

# **REQUEST FOR QUALIFICATIONS**

**FOR**

## **Energy Conservation & City-wide Infrastructure Improvements Project**



**Issue Date: March 21, 2019**

**Submission Due: April 26, 2019**

**Contact Person:**

**Jay D. Bennett**

**Public Services & Community Development Director**

**City of Zanesville, Ohio**

**401 Market Street**

**Zanesville, OH 43701**

**Phone: (740) 617-4910**

**Email: [jay.bennett@coz.org](mailto:jay.bennett@coz.org)**

## Section I. Overview

### Purpose

City of Zanesville (hereinafter referred to as Owner or City) is seeking qualifications from interested Energy Services Companies (ESCO) (hereinafter referred to as Respondent) capable of providing comprehensive energy management and infrastructure-related capital improvement services that reduces the owner's utility and operating costs on a guaranteed performance contracting basis pursuant to ORC 717.02. The selection process will involve each Respondent responding to the Request for Qualifications (RFQ). All interested firms may respond to the RFQ.

The Owner reserves the right to evaluate previously completed performance contract installations at the locations provided as referenced by the firm.

The City intends to evaluate and, if deemed appropriate, award a negotiated contract to one firm to provide energy conservation report pursuant to ORC 717.02 for all City-wide entities. The City entities will then use that report to define the scope and services to be provided. The RFQ is the first step in working towards a contract; however, subsequent steps will be completed prior to initiating any form of contract. Responding to the RFQ will be completed at no charge to the City, and the City reserves the right to reject any or all submissions.

### Required Experience and Qualifications

The following are the minimum qualifications required to respond to this RFQ:

1. Respondent must have a current State contractor's license and have been a contractor in the State of Ohio under that license for a minimum of five (5) years as of the date of issuance of this RFQ. If Respondent is partnering with another firm, both vendors must comply.
2. Respondent must demonstrate strong record of managing guarantees. Firm must have a minimum of \$100 million in active guaranteed projects in the State of Ohio. Firm must also have experience in providing local government guarantees for a minimum of 20 years.
3. Engineering and technical support staff that will be directly engaged in this project must possess training and experience specific to current technical practices and techniques in the field of utility cost reduction, infrastructure optimization and sustainable city-wide services. Engineering services must be available in the field of integrated HVAC systems, exterior and interior lighting systems, building envelope and controls, water distribution and treatment facilities, transportation and fleet management services, security and life safety systems, utility service cost control, maintenance planning and execution, customer service, value engineering, training and project commissioning. Respondent should have a sufficient number of completed projects within the last three years that can demonstrate the vendor's ability and skill in establishing and maintaining mutually beneficial partnerships with customers.
4. Respondent must have background and experience in maintaining and servicing mechanical and electrical equipment. This experience shall include demonstrated capability of at least 15 trucks to provide required warranty service for this agreement. Firm must be able to provide local support, with a branch located within 50 miles of the

project site. Firm must provide repair services available twenty-four (24) hours a day with a maximum response time of two (2) hours for Owner defined critical systems, with response personnel residing within a 50 mile radius of the City's facilities.

5. Respondent must employ, at a minimum, three (3), Professional Engineers licensed in the State of Ohio from the date of issuance of this RFQ. Respondent must employ, at a minimum, three (3) Project Managers, each with demonstrated experience of 20 years or greater with energy guaranteed projects.
6. Respondent shall have accreditation as an Energy Service Provider from the National Association of Energy Services Companies (NAESCO) or equivalent.

The following information shall be included in the response to the RFQ.

