The University of Virginia (University or UVA) invites highly qualified engineering consulting firms to submit a Letter of Interest/ Statement of Qualifications with associated supporting materials for consideration in the selection of a consultant team to provide engineering services for the design of the Main Heat Plant Fuel Conversion project (Fuel Conversion) in accordance with the provisions of the University of Virginia Higher Education Capital Outlay Manual (HECOM). The intent of the Fuel Conversion project is to transition the Main Heat Plant from coal and natural gas as primary fuels to only natural gas as the primary fuel.

**Purpose & Program** **Background:**

The Main Heat Plant provides steam and heating water to the majority of the buildings on Grounds, including critical heath care, research, and residence halls. The Health System facilities served by the Main Heat Plant include two hospitals, a cancer center, and many other critical patient care facilities. Steam and heating water are required year-round without interruption. The Fuel Conversion Project, which was approved by the UVA Board of Visitors in June 2025 will replace the coal heat input with natural gas and optimize the existing plant assets for the new fuel mix (gas and oil). The scope of this project includes the demolition of the four coal silos, removal of all the material handling and storage equipment associated with coal and ash, optimizing the existing coal boilers for operation on gas and oil, and construction of additional fuel oil storage to increase the emergency firm fuel capacity. The most significant issues facing the existing plant are the high cost, operating complexity, sourcing, and environmental impact of coal operations. The project cost is estimated at $38M with construction occurring over several non-heating seasons without interruption of steam and hot water to Grounds. While the transition from coal to gas will reduce UVA’s carbon footprint, the primary reason for the conversion is UVA Medical Center continuity of operations. The outcome of this work will result in the elimination of the continuity of operation risk associated with coal sourcing, delivery, and combustion; reduction in carbon and sulfur emissions; reduction in operating and fuel cost; a reduction in staff required to operate and maintain the plant; and the avoidance of the capital cost associated with replacement and renewal of the coal and ash related equipment. Additionally, this project will reduce scope 1 carbon emissions by approximately 16,900 metric tons of carbon dioxide equivalent per year.

**Qualifications:**

Firms must demonstrate significant experience in steam plant design, boiler fuel conversion, fuel oil storage and piping systems, demolition of industrial facilities, support of Title V air permit modifications, and familiarity with HECOM.

The successful engineering firm will provide engineering design services for all engineering disciplines. The project scope also includes land use planning, landscape design, and architectural design. Lead engineering firms should include qualifications from architecture/ planning/ landscape consultants with which to team.

**Selection Process Schedule:**

|  |  |
| --- | --- |
| * RFQ Advertised………… | June 23, 2025 |
| * Response Deadline……. | July 17, 2025, by 2:00 pm\*\* |
| * Short List Notified………. | July 30, 2025 |
| * RFPs Issued ………….... | July 31, 2025 |
| * Preproposal Site Visit…. | TBD |
| * Proposal Deadline………. | August 28, 2025 by 2:00 pm\*\* |
| * Interviews……………….. | Sept 3, 2025 |

***\*\* The University will not accept late submissions for any reason.***

**Submittal Requirements & Process:**

Submitted material shall be electronic format only. Interested firms may send **one (1)** thumb drive containing their submittal in PDF format, OR an email containing the submittal if size permits, OR send a link to a file storage system. The digital copy should be one unlocked pdf file of the entire submission. The submittal is to include the following:

1. Letter of Interest addressed to the Selection Committee, that is no longer than two (2) pages in length, and which states specifically the firm’s successful experience in designing district energy plants that include renewable and innovative energy technologies, familiarity working in an academic/ medical center setting, and an understanding of current and emerging thermal energy technologies.
2. Statement of Qualifications using the Office of Contract Administration Services (OCAS) standard form which the firm can obtain from the Facilities Management website at:

<https://www.fm.virginia.edu/docs/fpc/contractadmin/SOQ-form.pdf>

The email address provided on the SOQ and AE-2 form should be for the person who will receive information regarding this RFQ, no general firm or marketing emails please.

1. Standard forms AE-1 through AE-6 which are available at:

<https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-004_03-19_ae_data_forms.xlsx>

If the proposal is a joint venture or association or two or more firms, UVA requires forms AE-1 through AE-6 for each firm, with the proposed division of A/E services clearly indicated by firm and by individual staff members.

1. The subconsultants 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 subconsultants at this time.
2. Current references and current contact information for each project (five-project minimum) featured in AE forms above. Include contact information for an owner’s representative, a user client, and a construction manager for each project.

Submittals will be evaluated based on the demonstrated significant successful experience of the firm and its proposed personnel in designing district energy plants that include renewable innovative energy technologies; an understanding of current and emerging thermal energy technologies; familiarity working in an academic/ medical center setting; the ability to meet specific project objectives, e.g., budget, schedule, quality; experience with HECOM; and other criteria as the Selection Committee may determine. Subsequently, the shortlisted firms will receive a detailed Request for Proposal (RFP), and the University will invite them to present a more detailed response and make an oral presentation.

The University must receive the above submission materials according to the schedule above at the following address:

University of Virginia

Capital Construction & Renovations, Office of Contract Administration Services

Attention:  Bruce Jackson

1571 Pratt Drive

Facilities Management Shop #2

Charlottesville, VA 22904

Questions: 434-924-6387or [brj2n@virginia.edu](mailto:brj2n@virginia.edu)

Please do not contact the Project Manager or others at the University regarding this Project. Firms should submit all questions and correspondence regarding this procurement through Bruce Jackson in the Office of Contract Administration Services.

A copy of this Request for Qualifications is available on the Capital Construction & Renovations, Office of Contract Administration website at:

<https://www.fm.virginia.edu/depts/fpc/contractadmin/advertisements.html>

The University will require the successful firm 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, website portal <https://www.eva.virginia.gov/>, 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. The State expects all agencies and public bodies to use eVA. The State encourages all firms desiring to provide goods and/or services in the Commonwealth to participate in eVA. The University requires selected firms to register in eVA prior to the University making an award.

The University will consider the firm’s history and proposed participation by “SWaM” firms in the evaluation of proposals including Minority-Owned (M), Women-Owned (W), Micro (O), Service-Disabled Veteran (SDV), Small Business (S), Employment Service Organization (ESO), (8a), Economically Disadvantaged Woman Owned Small Business (EDWOSB), and Federal Service-Disabled Veteran (FSDV) Businesses. SWaM firms must be registered with and certified by the Department of Small Business & Supplier Diversity (SBSD) in Richmond. Assistance is available for registration. The University requires quarterly reporting of expenditures to SWaM consulting firms or suppliers used in this contract by the selected firms.

**Main Heat Plant Fuel Conversion Project Site Maps**

A map of a city

AI-generated content may be incorrect.

An aerial view of a city

AI-generated content may be incorrect.