

PUBLIC NOTICE FOR REQUEST-FOR-PROPOSALS

The City of Centralia hereby gives public notice that it is requesting proposals from interested and qualified energy services companies for the following project:

**COMPREHENSIVE ENERGY CONSERVATION
& FACILITY IMPROVEMENT SOLUTIONS
PAID FROM GUARANTEED ANNUAL ENERGY
AND OPERATIONAL COST SAVINGS IN ACCORDANCE WITH
RSMo § 8.231 REQUIREMENTS**

The City plans to select the most qualified contractor for the purpose of negotiating a final contract. A Letter-of-Intent (LOI) will be issued to the selected qualified contractor.

Copies of the Request-for-Proposal (RFP) are available from:

Heather Russell
City Clerk
114 South Rollins
Centralia, Missouri 65240

Proposal must be received by **July 28, 2017 at 2:00 p.m.** CST, after which time and date they will no longer be accepted. A public opening of all proposals received shall follow immediately.

REQUEST FOR PROPOSALS

COMPREHENSIVE PERFORMANCE CONTRACT FOR ENERGY CONSERVATION & FACILITY IMPROVEMENT PROJECTS TO BE PAID FROM GUARANTEED ANNUAL ENERGY AND OPERATIONAL COST SAVINGS IN ACCORDANCE WITH *RSMo § 8.231 REQUIREMENTS*

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SECTION I – BACKGROUND AND PROCESS OVERVIEW

A. TYPE OF PROCUREMENT

Pursuant to *Missouri Rev. Stat. § 8.231*, these specifications are structured as a Request-For-Proposal (RFP) type procurement to allow City of Centralia (“City”) to select a firm (“Qualified Provider”) which, in the sole judgment of the City, offers the greatest value to the City.

B. SCOPE OF SERVICES

Scope of Facility Audit/Services will include Respondents’ proposed energy and operational cost saving measures as defined in Section I, paragraph C.1 of this RFP on a city-wide basis.

C. MISSOURI REV. STAT § 8.231 DEFINITIONS

1. **“Energy Cost Savings Measure”**. "Energy conservation measure" means any improvement, repair, alteration, or betterment of any building or facility owned or operated by a school City or any equipment, fixture, or furnishing to be added to or used in any such building or facility that is designed to reduce energy consumption or operating costs, and may include, without limitation, one or more of the following:
 - (1) Insulation of the building structure or systems within the building.
 - (2) Storm windows or doors, caulking or weatherstripping, multiglazed windows or doors, heat absorbing or heat reflective glazed and coated window or door systems, additional glazing, reductions in glass area, or other window and door system modifications that reduce energy consumption.
 - (3) Automated or computerized energy control systems.
 - (4) Heating, ventilating, or air conditioning system modifications or replacements.
 - (5) Replacement or modification of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable State or local building code for the lighting system after the proposed modifications are made.
 - (6) Energy recovery systems.
 - (7) Energy conservation measures that provide long-term operating cost reductions.

2. **"Guaranteed Energy Cost Savings Contract"**. A contract for: (i) the implementation of an energy audit, data collection, and other related analyses preliminary to the undertaking of energy conservation measures; (ii) the evaluation and recommendation of energy conservation measures; (iii) the implementation of one or more energy conservation measures; and

(iv) the implementation of project monitoring and data collection to verify post-installation energy consumption and energy-related operating costs. The contract shall provide that all payments, except obligations on termination of the contract before its expiration, are to be made over time and that the savings are guaranteed to the extent necessary to pay the costs of the energy conservation measures.

3. **"Qualified provider"**. A person or business whose employees are experienced and trained in the design, implementation, or installation of energy conservation measures. The minimum training required for any person or employee under this Section shall be the satisfactory completion of at least 40 hours of course instruction dealing with energy conservation measures. A qualified provider to whom the contract is awarded shall give a sufficient bond to the school City or area vocational center for its faithful performance.
4. **"Request-for-Proposals" or "RFP"**. A negotiated procurement.

