

Town of Pittsfield



Request for Qualification (RFQ)

For

Energy Savings Performance Contracting

Town of Pittsfield Maine

2020

TABLE OF CONTENTS

<u>Section</u>	<u>Pages</u>
Introduction/Description of Services Requested	3-6
Attachment A: Special Contract Terms and Conditions	7
Attachment B: Proposed Project Schedule	8
Attachment C: ESCO Response	9
Section 1	10-12
Section 2	13-17
Attachment D: Evaluation Criteria	18

INTRODUCTION/DESCRIPTION OF THE SERVICES REQUESTED

The Town of Pittsfield which includes 5 town owned properties and approximately 365 utility owned streetlights and 30 decorative streetlights, (hereinafter the "Owner"), requests responses from qualified Energy Services Companies ("ESCOs") (hereinafter the ESCO, or the "Respondent"), for the provision of comprehensive energy conservation audit, facilities improvement services and streetlight conversion on a performance-contracting basis at the facilities of the Owner.

For this RFQ, the Owner is interested in contracting for comprehensive energy audit including a detailed walk-through energy conservation audit and report; the design, installation, and improvement/modification of existing and new equipment and conversion of utility owned streetlight to town ownership and upgrading all streetlights to LED or better.

The Owner's primary goal is to reduce energy consumption associated with heating, ventilation, and air conditioning (HVAC) system(s), lighting, building envelope, domestic hot water systems, and other energy devices, and to utilize the savings to pay for the associated improvements

The owners 2nd goal is the buyout of all utility owned streetlights in Town and the conversion of all streetlights in Pittsfield to LED technology. It is anticipated that the scope of work may include streetlights mounted to utility owned poles, decorative streetlights, parking lot lighting, lighting controls, etc., in the LED conversion process. This proposal is to be a turn- key proposal that includes: undertaking an IGA (Investment Grade Audit) of the street lights and their attributes, performing an independent and certified lighting design analysis which includes designing each unique street to either an RP 8-14 standard where applicable or at a standard to be specified; providing a comprehensive financial analysis to indicate ROI (Return On Investment), savings and payback period; completing all applicable incentive applications; carrying out all procurement requirements; applying on behalf of the Owner for all available grants and rebates relating to the LED conversion project; performing project management functions; undertaking or overseeing the LED luminaries installation and the recycling/disposal of all waste material; and identifying any Financing Options that the supplier shall provide.

Services are also requested for training, preventive maintenance and operation of the new equipment, as well as for other services or measures which may not reduce consumption per se, but are aimed at cost savings such as fuel switching, rate changes, power factor correction, thermal storage, or cogeneration.

Payment for all services will be indexed to measured reductions in energy cost and water consumption, and involve no up-front costs to the Owner.

Interested vendors may enhance their proposals through suggested participation in any local utility programs or programs such as Efficiency Maine. Additional information concerning these programs may be obtained from the utilities or Efficiency Maine.

Please note that there will be a non-mandatory RFQ pre-response meeting held on February 19, 2020 at 2:00 – 4:00 p.m. at Municipal building 112 Somerset Ave., Pittsfield, Maine 04967. The last day to submit written questions/comments regarding the RFQ to the Owner is February 26, 2020 and these will be responded to by February 28, 2020. All written questions/comments and responses will be accomplished via email with the Owner's representative, Michael Feole at adminassistant@pittsfield.org or 207-487-3136.

RFQ Submissions: Five (5) copies of the RFQ response are to be delivered by March 5, 2020 at 10:00 a.m. to Town Clerk, 112 Somerset Ave., Pittsfield, ME 04967. Complete written RFQs shall be submitted in sealed envelopes plainly marked "RFQ Request for Qualifications for Performance Contracting for the Town of Pittsfield" at which time they will be publicly opened and recorded. Any RFQs received after that time and date shall not be considered.

Any respondent wishing to visit the sites must make appointments via Michael Feole by contacting him at adminassistant@pittsfield.org or calling the office at 207-487-3136 prior to February 17, 2020.