1. Ohio Workers' Compensation Certificate
2. Certificate of Compliance with Affirmative Action Programs, issued pursuant to Section 9.47, ORC.
3. Certificate of Insurance (ACORD form is acceptable) and copy of additional insured endorsement. The Owner reserves the right to request a certified copy of the Respondent's insurance policies.
4. A copy of the Respondent's State of Ohio Contractor License.
5. If the Respondent is a corporation not incorporated under the laws of Ohio, a certificate of Good Standing from the Secretary of State showing the right of the Respondent to do business in the State; or, if the Respondent is a person or partnership, the Respondent has filed with the Secretary of State as the Respondent's agent for the purpose of accepting service of summons in any action brought under Section 153.05, ORC, or under Sections 4123.01 to 4123.94, inclusive, ORC.
6. An officer or a principal of the corporation, partnership or sole proprietorship shall print or type the legal name of the business entity on the line provided and sign the Official Statement by Respondent. All signatures must be original. The same procedure shall apply to the Submission of a joint venture, except that the signature and title of an officer or a principal of each member firm of the joint venture shall be required.
7. If an individual other than an officer or principal has been granted signature authority on behalf of the bidding entity, Respondent shall submit such delegation of authority with the Official Statement.

### **Standard Contract Information**

This RFQ does not obligate the City to perform until a letter of intent or contract is signed and approved by both parties. Once there is written approval, it is effective from the date of written approval by the City. The Owner shall not be responsible for work done, even in good faith, prior to approval of the letter of intent or contract. The selected Respondent will be required to assume total responsibility of the project. The selected contractor will be

considered the prime contractor and the sole point of contact with regard to all contractual matters.

## **Point of Contact**

The City of Zanesville, issues this RFQ. For additional information regarding this document, please contact:

Jay D. Bennett  
Public Services & Community Development Director  
City of Zanesville, Ohio  
401 Market Street  
Zanesville, OH 43701  
Phone: (740) 617-4910  
Email: jay.bennett@coz.org

## **Section II. Submittal Requirements**

### **General**

Respondents shall submit an original and two (2) copies of their RFQ submission. The sealed RFQ shall include a statement signed by an official with the authority to contractually bind the Respondent located in the Appendix. The name and title of the individual signing the transmittal should be typed immediately below the signature. Attach the Delegation of Authority (if necessary).

Sealed submissions must be received **on or before April 26, 2019** at 4:00pm Eastern. Submissions received thereafter will be disqualified and returned unopened. Sealed submissions should be delivered to the following address:

Jay D. Bennett  
Public Services & Community Development Director  
City of Zanesville, Ohio  
401 Market Street  
Zanesville, OH 43701  
Phone: (740) 617-4910  
Email: jay.bennett@coz.org

Submittals must be clearly marked on the package "Request for Qualifications for Energy Conservation Project." Submissions that are incomplete, do not follow the requested format, or are otherwise contrary to the guideline of this RFQ, may be rejected as non-responsive.

### **Preparation of Submissions**

RFQ submissions must be complete, and correct in format. Clear and concise submissions are required rather than elaborate promotional materials. Respondents must address each item in the order as described in Section III, "Submission Format, Content and Specific Criteria" of this RFQ and clearly reference the respective section being addressed.

The Respondent is expected to respond to all items in as much detail as necessary for the City to make an objective evaluation of the RFQ responses. Respondents should respond in a concise direct manner to the issues within the RFQ.

**Proprietary Data**

Submissions and any other information submitted by Respondent in response to this RFQ shall become the property of the City. Respondent must clearly identify any proprietary information that the contractor does not want disclosed to the public. The City and their consultants for the purpose of evaluation and contract negotiations will use data or information so identified. Disclosure of any proprietary information by the City shall be in accordance with the laws and regulations regarding disclosure in force in the State of Ohio.

**Right to Reject**

The City reserves the right to accept in part or in whole any Submission, waive any formalities, or minor technical inconsistencies or delete any item/requirements from the RFQ or resulting contract when deemed to be in the City's best interest.

### **Cost of Submission Preparation**

The City will not provide compensation to the Respondent(s) for any expense incurred by the Respondent(s) for Submission preparation, product evaluations, or demonstrations that may be made.

### **Evaluation and Selection Procedures**

The City will appoint a selection committee to formally evaluate each response. The evaluation process will grade the responses on their merit and responsiveness. The evaluation process will include verification of references and project team members, confirmation of financial information, and may include other information as deemed important by the City.

