

**NOTICE FOR PROFESSIONAL SERVICES
RFQ NO. 2017-010**

Pursuant to Local Government Code Chapter 2269 and in accordance with Government Code Section 2254.004 "Professional Services Procurement Act", Jim Wells County is seeking Statements of Qualifications from firms experienced in the design, implementation and installation of energy and water conservation measures in the State of Texas. The selected respondent shall provide evaluation and implementation of an energy conservation services program that includes all services listed in this Request for Qualifications (RFQ). Responses to this RFQ shall describe the firm's capability to identify the need for, design, install, maintain, monitor, and arrange the financing of a comprehensive energy-conservation program. Jim Wells County intends to select a firm and award contract(s) to perform cost-effective energy conservation retrofits or reject all proposals.

Sealed proposals will be received by the County on or before **2:00 PM on June 2, 2017** at:

Jim Wells County
ATTN: Hon. Judge Pedro Trevino
Office of the County Judge
200 N. Almond St., Alice, TX 78332

Statements of Qualification will be publicly opened and the name of each responding firm will be read aloud on **June 12, 2017 at 10:00 AM** at the Regular Meeting of the Jim Wells County Commissioner's Court at the Jim Wells County Courthouse, Alice, TX.

Interested firms shall contact the County's designated point of contact for a copy of the RFQ document and detailed requirements for submission. All questions should be submitted in writing, by mail, fax or email, no later than **May 31, 2017**. Customer will respond to all written questions no later than five days prior to the RFQ deadline. The County designates the following person as its representative and point of contact for this RFQ:

Judge Pedro Trevino, County Judge
Jim Wells County
200 N. Almond St. Alice, TX 78332
Office: (361) 668-5706
Fax: (361) 668-8671
Email: pedro.trevino@co.jim-wells.tx.us

**REQUEST FOR QUALIFICATIONS FOR ENERGY SAVINGS PERFORMANCE
CONTRACTING**

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PURPOSE AND SCOPE OF SERVICES

1. Purpose of Solicitation

This solicitation is a Request for Qualifications (RFQ). The purpose is to solicit qualifications from design-build Companies that describe their capabilities to identify, design, install, maintain, monitor, and arrange financing for a comprehensive utility conservation program. This program includes the services listed in this request pursuant to the provisions of Texas law. For the purpose of this RFQ, design-build company refers to any entity that is qualified to provide a turnkey utility conservation program that includes the services listed in this request and meets the requirements of the Texas Energy Performance Contracting Requirements.

The County intends to select a design-build company and to award a single or multiple contract(s) to perform cost-effective utility conservation retrofits.

2. Services Requested

The County proposes to address utility and water consumption in selected facilities for this conservation program. Additionally, Jim Wells County intends to upgrade outdated and obsolete building equipment and perform facility improvements through the program. The County also intends to investigate building envelope issues such as roofing, windows, and any other building envelope component that it deems necessary.

The County anticipates a major reduction in annual utility consumption and associated operational and capital costs through the implementation of this utility conservation program.

If requested, the design-build company shall arrange financing or assist the County in procuring the most cost effective funding for the project. The term is not-to-exceed twenty years from the final date of installation. The County intends to structure the program's implementation schedule in a manner to minimize its financed capital needs.

Respondents to this RFQ shall identify their experience and qualifications to perform analysis, design engineering, preparation of engineering plans and specifications, installation, commissioning, monitoring and verification of savings, and management of a major utility conservation project that has involved energy conservation measures (ECM) which address facility components and applications.

Such components and applications may include but are not limited to: lighting, space heating, ventilation, air-conditioning, building envelope, heat recovery, energy and water management systems, environmental system controls, motors, domestic water heating, fuel switching, air distribution systems, or other energy and water conservation related improvements or equipment including improvements or equipment related to renewable energy.

The County also requires a description of the design-build company's qualifications and experience related to training facility occupants and maintenance workers in energy and water conservation awareness.

