

**REQUEST FOR QUALIFICATION**  
**FOR A**  
**GUARANTEED ENERGY SAVINGS CONTRACT**

**For the**

**Vermillion County Jail  
1888 S State Road 63  
Hillsdale, IN 47854**

**REQUEST FOR QUALIFICATIONS  
FOR A  
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## **I. OVERVIEW & GENERAL REQUIREMENTS**

### **a. Introduction**

Pursuant to Indiana Revised Statutes, I.C. 36-1-12.5 and the RFQ guidelines, Vermillion County is requesting proposals from qualified Energy Services Companies (ESCOs) to analyze the operation of and propose energy saving retrofits and improvements for the Vermillion County Jail facilities whereby improvements are funded through energy and energy related operational savings.

The Qualified Provider to whom the work is awarded shall conform to the provisions of Indiana Code regarding common construction wage rates. The wage rates paid shall not be less than the common construction wage for the County in which the work is to be done as ascertained by the statutorily prescribed process.

The Qualified Provider will be required to submit performance bonds to ensure the Qualified Provider's faithful performance of the Qualified Provider's obligations during the construction phase of the contract.

The proposals should describe the provider's ability to build a program that will identify Vermillion County's future obligation for the costs for installation, modification, improvements and retrofits, including, without limitation, costs for design, engineering, project management, installation, repairs, debt service and all post installation energy auditing, monitoring or necessary maintenance. Vermillion County is soliciting such proposals to identify a provider that will assist Vermillion County to accomplish the following goals:

- 1. REDUCE ENERGY CONSUMPTION**
- 2. REDUCE OPERATION COSTS**
- 3. REPLACE EQUIPMENT THAT HAS EXCEEDED ITS USEFUL OPERATING LIFE**
- 4. GUARANTEE ENERGY AND OPERATING SAVINGS**

The objective in issuing this Request for Qualifications is to provide a competitive means in which to select a single provider to fulfill all aspects of this project. Vermillion County will base provider selection on several criteria including and most importantly based on what is in the best long-term interest of the community. Vermillion County may elect to independently finance the Project and not use financing proposed by the successful proposer.

### **b. Date of Issue**

Vermillion County is issuing this Request for Qualifications for a Guaranteed Energy Savings Contract on August 17, 2016.

**c. Contracting Unit**

Upon selection of the Qualified Provider, the final contact shall be negotiated with:

Auditor's Office  
The Courthouse  
255 S Main St  
Newport, IN 47966

The Vermillion County point of contact for any information related to this RFQ will be:

Sheriff, Mike Phelps  
1888 S State Road 63  
Hillsdale, IN 47854

All communications by interested respondents concerning this RFQ must be directed to the Vermillion County contact person listed above. Unauthorized contact with other Vermillion County employees or Board Members regarding the RFQ may result in disqualification.

Any oral communication will be considered unofficial and non-binding on Vermillion County. Only written statements issued by Vermillion County will be considered binding addenda to the RFQ.

All interpretations made to the proposers will be issued in the form of addenda to the RFQ and will be sent to all proposers. Such addenda are to be covered in the proposals, and in closing the contract, they become a part thereof.

**d. Deadline for Proposals**

All proposals must be submitted in a sealed envelope plainly marked "**Vermillion County Request for Qualifications for a Guaranteed Energy Savings Contract**" and receive on or before 2:00 p.m. EST, September 27, 2016 at the following address:

Auditor's Office  
The Courthouse 2nd Fl.  
255 S Main St  
Newport, IN 47966

Clearly mark one (1) proposal as "ORIGINAL" and provide three (3) copies of the proposal, signed by an authorized representative or officer of the proposing organization, and formatted as described in Section III. Late responses will not be accepted. No telephone, telegraph, fax, or email proposals will be accepted.

Proposals are to be prepared simply, providing a straight forward, concise description of the organization's capabilities to satisfy the requirements of this proposal. Emphasis should be on completeness and clarity of content.

