



CITY OF WOONSOCKET, RHODE ISLAND

Request for Qualifications For:

"COMPREHENSIVE ENERGY MANAGEMENT SERVICES PROGRAM" - BID# 5436

for the City of Woonsocket

The City of Woonsocket hereby seeks Statements of Qualifications for selection of a firm(s) to provide a comprehensive program of Energy Management Services. The City of Woonsocket intends to select the most qualified responsible contractor(s) per the evaluation criteria contained herein.

Specifications are available at the Finance Department, **Office of Purchasing**, City of Woonsocket, 169 Main Street, Woonsocket, Rhode Island 02895 between the hours of 8:30 AM and 4:00 PM, Monday through Friday.

Sealed bids will be received by the City of Woonsocket in the Finance Department, Office of Purchasing, City Hall, 169 Main Street, Woonsocket, Rhode Island until **2:00 P.M. on Thursday, March 25, 2010**, and then publicly opened and read aloud by the Finance Director in the **Office of Purchasing**, City Hall, 169 Main Street, Woonsocket, Rhode Island at 2:00 P.M.

EACH BID SHOULD BE CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE "RFQ-COMPREHENSIVE ENERGY MANAGEMENT SERVICES".

Individuals requesting interpreter services for the hearing impaired should call the Finance Director at 401-762-6400 seventy-two (72) hours in advance of the bid opening.

Responses will be evaluated on the basis of the relative merits of the bid in addition to the price. The City of Woonsocket reserves the right to reject any and all responses, or parts thereof, to waive any irregularity in the responses received and to accept the responses or parts thereof deemed to be most favorable to **THE BEST INTEREST OF THE CITY.**

Published: February 23, 2010

Thomas M. Bruce III, Finance Director

RFQ – Request For Qualifications
for
Energy Management Services
Program

City Of Woonsocket
169 Main Street
Woonsocket, RI 02895

Contact: Michael Annarummo
Title: Director of Public Works
Address: P.O. Box B
169 Main Street
Woonsocket, RI 02895
Phone: 401-767-2413

Responses Due: Thursday, March 25, 2010
Location: City Hall, Purchasing Dept.

RFQ – Request For Qualifications
for
Comprehensive Energy Management Services

City of Woonsocket hereby seeks Statements of Qualifications for selection of a firm (s) to provide a comprehensive program of Energy Management Services. The City of Woonsocket intends to select the most qualified responsible contractor (s) per the evaluation criteria contained herein with whom it will enter into an Energy Savings Contract (s).

“Energy Management Services” are defined as a program of services, including energy audits, energy conservation measures, energy conservation projects, or a combination thereof, and building maintenance and financing services primarily intended to reduce the cost of energy in operating 1 or more buildings or facilities, which may be paid for in whole or in part, by cost savings attributable to a reduction in energy and which result from the services.

Please submit three (3) copies of responses completed according to the format described herein. Respondents shall be evaluated only on the criteria set forth in this Request for Qualifications.

The City may cancel this Request for Qualifications, or may reject in whole or in part any and all proposals when the City determines that cancellation or rejection serves the best interests of the public.

All questions concerning this request including general information, instructions, etc. should be sent by email addressed to:

Contact: Michael Annarummo
Title: Director of Public Works
Email: jmasse@woonsocketri.org
Phone: 401-767-2413

Section 1 – General Information

Purpose

The City of Woonsocket seeks Statements of Qualifications from firms interested in implementing a comprehensive, performance-based energy conservation program at its school and municipal facilities. The City of Woonsocket shall negotiate and execute an audit letter of commitment with the selected Energy Services Company (ESCO) as described herein. The ESCO shall develop the comprehensive program and present a detailed contract proposal for a Guaranteed Energy Savings Contract.

Energy Management Services

Energy Management Services are defined as a program of services, including energy audits, energy conservation measures, energy conservation projects, or a combination thereof, and building maintenance and financing services, primarily intended to reduce the cost of energy in operating 1 or more buildings and or facilities, which may be paid for in whole or in part, by cost savings attributable to a reduction in energy which result from the services.