The RFQ submissions will be evaluated according to the criteria listed in Section IV. The selection process is planned to be in the following steps. The steps involve:

- Interested Respondents respond to this RFQ.
- The RFQ's will be reviewed and evaluated by the City and then selection of a Respondent is made.

After the formal evaluation and selection of a Respondent, the selected Respondent and the City shall co-author a program timeline to include major project milestones to be authorized by the Respondent and the City. The Respondent shall then prepare a Project Development Agreement to be authorized by the Respondent and the City. The Respondent shall then prepare an Energy Conservation Report consistent with the guidelines in Ohio Revised Code section 717.02, to include detailed engineering, final guaranteed savings and cost estimates for each identified energy conservation measure. It is the City's intent to use the information provided in the Energy Conservation Report to select which measures to implement, and then enter into a contract with the Respondent.

## **Section III. Submission Format and Contents**

### **Submission Format**

Request for Qualifications (RFQ) submissions must be submitted in the format outlined in this document, referencing each respective section being addressed. Each submission will be reviewed to determine if it is complete prior to actual evaluation. The City reserves the right to eliminate from further consideration any response deemed to be substantially or materially nonresponsive. The intent is that all RFQ's follow the same format in order to evaluate each fairly.

Submissions that are qualified with conditional clauses, alterations, items not called for in the RFQ or irregularities of any kind are subject to disqualification by the City, at its option. Each submission should be prepared economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Submissions will be evaluated on their responsiveness to the requirements and scope of this package and not on extraneous supplements.

The response to the RFQ shall be submitted in a three-ring or spiral-bound binding with specific tab sections as listed below. A further clarification of the contents for each of the sections follows the tab listings.

- Table of Contents
- Executive Summary
- Section I - Background and Qualifications
- Section II - Partnering and Commitment to Customer
- Section III - Technical Approach
- Section IV - Financial Information
- Section V - Performance Contract Documents
- Appendix - All requested documents included in this RFQ

### **Table of Contents**

*Request for Qualifications shall include a table of contents properly indicating the section and page numbers of the information included.*

### **Executive Summary**

*Request for Qualifications shall include a concise abstract of no more than two (2) pages stating the respondent's overview of the project. Please summarize the scope of services (design, financial, operations and maintenance, training, etc.) that would be offered by your firm for this project.*

### **Background and Qualifications (Section I)**

*Section I should provide an overview of the organizational philosophy for approaching this project. Include an organizational vision or mission statement if they have been developed, adopted and embraced by the Respondent. Include information regarding Respondent's commitment to the local government marketplace in Ohio.*

- A. Firm Profile:** *Provide general information on the responding firm, including: name, business address, local telephone number, officers of the firm, and contact person(s) for this project. Also, provide a certificate of insurance detailing present coverage and limits, and a profile of the local office presence of the Respondent. Provide the year the Respondent's firm was established, and former firm name(s) if applicable. If the firm is a separate legal entity from a manufacturer, for example a distributorship or manufacturer's representative or engineering firm, specify the legal business classification of the responding firm, if any.*
- B. Respondent's Team Information:** *Provide a Project organizational chart that identifies the employees of the Respondent's firm that would work on the project. Specify the team members by their name, job title, and training. A one-page resume including education, experience, and any other pertinent information shall be included for each member of the Respondent's project team. If the Respondent has more than one office involved with the project, indicate the total number of employed full-time personnel in each office.*
- C. References:** *Provide a minimum of five (5) Local Government Performance Contracting references for projects of similar size, scope, and complexity located in Ohio, indicating the Respondent's recent experience with government institutions. Each reference shall be for an Energy Conservation project procured and executed consistent with Ohio Revised Code section*

717.02. Each reference shall describe the services provided, project cost, savings amount and benefits to the Owner. Provide the Reference's name, address, current telephone number, and contact person for each reference. Provide a brief description of the projects: type of facility, scope of work, duration of project, problems, successes, key vendor personnel involved with the project. Identify any awarded utility participation money or funding provided outside of energy savings. **References must be for projects where the Respondent is the prime contractor.**

