

Fayette County
Guaranteed Energy Savings Project

Request for Qualifications
For a GUARANTEED ENERGY SAVINGS
PERFORMANCE CONTRACT

Table of Contents

- I. Purpose of Solicitation
- II. Requested Services
- III. Selection Process
 - a. Qualifications Evaluation
 - b. Final Contract
- IV. Schedule
- V. Evaluation Criteria
 - a. Presentation
 - b. Personnel Qualifications
 - c. Services and Approach
 - d. Project Experience
 - e. Business and Financial Qualifications
 - f. Other Considerations
- VI. Format of Response
 - a. Cover Letter
 - b. Introduction
 - c. Personnel
 - d. Services and Approach
 - e. References
 - f. Financial Information
 - g. Additional Information

I. PURPOSE OF SOLICITATION

This Request for Qualifications (RFQ) was advertised as follows: Notice is hereby given that Fayette County will receive sealed qualifications for a guaranteed energy savings contract until **September 11, 2020 at 2:00 PM** local prevailing time at the County Courthouse, attention to:

Amy Revak, Chief Clerk
724-430-1200 ext 1504
Fayette County Courthouse
61 East Main Street
Uniontown, PA 15401

At time of opening, the qualifications will be acknowledged, but will not be read aloud nor any information disclosed. Qualifications received after the receipt deadline will not be accepted. Qualifications will be held in strict confidence until reviewed and a contractor selected. Upon review of qualifications and award of contract, qualifications will become public knowledge to anyone who submits a request.

Qualifications must be submitted in the format required by the RFQ and must comply with all applicable minimum qualifications, laws, and regulations. All qualifications submitted are valid for acceptance by the County and may not be withdrawn for a period of ninety (90) days after the actual date of opening thereof.

Following receipt and review of the qualifications, interviews may be conducted with the responsible offerors who submitted qualifications. The County reserves the right to select for contract negotiations, the responsible offeror whose qualifications are determined to be most advantageous to the County. The RFQ may be canceled or any or all qualifications may be rejected, in whole or in part, when the County determines that it is in their best interest to do so.

For all firms interested in submitting qualifications, attention is directed to the Commonwealth of Pennsylvania's Guaranteed Energy Savings Act (62 Pa. CSA §§3751 et seq.). All considered energy performance contracts and financing arrangements proposed must be capable of being implemented under the laws and regulations of the Commonwealth of Pennsylvania.

This project is subject to the Pennsylvania Prevailing Wage Law, approved August 15, 1961 (Act No. 442), as amended, and reference is made to the prevailing minimum wage rates applicable to this project which has been promulgated by the Secretary of Labor and Industry.

The County reserves the right to reject any and all responses resulting from this RFQ. Late responses will not be accepted and will be returned to the submitting company unopened. The County is not liable for any cost incurred by any person or firm responding to this RFQ.

The County reserves the right to reject as non-responsive any submissions that do not contain the information requested in this RFQ. Additionally, County reserves the right to reject as non-responsive any submissions that are not organized and formatted as described in this RFQ.

Questions regarding this RFQ and the program it represents must be submitted in writing to:

Contact: Amy Revak
E-Mail: arevak@fayettepa.org

All questions will be answered by email to all parties that have contacted the County with interest in responding. **DUE TO COVID-19, MEETINGS IN PERSON WILL BE AVOIDED.** Respondent and their agents are not to contact any other elected officials or employees of Fayette County. Non-compliance will result in non-consideration of the offending firm.

II. REQUESTED SERVICES

The qualifications will be to reduce the spread of the virus that causes COVID-19 (using engineered infection prevention) and any other energy savings improvements approved by the County that meet GESA Guidelines for all the Fayette County owned properties and Buildings. The projects may use other project delivery methods in combination with the ESCo work. The County will direct the selected ESCo as to the buildings to be investigated; the ESCo may be limited to as few as one facility, as directed by the County. Time is of the essence.

Upon award of an Audit Agreement, the ESCo will complete work on the facilities only as directed by the County, which may be limited to as little as one building from the inventory. The ESCo will provide a building energy audit with focus on indoor air quality measures, including accurate savings and cost estimates, and recommended measurement and verification methods. The audit may include benchmarking of facilities, analysis of utility rates, on-site observations, data logging, energy modeling, energy efficiency measure development and analysis, energy savings calculations, recommendations, and measurement and verification methods. The County may anticipate a reduction in annual utility and/or allowable operation costs through the implementation of the energy efficiency measures identified in the audit.

Respondents must identify their experience and qualification to engineer and manage a project that involves engineered infection prevention and energy savings efficiency measures (EEM).

The ESCo is responsible for all certification and documentation of personnel necessary to comply with the laws to perform work in Fayette County and in the state of Pennsylvania.

III. SELECTION PROCESS

a) **Qualification Evaluation**

Interested ESCos must provide the information required to complete the RFQ. The County will evaluate submittals and choose the most highly qualified ESCo. Interviews of a candidate may be held at the sole discretion of the County. The determination and selection of the most qualified ESCo will be the sole discretion of the County.

b) **Final Contract**

Upon selection, the ESCo will negotiate specific scope and competitive industry rates for execution of an Investment Grade Audit and potentially a Guaranteed Energy Savings Act performance contract on only the facilities as directed by the County.

IV. SCHEDULE

The schedule below is expected to be followed during the procurement period of this RFQ:

August 28, 2020	Release of RFP
September 11, 2020	Receive Qualifications – 2:00 p.m.
September 2020	Approval of Selected Vendor

This is a tentative schedule, and dates are subject to change. Time is of the essence.

The County reserves the right to reject any and all responses resulting from this RFQ. Late responses will not be accepted and will be returned to the submitting company unopened. The County reserves the right to reject, as non-responsive, any qualifications that do not contain the information requested. Additionally, the County reserves the right to reject, as non-responsive, any qualifications that are not organized and formatted as described in this RFQ. The County is not liable for any cost or expenses incurred by proposing firms in the preparation of their written

responses or for attendance at any conferences and meetings related to this RFQ. If it becomes necessary to revise any part of this RFQ, an amendment will be issued to all proposers who notify the County that they have received the RFQ and are interested in submitting qualifications. To the extent allowed by law, qualifications will be held in confidence by the County.

V. EVALUATION CRITERIA

Qualification of all business entities that respond to this solicitation, including any subcontractors to be used, will be evaluated using the following selection criteria.

a) Qualifications Presentation

Preferences will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFQ and providing authoritative documentation of the respondent's financial condition and stability.

b) Personnel Qualifications

Quality of personnel assigned to this project and degree of pertinent experience.

c) Services and Approach

- The approach to energy conservation projects will be a criterion for selection, respondents demonstrating innovativeness and cost-effectiveness will be considered.
- The range of services offered will also be an important consideration, including alternative project delivery methods and the ability to coordinate projects using different project delivery methods.
- Methodologies and technical approach will be evaluated for practicality and soundness.

d) Project Experience

- Experience with energy conservation and engineered infection prevention in public buildings in PA.
- Experience taking responsibility for the range of roles contemplated for this project.
- Experience providing a hybrid of ESCo work and other procurement methods.

e) Business and Financial Qualifications

- Business unit dedicated to providing energy savings programs.
- Financial viability.

f) Other Considerations

- Services required in an ESCo project where the proposing firm is prequalified by the PA Department of General Services, including Performance Contracting, Management of Performance Contracts, Construction Management and Building Commissioning.
- Breadth of independent services provided to PA Public Schools, County Government, and State Government facilities.
- Experience with Fayette County and references.
- Legal action information.
- Other unique qualifications.

