

REQUEST FOR QUALIFICATIONS AND PROPOSALS GUARANTEED ENERGY SAVINGS CONTRACT

ISSUED BY:

City of Aurora, MO
2 West Pleasant
Aurora, MO 65605

January 21, 2022

SUBMITTAL DUE DATE:

February 22, 2022

2 W. PLEASANT ST.
P.O. BOX 30
AURORA, MO 65605



PH: 417-678-5121
FAX: 417-678-6599
AURORA-CITYHALL.ORG

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The City of Aurora, Missouri (referred to throughout this document as "City"), 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 7 (seven) copies of proposals.

Sealed proposals will be accepted until 4:30 P.M., February 22, 2022 at the following address (NO EXTENSIONS WILL BE GRANTED)

Proposals should be sent or delivered to:

City of Aurora, MO
Attn: Jon Holmes, City Manager
2 West Pleasant
Aurora, MO 65605

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

Received Qualifications and Proposals will not be opened publicly at this time. Proposals submitted after the Deadline will not be opened. No oral, telephone or facsimile proposals will be considered.

The City reserves the right to reissue this RFQP with modifications if a suitable vendor is not found.

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.

The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the proposal with the lowest cost to the City; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFQP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposals.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the Deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The selected vendor may be required to interview with the City Council at a work session of the City Council and City Staff.

Any attempt to contact any other City employees or companies/agencies representing the City regarding this process will be grounds for disqualification.

All questions will be submitted in writing or via an electronic media to the following City of Aurora contact:

Jon Holmes, City Manager
Phone: 417-678-5121
Email: jholmes@auroramogov

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

SERVICES REQUESTED

City of Aurora seeks to evaluate potential upgrades to the City facilities and infrastructure located in Aurora, MO. The City intends to upgrade outdated and obsolete building equipment and perform property improvements through the program, dependent on the savings identified, and financing. The City 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 City reserves the right to implement the project in separate phases. The final scope of the project shall be determined by the City and the City may choose to phase the projects. The contract life of the program is expected to not exceed fifteen (15) years.

The City 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 City:

- All systems must be in full compliance with all applicable codes. All materials and installation must be of high quality as determined by the City. 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 Qualifications/Proposals**" or "**RFQP**", a negotiated procurement.

DESCRIPTION OF THE PROCUREMENT PROCESS

- 1. SUBMISSION OF PROPOSALS:** *All proposals responding to this RFQP must be sent with 7 (Seven) copies 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 City will review and evaluate written proposals in response to this RFQP in accordance with the evaluation criteria set forth herein. The City may interview selected Qualified Providers.

- 2. ORAL INTERVIEW** – If the City 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 City’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 City'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 City shall, in its sole and absolute discretion, select the Qualified Provider that best meets the needs of the City. The City 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** – Upon the selection of a Qualified Provider, a Letter of Intent (LOI) will be issued by the City to the selected Qualified Provider upon the selection of a proposal by City Council.

The City will work with the selected Qualified Provider as necessary to solidify any outlying aspects of the project which the City determines will best meet the needs of the City and the community.

- 5. NEGOTIATIONS OF GUARANTEED ENERGY SAVINGS CONTRACT AND FINANCING DOCUMENTS** – Upon selection of the winning provider by the City Council, a final a Guaranteed Energy Savings Contract will be negotiated with the selected Qualified Provider.
- 6. FINAL CITY COUNCIL APPROVAL:** After the Guaranteed Energy Savings Contract has been finalized between the selected provider and the City, the Contract will be presented to the Aurora City Council for approval, and authorization for the City Manager to execute.

PROPOSAL CONTENT & FORMAT

Proposals are expected to be submitted in the format outlined in this section. 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. The City reserves the right to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

The City 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 City 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 City 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 City of Aurora. 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, clearly 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 City.

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 City.
2. Describe how your firm would work with current building management and maintenance personnel 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 City quality requirements listed herein.

E. EVALUATION PROCESS

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

The contract is anticipated to be awarded to the firm with the most responsive proposal which best meets the needs of the City.

The criteria for making this evaluation will be based on the following scale:

Business Profile and Financial Qualifications:	25%
Resources and Personal Qualifications:	30%
Project Management Plan:	20%
<u>Site Specific Approach and Implementation Plan:</u>	<u>25%</u>
Total:	100%

Proposed Timeline*

Distribute RFQP:	January 21, 2022
RFQP Submittal Deadline:	February 22, 2022
Review of Proposals: <ul style="list-style-type: none"> Tentative Date for City Council Interviews of selected Qualified Providers – Please save this date in the event your firm is selected for interviews. City Staff will notify you if your firm is selected for an interview. 	March 1, 2022
Letter of Intent Issued:	March 9, 2022
City Council Approval of Contract:	March 22, 2022
Project Start/Notice to Proceed:	March 23, 2022

***All dates are subject to change depending upon meeting schedules.**

All questions regarding this RFQP should be directed to:

Jon Holmes
 City Manager
 Aurora, MO 65605
 2 W. Pleasant Street
 Aurora, MO 65605
jholmes@auroramo.gov
 Phone: 417-678-5121