### **Partnering and Commitment to Customer (Section II)**

- A. **Partnerships:** Explain your firm's partnership concepts and give examples of other partnerships you have been involved in. Address the goals and objectives of the partnership and tell how your firm's experience with partnership programs will benefit the project, both in the long and short term.
- B. **Commitment to Ohio:** Outline the number of Ohio residents your firm employs in the State.
- C. **Benefits:** Address the benefits the owner will receive by selecting your firm as a partner in lieu of the conventional bidding method, i.e. reduced engineering, risk management, controlled project cost, inventory, quality control, continuity, handling of submittals. Expand on each point.
- D. **Corporate Commitment:** State your commitment to an ongoing relationship with the Owner once the construction and commissioning phases have come to a close. Develop your firm's strategies that will allow the Owner to receive full benefit from corporate involvement and local branch representation. Develop and explain your corporate commitment to service during both the construction phase and after project completion.
- E. **Problem Resolution Process:** Address how your firm will staff, support, and respond to resolve issues relative to the project in a timely and efficient manner.

### **Technical Approach (Section III)**

- A. **Project Management:** Briefly describe your project management philosophy. Include any specific responsibilities, lines of communication, authority of the Respondent's management to control projects, typical procedures for identifying problems and preventing schedule setbacks and cost overruns. Include a sample timeline showing the necessary activities and schedules for implementation of the project. Address the means and methods by which new technology can be introduced to the project team, as it becomes available.
- B. **Energy Savings Projections:** The Respondent shall describe their approach to projecting the energy savings. Describe the methodology and processes used to project energy savings. Provide sample savings calculation with all supporting information. The sample energy calculations shall show energy cost, energy units, operating hours and all assumptions made. Savings estimates shall show how savings estimates take into account interactive effects and the overall impact on rates and prices from energy supplies.



- C. Operational Savings Projections:** *The Respondent shall describe their approach to projecting operational and maintenance savings. Describe the methodology and processes used to project operational and maintenance savings. Provide sample savings calculation with all supporting information. The sample operating calculations shall show labor/equipment units, operating hours and all assumptions made.*
- D. Self-Execution of Scope and Subcontracting of Scope:** *Each Respondent shall submit information on their ability to execute energy conservation measures using in house labor and resources, and discuss how such self-execution benefits the City. For energy conservation measures typically subcontracted, list these measures and review the Respondent's approach to subcontracting.*
- E. Service and Training:** *Describe the Respondent's approach to operations and maintenance. Include capabilities of the Respondent for servicing HVAC equipment, procedures for handling emergencies, monitoring capabilities, etc. Provide detailed information on training programs available to maintenance staff.*

**Financial Approach (Section IV)**

- A. Financing Approach:** *Describe the financing mechanisms, including sources and types of financing that could be used to finance improvements and maintenance operations over the term of the contract. Respondents shall be willing and able to facilitate the financing for this project in accordance with all-applicable Federal, State and Local Laws. The financing terms shall be limited in accordance with ORC 717.02.*

*Provide a sample cash flow analysis illustrating how energy and operational savings could be used to fund the debt service of a potential project, including how service and measurement and verification costs impact such a cash flow, using anticipated effective interest rates.*

- B. Financial History of Respondent's Firm:** *Respondents shall provide a copy of their most recent annual report and a copy of the current balance sheet. Publicly held companies should include a 10K or annual report. Provide State of Ohio's contractor license number, and Federal tax ID Number. Provide financial statements on parent company when the Respondent is not the parent company. Include any additional information that pertains to the financial soundness of the Respondent's firm.*
- C. Bonding References:** *Provide the following information concerning your Company's bonding: Name of bonding agent, largest privately financed and guaranteed Energy Conservation Program received in the last five years, state whether the Respondent's firm has had a bond invoked in the last five years, and state the total bonding capacity and bonding limit.*

**Performance Documents (Section V)**

- A. Contract Documents:** *Provide a copy of the Respondent's contract documents that would be used for this project. Describe the contract*

language used to agree upon maintenance responsibilities, occupancy schedules, operational savings, and other responsibilities in the contract.

