

REQUEST FOR PROPOSAL
for
GUARANTEED ENERGY SAVINGS CONTRACT

By
Dearborn County

SECTION I. - OVERVIEW

Dearborn County requests proposals for the implementation of energy conservation measures, at **all County Facilities** on a performance contracting basis. The County Commissioners and Council will make their own energy conservation decisions and financing selections. The Owner's objective in issuing this Request for Proposal (RFP) is to provide a competitive means in which to select a single Qualified Provider to perform the implementation of a Guaranteed Energy Savings Contract (GESC). The contract shall follow I.C. 36-1-12.5 and RFP guidelines. Qualified Providers must submit three (3) copies of their proposal. The cost of preparing a response to this RFP, including site visits and engineering analysis, will not be reimbursed by the Owner.

Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

SECTION II. - QUALIFICATIONS

Table of Contents

- Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

Executive Summary

- Responses shall include a concise review stating the respondent's understanding of the project contained on no more than three pages.

Company Qualifications

Company Profile:

- Provide general information on the responding firm including: company name, address, telephone number, evidence of Qualified Provider status under I.C. 36-1-12.5, contact person(s) for this project.
- Where is the company's headquarters located?
- How many years has the company been in Business and how long have you been doing guaranteed energy savings contracts in Indiana and other States
- How many years has your Team/Team Members been involved in providing guaranteed Saving's Contracts? Who will be the main contact throughout the Sales, construction and commissioning period? How many years of experience does that main contact have? and are you talking to a partner or owner in the company. Higher Scores will be given to companies that have partners involved in the construction and commissioning process and have 20 plus years working in the energy efficiency projects in the State of Indiana.

- Do you have a Mechanical/Electrical/Solar Service department and if so, how many service professionals do you currently have that are on the road daily for service contracts? List the contracts you currently service and names of references. Companies that perform Solar Maintenance/Mechanical Electrical Service at Municipalities and Counties will receive higher scoring in the RFP
- Please document and verify current customers you currently monitor daily solar production and Building usages on a daily basis, Companies monitoring sites Municipalities/Counties will receive a higher score

Project Team:

- List the lead personnel employed by the Qualified Provider involved in this project. Include a resume on each person listing name, title, education, experience, work history and responsibilities on this project. Identify specifically the type of work performed by each person and for how long.
- Legal Grievances: The Qualified Provider shall describe in detail any litigation related to any construction projects, past or present, with an Indiana public school entity.

References:

- Past performance is a critical component in the selection process of this project. Therefore, each Qualified Provider must include a *summary* of **2 County Government jobs/1 City jobs** guaranteed savings contracts they have worked on as an individual working for an energy savings company or as the company currently submitting this request for proposals. Include the following detailed information on the (3) guaranteed savings contracts.
- Contact, telephone number
- Description of scope of work
- Start & completion date of the installation phase of the project
- Annual guaranteed and actual energy savings

Certifications:

- I.C. 36-1-12.5 requires that Qualified Providers submit with their proposal certification from the Indiana Department of Public Works that they and their subcontractors (for all subcontracts in excess of \$150,000) are certified to perform the work included in their proposal. This statute also requires that each Qualified Provider be a Certified Professional Services company that employs a minimum of one full-time employee registered in the State of Indiana as a Professional Engineer.
- Include a copy of the certification(s) from the Indiana Department of Public Works that proves the Qualified Provider is a Certified Professional Services Company.

- Include the names and PE numbers for all fulltime employees who are professional engineers registered in the State of Indiana and specifically who will be working on this project.

Insurance Certificate

- The Qualified Provider shall include a certificate of insurance in the proposal indicating its insurance coverage, and the Qualified Provider shall maintain such insurance in full force and effect at all times until the Work has been completed, in the following minimum amounts:

<u>COVERAGES</u>	<u>LIMITS OF LIABILITY</u>
General Liability	\$6,000,000
General Aggregate	\$1,000,000
Product & Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Workman’s Compensation	\$500,000
Umbrella Policy in addition to individual coverage	\$1,000,000

Technical Approach

- Each proposal should contain the following information about the respondent's scope of work.

Needs, Solutions & Price:

- Include a "Needs, Solutions & Price" section explaining current facility needs, the proposed solutions the Qualified Provider recommends, and the associated price for that solution. The Qualified Provider needs to demonstrate a clear understanding of the existing conditions of the facilities. (Please provided what Energy Efficiency ideas that you would survey after chosen).
- Explain the Auditing Process if Chosen
- Give some examples of Energy Conservations that you have completed at other Counties that have been successful
- How would you help in securing Financing if needed?
- Give examples of other County work you have completed and the results after the installations
- Share what County Jails you have completed Guaranteed Energy Savings Contracts.

Construction Approach:

- Include a detailed explanation of how construction services will be implemented. This explanation should include the people, specific construction services, timeline, and any external forces that could affect this project.

Project Management:

- Describe your firm's approach to managing the proposed project from contract award through the guaranteed phase. Include a resume of the project manager who will be responsible for the project and what County jobs he has provided Construction Management.

Contractor & Equipment Selection:

- Describe the process that the Provider utilized in obtaining their contractor and equipment selections and what criteria were used to make those selections. A minimum of 20 percent of the work is to be provided by the Provider, which is defined by those entities having financial ownership of the Provider. Engineering and project management will not be considered in the 20 percent.

Owner Training:

- Explain the Qualified Provider's plan for providing training and support services to the Owner. Describe the range of services being offered by your firm, such as maintenance, training, follow-ups, auditing, etc.
- The guaranteed savings contract shall state that the Qualified Provider shall not submit any change orders to the Owner for payment unless the Owner requests a change in the scope of the project after the contract is executed by the Owner, and the guaranteed savings contract shall be a guaranteed maximum price contract with no changes in the contract unless there is a change in the scope of the project requested by the Owner.

Past References:

- Please Provide Past references of Guaranteed Energy Savings Projects

Additional Information:

- Additional information about the Qualified Provider's technical approach to the project may be included in this section of the proposal.

Performance Guarantee / Energy Calculations

Energy Savings:

- All energy calculations and assumptions shall be included in the proposal. Methods used in determining actual energy savings shall be based on energy measurements of the specific Energy Conservation Measure (ECM) installed under this project and/or utility bill measurement. This will be completed during the auditing period after a company is selected.

Performance Bond:

- The Qualified Provider must submit to the Owner a Performance Bond following contract execution to insure the performance of the construction portion of the project. A subsequent Performance Bond shall be executed to insure the performance of the guaranteed energy savings. This will be renewed on an annual basis until contract completion.

SECTION III. - EVALUATION CRITERIA

The Owner intends to award a contract to the Qualified Provider offering the Best Value proposal. The Owner will likely reject any proposal that does NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Owner will score the Qualitative Proposals based on the criteria shown below. The calculation that shall be used to determine the Best Value proposal is the price for the scope of work offered by each Qualified Provider divided by the Qualitative Score assign to each proposal by the Committee to arrive at the lowest net price, or Best Value proposal.

Qualitative Criteria for Solar Company

- Reputation of the Qualified Provider for designing and implementing projects. The guaranteed savings contracts with multiple scopes of work. An emphasis will be given to the experience in the design and implementation of the GES Contracts for Counties and Cities. (20 points)
- If the contractor has had 3 Municipal/Counties GESC Completed in Indiana (10) points
- References and experience of the Main Contact for the duration of the Contract Term. Consideration will be given to past project experiences and years in the Industry (10) points
(3 points for 5 years-10 years)
(7 points for 10 years-20 years)
(10 points for 20 years or more)
- Current Solar/Mechanical Service Contracts That the Provider can show daily monitoring of existing customers 24/7- 365 days a year (5 points).
- Please list County jobs that are currently under contract and show the detailed saving reports, (10).
- Will the Performance Contracting Company do open book mark-Pricing (15 points)
- List all customers you currently provide solar/Electrical/Building Management Service agreements with. (10 Points)
- Years in business including Parent Company and bonding capacity of 50 million (5 points)
- Proper certifications and insurance equivalent to the RFP (5) points
- Total Yearly Volume in Sales (5) Points will be given if you do 10 million or more in sales up to 25 million dollars. If your company does 25 million dollars in sales or more we will add another (5) points.

Best Value Determination

- Qualitative Score (0 – 100%): _____