

City of Dalton, Georgia

RFP # 2024 – Energy Savings CIP RFQ

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

February 2024

REQUEST FOR QUALIFICATIONS

TABLE OF CONTENTS

<u>Section I - General Information</u>	3
<u>1. Purpose</u>	3
<u>2. Project Funding</u>	3
<u>3. Savings Guarantee</u>	3
<u>4. Proposal Format</u>	3
<u>5. Contract Responsibility</u>	4
<u>6. Required Insurance</u>	4
<u>7. Taxes, Fees, Code Compliance, Licensing</u>	4
<u>8. References and Proprietary Information</u>	4
<u>9. Site Information:</u>	4
<u>10. Restriction of Contact:</u>	4
<u>Section II – Statement of Qualifications Format and Preparation Instructions</u>	6
<u>Table of Contents</u>	6
<u>1. Executive Summary</u>	6
<u>2. Background and Experience</u>	6
<u>3. Technical Approach</u>	7
<u>4. Financial Approach</u>	7
<u>5. Reference</u>	8
<u>EVALUATION CRITERIA</u>	8

Section I - General Information

1. Purpose

The City of Dalton, Georgia seeks specific qualifications from companies prequalified by the Georgia Environmental Finance Authority (GEFA) to operate as Energy Service Providers (ESPs). The City of Dalton, Georgia (City) is requesting proposals for a company capable of providing a comprehensive city-wide energy management program for facilities owned and/or managed by the City pursuant to O.C.G.A. §§ 50-37-1 et seq. The City will at its discretion negotiate and execute a professional services agreement with the selected firm for the completion of an investment grade energy audit.

2. Project Funding

Respondents shall be willing and able to assist with the necessary information required to obtain the financing for this project in accordance with applicable federal, state, and local laws. Due to limited budgets for this program, The City of Dalton, Georgia has a special interest in ascertaining modern and innovative proposals that provide turn-key solutions, installation, and long-term warranty for the length of the contract term.

3. Savings Guarantee

The ESP shall provide a written energy savings guarantee, clearly stated in units of energy to be saved. Annual cost savings derived from such improvements beyond the guaranteed minimum savings will be held by the City. Any operating and maintenance (O&M) cost savings proposed by the selected ESP will be rigorously reviewed and, if agreed to, will be limited to those that can be thoroughly documented and approved by the City.

The City intends, but is not obligated by this RFQ, to enter into a "Guaranteed energy savings performance contract"(GESPC), as defined, under O.C.G.A. § 50-37-2(5), with selected ESP for this RFQ should the City decide that is the best course of action.

4. Proposal Format

Proposals must be submitted in the format outlined in this document. 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. Respondents shall use the prescribed format to indicate their experience and qualifications, describe their approach to the project and explain their proposed contract. In addition, The City reserves the right to waive any irregularities and formalities in the selection of the ESP for this project.

5. Contract Responsibility

The selected ESP will be required to assume total responsibility of the project. The selected ESP will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

6. Required Insurance

The successful respondent shall procure and maintain in effect during the life of the agreement commercial general liability insurance and workers compensation insurance as required by State law and as further indicated in the City's vendor packet (<https://www.daltonga.gov/finance/page/purchasing-and-vendor-information>). Evidence of required insurance shall be presented with the proposal. Professional liability (E&O) insurance may also be required for professional design services completed.

7. Taxes, Fees, Code Compliance, Licensing

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

8. References and Proprietary Information

Submission of a response constitutes permission to make inquiries concerning the respondent to any persons, entities or firms deemed appropriate by the City. Any proprietary information that the submitting ESP does not want disclosed to the public shall be so identified on each page on which it is found. Data or information so identified will be used by the City solely for the purpose of evaluation and contract negotiations for the project as stated herein. Disclosure of any proprietary information by the City shall be in strict accordance with the laws and regulations regarding disclosure in the State of Georgia.

9. Site Information:

Due to the limited availability of staff by the City, **a mandatory pre-proposal site meeting will be conducted on Thursday, March 28, 2024 at 9:00am at City Hall.** The City will attempt to supply information requested to the proposing ESPs to assist in the response to the solicitation, however, only request received via email communication will be responded to and all information provided will be provided to each firm who request a copy of the solicitation. The deadline for questions to be submitted are Friday, April 5, 2024. The City during this phase of the solicitation is more concerned with each ESP's general approach to developing projects.

10. Restriction of Contact:

From the issue date of this RFQ until the City selects a respondent for award, the contact person listed below is the sole point of contact concerning this RFQ. Any violation of this condition may be cause to reject the offending ESP's submission. ESPs must agree not to distribute any part of their submissions.

Direct all inquiries concerning this RFQ in writing to:

Point of Contact

Todd Pangle, Assistant City Administrator

tpangle@daltonga.gov

Section II – Statement of Qualifications Format and Preparation Instructions

RESPONSE FORMAT AND PREPARATION INSTRUCTIONS

Responses must be submitted in the format outlined in this section. Proposals should be limited to thirty (30) pages, not including a cover page, cover letter, table of contents or resumes. The City of Dalton, Georgia (City) reserves the right to eliminate from further consideration any response that is deemed to be substantially, or materially, unresponsive to the requests for information contained in this document. The intent of the City is that all responses follow the same format and protocol in order to evaluate each response fairly. Responses will be evaluated in light of the material and substantiating evidence presented therein, and not on the basis of what is inferred.

Table of Contents

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

1. Executive Summary

Responses shall include a summary overview of the Respondent's qualifications, approach, and other pertinent information. The Executive Summary should be no more than two (2) pages in length.

2. Background and Experience

A. Firm Profile

The firm shall provide the following information:

- Firm name.
- Federal Employer Identification Number.
- Corporate office address.
- Names and titles of two (2) contact people within the firm: one for questions regarding this submission and one with responsibility for contract negotiations.
- Does your firm manufacture products/equipment that are used in energy efficiency projects? What is your firm's approach towards installing other manufacturer's equipment?
- Evidence of NAESCO accreditation. (Required)
- Evidence of inclusion on the Georgia Environmental Finance Authority's (GEFA) prequalification list of approved energy services companies. (Required)
- Evidence of minimum insurance coverage required as shown in the City's Vendor requirements (see below)
- Evidence of applicability of contractor's license.
- Location of company's Georgia office, if applicable.
- Submit an affidavit verifying compliance with E-Verify requirements. (Required)
- Completed City of Dalton Vendor Packet for Service Vendors (<https://www.daltonga.gov/finance/page/vendor-packets>)

- Financial statements for your firm indicating financial stability

B. Project Team and Support

Provide a list of the personnel to be used on this project, with their specific roles and qualifications. Concise resumes including education, experience, where the employee is based and other pertinent information shall be included in an appendix for each team member assigned to the project.

3. Technical Approach

A. Performance Contracting Approach

In two (2) pages or less, summarize how your firm will perform the scope of work outlined in this RFQ, and to what extent the City is involved in these activities.

B. Facility Audits and Project Development

Indicate your firm's approach to performing detailed energy audits, identifying and designing facility improvement measures, and your process for recommending which measures should be included in the performance contracting project.

C. Project Management

Indicate your firm's approach to managing the installation phase. Describe the various responsibilities of your team members during construction, and how they will keep the City's personnel informed of the project's progress. What is the Respondent's approach to ensuring safety during the installation phase? Indicate your understanding of applicable codes and construction practices for this project.

D. Scope of Services

Which of the services outlined in this RFQ are typically performed by your firm and which services are typically performed by subcontractors? Describe your process for managing the work of subcontractors.

E. Training

Address your firm's approach to training the City's personnel on the newly installed equipment. Does your firm offer additional training services to enhance the skills of facility operations personnel?

4. Financial Approach

A. Savings Guarantee

Describe your firm's approach to proving that the energy savings associated with this project have been achieved, including the monitoring, verification and reporting of results. How does your firm handle situations in which the actual energy savings fall short of the guaranteed energy savings amount? Describe all events that may lead to guarantee modification or termination.

B. Best Value

Describe ESP's approach to providing the greatest financial value for the City.

5. Reference

A. Lead Engineer

Who will your firm assign as the “lead engineer” on the project? “Lead Engineer” is defined as the person that will be the main project contact for the City. Please provide a complete profile on this person’s experience and qualifications as it relates to the scope of work contemplated by the City.

B. Reference

Please provide the following information as it relates to a minimum of three (3) projects where your firm’s “lead” engineer(s) served in a similar capacity as it relates to performance contract implementation:

- Name and Contact Information of Entity Representative
- Project Description
- Project Commencement
- Project Completion
- Project Impact

EVALUATION CRITERIA

The City’s evaluation team will consider the following criteria in evaluating responses; these categories will be weighted on importance and significance to this project. The City will select the responding firm that is deemed most qualified for the project, and that the City determines provides the greatest value for this Energy Performance Contracting program.

Evaluation Criteria: 100 Maximum Points

Firm Profile:	25
Technical Approach:	25
Financial Approach:	25
References:	25

Total points to be earned are on a scale of 1 to 100, with 1 point being the lowest score and 100 points being the highest score. Points may be deducted if ESP response varies from requested format and number of pages.

SUBMITTAL INSTRUCTIONS

Companies who wish to be considered by the City must submit an original and two (2) copies of the Proposal. All submissions become the property of the City and will not be returned to the ESP.

The City reserves the right to reject any or all submissions at its sole discretion and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in its best interest to do so. All costs associated with submission preparation will be borne by the submitting company.

Submit Proposals to:

SEALED PROPOSAL for Energy Savings RFQ

c/o Dalton City Hall Finance Office

300 W. Waugh Street

Dalton, GA 30720

Due Date:

Submittal must be **received** at the above address no later than 2:00pm on or before Friday, April 12, 2024

#