



SENECA COUNTY OHIO

ENERGY CONSERVATION AND FACILITY IMPROVEMENT PROJECTS

REQUEST FOR QUALIFICATIONS

Energy Savings Performance Contract

Seneca County Commissioners' Office

ATTN: Barb Patterson, County Administrator

111 Madison St

Tiffin, OH 44883



Seneca County
REQUEST FOR QUALIFICATIONS
OF ENERGY SERVICE PROVIDERS
FOR ENERGY SAVINGS PERFORMANCE CONTRACT

A. GENERAL BACKGROUND AND PROJECT GOALS

1. Purpose

Seneca County, an Ohio County, (“the County”) requests proposals of qualifications for the identification of energy efficiency improvements on a guaranteed performance-contracting basis in accordance with Ohio Revised Code § 307.041. The ultimate goal is to select a qualified vendor that will provide the final design, implementation, project management, financing, performance monitoring and verification, and ongoing first party performance guarantee of energy efficient improvements through one or more phases of work, to be implemented at the County’s sole discretion. The County’s purpose of issuing this Request for Qualifications (RFQ) is to identify and select a qualified Energy Service provider, or Energy Services Company (ESCO), to perform the implementation of a Guaranteed Energy Savings Performance Contract (GESPC). Respondent ESCOs must be competent, qualified and capable of providing comprehensive building management and energy services, including, but not limited to, the performance of energy consumption audits, the design, selection, and installation of energy efficient systems, ongoing support and training services, assistance in securing financing for the transaction, and a written guarantee of savings. Respondent ESCOs must demonstrate qualifications, experience and capabilities to develop energy projects and programs that are technically sound and simple projects which conserve energy, reduce maintenance costs, increase automation and remote monitoring capabilities, address training needs, and improve systems functionality, resiliency and energy independence.

2. Overview of Goals and Objectives

The County expects to achieve the following goals and objectives by entering into a GESPC with the selected ESCO:

- Reduce energy and operating costs
- Improve facility environmental conditions
- Improve maintenance and operation of the facilities
- Provide better working conditions in the identified facilities
- Preserve capital funds
- Increase facility resiliency

3. Included Facilities

The County desires to address infrastructure improvements within all of its building envelopes, lighting, and HVAC systems. Although the initial project may entail current priorities, the County reserves the right to consider future phases with selected respondent.

4. Energy Services Provider Selection Process

The selection of a qualified ESCO under this RFQ form will be based on the County's determination that the selected ESCO is qualified to prepare and implement an energy conservation plan which best meets the needs of the County. The County reserves the right to accept or reject any or all respondent ESCO's proposal based on the County's sole determination of its own best interests and needs. The County shall not be required to select any respondent ESCO based on low cost, payback, or other criteria not specifically listed within ORC § 307.041. After selecting an ESCO to implement its proposal, the County intends to negotiate a GESPC with such offeror, following its provision a report, consistent with ORC § 307.041(B), with due consideration given to the implementation of measures which the County believes to be the most likely to result in the greatest overall benefit which includes deferred maintenance improvements resulting in energy and operational savings and reduced future capital expenditures, considering the cost of the project and the County's ability to pay for the improvements with current revenues or by financing the improvements.

5. Selection Process and Timing

The following timeline will be used to select the preferred ESCO:

- Issuance of RFQ: June 5th, 2023
- RFQ Due: July 13th, 2023
- Interviews: July 17th, 2023 (beginning)
- Selection of Provider: No later than August 10th, 2023

6. Contact and Response Deadline

In order to be considered, respondents must submit a complete and thorough response to this RFQ. Sealed submissions must be received **before July 13th, 2023** at 10:00am Eastern. Submissions received thereafter will be disqualified and returned unopened. Respondents shall submit an original and two (2) copies of their RFQ submission. The sealed RFQ shall include a statement signed by an official with the authority to contractually bind the Respondent located in the Appendix. The name and title of the individual signing the transmittal should be typed immediately below the signature. Attach the Delegation of Authority (if necessary). Responses shall be no longer than a total of 50 written pages in length, including cover page. Financial statements, detailed resumes, and sample agreement should be included as a separate attachment and are not included in the 50-page limit. Submit proposals prior to the above deadline to Seneca County Commissioner's Office ATTN: Barb Patterson, County Administrator, 111 Madison St, Tiffin, OH 44883, barb.patterson@senecacountyohio.gov. All contacts and communication regarding the proposal should be with the above-named individual only. Bidders directly contacting other County Staff or Officials may be disqualified for doing so. Submittals must be clearly marked on the package "Request for Qualifications for Energy Conservation Project."

