

CITY OF NORTH OLMSTED
ENERGY CONSERVATION PROJECT
REQUEST FOR QUALIFICATIONS
Energy Savings Performance Contract

City of North Olmsted
ATTN: Max Upton
Economic Development Director
5200 Dover Center Road
North Olmsted, OH 44070

City of North Olmsted

**REQUEST FOR QUALIFICATIONS
OF ENERGY SERVICE PROVIDERS FOR
ENERGY SAVINGS PERFORMANCE CONTRACT**

A. GENERAL BACKGROUND AND PROJECT GOALS

1. Purpose

The City of North Olmsted, a municipal corporation, (“the City”) requests proposals of qualifications for the identification of energy efficiency improvements on a guaranteed performance-contracting basis in accordance with the City’s municipal charter, ordinances, or any other existing authority, which is also consistent with Ohio Revised Code § 717.02. The ultimate goal is to select a qualified vendor that will provide the final design, implementation, project management, financing, performance monitoring and verification, and ongoing first party performance guarantee of energy efficient improvements through one or more phases of work, to be implemented at the City’s sole discretion.

The City’s purpose of issuing this Request for Qualifications (RFQ) is to identify and select a qualified Energy Service provider, or Energy Services Company (ESCO), to perform the implementation of a Guaranteed Energy Savings Performance Contract (GESPC).

Respondent ESCOs must be competent, qualified and capable of providing comprehensive building management and energy services, including, but not limited to, the performance of energy consumption audits, the design, selection, and installation of energy efficient systems, ongoing support and training services, assistance in securing financing for the transaction, and a written guarantee of savings.

Respondent ESCOs must demonstrate qualifications, experience and capabilities to develop energy projects and programs that are technically sound, modern and creative – projects which conserve energy, reduce maintenance costs, increase automation, address training needs, and improve systems functionality, resiliency and energy independence.

2. Overview of Goals and Objectives

The City expects to achieve the following goals and objectives by entering into a GESPC with the selected ESCO:

- Reduce energy and operating costs
- Improve facility environmental conditions
- Improve maintenance and operation of the facilities
- Provide better working conditions in the identified facilities
- Preserve capital funds
- Increase facility resiliency

3. Included Facilities

The City desires to address infrastructure improvements within all of its building envelopes and HVAC systems. Although the initial project may entail current priorities, the City reserves the right to consider future phases with selected respondent.

4. Energy Services Provider Selection Process

The selection of a qualified ESCO under this RFQ form will be based on the City's determination that the selected ESCO is qualified to prepare and implement an energy conservation plan which best meets the needs of the City. The City reserves the right to accept or reject any or all respondent ESCO's proposal based on the City's sole determination of its own best interests and needs. The City shall not be required to select any respondent ESCO based on low cost, payback, or other criteria not specifically listed within ORC § 717.02.

After selecting an ESCO to implement its proposal, the City intends to negotiate a GESPC with such offeror, following its provision a report, consistent with ORC § 717.02(B), with due consideration given to the implementation of measures which the City believes to be the most likely to result in the greatest energy and operational savings and reduced future capital expenditures, considering the cost of the project and the City's ability to pay for the improvements with current revenues or by financing the improvements.

5. Selection Process and Timing

The following process will be used to select the preferred ESCO:

Issuance of RFQ: June 7th, 2022

RFP Due: July 15th, 2022

Interviews July 25th, 2022 (week of)

Selection of Provider August 1st, 2022 (Week of)

6. Contact and Response Deadline

In order to be considered, respondents must submit a complete and thorough response to this RFQ. An electronic copy must be submitted via email to the City contact provided below on or before 5:00 PM local time on Friday July 15th, 2022.

Responses shall be no longer than a total of 50 written pages in length, including cover page. Financial statements, detailed resumes, and sample agreement should be included as a separate attachment and are not included in the 50-page limit.

City of North Olmsted
ATTN: Max Upton, Economic Development Director
5200 Dover Center Road
North Olmsted, OH 44070

Uptonm@north-olmsted.com

All contacts and communication regarding the proposal should be with the above-named individual only. Bidders contacting other City Staff or Officials may be disqualified for doing so.

7. Response Preparation and Completeness

All information requested must be submitted and organized in the format requested. Failure to submit all information as requested may result in the requester requiring immediate submission of the missing information and/or elimination of the respondent ESCO from consideration. Emphasis should be placed on completeness and clarity of content.

8. Confidentiality

In order to ensure fair and impartial evaluation, and in order to protect against the unintentional disclosure of proprietary trade secret material, proposals and related documents submitted in response to the RFQ are not available for public inspection and copying until after the award of the GESPC.

9. Proposal Requirements

A. The City's goal is to implement an energy conservation program which may include, but is not limited to, the repair, upgrade, or modernization of existing heating, ventilating, air conditioning, lighting, mechanical systems, electrical systems, plumbing systems, and facility envelopes in accordance with relevant statutory and local legislative requirements.

B. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The City reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the RFQ.

C. Each proposal shall address how the ESCO will arrange for or provide financing of the projects.

D. ESCO must have a minimum of fifteen (15) years in business as an ESCO.

E. 100% of savings are retained by the City.

F. First party guarantee is required from the ESCO to the City. No third-party guarantee will be accepted.

G. While the selected ESCO does not need to be accredited via the National Association of Energy Services Companies (NAESCO) such accreditation is preferred. A complete list of NAESCO companies can be found at <https://www.naesco.org/members/full> as well as accredited companies at <https://www.naesco.org/accredited-companies>.

B. REQUEST FOR QUALIFICATIONS FORMAT AND SPECIFICATIONS

1. Executive Summary

Responses shall include a summary overview of the respondent's proposal and other pertinent information. Such summaries are to be no more than 2 pages in length.

