

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
GUARANTEED ENERGY SAVINGS CONTRACT
ISSUED BY:**

Adair County, MO
106 West Washington
Kirksville, MO 63501

on

October 20, 2020

Adair County, Missouri (referred to throughout this document as "County"), is requesting Qualified Providers to propose Facility Modernizations and Energy Conservation Measures (FM/ECMs) through a Guaranteed Energy Savings Contract. These proposals may include, but not be limited to, the following items: (a) the implementation of an energy audit, data collection, and other related analyses preliminary to the undertaking of Facility Modernizations and Energy Conservation Measures; (b) the evaluation and recommendation of Facility Modernizations and Energy Conservation Measures; (c) the implementation of one or more Facility Modernization and Energy Conservation Measures; and (d) the implementation of project monitoring and data collection to verify post-installation energy consumption and energy related operating costs. This Request for Qualifications and Proposals ("RFQP") is issued pursuant to Mo. Rev. Stat. §8.231.

Please provide 1 copy of proposals. Sealed proposals will be received until **Tuesday, November 10th by 4pm** at the following address (**NO EXTENSIONS WILL BE GRANTED**):

Adair County, MO
Attn: Sandy Collop County Clerk
106 West Washington
Kirksville, MO 63501

The envelope should be marked as: *RE: Request for Qualifications and Proposals for a Guaranteed Energy Savings Contract*

Any attempt to contact any other County employees or companies/agencies representing the County regarding this process will be grounds for disqualification. All questions shall be submitted in writing or via an electronic media to the following contact:

County Clerk: Sandy Collop
Scollop@adaircomo.com

Questions will be answered by e-mail to all respondents.

SERVICES REQUESTED

Adair County, MO wants to evaluate potential upgrades to the county courthouse located in Kirksville, MO. The County intends to upgrade outdated and obsolete building equipment and perform property improvements through the program, dependent on the savings identified, and financing. The County anticipates a reduction in annual utility costs through the implementation of this energy conservation program. The Energy Services Company (ESCO) would be expected to provide a written first party guarantee of all utility cost reductions and assist with financing for the project if needed. The County reserves the right to implement the project in separate phases and add additional buildings. The final scope of the project shall be determined by the County. The contract life of the program is expected to not exceed fifteen (15) years.

The County will only consider proposals from respondents with demonstrated expertise with similar type projects with Municipal, State or Educational facilities.

Qualified Respondents should ensure that any recommended or proposed solutions conform to the following minimum requirements of the County:

- All systems must be in full compliance with all applicable codes. All materials and installation must be of high quality as determined by the County. All workmanship must be performed in a high-quality manner. Any proposed temperature controls must be of the open protocol type with an open communication format and fully assessable and programmable from any internet connected PC.
- Final costs shall include all anticipated costs including, but not limited to, engineering, all installation costs including provisions for prevailing wage, all warranty service costs, cost of energy verification audits and any hazardous waste disposal.

DEFINITIONS

For purposes of this section, the following terms shall mean:

- (1) “**Energy cost savings measure**”, a training program or facility alteration designed to reduce energy consumption or operating costs.
- (2) “**Governmental unit**”, a state government agency, department, institution, college, university, technical school, legislative body or other establishment or official of the executive, judicial or legislative branches of this state authorized by law to enter into contracts, including all local political subdivisions such as counties, municipalities, public school districts or public service or special purpose districts.
- (3) “**Guaranteed energy cost savings contract**”, a contract for the implementation of one or more such measures. The contract shall provide that all payments, except obligations on termination of the contract before its expiration, are to be made over time and the energy cost savings are guaranteed to the extent necessary to make payments for the systems. Guaranteed energy cost savings contracts shall be considered public works contracts to the extent that they provide for capital improvements to existing facilities.

- (4) **“Operational savings”**, expenses eliminated, and future replacement expenditures avoided as a result of new equipment installed or services performed.
- (5) **“Qualified provider”**, a person or business experienced in the design, implementation and installation of energy cost savings measures.
- (6) **“Request for Proposals”** or **“RFP”**, a negotiated procurement.