D. PROJECT TIMETABLE

Project Timetable

<u>Date</u>	<u>Selection Process Step</u>
June 2017	Advertise RFP
July 28, 2017	Proposal Due Date
August 7, 2017	Proposals reviewed by City
As Scheduled	Oral Interviews (if necessary)
September 18, 2017	Select Qualified Provider and issue letter-of-intent
October 16, 2017	Finalize Engineering/Design/Development
November 20, 2017	Board Approval of Contracts (with legal counsel)
January 2, 2018	Mobilize Construction

E. LETTER-OF-INTENT

Once a selection has been made the Qualified Provider will be issued a Letter-of-Intent to proceed with a Detailed Energy Audit. This audit with the City will result in a final Project scope of work, including specific project cost and guaranteed savings. Upon agreement of the scope, cost, and savings, the Qualified provider shall enter into a Performance Contract Agreement consistent with the sample provided in the RFP response, in accordance with *Missouri Rev. Stat. § 8.231* and as subsequently negotiated between the Qualified Provider and the City. If the City and the Qualified Provider have not executed the Agreement within (45) days after its submission to the Qualified provider, the City may terminate negotiation with that Qualified Provider and may initiate negotiations with an alternative respondent.

F. PROJECT ADVISOR(S)

The City reserves the right to have an Architect/Engineer representative advise and consult with the City during project development and/or the installation of facility improvements.

SECTION II – RFP PROCEDURES

A. POINT OF CONTACT

Questions concerning this RFP and the procedures for responding to the RFP should be directed to City Administrator, Matt Harline at (573) 682-2139 or cityadmin@centraliamo.org

B. SUBMISSION OF PROPOSALS

Respondent should submit **three (3) hard copies** of its proposal by the proposal due date noted on the first page to the following address:

**Centralia City Hall
114 South Rollins
Centralia, Missouri 65240**

An electronic copy must be submitted at least one hour and no more than five calendar days after the deadline in PDF format. The City will disqualify from consideration proposals received after the time and date specified above.

C. BONDS

A Payment & Performance bond is required to provide the City with adequate protection in the event of default by and/or dispute with the chosen Qualified Provider.

The selected Qualified Provider shall furnish the City with a Payment & Performance Bond for the faithful installation of the proposed/accepted facility improvement included in the final Agreement. The Installation Performance Bond shall be for 100% of the present value of the installation/renovation. The Qualified Provider shall also furnish evidence of bonding ability with the response.

D. ENERGY AND OPERATIONAL SAVINGS

1. One hundred percent (100 %) of all energy and operational savings shall be retained by the City.
2. The reconciliation of guaranteed sums shall be provided by the Qualified Provider on an annual basis, commencing one year from the date of completion and acceptance of the work by the City.
3. The Qualified Provider's energy and operational guarantees shall be a first party direct guarantee from the Qualified Provider to the City. No third party guarantee for the above shall be accepted.

E. PROPRIETARY INFORMATION

If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by the City solely for the purposes of evaluating proposals and conducting contract negotiations and will not be disclosed to the public.

F. MODIFICATION OR WITHDRAWAL OF PROPOSAL

Any proposal may be withdrawn or modified by written request of the respondent, provided such request is received by the City at the above address prior to the date and time set for receipt of proposals.

H. RIGHT TO REJECT

In submitting this proposal, it is understood by the respondent that the right is reserved by City to accept any proposal, to reject any and all proposals as non-responsive and to waive any irregularities or informalities when to do so is in the best interest of the City.

I. COST OF PROPOSAL PREPARATION

The cost of preparing a response to this RFP will not be reimbursed by the City.

J. TECHNICAL REQUIREMENTS

Facility analysis and savings calculations shall be performed in accordance with generally accepted engineering practices and professional judgment. All direct engineering and design work related to the installation or modification of facilities, and all installation and construction work, shall be performed by engineers and contractors respectively licensed in the State of Missouri.

SECTION III – EVALUATION/SELECTION CRITERIA

All proposals shall be evaluated by a team comprised of Facilities, Administrative and/or Board of Aldermen representatives from the City. The evaluation team may conduct interviews with finalists to clarify information provided in the proposals. Following this evaluation, the committee will recommend a Qualified Provider to the Board of Alderman at the next regularly scheduled meeting.

Proposals will be evaluated and scored on the basis of the following criteria, which will be accorded the relative weight indicated in parentheses:

- A. Overall Quality of Proposal (10%)
- B. Experience and Qualifications (20%)
- C. Technical Approach (20%)
- D. Financial Terms (20%)
- E. Project Management/Schedule (15%)
- F. Post-Installation Services (15%)

In addition to the above weighted scoring system, a letter grade shall be assigned based on the Qualified Provider interview presentation and professionalism (if applicable).

