

# RFQ- 15-002 Energy Performance Contracting

## Introduction

Webb County is seeking responses to a Request for Qualifications (RFQ) from Energy Service Companies (ESCO) to provide a turnkey infrastructure improvement, energy conservation program that will provide sustained cost savings and revenue enhancements and meet the requirements of Local Government Code 302.001.

## Scope of Work

1. Webb County is interested in services for the identification, engineering, design, installation, training, maintenance and financing of approved energy conservation measures (ECMs) and operational efficiencies for its entire infrastructure.
2. The ESCO will provide a written guarantee of all utility and operational cost reductions and revenue enhancements.
3. The contract will include provisions for monitoring and verification of any guarantees.
4. The contract life of the program shall not exceed 20 years.
5. Financing will be sought out by Webb County; however, the selected qualifier will be expected to assist in procuring the most cost effective funding for the project.
6. The following energy conservation techniques will be investigated on an individual basis or in combination with other techniques and implemented if deemed cost effective for the county.
  - Energy management control system
  - Energy efficient lighting upgrades
  - Heating ventilating and air conditioning (HVAC) system modifications including chillers
  - Building envelope improvements
  - Domestic hot and cold water systems
  - Air management systems
  - High efficiency motors

Any other ECMs or infrastructure enhancements proposed by a qualified vendor will also be considered. All ECMs considered shall be proven, commercially available and shall result in verifiable savings or revenue enhancements.

All equipment provided by qualified vendor for this program will have a history of successful operating experience in similar installations and shall be in new and unused condition. This equipment must be state-of-the-art with readily available replacement parts. All equipment to be used for this program shall be approved by the County prior to installation. The county has the right to select any or all of the

equipment to be used for this program by manufacturer and /or by brand, based upon the county's prior experience and manufacturer's reputation.

## Qualifications

Webb County requires comprehensive responses to every section of this RFQ. To facilitate the review of the responses, Firms shall follow the described qualification format. The intent of the qualification format requirement is to expedite review and evaluation. The intent is not to constraint the vendors with respect to content, but to assure the specific requirements set forth in this RFQ are addressed in a uniform manner amenable to review and evaluation. It is requested that qualification packages to limited to 50 pages, excluding tabs, cover letter, resumes and financial statements.

Qualification packages will have 5 sections; each of these sections will be rated in the selection criteria process.

### Part 1 Business Qualifications

- a. Description of the business unit dedicated to implementing Energy Savings Performance Contracting projects
- b. Proof of current Texas Professional Engineering Registration
- c. Proof of National Association of Energy Service Companies (NAESCO) accreditation
- d. ESCO must demonstrate past experiences in providing projects that deploy solutions incorporating equipment, controls, related products and field services independent of their own business portfolio; thus supporting the intent of Webb County to benefit from an unbiased, value based program through a vendor neutral ESCO.
- e. ESCO must demonstrate a minimum of ten (10) years of experience in Texas in the analysis, design, implementation, and installation of energy efficiency and facility improvement measures. In-house resources and expertise in these areas will be considered a strong point for leveraging best practices and for ensuring a single point of accountability.
- f. Provide the official name and the official address of the ESCO's parent company. Provide the web-link/address to the ESCO's website and applicable parent company website.
- g. Describe the complete range of energy/utility services and capabilities the ESCO offers: such as building/facility energy analysis, engineering, design, installations, water/wastewater treatment equipment analysis, commissioning, monitoring and performance verification, and related training.
- h. The ESCO must provide a first-party savings guarantee for the length of the contract term.
- i. Provide a list (if any) of customer projects implemented I Texas by the ESCO in the last ten (10 Years:
  - That have canceled or non-appropriated a performance contract with the respondent (list reason); or

- That have past or pending lawsuits, arbitration or litigation regarding a performance contract (list reasons)

All above items must be addressed individually; it is best they be addressed in the order requested.