7. Response Preparation and Completeness

All information requested must be submitted and organized in the format requested. Failure to submit all information as requested may result in the requester requiring immediate submission of the missing information and/or elimination of the respondent ESCO from consideration. Emphasis should be placed on completeness and clarity of content.



8. Confidentiality

In order to ensure fair and impartial evaluation, and in order to protect against the unintentional disclosure of proprietary trade secret material, proposals and related documents submitted in response to the RFQ are not available for public inspection and copying until after the award of the GESPC.

9. Proposal Requirements

- A. The County's goal is to implement an energy conservation program which may include, but is not limited to, the repair, upgrade, or modernization of existing heating, ventilating, air conditioning, lighting, mechanical systems, electrical systems, plumbing systems, and facility envelopes in accordance with relevant statutory and local legislative requirements.
- B. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The County reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the RFQ.
- C. Each proposal shall address how the ESCO will arrange for or provide financing of the projects.
- D. Details on project implementation plan
 - In-house professional engineering services to provide construction documents for systems included in the project.
 - In-house project management / project supervision of the project.
 - In-house capabilities for installing various products and systems which may be included in the project
- E. 100% of savings are retained by the County.
- F. First party guarantee is required from the ESCO to the County. No third-party guarantee will be accepted.

B. REQUEST FOR QUALIFICATIONS FORMAT AND SPECIFICATIONS

1. Executive Summary

- Responses shall include a summary overview of the respondent's proposal and other pertinent information. Such summaries are to be no more than 2 pages in length.

2. Company Qualifications and Financial Strength

- Firm Profile
- Firm name, corporate address, and local address.
- Main contact person with full contact information.
- Provide information specifying legal business classification, state of incorporation, and summary of financial strength.
- Address the company's ability to fulfill the financial guarantee terms and duration of the GESPC, or the entire program, where multiple phases of work may be implemented.
- Responding ESCO must carry a Certificate of Authorization (COA) from the State of Ohio for their firm to offer professional engineering services. Include copy of Ohio COA

3. Project Team and Experience

Project Team

- Concise resumes of project team members including education, past project experience, and any other pertinent information. Specific team member experience with county customers in Ohio is required. Roles and responsibilities of each team member.
- Subcontractors or partners may be listed as part of your team, but must be clearly identified.
- Project team should include Ohio-licensed Professional Engineers. Include copies of Ohio professional engineering licenses.
- Provide an organizational chart that illustrates the structure and roles of your project team members.

Experience and References

- List similar GESPCs completed by the respondent ESCO over the past two years that are representative of the scope and financial terms requirements of the County.

4. Insurance and Financial Strength

- Provide evidence of financial strength and bonding ability for your firm.
- Provide evidence of applicable insurance in types and amounts that are commercially reasonable and appropriate with minimum coverages and limits as follows:
 - Worker's Compensation (statutorily imposed minimum limits)
 - Commercial General Liability (\$2M single occurrence / \$4M annual aggregate)
 - Automobile Liability (\$1M annual aggregate)
 - Professional Liability (\$2M per claim / \$2M annual aggregate)

5. Technical Approach and Energy Conservation Measures

- Responses should include a detailed approach to meeting the goals and objectives for the facilities. Provide an overview of the technical approach that is used to identify, evaluate and recommend energy conservation measures.
- Provide a detailed description of the company's project management capabilities, approach, methods of contract management and control.
- Provide a detailed description of In-house professional engineering services to provide construction documents for systems included in the project.
- Provide a detailed description of In-house capabilities for installing various products and systems which may be included in the project
- Provide a detailed description of warranty service on workmanship and products installed as part of the project
- Provide a list of items and services which are expected to be self performed vs. sub-contracted by the ESCO using the following matrix format. This list may be expanded if necessary to include more items.:



Project Installation Matrix			
	Self Performed by ESCO	Ohio License Number or N/A	Subcontracted
Professional Engineering			
Construction Documents			
Temperature Control Equipment			
Temperature Control Wiring			
Temperature Control Programming			
HVAC Equipment			
Ductwork / Sheetmetal			
Electrical for HVAC Replacements			
Electrical for Lighting Upgrades			
Piping for HVAC			
Piping for Plumbing			
Piping for Refrigerant			
Piping Insulation			
Ductwork Insulation			
General Trades related to Above Work			
Testing and Balancing			
Equipment Startup			
Commissioning			
Warranty Service			
Sample	X	OH-123456	

- Provide examples of energy saving measures implemented and their application.
- Describe any other benefits your firm can bring to the energy services program.

6. Services

- