

**REQUEST FOR QUALIFICATIONS  
GUARANTEED ENERGY SAVINGS CONTRACT  
RFQ # 345-12-1**

**Name:** Lackawanna County  
**Address:** 200 Adams Ave  
**Address:** Scranton PA 18503

**Introduction**

**Lackawanna County** is requesting Qualifications of Providers to propose Energy Conservation Measures through a Guaranteed Energy Savings Contract.

Date issued: *December 10, 2012*

All questions are to be directed to: *David Pettinato, Deputy Director of Purchasing  
200 Adams Ave, 6<sup>th</sup> Floor  
Scranton, PA 18503  
Ph: 570-963-6767 ext. 1480  
Fx: 570-963-6514  
Email: [pettinatod@lackawannacounty.org](mailto:pettinatod@lackawannacounty.org)*

**PART I. GENERAL INFORMATION**

**I-1 PURPOSE**

This RFQ requests the services of an Energy Service Contractor (ESCO) to develop and implement comprehensive facilities upgrade program for **Lackawanna County (hereinafter called County)**. The intent of this program is to provide the County with the means, to realize maximum utility and operational savings without the use of capital funds.

The County has chosen to procure the required services through a **Guaranteed Firm Fixed Price Contract** (with no change orders). This means the chosen ESCO will provide single source accountability from design and installation through guaranteeing energy costs, energy and operational savings and the performance of the systems. **The ESCO will also provide financing for the program structured so yearly payments are less than the yearly guaranteed savings for the entire life of the incurred debt. The program cannot exceed fifteen (15) years in length. The County will not pay any "Up-Front" costs, meaning no payment will be made by the County until the project is finalized and installation in complete.** The ESCO will also provide on-going support services, which must be a part of the project. The County may at their option, elect to fund this project by means other than those provided by the ESCO.

This RFQ, with any amendments, contains the only instructions governing the proposals and material to be included therein; a description of the service to be provided; general evaluation criteria; and other proposal requirements.

**I-2 ISSUING OFFICE**

This RFQ is issued by the Lackawanna County Purchasing Department. The Purchasing Department is the sole point of contact for this RFQ.

### I-3 PROJECT

The **County** is interested in contracting for a full range of energy services and energy-related improvements ("energy conservation measures" or "ECMs"), financed through a guaranteed energy savings contract. The ECMs may include but are not limited to: an investment grade energy audit; the design, acquisition, installation, modification, maintenance and training in the operation of existing and new equipment, which will reduce energy consumption and related costs associated with the heating, ventilation and air conditioning system, lighting systems, building envelope, the hot water systems, water consumption, sewage costs and other energy using devices; as well as for savings which would not reduce consumption per se but are aimed at cost savings, such as fuel switching, demand reductions, onsite generation, utility bill auditing, utility rate changes, distribution upgrades etc. Final ECMs may also include the training of facility staff with respect to routine maintenance and operation of all improvements. ECMs must result in energy savings backed by an ESCO provided guarantee. Any stipulated energy and/or operational cost savings that may be attributed to this project will be rigorously reviewed and, if agreed to, will be limited to those that can be thoroughly documented and verified by the ESCO and approved by **County**.

### I-4 DESCRIPTION OF THE PROCUREMENT PROCESS

It is anticipated that the process for the procurement of these energy services will proceed as follows:

- 1.) **SITE VISITS:** Site visit to County facilities will be conducted as outlined on the schedule found on Page 4 of this RFQ. Due to a stringent timeline – no exceptions will be made to this schedule.
- 2.) **SUBMISSION OF WRITTEN PROPOSALS:** ESCOs will be required to present their qualifications a long with a Preliminary Proposal of the Scope of Work including estimated contract size and savings to the **County** as specified in this RFQ. The **County** will review and evaluate proposal submissions in accordance with the evaluation criterion specified in Part III of the RFQ. The County will create a short list of the best suited ESCO's and conduct interviews with each.
- 3.) **SELECTION OF ESCO:** The **County** will select the best qualified ESCO to negotiate a final contract scope, specific financing arrangements and terms, and the projected energy and cost savings, as well as special conditions offered by the company.

### I-5 REJECTION OF PROPOSALS

The **County** reserves the right to reject at any time any and all proposals received, or to negotiate separately with any and/or all competing ESCOs.

### I-6 INCURRING COSTS

The **County** is not liable for any cost or expenses incurred by ESCOs in the preparation of their written responses or for attendance at any conferences and meetings related to this RFQ. Any cost or expense incurred by ESCOs in performing any analysis associated with this RFQ shall be borne by the ESCO.

## **I-7 AMENDMENT TO THE RFQ**

If it becomes necessary to revise any part of this RFQ, an amendment will be issued and post online at the County's website under RFP/RFQ. It is the Proposers responsibility to keep checking back for revisions and updates.

## **I-8 RESPONSE DATE**

One (1) original and four (4) copies of ESCO Proposals must be delivered to the following address, no later than **February 4, 2013** at 12:00 noon.

**Lackawanna County Board of Commissioner's  
C/O Maria Elkins, Chief of Staff  
200 Adams Ave 6<sup>th</sup> Floor  
Scranton, PA 18503**

**Bid Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal clearly marked on the outside of the envelope.** The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email are not permitted.

**Proposals delivered after the deadline will not be considered regardless of the reason.**

## **I-9 CONFIDENTIALITY**

To the extent allowed by law, proposals will be held in confidence by the **County**.

## **I-10 RESTRICTION OF CONTACT**

From the issue date of this RFQ until a determination is made regarding the final selection of the Project ESCO, all contacts with County personnel concerning this RFQ, must be made through Deputy Director of Purchasing, David Pettinato.

## **I-11 PROPOSALS**

To be considered, proposals must be a complete response to the RFQ. Proposals are to be straightforward, concise presentations without extraneous material. Font size may be no smaller than 10 point.

## **I-12 PAYMENTS AND PERFORMANCE BOND**

The successful ESCO shall be required to provide payment and performance bonds in the amount of 100% of the total final contract amount.

## **I-13 PRIME CONTRACTOR ACCOUNTABILITY**

The ESCO who is selected as the project contractor under this RFQ will be considered the prime contractor. The ESCO will be required to assume full responsibility for delivery of all services for each facility under the final contract. Further, the selected ESCO will be the sole point of contact concerning all contractual matters for the duration of the contract term.

## I-14 PROPOSED RFQ SCHEDULE

Issue RFQ:	December 10, 2012
Pre-Proposal Meeting	January 14, 2013
Mandatory Site Review	See below schedule
Receipt of Proposals:	February 4, 2013
Oral Interviews	February 25, 2013
Anticipated Selection of ESCO:	on or before March 15, 2013

### PART I MANDATORY PRE-PROPOSAL MEETING

There will be a Mandatory Pre-Proposal Meeting on January 14, 2012 at 10 AM at the following location:

**Lackawanna County Commissioner's Conference Room  
200 Adams Ave 6<sup>th</sup> Floor  
Scranton PA 18503**

The site visits will immediately follow the Pre-Proposal Meeting

### PART II MANDATORY SITE VISITS

Site visits for each of the buildings will be as follows and will not vary. It is the responsibility of the Proposer to meet this scheduled.

<u>Facility</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>
Administration	200 Adams Ave. Scranton	January 14 2013	11 AM
Courthouse	200 N Washington Ave. Scranton		
Work Release	614 Spruce St. Scranton		
Gateway	135 Jefferson Ave. Scranton		
Trolley Museum	300 Cliff St. Scranton		
Prison Facility	1371 N Washington Ave. Scranton	January 15	9 AM
911 Center	30 Valley View Dr. Jessup		
Roads & Bridges	1280 Mid Valley Dr Jessup		
Aylesworth Park	500 Hudson St Archbald		
Merli-Sarnoski Park	286 Sandy Banks Rd. Greenfield Twp		
McDade Park	Bald Mountain Rd. Scranton	January 16 (If Needed)	9 AM
Visitors Center	99 Glenmaura Blvd Moosic		
Covington Park	Winship Rd Covington Twp		

### PART III EVALUATION CRITERIA

#### III-1 Evaluation of Proposals:

Applications including Qualifications and Preliminary Proposals will be evaluated based on the completeness of the information provided. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the written proposals, client references and responses of the short listed ESCOs during final selection interviews, as appropriate. The criteria have been weighted using the letters A & B as indicators: A=Most Significant; B=Significant.