VI. FORMAT OF RESPONSE

The responses to this RFQ must be completed and returned in the order indicated below with each section divided and tabbed with the appropriate section title. The County may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any ESCo. Any additional information not specifically requested in this RFQ must be put in a separate Appendix at the end of the response. Additionally, all supplemental materials (brochures, product information sheets, etc.) not specifically tailored to

this response must be placed in the Appendix. **The response is limited to forty (40) total single-sided pages or twenty (20) double-sided pages. The Financial Information is not included in this limit. Provide one (1) original and three (3) copies of the qualifications.**

Section 1: Cover Letter

Include a cover letter at the beginning of the submission summarizing the information presented in the qualifications; names, telephone and fax numbers of persons authorized to provide any clarification required; and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. Include the name and title of the person(s) authorized to conduct final contract negotiations on behalf of the ESCo.

Section 2: Introduction

- **Table of Contents**
Include a table of contents referencing each information section of this RFQ, along with the contents further subdivided to describe information included within each section of the submission.
- **Executive Summary**
Provide an executive summary highlighting the ESCo's unique qualifications and capabilities for this project.

Section 3: Personnel

Attach a project staffing plan and include a description of proposed staffing showing the project organization, supervisory responsibilities, and lines of authority. Identify the corporate affiliation for each staff member listed in the project staffing plan. Attach resumes of all individuals who will have a role in the project.

Provide an organizational chart of the participants listed in the ESCo's qualifications and their responsibilities in the program. Highlight the company and personnel responsible for each phase of the project, lines of authority and relationships between prime contractor and subcontractors.

Section 4: Services and Approach

Provide an overview of the ESCo's approach to energy conservation projects and range of services provided directly by the ESCo. Specifically address the following areas:

- **Services, Approach and EEM Experience**
Describe energy efficiency improvements and identify specific energy efficiency measures along with engineered infection prevention measures that the ESCo has had responsibility over, including design, implementation and measurement and verification. List all types of services provided.
- **Benchmarking and Energy Savings Verification**
Describe the normal method used to establish benchmarks, baseline energy use and verification methods. Describe the method used to justify variances between the baseline consumption and actual annual consumption. Describe and justify the methods used in measurement and verification of project savings.
- **Cost and Savings Estimating and Bid Procurement Experience**
Describe experience and accuracy of cost and savings estimating, and provide examples of cost estimates, bid procurement experience and accuracy.

- **Building Commissioning Experience**
Describe experience and approach to building commissioning and/or retro-commissioning, including in-house expertise and project experience.
- **Training Information**
Outline any training proposed as part of the project, including the subject, duration and location of training. Also describe the relationship with the organization providing training, if not provided by the prime contractor.
- **Project/Construction Management**
Describe experience and approach to project management, including coordination with subcontractors, division of responsibility among project staff and interaction with the County representatives.

Section 5: Project References

Provide references on five (5) energy-related projects (specifically public projects) that the respondent has successfully implemented within the last five (5) years.

References should include the following:

- Customer name including name and telephone number of contact
- Brief description of the project
- Project beginning and ending dates
- Specific EEM's recommended
- Project cost and savings estimates

Section 6: Financial Information (Excluded from Page Limit of 40 Pages/20 Double Sides)

Include the company's annual report, audited financial statements or equivalent showing information for the past three (3) complete financial year periods. If a bound document (such as an annual report) is included, it must be placed in the response's appendix section. ***Only one original of financial services is required, and it may be placed in a separate sealed envelope.***

Section 7: Additional Information

Confirm the proposing firm is qualified to provide the following services for Fayette County and has successfully completed INDEPENDENT projects (where the contracted services were for each category, not combined under an ESCo) for the following services in no less than five (5) Pennsylvania public facilities. Provide a list of those projects for each category. Categories are:

- Energy Services Co (ESCO) / GESA Projects
- Mechanical, Electrical & Plumbing Design Projects
- Building Commissioning Projects
- Construction Management Projects

Confirm that the proposing firm has not been involved with any projects where legal action or injunctions have been sought as a result of the work provided by the proposing firm. If legal action or injunctions have been sought provide an explanation and attach resulting opinions.

Comment on past work experience with this client for construction/facilities-related services.

Attach any additional information that is not requested by the RFQ, which is subject to the 40 total page limit (20 double sides).