

UNIVERSITY OF VIRGINIA
REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
LOW TEMPERATURE HOT WATER CONVERSION PROJECT
RFP #17-07

The University of Virginia (University) invites highly qualified engineering firms to submit Letters of Interest and Statements of Qualifications for consideration in the selection of a consultant team to provide full engineering design services for the conversion of steam and medium temperature hot water heating distribution systems to low temperature systems in specific zones across the grounds. Services will be provided in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM) and University Facility Design Guidelines.

Background and Purpose of Project:

The University currently operates a district heating system that distributes steam and medium temperature hot water (MTHW) from the Main Heating Plant for grounds heating and other functions. In order to move toward an infrastructure that is more energy efficient and less costly to maintain, the University will be converting the steam and MTHW distribution systems serving approximately 47 buildings to low temperature hot water (LTHW) systems. The lower temperature system will also permit the future use of more efficient and sustainable technologies that reduce energy consumption.

Recently, a study of the grounds-wide heating system was completed, and it includes recommendations to be implemented under this conversion project. The new design concept includes installation of central energy transfer stations (hubs) to convert MTHW to LTHW while reusing existing infrastructure and facility heating equipment wherever possible. These four hubs will serve four independent zones on the academic grounds. Each hub will consist of a MTHW to LTHW heat exchanger, LTHW pumping system, and controls to serve all buildings in one zone. The West Grounds zone will also include the installation of a 600 ton heat recovery chiller at the central hub. The engineering scope will include the full design of the central hubs, distribution piping, heat recovery chiller, and ancillary equipment to construct these four LTHW zones. The project will be completed in phases over four years, requiring four separate sets of Construction Documents to be issued.

Qualifications:

Firms must demonstrate significant experience in low temperature hot water distribution and energy efficiency/ sustainability projects; phased utility work on occupied facilities, working in academic settings, and familiarity with HECOM. Competitive firms will have robust safety, quality assurance and control procedures, demonstrate a record of successfully designing to budget and schedule, and have the capability to respond quickly to issues that arise during construction.

Selection Process Schedule:

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| • RFQ Issued | August 2, 2017 |
| • Response Deadline | August 28, 2017 by 4:00 p.m.** |
| • RFP Issued | September 6, 2017 |
| • Pre-proposal Meeting/ Site Visit | Week of September 18, 2017 |
| • Proposal Deadline | October 16, 2017 by 4:00 p.m. |
| • Interviews | Week of October 30, 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 of the entire submission contained on a thumb drive.

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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: [DGS-30-004_03-17_AE_Data_Forms.xlsx](#) 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). Include contact information for an Owner's representative, and a Construction Manager for each project.

Submittals will be evaluated based on the demonstrated significant experience of the firm and its proposed personnel with similar facilities and projects within an academic environment; 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
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/advertisements.html>

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.

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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.