### **III-2 Experience**

- A. Pennsylvania approved ESCO.
- A. Qualifications and experience of ESCO's personnel with implementing guaranteed energy savings contracts.
- A. Quality and completeness of documentation of achieved energy savings from previous projects.
- B. Reliability of equipment performance on past projects.
- B. Qualified grant writers on staff
- A. Minimum of 7 Guaranteed Energy Projects in the past 5 years of similar size & magnitude.

### **III-3 Project Management**

- A. Clear assignment of responsibility for various project tasks to specific individuals.
- A. Ability to effectively manage project construction and complete the project on schedule.
- A. Quality of monitoring, maintenance, and measurement and verification services on past projects.
- B. Clarity, organization and level of detail in written proposal.
- B. Quality of communication skills of the ESCO's representatives at the oral interview.

### **III-4 Technical Approach**

- A. Quality of sample technical proposal, including comprehensiveness of analysis.
- A. Quality of the sample proposal technical energy audit.
- A. Quality of energy calculations.
- A. Demonstrated in-house ability to perform engineering services.
- A. Quality of approach to savings calculations and measurement.
- A. Quality of approach to project commissioning.
- B. Quality of proposed training for facility staff.
- B. Quality of sample design documentation for installed ECMs.
- A. Added value to the County

### **III-5 Financial**

- A. Financial soundness and stability of the ESCO.
- A. Demonstrated in-house ability to provide or arrange project financing.

## **Part IV-1 SCOPE OF SERVICES--TECHNICAL REQUIREMENTS, DESIGN PHASE**

Once the ESCO is selected, it will be required to provide the following:

1. All energy audits, feasibility studies, engineering, design, plans and specifications shall be prepared, reviewed and approved by Professional Engineers licensed in the Commonwealth of Pennsylvania.
2. The County reserves the right of final approval of any selected equipment or modifications proposed. Only prior reviewed and approved equipment and modifications will be permitted. Review and approval shall be conducted by the County in a timely manner.
3. The ESCO will be required to work with current building management and maintenance personnel, as well as any architect, engineers or general contractors selected by the County to

perform its planned project, to coordinate construction and provide appropriate training in the operation of all retrofits. No equipment shall be installed that will require the hiring of additional personnel by the County unless contract negotiations produce an explicit exemption from this rule for a specific installation.

4. ESCO must provide two (2) complete sets of reproducible "as built" and record drawings of all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals to be submitted within 30 days of the completed installation.

5. The ESCO shall be responsible for the proper removal offsite of all packaging materials and all replaced or demolished materials or equipment.

#### **PART IV-2 CONTRACTUAL PROVISIONS:**

1. The contents of the ESCO's final technical proposal shall become part of the final contract.

2. The County reserves the right of final approval over the scope of work and all end-use conditions. Only prior reviewed and approved equipment and modifications will be permitted by the County.

3. The ESCO must carry the level of insurance required by the County for both the construction and operations phases.

4. All drawings, reports and materials prepared by the ESCO in performance of the contract shall become the property of the County and shall be delivered to them as needed or within thirty (30) days after construction is completed and accepted by the County that the project is fully installed and operating.

5. The ESCO must secure all necessary licenses and permits and comply with all federal and state laws with respect to this project. All work completed under this contract must be in compliance with all building codes and appropriate accreditation, certification and licensing standards. All drawings will be stamped by a Pennsylvania licensed engineer.

6. The repayment obligation and term of the financing for this project must be arranged to coincide with the acceptance by the County that the project is fully installed and operating.

7. ESCOs will be required to guarantee energy and cost savings on an annual basis. Annual reconciliation of the achieved savings will be required for the life of the project.

#### **PART V. INFORMATION REQUIRED FROM PROPOSERS**

Each ESCO shall submit the following information, in five (5) bound copies, with responses to each item numbered accordingly. Each ESCO is required to fully answer all questions in each category listed below. Provide your responses on 8 ½ " x 11" sheets of paper and number and title each answer to the corresponding category. Font size should be no smaller than 10 point. All pages in your response should be sequentially numbered. ESCOs must also include a table of contents which indicates the section and page numbers corresponding to the information included.