The Request for Qualifications and contracting process has four phases:

1. RFQ Phase: Through this RFQ an ESCO will be selected based on written proposals, interviews with top candidates and a final reference check.
2. Audit and Project Development Phase: A Technical Energy Audit and Project Development Letter of Intent will be developed with the selected ESCO. The object of the Technical Energy Audit is to define the project scope, cost and financial terms.
3. Construction/Implementation/Financing Phase: Upon satisfactory results of the Technical Energy Audit, an Energy Performance Contract will be developed to implement the negotiated and recommended projects.
4. Commissioning/Guarantee/Measurement and Verification Phase: Upon completion of construction, the ESCO will offer a variety of services to ensure savings are met, such as a savings guarantee, staff training, follow-up measurement and verification, and contract maintenance services.

Additional information

Streetlights – are currently owned by Central Maine Power (except for the decorative lights in downtown area).

Modification or Withdrawal of Proposal

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

Cost of Proposal Preparation

The cost of preparing responses to this RFQ, including site visits or analyses will **not be reimbursed**.

Owner's Rights

The Owner reserves the right to reject any and all full or partial proposals if it is deemed to be in the best interests of the Owner to do so.

Review of Written Proposals

Proposals must be prepared as described in Attachment C: ESCO Response. An evaluation team will review and score written proposals based on the evaluation criteria identified in Attachment D: Evaluation Criteria but may use other deciding factors as appropriate. All submitting ESCOs must have a minimum of three (3) years of experience as an Energy Service Contracting Organization.

Interviews

The project evaluation team will interview selected ESCOs. Interviews will be scored as described in Attachment D: Evaluation Criteria but may use other deciding factors as appropriate. The interview provides the opportunity for the ESCO to address questions and to more fully describe how its approach to this project satisfies the evaluation criteria. ESCO representatives at the interview should include individuals who will be *key* points of contact and have *major* responsibility for contract negotiation, engineering and design, construction management and follow-up monitoring.

Interview scores will be used along the review of written proposals and references, etc. in deciding which ESCO to recommend to the Pittsfield Board of Selectmen.

NOTE:

By submitting the proposal, ESCO agrees to:

Negotiate a contract including conforming to all applicable sections of Attachment A: Special Contract Terms and Conditions.

That any and all opportunities to encompass "green technologies" should be explored along with any funding possibilities' from Efficiency Maine and the federal government.

That the final project will be subject to Town Meeting approval before acceptance of Audit results and final contract approval.

Town of Pittsfield Properties:

Municipal Building	112 Somerset Avenue
Town Library	110 Library Street
Community Theatre	137 Main Street
Public Works Building	105/106 Bow Street
Water Sewer Building	120 Bow Street
Conversions of Streetlights	Throughout Pittsfield

ATTACHMENT A: SPECIAL CONTRACT TERMS AND CONDITIONS

The following are special contract terms and conditions that will be an integral part of the subsequent contracts and are deemed mandatory and non-negotiable.

ENERGY AUDIT PHASE

Payment for Audit: If an energy performance contract is not developed after the audit has **been accepted**, and the Town Meeting vote of approval, Owner agrees to pay the cost of the audit as stated in the submitted proposal or as negotiated in the subsequent Contract.

Annual Savings Estimates: The utility and operational and maintenance cost savings for all measures must be estimated for each year during the contract period.

CONSTRUCTION/IMPLEMENTATION PHASE

Equipment Compatibility or Standardization: All equipment installed that is comparable to equipment at the facilities shall offer compatibility with existing systems, and/or be of the same manufacturer for standardization of equipment Town wide, unless otherwise accepted by Owner.

CONTRACT/COMMISSIONING/GUARANTEE/MEASUREMENT AND VERIFICATION PHASE

Contract Term: The desired contract term is limited to a maximum of 20 years.

Annual Guaranteed Cost Savings: A written annual guarantee will be provided for the first five years of the contract, such that the sum of utility cost savings and operation and maintenance cost savings will equal or exceed the calculated annual savings and the amount of the annual payment.

A guarantee may be required for a longer period up to the end of contract term; however, Owner reserves the option to eliminate the guarantee at any time after the fifth year.

Financial Stability of Organization Providing Guarantee: Organizations submitting responses to this RFQ must submit three years of audited financial statements for each of the most recent three years of audited financial results. Additionally, three (3) municipal related performance contracts completed by your firm with contact information.

Prior Performance Contracting Experience in Maine: Organizations submitting responses to this RFQ must submit three (3) separate references of Performance Contracts initiated in the State of Maine. These references must include total project size in dollars, annual guarantee amount in dollars and a reference for the Owner to contact.