3. Buildings and Project Description

a. In the development of this project, the County will employ a design-build company to evaluate current facilities and energy consumption, and to conduct an audit of existing policies, facilities, and systems. The County will consider various facility improvement measures to develop a comprehensive project fully tailored to the best interest of the citizens and the most efficient use of tax dollars, debt services, utility rebates, incentives and performance contracting solutions.

b. The County would like the selected design-build company to perform a detailed analysis of energy efficiency retrofitting projects at the following facilities:

- County Courthouse
- Jail
- Sherriff's Office
- Juvenile Probation
- Probation Office Annex
- Fairgrounds
- Precinct 1 Building

PROCUREMENT PROCESS

1. Selection of Qualified Provider

Based on the selection criteria described in this document, the County will select the most qualified design-build company. At the County's discretion, select respondents may be invited for an interview prior to final selection.

2. Negotiate Utility Assessment Contract

The County will select one respondent to provide an Energy Services Proposal (ESP).

3. Prepare Energy Services Proposal (ESP) for Final Project

The County and the selected respondent will negotiate a contract in which the County assigns facilities for the respondent to audit and agrees to pay a negotiated fee for having this work performed. The selected respondent will agree to perform the ESP (detailed audit) according to industry-standard practice and Texas State law.

The County expects the respondent to perform the ESP on a contingent basis (i.e., not bill for the audit until the ESP is completed and the project is developed) and roll the agreed-upon cost of the ESP into the final project cost. The County reserves the right to pay for the ESP or finance it with the rest of the project. The County may expect a minimum level of savings to be guaranteed based on preliminary utility audits that the design-build company has performed.

4. Submittal of Final Proposal

The selected design-build company will provide a final proposal (ESP) for the County's project. The final proposal will include the completed Utility Assessment Report, documentation of potential utility and operational savings, and all associated implementation costs. It must also include the Measurement and Verification Plan and a Sample Periodic Savings Report.

5. Review and Recommendation of Final Proposal

The County will review the final proposal and will either accept the proposal, accept the proposal with exceptions or modifications, or reject the proposal.

6. Negotiate Master Performance Contract

After the final ESP (proposal) is accepted, the selected design-build company and the County will negotiate a master implementation contract. The Contract will include authority to proceed with final design and installation/construction and detail the payment schedule to the design-build company.

7. Contract Approval and Review

State law requires that the ESP be reviewed by an independent, licensed third party engineer prior to contract execution. Jim Wells County shall arrange for this review.

8. Perform Project

Once the Contract is approved and executed, and funding has been secured, the design-build company may proceed with the detailed project engineering design and construction/installation.

9. Schedule

Following is the anticipated schedule for this RFQ process and the resultant project.

Milestone	Date & Time (if applicable)
RFQ Release Date	05/17/2017
Deadline for Questions	05/31/2017
Responses to Questions Issued to RFQ Holders	06/01/2017
RFQ Deadline	06/02/2017
Notification of Apparently Successful Vendor	06/12/2017
Anticipated Date of Contract Award/Signing	07/10/2017
Anticipated Audit Start Date	07/17/2017

INSTRUCTIONS TO RESPONDENTS

Please note that responses to this RFQ must be received on or before **2:00 PM** on **June 2, 2017** at the address indicated below. 3 (three) copies of the complete response must be sealed and delivered to:

Judge Pedro Trevino, County Judge
Jim Wells County
200 N. Almond St. Alice, TX 78332
Office: (361) 668-5706
Fax: (361) 668-8671
Email: pedro.trevino@co.jim-wells.tx.us

The envelope or package must show the RFQ number, Title, and be marked "SEALED RESPONSE".

RFQ # 2017-010
Energy Performance Contracting
SEALED RESPONSE

Late responses will not be accepted and will be returned to Respondents unopened.