**Section 1 ESCO Qualifications Form**

All questions must be addressed by the ESCO in order for this application form to be properly completed. Failure to answer any question, or comply with any directive contained in this form may be used by the County as grounds to find the ESCO ineligible. If a question or directive does not pertain to your firm in any way, please indicate with the symbol N/A.

1. Firm Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
County \_\_\_\_\_ Zip Code \_\_\_\_\_

**2. Names and Titles of the Two Primary Contact People**

1) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
2) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

**3. Submittal is for:**

Parent Company (List any Division or Branch Offices to be involved in this project)  
 Division (attach separate list if more than one is to be included)  
 Subsidiary  
 Branch Office: (include all Pennsylvania locations with number of energy service professionals located at each site.  
Name of Entity: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**4. Date Prepared:** \_\_\_\_\_

**5. Type of Firm:**

Corporation  Partnership  Sole Ownership  Joint Venture

**6. Federal Employer Identification Number** \_\_\_\_\_

**7. Year Firm was Established** \_\_\_\_\_

**8. Name and Address of Parent Company, if applicable**

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**9. Former Firm Name(s), if applicable** \_\_\_\_\_

**10. Five Year Summary of Contract Values for Guaranteed Energy Savings Contracts Projects where your firm was the prime contractor with a first party written savings guarantee to the customer:**

2012: \$ \_\_\_\_\_

2011: \$ \_\_\_\_\_

2010: \$ \_\_\_\_\_  
2009: \$ \_\_\_\_\_  
2008: \$ \_\_\_\_\_

## 11. CORPORATE BACKGROUND/HISTORICAL DATA

a. How many years has your firm been in business under its present business name? Year's \_\_\_\_\_

b. Please identify all states in which your firm is legally qualified to do business. \_\_\_\_\_

c. Indicate all other names by which your organization has been known and the length of time known by each name. \_\_\_\_\_

d. How many years has your firm developed, installed and guaranteed energy conservation projects? Year's \_\_\_\_\_

e. Certify that your company does not owe the Commonwealth any taxes.

f. Certify that your company is not currently under suspension or debarment by the Commonwealth, or the federal government.

g. Identify your firm's legal counsel for this project. Give the name and address of the primary individual responsible for contract negotiation.

h. Indicate your firm's current annual gross revenues.

i. Indicate your firm's revenue as a percentage of the following:

Equipment manufacturing:	_____%
Service and maintenance:	_____%
Guaranteed energy projects:	_____%
Bid and Spec.	_____%
Other:	_____%

j. Indicate whether your firm is currently qualified by the Commonwealth of Pennsylvania's Department General Services to implement guaranteed energy savings contracts with state agencies and provide documentation to this fact. This is a requirement for your consideration on this project.

k. Indicate whether your firm is accredited by the National Association of Energy Service Companies (NAESCO) and provide documentation to this fact. This is a requirement for your consideration on this project.

l. Indicate whether your firm is pre-qualified by the US DOE & DOD for energy services and provide documentation to this fact. This is a requirement for your consideration on this project.

m. Indicate whether your firm has net assets equal to or greater than 25 million dollars and provide documentation to this fact. This is a requirement for your consideration on this project.



n. Indicate whether your firm has cash on your balance sheet equal to or greater than 5 million dollars and provide documentation to this fact. This is a requirement for your consideration on this project.

o. Indicate your firm's Standard & Poor's and Moody's credit ratings and provide supporting documentation.

p. For non-publicly traded ESCO's responding to this RFQ, please list any indictments or convictions related to the firm, its officials or any individuals who have or have had an ownership stake in the firm for the last five years. This listing shall cover the last 5 years from the date of the issuance of this RFQ. If any State (not limited to PA) or Federal indictments or convictions exist, please include copies of the indictments or convictions at the end of this section under a separate tab titled Indictments & Convictions.

### **Section 2 Executive Summary**

Please provide a summary of the scope of services that your firm plans to provide should you be selected as the ESCO for this project.