DESCRIPTION OF THE PROCUREMENT PROCESS

1. **SUBMISSION OF PROPOSALS:** All proposals responding to this RFQP must be sent with 1 copy and must be sealed and received by the date and time set forth above to the address listed above. **NO EXTENSIONS WILL BE GRANTED.** The County will review and evaluate written proposals in response to this RFQP in accordance with the evaluation criteria set forth herein. The County may interview selected Qualified Providers.
2. **ORAL INTERVIEW** – If the County decides to have interviews, each of the selected Qualified Providers that participates in the oral interview will discuss in detail how their Company and approach will achieve the County’s goals and satisfies the evaluation criteria identified in this RFQP.
3. **SELECTION OF QUALIFIED PROVIDER** - The selection of a Qualified Provider shall be based solely on the County's evaluation of information a Qualified Provider sets forth in its written proposal and the optional oral interview subject to the evaluation criteria in this RFQP. The County shall, in its sole and absolute discretion, select the Qualified Provider that best meets the needs of the County. The County reserves the right to reject and/or accept any proposals and will not be obligated to reimburse the Qualified Providers for any cost associated with the preparation of the proposals responsive to this RFQP.
4. **LETTER OF INTENT** - A Letter of Intent (LOI) will be issued by the County to the selected Qualified Provider upon the selection of a winning proposal by County Council. If necessary, the County will work with the selected Qualified Provider to solidify any outlying aspects of the project which the County determines will best meet the needs of the County and the community.
5. **EXECUTION OF GUARANTEED ENERGY SAVINGS CONTRACT AND FINANCING DOCUMENTS** – Upon selection and approval of the winning provider by the County Council, the Council will negotiate and execute a Guaranteed Energy Savings Contract with the selected Qualified Provider.

PROPOSAL CONTENT & FORMAT

Proposals are expected to be submitted in the format outlined in this section. The County reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein. The County reserves the right to reject all proposals and to be the sole judge of the value and merit of the proposals offered. The County will base its qualified provider selection on the following criteria:

A. BUSINESS PROFILE & FINANCIAL QUALIFICATIONS

1. Provide general information on your firm including corporate name, corporate mailing address and contact information for two principals or officers of the firm. Include any information on your parent company which you may deem as important.
2. It is required your firm be an accredited ESCO by the National Association of Energy Service Companies (NAESCO). Please provide copy of Accreditation. Include any evidence of affiliation with either the EPA or DOE.
3. Provide the number of years the business has been performing this service.
4. Bonding - Provide evidence of your firm's financial capability by showing the ability to provide a performance and payment bond for the installation of the proposed project. Bond shall protect the County Government for the installation cost of the project. The evidence shall be a letter from the bonding agent that the company normally works with and shall include a description of the current surety for the company.
5. Insurance- Indicate the level of insurance which you propose to provide for this project. Provide a listing of all coverage types and amounts including a specific statement regarding workers compensation and coverage.
6. Manufacturer Disclosure - Explain whether your company, parent company or any division thereof manufactures or maintains contractual agreements to sell or otherwise represent specific brands of facility systems or equipment.

B. LOCAL RESOURCES AND PERSONNEL QUALIFICATIONS

1. Provide general information on the office or branch office(s) which would be servicing the County including name, mailing address and contact information for main point of contacts. Include any information on your local office which you may deem as important.
2. 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. 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 provide references of similar facilities/systems to Adair County. Show experience with projects completed while buildings are occupied.
3. Include a brief description and/or resume for each team member that you anticipate would be actively involved in the proposed project.

4. Does your firm include full time employees who are LEED Accredited Professional(s) and Professional Engineer(s) licensed in the State of Missouri?
5. Provide the amount of grants and/or rebates that your Company has applied for and received for your customers during the past five (5) years. Explain your approach to maximizing such funding sources.

C. *PROJECT MANAGEMENT PLAN*

1. Summarize the scope of services (auditing, design, construction, monitoring, operations, maintenance, training, etc.) that would be offered for this project.
2. Describe the methodology proposed 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).
3. Describe any specialized area of expertise or unique local capabilities your firm might have which would be relevant to a project at the County.

D. *SITE SPECIFIC APPROACH AND IMPLEMENTATION PLAN*

1. Describe typical or expected energy conservation measures (ECMs) which your firm may recommend as part of an energy performance contract at the County.
2. 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.
3. Describe your approach to the development and management of the project including flexibility and/or limitations regarding possible owner integration of other identified capital needs within ESCO projects that may or may not contain self-funding cost savings opportunities.
4. Provide a statement that all work performed under the contract shall be in accordance with all applicable federal, state, and municipal laws and regulations legally enacted as of the date the work commences, and all County quality requirements listed herein.

EVALUATION PROCESS

Each qualified submittal will be reviewed and analyzed by the County. The County will evaluate each submittal against the guidelines set forth in this RFQP. The County reserves the right to determine, in its sole and absolute discretion, the most qualified response to this RFQP.

The County 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.