

**REQUEST FOR LETTERS OF INTEREST
and Statements of Qualifications for
Chilled Water Performance Engineering Services Term Contract
RFP 09-14
University of Virginia**

The University of Virginia invites qualified consulting firms to submit a letter of interest and associated supporting materials for consideration in the selection of consultant teams to provide performance engineering services in support of the University's central chilled water production and distribution systems. Professional services specifically required under this term contract will encompass detailed chilled water system analysis, evaluation, modeling and/or simulation to identify and address system performance/efficiency, chiller plant optimization, reliability, energy usage, safety, ease and simplicity of operation, and service-life economics. The University is expressly interested in considering the merits and feasibility of implementing variable primary pumping into one or more of its central chilled water plant loops and related distribution systems. The selected consulting firm will be expected to address this alternative in each evaluation undertaken.

Development of specific recommendations for improving and optimizing system performance will be required as part of system evaluation efforts. Additional professional services may be required for design development and implementation of chilled water system performance improvement measures and modifications that are elected to be undertaken by the University.

Purpose and Background of Project: The selected firm, under the guidelines of the University of Virginia Higher Education Capital Outlay Manual Revision VI (HECOM), will be awarded a Term Contract to provide performance engineering services along with their first service order. The engineering services will be in support of central chilled water production facilities at the University of Virginia. The duration of the contract(s) shall be for one year or a maximum dollar value of \$250,000 in fees, whichever occurs first. The contract(s) shall include four (4) additional one-year contract renewals at the University's option, under the same terms and conditions.

Service Orders: The chilled water system at the University of Virginia consists of multiple centralized chilled water generation and distribution systems or loops. There are six (6) loops that are expected to be subject to the performance engineering effort under this term contract. They are:

- 1) Carrs Hill Chiller Loop (One CHW Production Plant)
- 2) Massie Road Chiller Loop (One CHW Production Plant)
- 3) Central Grounds Chiller Loop (Two CHW Production Plants)
- 4) Newcomb Road Chiller Loop (Three CHW Production Plants)
- 5) McCormick Road Chiller Loop (Two CHW Production Plants)
- 6) Health System Chiller Loop (Two CHW Production Plants)

Individual service orders issued under this term contract will address the evaluation and/or performance improvement measures of one of these defined loops. The first service order will be for the execution of a performance engineering evaluation and the development of system improvement recommendations for the Carrs Hill Loop. The University does not represent or guarantee that the selected firm will receive any service orders or a predetermined number of service orders.

Submittal Requirements and Process: Where possible, all materials submitted should be fully recyclable. Submissions must be three-hole-punched, standard 8.5 x 11 letter-sized paper and must be clipped together **without** binding. CD ROMs may be submitted, if desired, with the project title, RFP number and the firm's name and affixed in a sleeve or envelope in the first section of the submission. Interested firms must submit (1) original and six (6) copies of each of the following:

1. Letter of interest addressed to the Selection Committee no longer than one page in length.
2. Statement of Qualifications at: <http://www.virginia.edu/architectoffice/pdf/soqform.pdf>
3. Standard AE1 through AE6 forms available at <http://www.dgs.state.va.us/FormsCenter/tabid/820/Default.aspx> . If project is a joint venture or association, or two or more firms, AE1 through AE6 are required for each firm. Forms are NOT required for proposed sub-consultants.

NOTE: Additional submission materials will **not** be considered.

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel with similar facilities; the ability to meet specific program objectives, including owner's budget and schedule; experience with the HECOM; and other criteria as the Selection Committee may determine.

A short-list of firms will be determined by the Selection Committee. Subsequently, the short-listed firms will receive a detailed Request for Proposal (RFP) and be invited to present a more detailed response and make an oral presentation. Only firms licensed to do business in Virginia and able to demonstrate professional registration will be considered.

Selection Process Schedule:

RFQ Advertisement	October 18, 2009
RFQ Deadline	November 10, 2009 by 4:00 p.m.
Short-Listed Firms Notified & RFP Issued	November 17, 2009
Proposals Due	December 8, 2009 by 4:00 p.m.
Interviews	December 16, 2009

The University of Virginia reserves the right to extend this contract to the successful firm to include other project types of a performance and/or process engineering nature when applicable.

Submittal Requirements and Process:

One (1) original and six (6) copies of written materials must be received no later than **4:00 p.m. November 10, 2009** at the following address:

Kathy Yarmey
Professional Services Contract Administrator
University of Virginia
1000 Ednam Center, Suite 100
Charlottesville, VA 22903
Phone: (434) 982-5943

A copy of this RFQ is available on the Facilities Management Office of Contract Administration web site at: <http://www.fm.virginia.edu/fpc/ContractAdmin/ProfSvcs/ProfSvcsAdvertise.htm>

Short-listed firms will be required to register in eVA (the Governor's electronic procurement web site, www.eva.state.va.us) prior to the deadline for submission of responses to the RFP to be eligible for the award of a contract. Firm's past and proposed use of Small, Women-Owned and Minority (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with the Department of Minority Business Enterprise in Richmond for verification and consideration. Quarterly reporting of expenditures to SWaM firms will be required for the selected firms. The short-listed firms agree that if selected and awarded a contract that they will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the firms agree to accept either Bank of America's ePayables[®] method of electronic payment or Bank of America's PayMode[®] method of electronic payment.

Visit our website at <http://fmweb.virginia.edu/fpc/ContractAdmin/ContractAdmin.htm>