Savings Guarantee

The Guaranteed Energy Savings Contract is defined as a contract for the evaluation, recommendation or implementation of 1 or more energy management services in which payments are based, in whole or in part, on any energy savings attributable to the Contract. It shall include a written guarantee of the ESCO that either the amount of energy savings guaranteed will be achieved or the qualified provider shall reimburse the public agency for the shortfall amount. Methods for measurement and verification of guaranteed savings shall conform to the most recent standards established by the Federal Energy Management Program of the U.S. Department of Energy. The value of guaranteed savings may represent either all, or part of annual payments at the discretion of the City. The Guaranteed Energy Savings Contract term for providing a guarantee, measurement and verification, maintenance, service and installment or lease payments shall not exceed 20 years. The guarantee shall be a first party direct guarantee from the performance contractor to City of Woonsocket. No third-party guarantee shall be accepted. All savings in excess of the guaranteed savings shall be the sole property of the City of Woonsocket.

Proposal Format

Proposals must be submitted in the format outlined in Section II of this Request. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing the information requested will not be considered. In addition, City of Woonsocket reserves the right to waive any irregularities and formalities in the selection of the ESCO for this project.

Request for Qualification

Contract Responsibility

The selected ESCO will be required to assume total responsibility for the design and implementation of the project. The ESCO will be considered the prime contractor and the sole point of contact with regard to all contractual matters for design, supervision, installation, service, maintenance, training and savings guarantee.

Taxes, Fees, Code Compliance, Licensing

The ESCO shall be responsible for payment of any required permits, licenses, taxes or fees associated with the execution of the performance contract. The ESCO shall be responsible for compliance with all applicable codes and laws.

References and Disclosure of Information

Submission of a response deems permission to make inquires concerning the respondent to any persons or firms deemed appropriate by the City of Woonsocket.

Description of Services to be Procured

The City of Woonsocket is interested in contracting for a comprehensive range of energy management programs to conserve energy, including, without limitation, performance contracting energy saving projects; innovative project financing; the installation or modification of new and existing equipment which will reduce energy associated with heating, ventilation, and air conditioning system, lighting system, building envelope, domestic hot water system, and other energy using devices; and the work associated with monitoring and verifying project savings and the study or design of the subject work.

Energy Savings Projects

The ESCO shall provide the City with a comprehensive energy service program including: (a) review of complete energy audits; (b) review of designs and subsequent installation of facility improvement and energy efficient equipment and systems; (c) monitoring energy cost; and (d) a written energy guarantee that the total program cost, include required services, may be one hundred (100%) covered by program energy and operational savings.

This RFQ requests the services of an ESCO or firm with an ESCO component to develop assess and implement a comprehensive facility improvement and energy conservation program for the City. The intent is to provide the City with the means to realize maximum utility savings and energy related improvements without up front capital funds.

The energy savings projects will include (but are not limited to):

- Replace inefficient equipment.
- Replace old equipment reaching end of life cycle.
- Improve workplace comfort.

Request for Qualification

- Create energy (gas, electric, oil) savings, maintenance savings, and water savings.
- Provide new capital equipment with no up-front cost.
- Significant efficiency improvement of City Facilities.
- Reduced maintenance efforts.
- Increased reliability.
- Renewable and sustainable technology where appropriate.

Objectives for the Program

Objectives for the program are to upgrade facilities and optimize utility and operating budgets through comprehensive infrastructure renewal and to ensure continued peak efficiency for the contract term through proactive maintenance and service programs to be customized for City of Woonsocket facilities. The City of Woonsocket intends to leverage energy savings to fund the cost of the program to the greatest extent possible and may consider additional improvements resulting in an overall program which is paid in part from guaranteed energy savings to ensure a comprehensive renewal of facilities as required.

