

**UNIVERSITY OF VIRGINIA
REQUEST FOR LETTERS OF INTEREST AND STATEMENT OF QUALIFICATIONS
MAIN HEATING PLANT BOILER #6 PROFESSIONAL ENGINEERING SERVICES
RFP 17-05**

The University of Virginia (University or UVA) invites highly qualified engineering firms to submit Letters of Interest and associated supporting materials for consideration in selecting a consulting team to provide full engineering design services for the installation of a new gas/fuel oil Boiler #6 in the Main Heating Plant, in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM).

Background and Purpose of Project:

The current University Hospital Bed Expansion project is expected to come online in 2019 and the predicted growth of the University over the next 25 years facilitates the need to add additional steam generating equipment to the main heat plant.

The main heat plant at the University has two gas and oil fired boilers, and three coal and gas fired boilers. The boilers produce 180 psig saturated steam which is put into the main steam header and sent out to heat the Health System and part of the academic Grounds. Boilers #3R and #4R are package boilers that produce around 90,000 lb/hr steam flow. The heat plant also produces Medium Temperature Hot Water which is pumped throughout Grounds for heating.

The new Boiler #6 will be a field erected gas and oil-fired boiler with a capacity similar to boilers #3R and #4R. Architectural and structural facility improvements will be required to support the new boiler location along with modifications to the existing stack and Continuous Emissions Monitoring System (CEMS), which was installed to control air pollutants. In addition, an analysis of the following existing systems shall be performed to confirm capacity to support the new unit in the existing plant for 180 psi operation: feed water pumps, deaerators, water treatment, steam header, stack, air compressors, fuel oil system, natural gas system, Motor Control Center (MCC), electrical feeds, combustion air, and control systems.

Qualifications:

Competitive firms will have demonstrated skills in the design and installation of gas/fuel oil and coal fired boilers, heat plant upgrades and systems detailed above.

Selection Process Schedule:

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| • RFQ Issued | June 11, 2017 |
| • Response Deadline | July 6, 2017 by 4:00 p.m.** |
| • Short-list Meeting | July 14, 2017 |
| • RFP Issued to Short-Listed Firms | July 18, 2017 |
| • Pre-proposal Meeting/Site Visit | July 24, 2017 |
| • Proposal Deadline | August 9, 2017 by 4:00 p.m. |
| • Interviews | August 17, 2017 |

**** Late submissions will not be accepted for any reason.**

Submittal Requirements and Process:

Where possible, all materials submitted should be fully recyclable. Submissions must be collated, three-hole-punched, on standard 8.5 x 11 letter-sized paper and be clipped together **without** staples or binding. Double-sided printing is strongly encouraged. Interested firms must submit **nine (9) hard-copies and one (1) digital copy** of each of the following. The digital copy should be one pdf file of the entire submission contained on a thumb drive.

1. Letter of Interest addressed to the Shortlist/Selection Committee, which is no longer than two (2) pages in length, and which states specifically the firm's successful experience in planning and designing very similar engineering projects in campus settings.
2. Name and email address for the person to be contacted regarding this advertisement. Please no general firm email addresses.
3. Standard forms AE-1 through AE-6 are available at: http://dgs.state.va.us/tabid/820/Default.aspx?udt_1673_param_detail=159. If proposal is a joint venture or association or two or more firms, forms AE-1 through AE-6 are required for each firm, with the proposed division of A/E services clearly indicated by firm and by individual staff members.
4. Sub-consultants can be listed on the AE-1 or an AE-2 may be submitted for them, but no other AE forms should be submitted for sub-consultants at this time.
5. Current references and current contact information for each project submitted on AE-5's (five projects minimum).

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel with similar facilities and projects; the ability to meet specific project objectives, e.g., budget, schedule, quality, etc.; successful experience with HECOM; experience in design with CM/Subcontractor participation; and other criteria as the Shortlist/Selection Committee may determine. 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 to the Shortlist/Selection Committee.

The above submission materials must be received according to the schedule above at the following address:

University of Virginia
Facilities Planning & Construction, Office of Contract Administration
Attention: Bruce Jackson
1000 Ednam Center, Suite 100
PO Box 400892
Charlottesville, VA 22903
Questions: 434-924-6387 or brj2n@virginia.edu

Please do not contact the Project Manager or others at the University regarding this Project. All questions and correspondence regarding this procurement should be made through Bruce Jackson in the Office of Contract Administration.

A copy of this Request for Qualifications is available on the Facilities Planning & Construction, Office of Contract Administration website at: <https://www.fm.virginia.edu/depts/fpc/contractadmin>.

Successful firm will be required to be licensed to do business in Virginia and able to demonstrate professional registration.

eVA Business to Government Vendor Registration:

The eVA Internet electronic procurement solution (eVa), web site portal www.eva.state.va.us, is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to use eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in eVA. Selected firms are required to register in the eVA prior to an award being made.

Firm's past and proposed use of Small, Women and Minority-Owned (SWaM) firms will be considered in the evaluation of proposals. SWaM firms must be registered with and certified by the Department of Small Business & Supplier Diversity (SBSD) in Richmond. Assistance is available for registration. Quarterly reporting of expenditures to SWaM consulting firms or suppliers used in this contract will be required for the selected firm.