- Return address shall be included on the outer envelope
- The submittal of qualification information will be considered by the County as constituting a willingness by the Respondent to be considered to perform all the activities described in this RFQ.
- Jim Wells County reserves the right to reject any or all responses resulting from this RFQ. Late responses will not be accepted and will be returned to the submitting company unopened.
- Jim Wells County is not liable for any cost incurred by any person or firm responding to this RFQ.
- Jim Wells County reserves the right to reject as nonresponsive any responses that do not contain the information requested in this RFQ and in the form outlined in this RFQ. Additionally, Jim Wells County reserves the right to reject any responses that are not organized and formatted as described in this RFQ.
- Modified qualifications can be submitted to replace all or any portion of previously submitted information. The County will only consider the latest version as part of its deliberations.
- Qualification information can be withdrawn from consideration prior to the submission deadline by written request, on the potential respondent's letterhead, submitted to Jim Wells County, Attention: Judge Pedro Trevino.
- The County may, at its sole and absolute discretion, reject any or all, or parts of any or all submittals to the RFQ, re-advertise this RFQ, postpone or cancel this RFQ process at any time, or waive any irregularities in this RFQ as it deems to be in the best interest of the County.

- Please direct all questions regarding this RFQ and the program it represents to:

Judge Pedro Trevino, County Judge
Jim Wells County
200 N. Almond St. Alice, TX 78332
Office: (361) 668-5706
Fax: (361) 668-8671
Email: pedro.trevino@co.jim-wells.tx.us

PROPOSAL FORMAT

1. Table of Contents

Pages of the response shall be numbered and the response shall contain an organized, paginated table of contents corresponding to the section titles of this solicitation.

2. Executive Summary

Responding design-build company must provide an Executive Summary summarizing the content of its response. The Executive Summary must be written in a font comparable to Times New Roman 12 pt. and may not exceed two (2) standard 8.5" X 11" pages, single spaced with all margins on each page of not less than 1 inch.

3. Corporate Background

- Describe your firm's organizational structure, including any limited partnerships and how they are applied to this proposed project.
- How many years has your firm been in business under its present name?
- Indicate all other names by which your firm has been known and length of time known by each name.
- Include the address of your firm's website, if applicable.
- Describe your firm's general approach to energy performance contracting.
- List past, present or pending lawsuits, litigation and settlements in which your company is a defendant pertaining to ESPC projects in Texas.
- List any contracts in Texas in the last ten years that were terminated prior to completion due to non-performance.
- List above information related to any previous business names.
- Identify and describe any business associations with equipment manufacturers or suppliers that might be specified for this project.
- Identify if your firm carries Errors and Omission Insurance to protect the County.

4. Key Project Personnel

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

- Professional resumes for key personnel and their responsibilities for the duration of the Contract.
- Indicate the education and professional licensing of each person as it relates to this project. Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.
- Clearly identify who will have primary technical responsibility for utility analysis, engineering and design work, contract negotiations, construction management, training, and performance monitoring.
- Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting for this project.

5. Energy Performance Contracting Experience

Address the following:

- State how many years your firm has been in the energy/water performance contracting business.
- Describe the complete range of utility services and capabilities your firm offers such as engineering, design, auditing, energy and water equipment selection and installation, operation, commissioning, monitoring and verification, etc.
- List all services that your firm performs with your own employees.
- Describe the process of subcontractor selection.

6. Performance Contracting References

Discuss your project team's experience with Energy Performance Contracting projects at similar facilities. List at least three (3) references for projects completed within the past five years indicating experience in conducting comprehensive utility efficiency and guaranteed savings programs of a similar nature to this project. Include the following specific information for each project:

- Date
- Project title and location
- Name, address, and phone number of reference's representative
- Nature of your firm's responsibility
- Scope of work including types of utility conservation measures evaluated and installed with type of equipment used
- Total dollar contract amount and term in years
- Type of contract (guaranteed savings, shared savings, direct cost, etc.)
- Source of project funding
- Project start and end dates
- Annual utility savings (dollars and kWh or BTUs and kW; kgallons)

7. Project Management Plan

Include a plan describing how your firm will manage subcontractors. Describe the processes that will be used for the assignment of tasks, project scheduling, and budget control, as well as capability to provide all services required for construction and implementation of retrofit projects on a performance-contracting basis. Provide specific information on management of the following project phases:

- Energy Services Proposal
- Engineering and Design
- Procurement
- Construction/Subcontractor Management
- Submittal drawings, equipment manuals, and warranties
- Commissioning
- Monitoring and Verification
- Remote Operations Center

- Provide a timeline indicating necessary activities with a suggested schedule for implementing the energy services proposal and project development plan through the procurement process.