## Part 2 Financial Information

- a. The ESCO shall include the company's Financial Statements for the three (3) most recent completed fiscal years. Webb County may, during the course of the evaluation process, request additional financial information to supplement and clarify the information provided.
- b. The ESCO shall provide information documenting sources of financing and financing methods available to Webb County.
- c. The ESCO shall provide a letter from its surety company demonstrating the ESCO's capability to provide payment and performance bond associated with construction projects and the letter should also state the bonding capacity of the ESCO.

All above items must be addressed individually; it is best they be addressed in the order requested.

## Part 3 Participants/personnel

Identify participants (if known) (i.e. consultants, financiers, subcontractors, etc.) in the project and provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

- a. Professional resumes for key personnel and their responsibilities for the duration of the project contract term. Indicate the education and professional licensing of each person as it relates to this project. Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.
- b. Provide an organizational chart that clearly describes your ESCO's project organization with supervisory reporting.

All above items must be addressed individually; it is best they be addressed in the order requested.

## Part 4 Project Management Plan

Include a plan describing how your firm will manage subcontractors. Describe the process that will be used for the assignment of tasks, and project scheduling as well as the capability to provide all services required for construction and implementation of retrofit projects on a performance contracting basis.

- a. Provide a description of the Project Management Plan
- b. Provide a description of ESCO's typical resourcing approach for a project of similar scope: indicating staff hierarchy and level, contractor oversight, equipment ordering scheduling, etc.
- c. Provide evidence of Measurement and Verification (M&V) expertise and depth of resources to provide M&V services
- d. Provide a description of the normal methodology employed to establish individual building baseline energy use and county-wide baseline energy use. Additionally, provide a description of the methodology used to justify variances between consumption and actual consumption for the purposes of showing accomplishments in achieving guaranteed levels of energy use reduction and cost savings.

All above items must be addressed individually; it is best they be addressed in the order requested.

## Part 5 Project Experience Summary

Provide a reference and summary for ten (10) energy savings performance contracts implemented over the past ten (10) years with local governments in Texas (through TLGC 302.001). Included in the (10) references must be at least one (1) county government reference in Texas. Include one complete, separate, project experience summary for each project containing the project cost, term of the contract, savings guarantee, description of improvements, contact name and phone number.

All references must be for the "responding ESCO" operating under the existing name and must be for the responding ESCO as a company. References will not be for an individual, but for the company as a whole.

All above items must be addressed individually; it is best they be addressed in the order requested.

## Criteria for Selection

All applicants will be screened by an evaluation committee and those applicants selected for a short list may be invited to attend an interview, at the applicants own expense. Webb County will not incur any costs for applicant preparation and/or submittal of qualifications.

Webb County will evaluate all responses based on the criteria listed below.

1. The evaluation committee will screen and rate all of the responses that are submitted. Evaluation ratings will be on a 100 point scale and shall be based on the following criteria. Committee may rate responses from information provided or may ask for responders to be available for interviews.
  - a. Business Qualifications 10 points
  - b. Financial Information 10 points
  - c. Participants/personnel 10 points
  - d. Project Management Plan 20 points
  - e. Project Experience Summary 50 points
2. Webb County Committee shall recommend the most qualified organization to the Webb County Commissioner's Court and request authority to enter into a contract. Webb County Commissioners may also choose to interview the short list of applicants before awarding a contract.
3. Decisions relative to funding will also require approval from the commissioner's court before a contract can be finalized.
4. A contract will be presented for approval of the Webb County Commissioner's Court after services, fees, and funding have been agreed upon.
5. Should negotiations be unsuccessful, Webb County shall enter into negotiations with the next highest ranked firm. The process will continue until an agreement is reached with a qualified firm.
6. This RFQ does not commit Webb County to pay for any direct or indirect costs incurred in the preparation and presentation of a response. All finalists shall pay their own costs incurred in preparing for, traveling to and attending interviews.

## Proposal Information