- B. Savings Guarantee:** *The Respondent shall describe and provide their guarantee documents. Provide a description of the methodology, formulas, and reporting to be used to measure energy and operating savings. Include any methods to be used to adjust for factors such as weather, change in use, or change in the structure). **Third party guarantees are not acceptable.***
- C. Historical Performance:** *The Respondent shall describe their policy relative to projects that do not perform as specified. Give a specific example of a payout on a guarantee project. Identify how the costs are calculated. Give two (2) specific examples of projects at least two (2) years old where tracking information is available, including a copy of the auditing reports used to verify project savings. Identify the frequency of auditing reports proposed by the Respondent.*

**Appendix (Appendices and Supporting Information)**

- A. Statement by Respondent:** *The RFQ submission must contain a statement to the following effect, signed by an individual authorized to bind the Respondent:*

- *The Respondent has read and agrees to the terms and conditions set forth in this RFQ.*
- *The terms and conditions set forth in the Submission will remain open for at least 120 days from the deadline for submission.*

*Submissions must be signed by a company official(s) authorized to commit to such submissions. Failure to execute, sign, and submit this form together with all required copies of the Submission package will be a basis for disqualification.*

- B. State of Ohio Professional Engineer License Names and License Numbers**
- C. State of Ohio and Insurance documents as listed in Section 1. Overview**

## Section IV. Evaluation Criteria for Contractor Selection

### **Initial Evaluation**

Each response will be reviewed prior to the selection process for completeness and adherence to the format. Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ. The executive summary of each response will be read to give an overview. All Submissions will pass this initial screening of responses if all requested sections are included in the proper order and they have addressed all areas described in the RFQ. Emphasis shall be on completeness and clarity of content. Fancy bindings, colored displays, promotional material, etc., will receive no evaluation credit. Incomplete RFQ's and/or lack of adherence to format may disqualify respondent from further consideration.

### **Respondent Selection**

The City will appoint a selection committee to formally evaluate each response. The evaluation process will grade the Respondents on their merit and responsiveness. The evaluation process will include verification of references, Project Team members, confirmation of financial information, and may include other information as deemed important by the City.

Upon completion of the evaluation process the City will then enter into a formal letter of intent with the selected Respondent to proceed with a finalized detailed proposal.

0%	Criterion was not addressed or the material presented was totally without merit.
20%	Criterion was addressed minimally, indicated little capability, experience, or understanding of topic.
40%	Criterion was addressed minimally, but shows some capability, experience, or understanding of topic
60%	Criterion was addressed adequately. Overall, a basic capability, experience, or understanding of topic
80%	Criterion was addressed well. Indicates some superior features.
100%	Criterion was addressed in superior fashion, indicating excellent or outstanding capability.

An example of this system is as follows:

<u>Qualification</u>	<u>Maximum Score</u>		<u>Response Strength</u>	<u>Factored Score</u>
Financial Information	20 points	x	60%	= 12 points

The maximum score possible adding all categories shall be **100** points.

## Performance Contracting Evaluation Form

Name of Respondent: \_\_\_\_\_

Qualification Criteria	Point Value	Response Strength %	Factored Score
<b>Background &amp; Qualifications Data (20 Points)</b>	20		
Firm Profile			
Respondent's Team Information			
References			
<b>Partnering &amp; Commitment to Customer (30 Points)</b>	30		
Partnerships			
Benefit			
Corporate Commitment			
Problem Resolution Process			
<b>Technical Approach (25 Points)</b>	25		
Project Management Plan			
Energy Services Projections			
Operational Savings Projections			
Utility Services Capabilities			
Service and Training			
<b>Financial Information (20 Points)</b>	20		
Financing Approach			
Respondent's Financial History			
Bonding References			
<b>Performance Documents (10 Points)</b>	10		
Contract Documents			
Savings Guarantee			
Historical Performance			
<b>Total Score (Possible 100 Points)</b>	<b>100</b>		

## City Performance Contracting Summary Form

Ranking (In Order)	Respondent Name	Comments