### **Section 3 Corporate Overview**

Provide a comprehensive corporate overview describing the global services provided by your firm. Please highlight any specific data that uniquely qualifies you as it relates to this project.

Additionally, please include the following:

a. Provide a copy of your firm's most recent annual report. Provide a Balance Sheet and Cash Flow statement not more than fifteen (15) months old.

b. Please provide the name, address, and the telephone number of the firm that prepared the Financial Statements.

c. Please enclose banking references including financial institution, address, contact person, telephone number, and specific information on your firm's credit that may be used to fund construction for large-scale projects.

d. Enclose bonding references including company name, address, contact person, telephone number and information on your firm's maximum bonding capability.

e. Briefly describe the relevant experience, qualifications and educational background for each individual team member assigned to this project including the information listed below.

\_Name of Project Team Member:

\_Current Job Title:

\_Job responsibilities:

\_Number of years with ESCO:

\_Primary Office Location:

\_Employment History (Last 10 Years)

\_\_Company Name:

\_\_Primary job responsibilities:

\_Educational Background:

List all of the following: academic degrees, certifications, professional affiliations, relevant publications and technical training.

\_List all energy performance contracting projects this individual has been involved with during past 5 years:

\_Describe the specific role and responsibilities this individual had for each listed project:

\_Describe any other relevant technical experience:

\_Indicate the total years of relevant energy related experience for this individual.

f. Submit an organizational chart that clearly identifies the roles and relationships of all key team members as it relates to our project.

**Section 4 Guaranteed Energy Savings Project History and Client References**

Include at least three (3) projects **currently in repayment (with at least 1 year of savings data) and under contract with your firm where your firm holds the savings guarantee.** For each of these projects, provide the following data:

- a. Customer name and address
- b. Customer contact name and phone number
- c. Project size and value
- d. Contract terms (length of guarantee)
- e. Guarantee start date
- f. List of improvements
- g. Technical design personnel from your firm used in project development
- h. For each project, show project baselines and annual savings your firm achieved in the following format:

	KWh	KW	CCF	Oil (gal)	Steam (lbs)	Energy \$	Non-Energy \$	Total \$ Savings
Initial Baselines								
Annual Savings								
Construction								
Year 1								
Year 2								

Year 3								
Year 4								
Year 5								
Year 6								
Year 7								
Year 8								
Year 9								
Year 10								
Year 10								
Year 12								
Year 13								
Year 14								
Year 15								

### **Section 5 Technical Proposal**

**(All items to arrive along with your firm's five (5) bound copies of your submission).**

- a. Provide one copy of a final comprehensive energy audit "CEA" delivered to another client.
- b. Provide a project implementation plan for this project.
- c. Provide one copy of a sample final design specification for an installed measure (e.g. HVAC, controls, etc.).
- d. Provide one copy of a sample Operations and Maintenance Manual developed by your firm.
- e. Provide one copy of a sample Commissioning Plan from a project implemented by your firm.

### **Section 6 Project Financing**

- a. Describe your firm's preferred approach to providing or arranging financing for this project.
- b. Please describe how your firm assists in facilitating financing and provide a detailed analysis of financing options prepared by your firm for a similar project.

### **Section 7 Energy Baseline & Cost Savings**

a. Describe in detail the methods used to compute baseline energy use. Describe any computerized modeling programs used by your firm to establish baseline consumption. Describe the methods used to adjust the guaranteed level of savings from any material changes that occur due to such factors as weather, occupancy, facility use changes, etc.

- Utility histories for the building are on the County's website at [www.lackawannacounty.org](http://www.lackawannacounty.org) under RFQ 325-12-1

- b. Please detail procedures, formulas and methodologies including any special metering or equipment, your firm has or will use to measure and calculate energy savings for this project.
- c. Indicate the number of customers being tracked by your firm including the number of installations with automated utility monitoring.
- d. Provide one copy of a Customer Savings Report prepared by your firm from a completed performance contracting project currently in repayment. (This may be under a separate cover).

### **Section 8 Sample Contract Documents**

Provide a complete set of sample contract documents that will be used as a basis for negotiation if this procurement results in an installation project.