**e. Right to Reject and Modify**

Vermillion County reserves the right to accept any proposal, reject any or all proposals and waive any irregularities or informalities when to do so is in the best interest of Vermillion County.

A proposal that is in the possession of Vermillion County may be altered by letter bearing the signature of the person authorized for offering, providing it is received prior to the date and time of opening.

This RFQ does not commit Vermillion County to award a contract, pay any costs incurred in preparing a proposal, procure or contract for services, or to adhere to any predetermined timeline or schedule of events.

Proposals which are incomplete, not properly endorsed, do not follow the requested format, or otherwise are contrary to the guidelines of the RFQ may be rejected as non-responsive at Vermillion County's discretion.

Vermillion County reserves the right to request clarification from any or all respondents submitting proposals.

Vermillion County may select a qualified respondent even if a sole proposer responds.

**f. Disposition of Proposals**

All proposals become the property of Vermillion County and will be returned only at Vermillion County's option and at the expense of the requesting respondent. One copy of each proposal will be retained for Vermillion County's official files.

**g. Proprietary Data**

If a response includes any propriety data or information that the respondent does not want disclosed to the public, such data or information must be clearly and specifically identified on each page where it occurs by the respondent. Proprietary data or information will be used by Vermillion County solely for the purpose of evaluating the qualifications of the respondent.

**h. Withdrawal of Proposals**

Proposals and all conditions therein shall remain in effect for a minimum of sixty (60)-days from the proposal submission date. Any proposal may be withdrawn or modified by written request of the respondent, provided the Vermillion County receives such a request before the deadline for submissions and at the address specified in Section I. e. above.

**i. Extension**

The proposer and Vermillion County covenant and agree that this proposal or subsequent contract may, with the mutual approval of the contractor and Vermillion County be extended as necessary.

**j. Timeline**

Vermillion County expects to undertake the selection process described below according to the following projected schedule:

Submission of Proposals	September 27, 2016
Selection of Provider	TBD
Contract Execution	TBD
Construction Begins	TBD

**II. PROPOSAL REQUIREMENTS**

**a. Purpose and Scope**

Vermillion County seeks to select a Qualified Provider to provide comprehensive professional services and enter into a negotiated Guaranteed Energy Savings Contract for the entire Vermillion County Jail. Vermillion County seeks to maximize energy and operational cost savings while upgrading outdated and obsolete equipment, where possible, through the funding generated by this contract. The term of the contract shall not exceed twenty (20)-years.

Vermillion County will select one (1) Qualified Provider who will:

- ) Provide comprehensive facility improvement services for selected buildings within Vermillion County, including the performance of detailed facility audits; design, selection, installation and commissioning of energy efficient equipment and systems; long-term performance management of the guaranteed savings; construction management and utility consulting services.
- ) Provide training of staff on installed equipment.

**b. Desired Capabilities**

The Qualified Provider must have the demonstrated capability in engineering and management to provide a broad range of services. Services may include, but are not limited to the following:

Audit and Project Development

- ) Technical Energy Audit to evaluate cost and savings of a variety of energy saving measures.
- ) Project Development Plan including financial analysis

Construction / Implementation / Financing

- ) Independent equipment procurement and purchasing methodology
- ) Construction Management
- ) Hazardous Waste disposal
- ) Financing capability, ability to offer various sources of financing, and creative financial solutions

### Commissioning / Guarantee / Monitoring

- J Commissioning capabilities
- J Performance and cost guarantee of savings
- J Monitoring and verification for measurement and reporting of the performance and savings from improvements
- J Maintaining long-term performance of buildings