8. Risk Mitigating Strategies

Describe any risk minimizing strategies intended to protect Jim Wells County.

9. Utility Savings Verification

Changes to the estimated utility savings can occur as a result of installation of additional mechanical, natural gas, and lighting equipment, expansion of operating schedule, and weather fluctuations. Explain how you will account for this.

- Describe the methodology for calculating baseline utility consumption for a similar facility.
- Describe how your firm treats actual savings that exceed the guaranteed savings amount.

10. Operational Savings Verification

If operational (non-utility) savings are to be incorporated within the proposed project, explain how these savings are calculated. Explain how you monitor and verify that operational savings have been realized. In the event that operational savings are not realized, what actions would be taken to rectify the shortcomings?

11. Financial Guarantees

Explain in detail how you will guarantee the savings associated with this project. Discuss the following areas in detail:

- Frequency of reconciliation
- Repayment of missed savings
- Any situations that would void the guarantee
- If measured specific guarantees are or are not used, explain how and to what extent
- If stipulated savings are to be used, explain how and to what extent

12. Equipment and Training

Demonstrate expertise in building operations and maintenance training. Specifically discuss the following areas:

- Types of training
- Location of training
- Frequency of training
- Training provided by your personnel
- Training provided by others

13. Project Leverage

Describe design-build company's approach to obtaining rebates, incentives and grants that may be available to the County for funding this project. Provide a list of grants, rebates, incentives, etc. that the Respondent has successfully secured for clients.

14. Corporate Financial Information

The design-build company will provide annual revenues for the three (3) most recently completed fiscal years. If audited financial statements are not available, provide evidence of the level of third party review of the financial statements.

The design-build company shall provide a letter from its surety company demonstrating the design-build company's capability to provide a payment and performance bond associated with construction projects equal to 100% of the estimated total implementation cost of this project. The letter should also state the bonding capacity of the design-build company.

15. Best Value

Briefly describe how the design-build company's approach to performance contracting delivers best value for the investment.

EVALUATION CRITERIA

Qualifications of all business entities that respond to this solicitation will be evaluated using the selection criteria below:

Business Qualifications – 25%

- Business unit dedicated to performance contracting.
- Number of years in business as an Design-Build company or provider of the services being offered for this program
- Statement of vendor neutrality
- ESPC Annual Revenues
- Services to be provided under this project
- Office location from where this project will be managed
- Statement of qualifications to comply with sections 1001.053 and 1001.407 Occupations Code

Experience – 25%

- Experience with implementing similar energy conservation projects on a performance-contracting basis.
- Experience with the full range of responsibilities contemplated for this project (e.g. identification and analysis of ECM, design, installation, operation, financing, savings verification, etc.) Performance on prior projects, including data on projecting, achieving, monitoring and documenting (measurement and verification) of utility and operational savings in order to ascertain accuracy of projections.
- References from prior projects performed on a performance-contracting basis.

Project Management Qualifications – 20%

- Ability to assign responsibility and coordinate management of the following project phases:
 - Total Cost of Operation for buildings
 - Energy Services Proposal
 - Engineering and design
 - Procurement
 - Construction
 - Commissioning
 - Monitoring and verification
 - Remote Operations Center

Personnel Qualifications – 15%

Background and professional qualifications of personnel assigned to this project. Provide descriptions of their responsibilities, related experiences, and references. Indicate only staff to be directly involved with the project.

Financial Qualifications – 15%

- Financial viability of the responding Design-Build company who will provide technical and financial guarantees.
- Design-Build company will provide audited financial statements including income statement, balance sheets, and statements of changes for the three most recently completed fiscal years. If audited financial statements are not available, provide evidence of the level of third party review of the financial statements.
- Financing capability of the Design-Build company.