SECTION IV - PROPOSAL PREPARATION INSTRUCTIONS

The proposal shall set forth, in sufficient detail, the technical and financial plan by which he intends to meet each requirement contained herein. The proposal shall also provide sufficient information for the City and its consultants to evaluate its experience and its qualifications to perform this project.

Proposal must be submitted in the format outlined in this section, with each of the described forms and sections completed in full. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing the information requested in the following format will be considered unacceptable by the City. Proposals will be evaluated in light of the material and the substantiating evidence presented in the proposal, and not on the basis of what is inferred.

The cost of preparing a response to this RFP, including site visits and preliminary engineering analyses, will not be reimbursed in any way by the City.

FORMAT FOR RESPONSE:

A. Executive Summary

1. Proposal Information Sheet – Attachment A.
2. Executive Summary (no more than 2 sheets of paper may be double sided)
3. Affidavit of Work Authorization – Attachment B.

B. Background and Qualifications

Section B of the proposal should contain the following information about the respondent and any subcontractors with which the respondent intends to work on the project:

1. Information about the overall makeup of the project team (the identity of the prime contractor and a description of their respective responsibilities).
2. Resumes and work experience of individuals on the project team.
3. Annual reports or financial statements covering the most recent fiscal year.
4. Describe significant accreditation (NAESCO) or pre-qualifications as part of project.
5. Proof of insurance showing the coverage and limits in place the time of this RFP.
6. Evidence of bonding ability in accordance with requirements in Section II-RFP Procedures.

C. ESCO References

1. Provide references for projects of similar size and scope of work.

D. Technical Aspects of the Proposal

Section B of the proposal should contain the following information about the respondent's technical approach to meeting the City's energy efficiency objectives:

1. Information about the specific measures the respondent proposes to implement in the building (identified energy conserving measures, scopes of work, projected annual energy savings, necessary alterations to the structure of the building) and the respondent's description of the scope of work.
2. A description of the respondent's approach to operations and maintenance.
3. A description of the scope of the energy audit which shall be provided for this project. Describe how savings will be calculated and how the energy conservation measures will be designed. Describe any report which will be provided to the City.
4. A description of the method to be used to measure energy savings achieved in the City's buildings through the efforts of the respondent (including any methods to be used to adjust for factors such as weather, or changes in the use or structure of buildings)
5. Factory-authorized startup will be provided for the proposed equipment. Factory-authorized service technicians will perform preventive maintenance and repair which are in accordance with recommended practices by the manufacturer.
6. A one-year manufacturer's warranty on all proposed equipment shall be provided. The warranty period shall begin on the completion date of the project. The mechanical system design, energy management system design, installation practices, and operation and maintenance practices shall not void the manufacturer's warranty. In the event that any warranty is voided during the warranty period, except for those acts demonstrated to be caused by negligence or willful misconduct by the owner or owner's staff, complete repair or replacement will be provided at no additional cost to the owner. In addition, please provide a description of extended warranty coverage available from your company that would be available to the City subject to final contract negotiations.

E. Financial Aspects of the Proposal

1. An outline of the purchase options available to the City, including the items when such options will be available and the costs of exercising such options.
2. A description of the respondent's source(s) of financing for this project (including, for example, any contingencies that must be met in order to obtain such financing)
3. A description of the savings guarantee and how the respondent will minimize the risk to the City.
4. Lawsuit Involvement: Lawsuit Involvement Provide a list and project summary of all entities nation-wide over the last five (5) years of the company that:
 - Have cancelled or non-appropriated a performance contract with the respondent (list reason).
 - Have past or pending lawsuits or litigation regarding a performance contract with the respondent (list reasons).
 - Have past "out of court" settlements regarding a performance contract (list reasons).
5. Shortfalls: List all occurrences where the respondent has financially reimbursed an entity for non-performance on energy savings. Include contact information, shortfall amount, and financial reimbursement on yearly basis.
6. Provide a Sample Contract including any supporting Exhibits, Sub-Exhibits or Attachments that may be applicable.

F. Project Management & Schedule

1. Description of Project Management process.
2. The respondent's projected schedule for completion of the tasks and responsibilities outlined in the proposal, including the ESCO's guarantee that the project will be completed one week prior to school commencing. Please note, the City may elect to include liquidated damages provisions up to a maximum of \$500 per day if deemed appropriate and to protect the best interests of the City.