### Technical Capabilities

- J Heating, ventilating and air condition (HVAC) systems, central plant solutions, steam and hot water systems, chilled water systems, domestic hot water systems, distribution systems, geothermal, etc.
- J Lighting systems including indoor and outdoor lighting systems, lighting controls, day lighting strategies, etc.
- J Building envelope system including roofs, windows, doors, insulation, etc.
- J Energy management and control systems, computerized maintenance management systems, etc.
- J Water and Wastewater systems including automatic controls, metering, low-flow waste systems, cooling tower modifications, irrigation systems and controls, etc.
- J Specialty systems including laundry and kitchen equipment
- J Renewable/green technologies capabilities

### **c. Qualifications of Provider**

The selected provider shall meet the following minimum criteria and obligations:

- J Registered to do business in the State of Indiana.
- J Indiana Department of Public Works certified.
- J A minimum of fifteen (10)-years in business as an Energy Services Company.
- J Provide proof of ability to meet minimum insurance and bonding requirements.
- J Improvements must result in guaranteed savings by the Proposer and linked to actual measured reductions of operational expenditures.
- J Savings guaranteed and achieved by the installed projects must be sufficient to cover all project costs including interest and annual maintenance/monitoring fees for the duration of the contract term.
- J One hundred percent (100%) of all energy and operational savings over the term of the contract shall be retained by Vermillion County.
- J Annual reconciliation of guaranteed sums, commencing one year from the date of completion of total program installation.
- J Annual savings reports and analysis over the life of the guarantee.
- J First party guarantee from the Qualified Provider to the Vermillion County. No third party guarantee, such as from a non-contractor insurance company, shall be accepted.
- J If respondent is a manufacturer of manufacturer's representative of a specific product or product line that will be installed as part of the final project, they must clearly define these proprietary products or services.

Vermillion County hereby notifies all proposers that minority business enterprises will be afforded full opportunity to submit proposals in response to this Request for Qualifications and will not be discriminated against on the grounds of race, color, or national origin in consideration of an award.

### III. PROPOSAL CONTENT AND FORMAT

- A. Number of Copies: All respondents shall submit one (1) original and three (3) identical copies of their proposal.
- B. Format: Proposals must be in a correct format and complete. Clarity and concise, orderly treatment are important. Respondents must address each item in the RFQ in the following order and with the respective headings.

#### 1. Cover Page Including:

- a. RFQ Title
- b. Respondent Name
- c. Respondent Address
- d. Respondent Telephone Number
- e. Respondent Fax Number
- f. Respondent Primary contact name and email address

#### 2. Executive summary including:

- a. Brief discussion of company history and qualifications
- b. Brief discussion of technical capabilities

#### 3. Business Qualifications – please respond to the following criteria:

- a. Years in business as an Energy Service Company or a company providing energy services.
- b. Location of Branch Offices supporting this project.
- c. Number and type of registered professionals (Professional Engineering license, Certified Energy Managers, etc.) in Performance Contracting division of the company.
- d. State, national or regional awards.
- e. Annual performance contracting sales for past ten (10)-years.
- f. Ratio of performance contracting sales to overall company sales, ratio of control systems sales to performance contracting sales, ratio of services (service contracts, time and materials, maintenance, et.) sales to perform contracting sales.



- g. Total outstanding guarantees and the amount of guarantee shortfalls paid out to the customers.
- h. Financing sources and ability to procure energy rebates or financing for projects.

#### **4. Personnel Qualifications**

- a. Identify the one person who will have primary responsibility for coordinating services through all phases of the project and ensuring that the Qualified Provider meets its responsibilities to the Vermillion County.
- b. Resumes of key individuals, at a minimum:
  - i. Account Manager
  - ii. Lead Project Developer
  - iii. Project Manager
  - iv. Performance/Guarantee Manager
- c. Organizational Chart providing a graphical representation of participants and reporting structures within your organization and specifically for this project.

#### **5. Technical Qualifications**

- a. Information about how the qualified provider will determine the scope of work to be implemented throughout the Vermillion County facilities to reduce operating costs (installation / retrofits, repair, replacement, etc.)
- b. A description of the project management procedures employed by the respondent and overall approach to managing projects including a sample construction schedule. Describe the procedures for identifying issues, monitoring the program, assuring quality, maintaining the project schedule and assuring project success.

