



NOTICE OF REQUEST FOR PROPOSALS
FOR GUARANTEED ENERGY SAVINGS CONTRACT

The City of Collinsville is requesting proposals from qualified Energy Services Companies (ESCOs) for comprehensive energy management and energy-related capital improvement services to its facilities as authorized under Section 5 of the Code (50 ILCS 515-1) A copy of the Request for Proposals (RFP) may be obtained at the City Hall, 125 Center Street, Collinsville, IL 62234 or by email from djackson@collinsvilleil.org.

All proposals must be submitted to the City of Collinsville in sealed envelopes marked, "RFP for Performance Contracting", with the name and address of the bidder clearly marked. Only sealed submittals will be accepted. Proposals are due by 12:00pm Friday, July 6, 2018 at the address listed above. The City Council reserves the right to waive irregularities, to accept and/or reject any or all proposals and to make all decisions in the best interest of the City.

There will be no pre-submittal meeting or site tours of facilities prior to submissions of proposals. Please direct any questions regarding the request for proposal by email to Derek Jackson, Assistant City Manager, djackson@collinsville.org no later than 3:00pm on Tuesday, July 3, 2018.

**REQUEST FOR PROPOSAL (RFP)
FOR AN
ENERGY PERFORMANCE CONTRACTING PROJECT**

Issued by: *City of Collinsville*

City of Collinsville (hereinafter referred to as the City) is seeking specific proposals from Qualified Energy Services Companies (ESCOs) which are capable of providing comprehensive infrastructure and energy-related capital improvement services.

PROJECT OVERVIEW

The City is interested in contracting for a full range of energy and water service and energy-related capital improvements at City of Collinsville (hereinafter referred to as project). These services and improvements are to be delivered on a performance contracting basis with guaranteed savings.

The City objective in issuing this Request for Proposals is to provide a competitive means in which to select a single provider to fulfill all aspects of this project. The City may elect to implement further improvement measures in phases pursuant to the final contract. The work to be included in the contract may include upgrades to or replacement of equipment included in, but would not be limited to, the following systems: roofing, building envelope and infrastructure, windows, doors, insulation, weather stripping, caulking, security, electrical, lighting, heating, air conditioning, building automation, temperature control, facility management, water and sewer, fire alarm, energy recovery systems, metering or other energy conservation measures that provide long term operating cost reductions.

QUALIFIED PROVIDER

A Qualified Provider is a person or business experienced in the design, implementation and installation of energy cost savings measures. As required by Section 5. of the code (50 ILCS 515/5), the minimum training required for any person or employee under shall include the satisfactory completion of at least 40 hours of course instruction dealing with energy conservation measures. In addition, the City is requiring that the Qualified Provider have at least 5 years of experience in performance contracting and must be accredited by the National Association of Energy Service Companies (NAESCO), and must also be Qualified as an ESCO by the U.S. Department of Energy (DOE). Additional preferred qualifications for Qualified Providers include project team members with Professional Engineering License, and LEED AP Certification.

REQUIRED CAPABILITIES

The ESCO must have the demonstrated technical and managerial capabilities to provide a comprehensive set of energy and water services including, but not limited to design, acquisition, installation, training and commissioning of new and/or existing energy systems as well as project monitoring and savings measurement and verification. Additional services may include operation and maintenance for all improvements and/or training of City staff on routine maintenance and operation of systems. Monitoring and verification services shall include appropriate measurement and timely reporting of the performance and savings from project.

OVERVIEW OF TERMS AND CONDITIONS

1. **Contract Term.** The duration of the contract will be mutually determined between the ESCO and the City based on authorizing legislation, final project scope and financial factors. No contract shall exceed 20 years in duration.
2. **Guarantee.** The project must result in a guaranteed minimum annual energy, water and O&M savings guarantee, as well as defined levels of occupant comfort; maintenance, monitoring, training or other services.
3. **Execution of Guaranteed Energy Savings Contract and Financing Documents.** The City will negotiate and execute the Guaranteed Energy Savings Contract with the selected ESCO and all financing documents required by the selected financing source. The ESCO to whom the contract is awarded shall give a sufficient bond to the City for its faithful performance. The ESCO shall also provide a written guarantee that either the energy or operational cost savings, or both, will meet or exceed within 20 years the costs of the energy conservation measures. The ESCO shall reimburse the City for any shortfall of guaranteed energy savings projected in the contract.

PROCUREMENT PROCESS

The City expects to undertake the selection process described below according to the following schedule:

	<u>Dates</u>
Advertisement and Issue RFP	JUNE 22, 2018
Submissions of Proposals	JULY 6, 2018
Selection of ESCO (Issue LOI)	JULY 13, 2018
Preferred Project Completion	TBD

Note: The City will not be providing any site tours or additional information on facilities prior to submissions of proposals. Please direct any questions regarding the request for proposal by email to Derek Jackson, Assistant City Manager, djackson@collinsville.org

Submission of Written Proposals. ESCO's interested in providing the services requested, must respond in writing. All submissions become the property of the City and will not be returned to the ESCO. All costs associated with submission preparation will be borne by the submitting ESCO.

City reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to be the sole judge of the value and merit of the proposals offered.

INSTRUCTIONS TO PROPOSERS

Failure to complete any question in whole or in part, or any deliberate attempt by the proposer to mislead the City, may be used as grounds to find the proposing ESCO ineligible.

Any contact with City Council other City Staff during the RFP Process without prior approval of the Assistant City Manager will be grounds for immediate disqualification of the firm.

Submitting your Response

Your response should follow the outline below and be concise. Failure to follow any of the RFP's instructions could nullify your response from consideration. It will be the responsibility of the ESCO to submit four (4) copies of your proposal. Submissions should be addressed to: sealed and packaged with clear identification to read as follows:

Derek Jackson, Assistant City Manager
City of Collinsville
125 Center Street
Collinsville, IL 62234
email: djackson@collinsville.org

The proposal sealed and packaged with clear identification on the bottom back of the envelope to read as follows: "RFP for Performance Contracting"

The deadline for submitting your response will be no later than 5PM on July 6, 2018. Submissions received after that date and time will not be considered. No electronic submissions or electronic modifications to the submission will be considered. Proposals will be opened publicly on July 9, 2018 at 10AM at City of Collinsville, 125 Center Street, Collinsville, IL 62234.

Questions or clarification may be directed to Derek Jackson at djackson@collinsvilleil.org

1. Proposal Review and Selection of Finalists

The City will establish a Project Evaluation Team to review and evaluate the ESCOs written responses to this RFP in accordance with the evaluation criteria identified below and consistent with the law. The Project Evaluation Team will check client references which will also be included in the evaluation. The City intends to select no more than two (2) ESCOs as finalists, and may elect to forego interviews.

Responses will be evaluated based on the quality and completeness of the information provided in the following sections (a) ESCO Profile (b) general qualifications (c) general approach (d) site specific approach and implementation. Failure to provide any of the requested information may result in disqualification.

2. Professional Engineer Involvement (For large projects)

A registered professional engineer must, at a minimum, review and approve design work done under this contract.

3. As-Built Drawings

Where applicable, ESCO must provide mylar, reproducible "as built" and record drawings (or such electronic equivalents as may be agreed to with City) of all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals within 30 days of completed project installation. ESCO will be responsible for permits and associated paperwork and construction documents.

4. Bonding Requirements

By submitting a proposal each Qualified Provider agrees to Furnish a Performance Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the contract sum.

Owner requires that the bond surety must carry a Best Rating of A and the the owner has no objection to the Bond Surety.

5. Insurance Requirements

Prior to the commencement of work, the ESCO must provide evidence of insurance for both the construction and operations phases of the project.

6. Subcontractor Approval

City retains the right to approve any ESCO selected subcontractor prior to its commencement of work on this project. Names and qualifications of subcontractors must be submitted at least two weeks in advance of subcontractor scheduled start date.

7. Hiring and Wage Requirements

If applicable, the ESCO will comply with all requirements for the payment of prevailing wages and minority and women-owned business enterprises.

8. Follow-up Maintenance, Monitoring and Training Services

The ESCO will be responsible for measurement and verification of implemented measures to ensure optimal performance as well as for ongoing training, however, City has the option to negotiate the extent of any contracted on-going maintenance service contract. Project savings will be verified and reconciled on an annual basis.

PROPOSAL CONTENT & FORMAT

Proposal must be submitted in the format outlined in this section. 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 requests for information contained herein.

A. EXECUTIVE SUMMARY

B. ESCO PROFILE

1. General Firm Information- Firm name, mailing address, and phone number. Names, titles, and phone number of two principal contact persons. List any division or Branch Offices that will participate materially in the development of the proposal, in its evaluation process, and/or in the conduct of any services provided.
2. Type of Firm
3. Federal Employer Identification Number
4. Year Firm Established

5. Name and address of banks at which the firm has bank accounts (no more than two needed)
6. Corporate Background
 - a. Years under present name- How many years has your firm been in business under its present business name as a Performance Contracting Company.
 - b. Former names- Indicate all other names by which your organization has been know and the length of time by each name.
 - c. Years in energy business- How many years has your firm been providing energy efficiency related business for Illinois facilities.
 - d. How many years has your firm offered performance contracting services?
 - e. Bankruptcy involvement- Has your firm, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? If yes, explain in detail the circumstances, date of the protection order was filed and the resolution of the case (or current status, if still ongoing)
 - f. Is your firm an accredited member of NAESCO? This is a requirement for proposal submittal. Please provide a copy of your NAESCO accreditation certificate.