G. Post-Installation Services

1. Describe the complete range of services, which will be provided by your firm. In those cases where services are to be provided by others, provide description of services to be provided and by whom.

H. Additional Information

Any additional information the respondent believes to be relevant to the City's selection efforts may be included in the proposal as Section I (optional).

SECTION V – GENERAL CONDITIONS

A. STANDARDS OF SERVICE

The standards of service provided for the facility including heating, ventilation, air conditioning, and humidity; shall be in accordance with the requirements of local codes.

B. LIABILITY

The Qualified Provider shall provide comprehensive general liability, comprehensive automobile liability and worker's compensation insurance coverage, according to the requirements for design and construction work in the City.

Required minimum levels of insurance coverage for Commercial General Liability are as follow:

- General Aggregate - \$1 Million
- Products Comp/Ops Aggregate - \$1 Million
- Personal & Advertising - \$1 Million
- Each Occurrence - \$1 Million
- Fire Damage - \$50,000
- Medical Expense - \$25,000
- Employer's Liability and Workmen's Comp - \$500,000

C. DESIGN WORK

All design work related to the installation or modification of facilities shall be performed and sealed by architects/engineers licensed in the State of Missouri, as required. All installation and construction work, shall be performed by contractors licensed in the State of Missouri. All project construction work shall be in accordance with all applicable codes, standards and regulations.

D. PREVAILING WAGES

The Qualified Provider shall pay the rate of wages for workmen required for any proposed work or construction to comply with the Missouri Department of Labor.

E. PERMITS, LICENSES, INSPECTIONS AND TAXES

The Qualified Provider shall obtain and pay for all permits and licenses, and shall give all notices, pay all taxes and comply with all laws, ordinances, rules and regulations bearing on the work. If the specifications are at variance herewith, the work shall be installed in accordance with local laws, rules and regulations and ordinances.

F. SALES TAX

The Qualified Provider shall not include Missouri sales tax on all materials furnished in connection with this contract.

The City shall provide Qualified Provider with an exemption certificate giving the City's tax-exempt status number after selection.

G. CODE COMPLIANCE

All providers must be OSHA 30 certified and all work performed shall comply with the requirements of IBC code, as well as, any other applicable local codes.

ATTACHMENT A
RFB/RFP/RFQ FORM – Energy Conservation RFP



NAME OF FIRM

MAIN CONTACT

MAIN PHONE NUMBER

MAIN FAX NUMBER (optional)

MAILING ADDRESS OF FIRM

Street

City,

State Zip Code

EMAIL ADDRESS OF FIRM (optional)

@

Include any additional information about your staff, equipment, or operations that you feel better explains why the City should select your firm.

THE FOLLOWING BID IS THE OFFICIAL SUBMISSION OF OUR FIRM AND CONTAINS NO KNOWN ERRORS OR OMISSIONS:

SIGNATURE

DATE

NAME PRINTED

TITLE

SPECIFICATIONS:

FOR THE WORK AS SHOWN IN THE INSTRUCTIONS TO CONTRACTORS AND SCOPE OF WORK DESCRIBED ABOVE.

PLEASE ACKNOWLEDGE:

INSURANCE REQUIREMENTS ARE ACCEPTABLE; YES _____ NO _____

WE UNDERSTAND THE REQUIREMENTS FOR PREVAILING WAGE, E-VERIFY, EQUAL OPPORTUNITY HIRING AND APPLICABLE CITY, STATE AND FEDERAL LAWS AND REGULATIONS; YES _____ NO _____

Bids/PROPOSALS/QUALIFICATIONS shall be submitted by mail or in person on the bid form (Attachment A) and delivered or mailed to the City of Centralia **NO LATER** than:

2:00 PM CDT ON JULY, 27, 2017

BIDS/PROPOSALS/QUALIFICATIONS must be sealed and labeled "PROJECT NAME".

All bids will be publicly opened at approximately Time on MONTH DATE, YEAR.

Bids should be addressed to:
HEATHER RUSSELL, CITY CLERK
City of Centralia
114 S. Rollins St.
Centralia, MO 65240

RE: ENERGY CONSERVATION RFP

Questions regarding this REQUEST FOR BIDS/PROPOSALS/QUALIFICATIONS may be directed to:
CITY ADMINISTRATOR, MATT HARLINE, 114 S. Rollins St., Centralia, MO 65240. Phone: (573) 682-2139
Email: cityadmin@centraliamo.org