2. Company Qualifications and Financial Strength

Firm Profile

- Firm name, corporate address, and local address.
- Main contact person with full contact information.
- Provide information specifying legal business classification, state of incorporation, audited annual report, and summary of financial strength.
- Address the company's ability to fulfill the financial guarantee terms and duration of the GESPC, or the entire program, where multiple phases of work may be implemented.
- The City is seeking a vendor-neutral offering of goods and/or services. If respondent ESCO, including an affiliate organization such as a subsidiary, sister, or parent company, manufactures, sells, or otherwise distributes in commerce, equipment, materials, or other goods and/or services, the respondent shall list all such goods and services that respondent could propose to use or install on or about the City's facilities as a part of a potential GESPC project. If such respondent ESCO is selected to perform the GESPC, it agrees that by responding to this RFQ, it will promptly advise the City of any and all instances where it intends to purchase and install equipment, materials, goods and/or services through a separate organization which is affiliated to the respondent. Such selected ESCO shall truthfully disclose to the City the increased financial benefits to the ESCO and/or affiliate organization associated with delivering such equipment, materials, goods and/or services through such affiliate.
- Those firms who identify themselves as NAESCO accredited shall provide a copy of their Certificate of Accreditation from NAESCO and the number of consecutive years their firm has been accredited by the NAESCO.

3. Project Team and Experience

Project Team

- Concise resumes of project team members including education, past project experience, and any other pertinent information. Specific team member experience with municipal customers in Ohio is required. Roles and responsibilities of each team member.
- Subcontractors or partners may be listed as part of your team, but must be clearly identified.
- Project team should include multiple Ohio-licensed Professional Engineers. Include copies of Ohio professional engineering licenses.
- Provide an organizational chart that illustrates the structure and roles of your project team members.

Experience and References

- List similar municipal GESPCs completed by the respondent ESCO over the past five years that are representative of the scope and financial terms requirements of the City.

4. Insurance and Bonding

- Provide evidence that prior to award of contract the provider shall be able to provide a 100% project value performance bond for its faithful performance of installation of all measures contemplated by the respondent ESCO.
- Provide a copy of the most recent audited annual report for your firm.
- Provide evidence of applicable insurance in types and amounts that are commercially reasonable and appropriate with minimum coverages and limits as follows:
 - Worker's Compensation (statutorily imposed minimum limits)
 - Commercial General Liability (\$2M single occurrence / \$4M annual aggregate)
 - Automobile Liability (\$1M annual aggregate)
 - Professional Liability (\$2M per claim / \$2M annual aggregate)

5. Technical Approach and Energy Conservation Measures

- Responses should include a detailed approach to meeting the goals and objectives for the facilities. Provide an overview of the technical approach that is used to identify, evaluate and recommend energy conservation measures.
- Provide a detailed description of the company's project management capabilities, approach, methods of contract management and control.
- Provide examples of energy saving measures implemented and their application.
- Describe any other benefits your firm can bring to the energy services program.

6. Services

- Provide a description of the methodology and process tools used by your firm to provide annual reconciliation statements, measurement and verification and any required on-going support services.
- Indicate any equipment maintenance service contracts that will be required by your firm as a condition of the energy services guarantee.

7. Financial Approach

- Describe the sources and types of funding sources available to the City to implement this project. Indicate the prior use and experience with this method of funding and provide letters of commitment from the financing entity.

8. Letter of Transmittal

Each proposal shall include a letter of transmittal that indicate the respondent's proposal is a valid offer to provide services in accordance with the RFQ requirements and that the respondent will comply with the terms of the RFQ.

9. Template Agreement

The respondent shall provide a proposed template contract or contracts that identify the general terms and conditions as well as other agreement provisions to be used in the development of the project and subsequent implementation of the approved project or program measures. The template contract shall be used to negotiate the final contract between the City and any selected respondent. The City reserves the right to negotiate any terms of the contract that are in the best interest of the City and in accordance with the statutory requirements of ORC § 717.02

C. SELECTION AND EVALUATION

All responses will be evaluated for completeness and clarity of information. Missing information or unresponsiveness in an area may be cause for elimination of the response altogether.

1. Evaluation

The City's evaluation will consider the criteria listed below evaluating respondent ESCOs' proposals. These categories may not be weighted equally but rather on importance and significance to the contemplated project or program, based on the City's good judgment and discretion. The Owner will select the responding ESCO that is deemed most qualified.

- Firm qualifications
- Project team members' experience and references
- Technical approach/process methodology and financial approach
- Measurement and verification approach
- Other benefits

During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Offeror, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the Contractors who submit a Proposal and were short listed.

2. RFP Clarification

Respondents shall provide any questions concerning this RFP via email to the City's point of contact listed in Section 6, above, at least five days before the submission deadline established herein. Answers

to such questions will be communicated to all respondents at least three business days prior to the to the response deadline noted herein.

3. Requirements for ESCO's Final Estimate and GESPC

Following approval of the selected ESCO's proposed project or program and prior to execution of the GESPC, the ESCO shall provide a fixed price contract for the proposed, detailed scope of work. The ESCO shall also document energy and operational savings for the final contract.

The GESPC shall also document the savings methodologies utilized and measurement approach(es) selected (by mutual agreement with the City) by building or energy conservation measure. Change orders may be acceptable based on mutually unforeseen conditions, for additional scope of work requested by the City, or for hidden or latent items not contemplated during GESPC development; provided, however, the selected ESCO's scope of work shall be well-defined such that change orders are the exception and not the rule.

The City of North Olmsted reserves the right to reject any or all proposals and to award to the proposer the City determines to be most qualified and whose award of the contract will be in the best interests of the City.