Facility Profiles

This project will include all City owned buildings and facilities. Please contact Michael Annarummo for more detail.

Section II – STATEMENT OF QUALIFICATIONS FORMAT AND PREPARATION INSTRUCTIONS

Please provide three (3) copies of your response.

1. Table of Contents

Statements of Qualifications shall include a table of contents properly indicating the section and page numbers of the information included.

2. Contractor Qualifications Data

a. References

Provide a minimum of three (3) and no more than five (5) references for performance contracting projects. Each reference shall describe the services and equipment provided, project cost, and benefits to the owner. Provide the owner's name, address, telephone number, and contact person for each reference. References for projects where the responding firm was not the prime contractor are not acceptable.

b. Financial and background information about the firm

Request for Qualification

Please submit a complete set of audited financial statements for the firm. Please state the background and experience of the firm relative to its experience as an Energy Services Company. Include years incorporated and the number of performance contracting projects completed in the past five years.

c. Sample Energy Audit

Please submit a sample energy audit performed within the past 3 years by your firm. This audit must have been conducted by the responding firm. Subcontractor work will not be considered.

d. Sample documents

Please submit a copy of the firms performance contract and a sample of the firms Audit agreement.

e. Cost of the Audit

Please state the cost of the energy audit should the City decide not to move forward with this project.

f. Owner Training

Provide detailed information on the training programs available to City of Woonsocket maintenance personnel and staff, including course content, location, and schedule.

Section III – Selection Criteria

1. Completeness

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order.

A. Evaluation Process

The evaluation process will be used to grade the responses as described herein. The evaluation process may include verification of references, confirmation of financial information and may include other information as directed by City of Woonsocket.

B. Grading Format

Each section or subsection of the response will be considered a separate selection criterion and will be graded individually. All scores will be summed to give the grand total score. The maximum possible total score for the response is 100 points. Scoring will be summarized on the

Request for Qualification

Formal Evaluation Form.

C. Point Values for items to be graded

Criteria	Point Value
2. Contractor Qualifications Data	100 Total Points
2.1 References	30
2.2 Financial and background information	30
2.3 Sample Energy Audit	20
2.4 Cost of Audit	10
2.5 Owner Training	10
Sample documents are included? Yes No	N/A
RFQ Total possible grade	100 Points

D. Percentage Grades

Grade	Description
0%	Criterion was not addressed or the material presented was totally without merit.
20%	Criterion was addressed minimally, indicated little capability, experience, or understanding of topic.
40%	Criterion was addressed minimally, but shows some capability, experience, or understanding of topic.
60 %	Criterion was addressed adequately. Overall, a basic capability, experience, or understating of topic.
80%	Criterion was addressed well. Indicates some superior features.
100 %	Criterion was addressed in superior fashion, indicating excellent or outstanding capability.

E. Example

A typical criterion has a point value of 10 points. If a response addresses the topic well (the definition of 80% grade) the 10 point value for the criterion would be multiplied by 80%, resulting in a score of 8.0.

<u>Point Value</u>	<u>Grade</u>	<u>Score</u>
10	80%	8.0

3. Selection

The City may either contact respondents with questions on their responses, request oral interviews, or select a firm after reviewing and ranking written responses. The City may reject any and all bids. The decision of the City regarding the selection of a qualified provider shall be final and not subject to appeal except on the grounds of fraud or collusion.

Performance Contracting Formal Evaluation Form

Name of Respondent		
Criteria	Point Value	Actual Grade
2.0 Contractor Qualifications Data	100 Total Points	
2.1 References	30	
2.2 Financial and background information about the firm	30	
2.3 Sample Energy Audit	20	
2.4 Cost of Audit	10	
2.5 Owner Training	10	
RFQ Total possible grade	100 Points	

END OF DOCUMENT

N.B. The City of Woonsocket wants to thank the Town of North Smithfield for extending use of its RFQ Document. – February 18, 2010