Organizations must also demonstrate experience in performing street light acquisitions from Electric Utilities or submit a detailed approach to how best to perform an acquisition and the options associated with an acquisition.

ATTACHMENT B: PROPOSED PROJECT SCHEDULE

The following schedule is the *proposed* schedule and may change during the project.

<u>Activity</u>	<u>Date</u>
-----------------	-------------

RFQ Phase	
Issue RFQ	February 5, 2020
Pre-response meeting (non mandatory)	February 19, 2020 2:00-4:00 pm
Visits to the site must be scheduled in advance with Michael Feole by email at adminassistant@pittsfield.org	February 6 through 18, 2020
Last day that written inquiries regarding the RFQ will be accepted by and responded to by the Owner	Inquiries: February 26, 2020 Responded by: February 28, 2020
Proposals Due	March 5, 2020 10:00am
Selection of Finalists	March 11, 2020
ESCO interviews	March 12-31, 2020
Presentation to Councilors of the ESCO recommended by the Interview Team	April 7, 2020

Technical Energy Audit Phase	
Audit completed	June 1, 2020
Final Report and Presentation	June 8, 2020
Audit Accepted	June 15, 2020

Contract Phase	
Council Approval for Public Hearing	June 16, 2020
Public Hearing	July 21, 2020
Installation Commences	September 2, 2020

ATTACHMENT C: ESCO RESPONSE

GENERAL INFORMATION

For further information about this RFQ, please contact: Owner's representative, Michael Feole at Town Office adminassistant@pittsfield.org or 207-487-3136.

Pre-Response Meeting

A non-mandatory pre-response meeting will be held on February 19, 2020 at the Municipal Building, Council Room, 112 Somerset Ave., Pittsfield from 2:00 p.m. to 4:00 p.m.

Due Date:

Proposals must be received at the below address on or before March 5, 2020 10:00 a.m. Late proposals will not be accepted.

Submit Proposal

Prepare five (5) responses to Sections 1 and 2 "ESCO profile & Approach to Project." Clearly mark one proposal as "ORIGINAL".

Submit Sample Technical Energy Audit

Provide one (1) sample technical investment grade energy and Streetlight conversion audit. This sample should be representative of the type of facility and the type of audit that will be conducted. The sample audit must be conducted by a person who will be a member of the team proposing the project.

Delivery

Hand deliver or mail to in a sealed envelope, plainly marked "RFQ Request for Qualifications for Performance Contracting for the Town of Pittsfield" to:

Town of Pittsfield
Attn: Town Clerk
112 Somerset Avenue
Pittsfield, Maine 04967

ESCO PROFILE & APPROACH TO PROJECT

Section 1

Streetlight Audit

The ESCO will determine the existing street lighting inventory via a Geographic Information System (GIS) inventory assessment of all the streetlights included in the project. The ESCO should list the attributes that they collect and describe how they relate to the design process.

During the inventory assessment, the ESCO will report and review all issues with the owner weekly so the owner may begin to address them in order to minimize any delay on the eventual conversion.

The ESCO must produce an electronic inventory file suitable for use in common GIS software (e.g. ESRI ARCMAP) as well as Microsoft excel, that contain the required attributes.

Based on the inventory, utility bill analysis and consultation on controls and /or other products, the ESCO will develop an audit report which will include:

- Deficiencies in the current street lighting network
- Baseline energy use, energy cost and operations and maintenance costs
- Estimated retrofit energy use and operations and maintenance costs Calculation of estimated total conversion cost (remaining design tasks, product, and installation), energy reduction and simple payback.

Technology Procurement

a. Fixtures

Describe the process for selecting appropriate fixtures

The ESCO should develop complete and detailed specifications for LED Luminaries to replace lighting fixtures. The specifications will be non - proprietary performance specifications describing all relevant photometric, electrical, physical, and durability characteristics of the luminaries.

The ESCO should provide details on their method of developing specifications and how that ensures that appropriate quality standards are met.

b. Smart Controls and other Smart City solutions

The ESCO will advise the owner on the use of controls in terms of impact on safety,

standardization, and energy and cost savings. The ESCO should be able to present analysis of how controls could impact the total lifecycle costs of the system. The ESCO should also propose to the owner any other value add systems and discuss with the owner their financial impacts, commercial readiness and alignment with utility policies.

SECTION 1

- Please number and re-state each subheading AND question, followed by your response.
- Answer all questions or state "N/A" if not applicable.
- Number all pages.

1. Qualifications and Capability

A. General Firm Information

- (1) Structure of Firm (corporation, partnership, sole proprietorship, joint venture).
- (2) Year Firm Established. Number of years your firm has been in business under its present business name, with a minimum of three (3) years experience.
- (3) Other Firm Names. Indicate all other names by which your organization has been known and the length of time known by each name.
- (4) Parent Company. If applicable, state name, and address.

B. Experience of Firm

- (1) Years in Energy Business. State the number of years your firm has been involved in the energy-efficiency related business. State the number of years your firm has offered performance-contracting services.
- (2) Number and Value of Contracts. Indicate the number and associated dollar value of energy savings performance contracts actually implemented by your firm, each year for the past five (5) years. Indicate both as a percentage and dollar amount your record of meeting guaranteed savings and total of payments made to cover savings shortfalls.
- (3) Full-Time Personnel. Indicate the number of full-time personnel employed by your firm in the local office from which the project will be managed.
- (4) Energy Accreditations. State any accreditation with National Association of Energy Services Companies (NAESCO).
- (5) The service provider must also demonstrate experience in performing street light acquisitions from Electric Utilities or submit a detailed approach to how best perform an acquisition and the options associated with an acquisition.

C. Financial Information

- (1) Financial Statement. Attach your firm's most recent audited financial statements for each of the last three (3) years. Your firm must demonstrate corporate profits for each of the most recent three years of audited financial results.
- (2) Statement of Financial Conditions. Attach the most recent annual Statements of Financial Conditions, including balance sheet, income statement and statement of cash flows, dated within the past twelve (12) months. Provide the name, address, and telephone number of firm(s) that prepared the Financial Statements.
- (3) Accounting Firm Information. If these financial documents were not produced in-house, indicate the name, address and phone number of the firm(s) that prepared these financial statements.
- (4) Provision of Insurance. Provide a summary of the limits provided by your firm's insurance policies.
- (5) Bonding Capacity. Provide a summary of your firm's total bonding capacity, and your current available bonding capacity.

SECTION 2

1. Experience and Expertise (limit to six (6) pages)

a. Project History

Briefly describe three (3) performance contracts or energy related projects and any streetlight conversions that your firm has constructed within the last five (5) years in the State of Maine.

Projects where your firm acted as a subcontractor must be clearly identified. Include the following information on each project:

Project Identification: Name of project owner, type of project (hospital, Town office, K-12 school, university, municipal office building, etc.), location (city, state).

Project Size: Number of buildings, total contract amount and the total project capital cost.

List of Improvements: Type of retrofits and operational improvements related to energy, water and other cost savings.

Projected Annual Savings: State the projected annual energy, water and O&M savings (Therms, KWH, KW, Gallons, etc.).

Actual Annual Savings: State the actual annual energy, water and O&M savings (Therms, KWH, KW, Gallons, etc.).

Contract Terms: Type of contract (shared-savings, lease purchase, guaranteed savings), contract term, and financing arrangement.

Source of Funds: Source of funds used for the project. If applicable, describe your firm's role in securing funds.

b. Personnel Information

1. Qualifications and Experience. Describe the number and quality of staff you currently have to conduct technical analysis, engineering design,

construction management, construction, training and post- contract monitoring. This would include the names and expertise of any personnel assigned to the Town of Pittsfield project.

2. Areas of Expertise. List all areas of expertise related to potential energy and water improvements in facilities. Also describe the professional and skilled trades that your firm customarily performs with employees.
3. Names and Expertise. Provide the names and expertise of all personnel that will be assigned to the project, including Management, Foremen, and Field personnel.
4. Subcontractors. Describe the nature of work generally conducted by subcontractors.

2. Technical Approach (limit to ten (10) pages)

- a. Audit
 - Technical Site Analysis. Describe your general approach to auditing a facility.
- b. Design/Construction
 - Engineering Design. Describe your firm's approach to the technical design of this project.
- c. Engineering Analysis
 - (1) Baseline Calculation Methodology. Describe in detail the methodology your firm normally uses to compute baseline of energy and water use as well as performance.
 - (1) Adjustment to Baseline Methodology. Describe the method(s) used to adjust the energy, water and O&M baseline due to such factors as weather and facility use changes. Describe factors that would necessitate adjustment.
 - (2) Savings Calculations. List all procedures, formulas and methodologies including special metering or equipment, which your firm will use to calculate energy, water and O&M savings.
 - (3) Cost Savings Guarantee Calculations. Describe your firm's procedures and schedule for measuring financial performance of projects. Describe how the

guarantee provisions work in the event that project results vary from projections.

