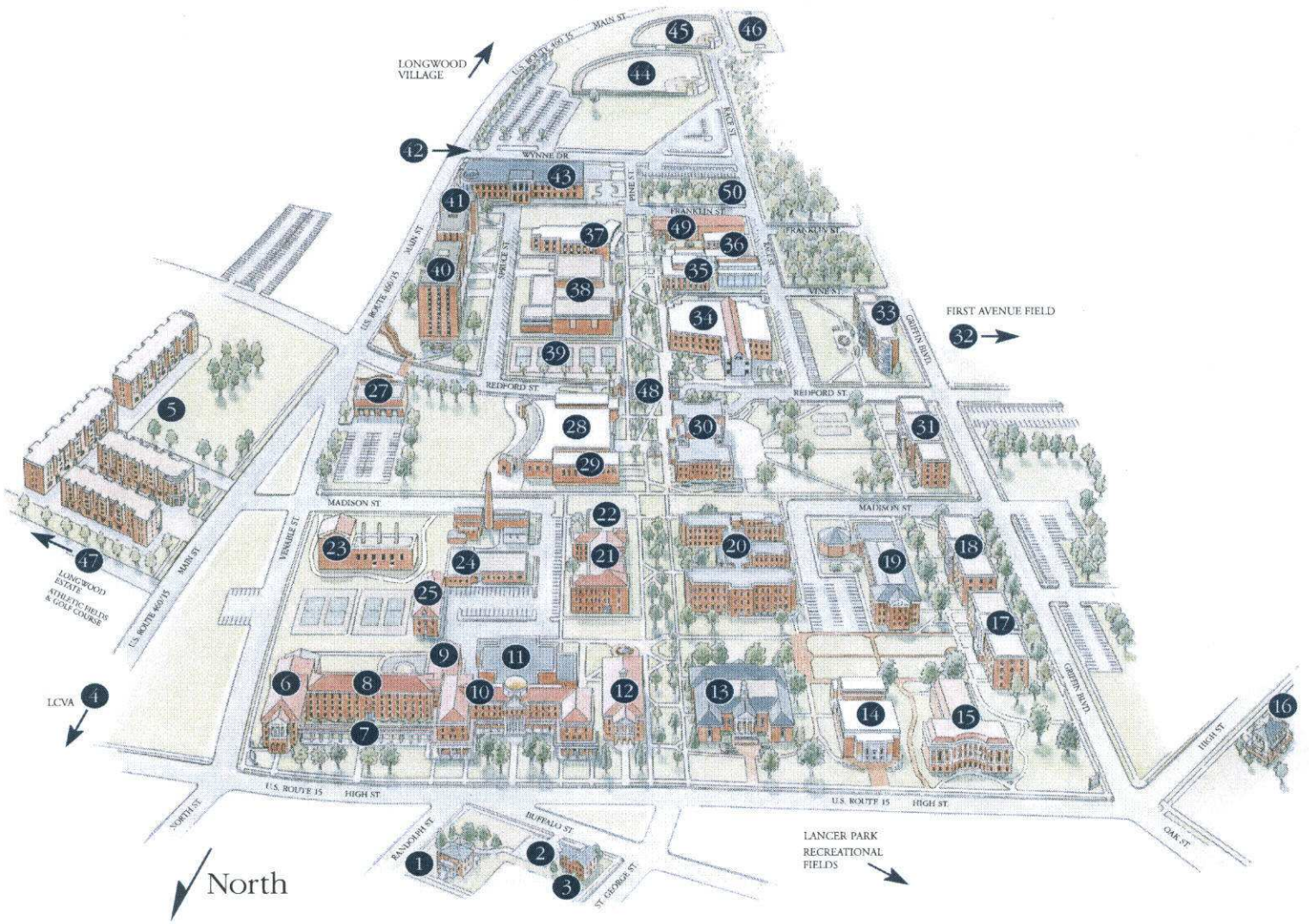
The following question(s) are against RFP#214-14-AcademicBldgAE:

<u>Section, Page, Line(s)</u>	<u>Question</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

All questions shall be received by **12 noon, August 16, 2013**. All responses to questions will be made by an addendum, if necessary.

Question(s) submitted by:

_____	_____
Name	Company
Phone # _____	Fax # _____



Longwood University Directory

(Residence halls are at the end of the list.)

Admissions Office (Crafts House)	3	Lancer Field	46
Assessment & Institutional Research	50	Lankford Student Union	30
Athletic Department (Tabb Hall)	8	Lancer Café, Post Office	
Barlow Hall	25	Longwood Center for the Visual Arts (LCVA)	4
Registrar		(Main & Third Streets)	
Baseball Field (Buddy Bolding Stadium)	44	Longwood Estate	47
Bedford Hall	36	Athletic Fields, Golf Course	
Art, Bedford Auditorium		Longwood House	
Blackwell Hall	11	Longwood Landings	5
Prince Edward & Virginia rooms		Barnes & Noble Campus Bookstore	
Bristow Hall	27	Residence Hall	
Physical Plant Operations/Materiel Mgmt.		Ruffner Hall	10
Campus Bookstore/Barnes & Noble	5	Academic Affairs	
Center for Communication Studies & Theatre	49	Cook-Cole College of Arts & Sciences	
Chichester Science Center	15	History, Political Science & Philosophy	
Natural Sciences		Liberal Studies	
Colonnade (Joanie on the Pony)	7	Mathematics & Computer Science	
Cormier Honors College (Wheeler Hall)	17	Psychology	
Coyner Hall	22	Sociology, Anthropology & Criminal Justice	
Information Technology		Cormier Honors Program	
Real Property Management		Graduate Studies	
Crafts House	3	Small Business Development Center	42
Admissions Office, Campus Tours		Longwood University Real Estate Foundation	
Dorrill Dining Hall	28	Softball Field	45
Campus Police & Public Safety		Stevens/McCorkle/Jeffers Hall	19
Information & Visitor Center		Capital Planning & Construction	
First Avenue Field	32	Clean VA Waterways/Sustainability	
Graham Hall	24	International Affairs	
Disability Support Services		Nursing	
Parking, Printing Services		University Inn Bed & Breakfast	16
Grainger Hall	12	Varsity Tennis Courts	39
English, Modern Languages		Visitor Parking	
Greenwood Library	34	Crafts Lot	2
Academic Support Center		Parking Garage - Redford Street	48
Hardy House	1	Willett Hall	38
Conferences, Facility Scheduling		Health, Recreation & Kinesiology	
Internal Auditor		Lancer Gymnasium & Pool	
Health & Fitness Center	43	Wygall Hall	35
Campus Recreation		Music, Molnar Recital Hall	
Counseling Center, Student Health			
Heating Plant	23		
Hiner Hall	21		
College of Business & Economics			
Hull Education Center	37		
College of Education & Human Services			
Iler Hall	29		
Environmental Health & Safety, ROTC			
Jarman Hall	14		
Jarman Auditorium			
Lancaster Hall	13		
Academic Advising/Career Center			
Administration, Office of the President			
Alumni Office, Cashier/Student Accounts			
Financial Aid, Human Resources			
Student Affairs/Housing			
University Advancement			

On-Campus Residence Halls

ARC Residence Hall	33
Cox Residence Hall	18
Cunningham Residence Hall	20
Curry Residence Hall	40
Frazer Residence Hall	41
French Residence Hall	6
South Ruffner Residence Hall	9
Stubbs Residence Hall	31
Wheeler Residence Hall	17

Off-Campus Apartment Communities

Lancer Park	(off-map: Grace St.)
Longwood Landings	5
Longwood Village	(off-map: Clark St.)