#### **6. Financial Evaluation Methodologies**

- a. The respondent should describe in detail their ability to build a financial plan including the following information:
  - i. A description of financial terms including:
    - 1. Method to be used in determining the Vermillion County's payment
    - 2. The frequency of these payments
    - 3. The term of the proposed agreement
    - 4. Any other terms or information relevant to the financial aspects for the proposed transaction
    - 5. Method used to verify savings. Include any explanation of how savings calculations will be adjusted to reflect changes in weather, occupancy, utilization of the facilities, etc.
  - ii. The Qualified Provider will be required to have the capacity to furnish financing for this project.

- iii. Justification and explanation of the process for determining the fiscal effort required to produce project funding.
- iv. The Vermillion County may elect to fund project directly from existing sources.

## **7. Project Experience Summary**

- a. Respondents must have experience with municipal energy and operational projects of a similar size and type. The experience must include the ability to identify, engineer, design, install, maintain, monitor, and manage a large-scale, comprehensive energy and operational efficiency program with guaranteed energy cost savings.
- b. Provide a summary of municipal projects executed for the last five (5)-years. Data shall include project scope, projected savings, actual savings achieved to date, construction period, and references for the project including name, address and contact phone number.
- c. List all municipal Guaranteed Energy Savings Contract projects that have been completed by your firm. If your company is a branch office, include only those projects completed by the local office.

## **8. Financial Statement**

- a. Respondents shall include the company's annual report or, in the case of privately held companies, audited financial statements or equivalent for the most recent complete financial year period.

## **9. Measurement and Verification**

Provide a detailed explanation of how the Qualified Provider intends to calculate energy savings and what types of Measurement and Verification guarantees will be offered.

## **10. Insurance Coverage**

The successful proposer shall have adequate professional liability coverage to include:

- a. Workers compensation, in accordance with State's Worker's Compensation requirements.
- b. Liability Insurance of \$500,000 bodily insurance and \$500,000 property damage to protect the consultant and Vermillion County as their interest may appear, against claims for personal injury or death and damage to the property of others. Each shall be names in the policy or policies as insured.
- c. Professional Liability Insurance: State the amount of coverage (\$1,000,000 as minimum).
- d. All insurance shall be carried with companies, which are financially responsible. If any such insurance is due to expire during the contact period, the contractor shall not permit the coverage's to lapse and shall furnish evidence of coverage to Vermillion County.

- e. Claims against the proposer's insurance should be included in the proposer's' response. It should include total dollars of claims and any pending claim amounts.

**11. Performance Bond**

The successful ESCO will be required to provide a Performance Bond. Proposers shall acknowledge their capabilities to provide a Performance Bond of the total construction costs at the time the contract documents are signed.

**12. Prevailing Wages**

Prevailing Wages shall apply to any and all work performed under this RFQ.

**13. Selection**

- a. Selection Committee: The evaluation of all proposals shall be performed by a selection committee consisting of Vermillion County, TBD and a minimum of two other interested and competent parties that are involved with Vermillion County.
- b. Scoring: Scoring shall be based on a total of 100-points. Each member of the Selection Committee will reach a cumulative score each respondent and rank order the respondents based on these scores. The scoring will be based on the following evaluation criteria:

J Firm's Business and Personnel Qualifications	20 Points
J Technical Qualifications and Approach	20 Points
J Financial Considerations	20 Points
J Ability to Implement Project / Project Experience	20 Points
J Measurement and Verification Approach	20 Points

- C. Contract Selection: The most highly qualified provider will be selected to enter into negotiations for a Guaranteed Energy Savings Contract.
- D. Interviews: Vermillion County reserves the right to conduct interviews of respondents if Vermillion County determines interviews to be necessary in making a final ESCO selection.