3. Performance Contracting Approach (limit to ten (10) pages)

a. Approach

- (1) Differentiation of Your Firm. Describe particular characteristics of how your firm approaches performance contracting.
- (2) Performance Contract Agreement. Provide a copy of the standard terms and conditions of your firm's performance contract.

b. Other Services

- (1) Training Provisions. Describe your firm's capabilities in providing technical training for facility personnel and experience on past projects. Describe your firm's involvement in developing training manuals for facility staff.
- (2) Performance Guarantee. Describe your firm's approach to the performance guarantee.
- (3) Measurement and Verification. Describe the methodology proposed for ongoing measurement and verification of savings of each recommended project's performance, including the frequency of such efforts.
- (4) Maintenance Contract. Describe the types of services that can be included in the maintenance contract. Comment on whether Owner's maintenance staff can perform some of these duties if desired, and describe any impact on the guarantee.
- (5) Project Financing. Describe your firm's preferred approach to providing or arranging financing for the proposed project.
- (6) Emissions Reductions Reporting. Describe your willingness and capability to calculate and report emissions reductions.

c. Construction Issues

- (1) Environmental Liability. State your firm's position with respect to liability for hazardous materials encountered during the course of the project.
 - (2) Equipment Ownership and Service Responsibility. Describe the status of equipment ownership and service responsibility at contract expiration.
 - (3) Warranties. State the nature and term of typical warranties.
4. Technical-Specific Information (limit to ten (10) pages)
- a. **Relevant Experience to Apply to this Site**
 - (1) Areas of Expertise. List all areas of expertise related to potential energy and water improvements in facilities. Include specialized areas of expertise in areas that might be relevant to the project (laboratories, renewable energy system application or rehabilitation, daylight design, etc.) Also describe the professional and skilled trades that your firm customarily performs with employees.
 - b. **Project Management**
 - (1) Management Approach. Briefly describe your firm's approach to managing this project.
 - (2) Qualifications and Experience of Staff Assigned to this Project. Identify the individuals who will have primary responsibility for each task and phase of the project. List name, title, intended role and responsibilities for the duration of the contract, specific qualifications related to role and responsibilities, past relevant experience, number of years of relevant experience, supervisory responsibilities, if relevant, list of projects individual was associated with during the last five (5) years including type of project and project cost and resume.
 - (3) Subcontractors. Describe the nature of work that will likely be conducted by subcontractors. Describe your willingness to use local subcontractors.
 - c. **Technical and Construction Issues**
 - (1) Construction Management. 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.

- (2) Standards of Comfort. Describe standards of comfort and functionality that you would propose for light levels, space temperatures, ventilation rates, etc. in the intended facilities. Also describe how those standards will be maintained throughout the contract term.

ATTACHMENT D: EVALUATION CRITERIA

The criteria listed below will be used to evaluate written proposals and the subsequent interviews. The scoring weight is listed for each criterion. These criteria will be applied and interpreted solely at the discretion of Owner. Proposals should include all necessary information that is pertinent to these evaluation criteria. Additional information required for proper assessment of proposals may be requested from the ESCO at the discretion of Owner. The final results will be based on the scoring system, other information obtained or requested by the Interview Team and references. The final results will be submitted to the Pittsfield Board of Selectmen for review and acceptance.

The evaluation team recognizes it is premature to place a major emphasis on projected financial benefits prior to the completion of the Technical Energy Audit, because the Audit will define the potential scope and cost benefit.

	Category	Total Avail Points	Avail Category Points				
A.	Qualifications and Capability	35					
	Experience		20				
	Financial Stability		15				
B.	Experience and Expertise	35					
	Proj History 1		10				
	Proj History 2		10				
	Proj History 3		10				
	Personnel Qualification		5				
C.	Technical approach	20					
	Audit		10				
	Design/Construction		5				
	Engineering Analysis		5				
D.	Performance Contracting Approach	10					
	Approach		5				
	Other Services		3				
	Construction Issues		2				
	TOTAL POINTS	100	100				