C. GENERAL QUALIFICATIONS

1. Provide a list of Guaranteed Energy Savings contracts completed by your Company, for 10 performance contracts from different customers, during the past 5 years. Each reference shall, at a minimum, include the scope and size of each project, project cost, guaranteed savings, and the name and telephone number of a contact person. Please include references of similar facilities to the City of Collinsville. **If the firm's experience is from personal references when working with other companies, they will not be considered to be qualified. List only references where your company was the prime contractor.**

Please provide references similar to the City where buildings remained in operation during construction.

2. Energy Guarantee History- Briefly describe all energy performance contract guarantees that your firm has managed within the last five (5) years
3. Personnel Information
 - a. Full time personnel- indicate the number of full-time personnel employed by your firm and those specifically that will take an active role on this project. Provide all energy related engineering qualifications such as LEED AP, or Certified Energy Manager, for the companies personnel assigned to this project.
4. Qualifications and experience
 - a. Include an organizational chart for all members of your company with specific responsibilities for performance based facility modernization and energy services for public sector. Include a brief description and/or resume for each team member to whom will be actively involved in the proposed project.
 - b. Include any LEED® AP Certification or current Professional Engineering License for lead member of the ESCOs project team.
5. Areas of Expertise

- a. List all areas of expertise related to potential energy and water improvements in facilities and infrastructure. Include specialized area of expertise in areas that might be relevant to the project. Also describe the professional and skilled trades that your firm customarily performs with employees.
6. Grants and Rebates
 - a. Identify grants you have applied for and received for your customers in the past two years.
 - b. Explain your approach to obtaining rebates.

D. GENERAL APPROACH

1. Project Summary
 - a. Summarize the scope of services (auditing, design, construction, monitoring, operations, maintenance, training, financing, etc.) that would be offered for this project. Include a brief description of your firm's approach to management and specific benefits your firm can offer the owner.
2. Training Provisions
 - a. Describe your firm's capabilities in providing technical training for Owner's facility personnel and experience on past projects. Describe your firm's involvement in developing training manuals for facility staff.
3. Engineering Design
 - a. Describe your firm's approach to the technical design of the project.
4. Measurement and Verification
 - a. Describe the methodology available for ongoing monitoring and savings verification of project performance. Specifically state whether your company would adhere to the International Performance Measurement and Verification Protocol (IPMVP).
5. Maintenance Contract Flexibility
 - a. Describe the types of services included in the maintenance contract. Comment on whether the owner's maintenance staff can perform some of these duties if desired, and describe any impact on the guarantee (These could include programming and maintaining the control system, installing lighting retrofits, maintaining HVAC equipment, etc.) Describe the required length of the maintenance contract and the relationship with the guarantee in the event the owner chooses to terminate the maintenance contract prior to the end of the performance contract.
6. Manufacturer Agreements
 - a. Explain whether your company, parent company or any division thereof manufacturers or maintains contractual agreements to sell or otherwise represent specific brands of facility systems or equipment.

E. SITE SPECIFIC APPROACH & IMPLEMENTATION PLAN

- 1) Site Specific Approach
 - a) Describe typical energy conservation measures (ECMs) which your firm may recommend as part of an energy performance contract in the City.

- 2) Standards of Comfort
 - a) Describe standards of comfort and functionality that will be used for light levels, space temperatures, ventilation rates, etc. in the intended facilities. Also describe how those standards will be maintained throughout the contract term.

- 3) Construction Management
 - a) Describe how your firm would work with current building management and maintenance personnel in order to coordinate construction and avoid conflicts with the building's operation and use.
 - b) Describe your flexibility and/or limitations regarding possible owner's monitoring and installation and performance of ESCO projects, owner's integration of other identified capital needs with ESCO projects that may or may not contain energy and water savings opportunities.

- 4) Project Financing
 - a) Describe your firm's approach to providing or arranging financing for the proposed project.
 - b) Describe the mechanics of the financing arrangement, equipment ownership, responsibilities/liabilities of each party, security interest required and any special terms and conditions that may be associated with financing this project.

COMPLIANCE

All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations including all building codes and appropriate accreditation, certification and licensing standards. Work must be in accordance with sound engineering and safety practices, be installed in a workmanlike manner and be in compliance with all City regulations relative to the premises. The ESCO and its subcontractors will be responsible for obtaining any and all required governmental permits, consents and authorizations, and for payment of any and all state and city required taxes and fees which result from this contract.

CONTRACT NEGOTIATIONS

The City of Collinsville will attempt to negotiate and contract for services described in this RFP solicitation with the most qualified firm. If an agreement cannot be reached, there may be an attempt to negotiate a contract with the second qualified firm.

COST FOR PROPOSAL PREPARATION

The City is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract or for any finder's fee.

DISCLOSURE

The City assembled this RFP with the assistance of the CTS Group.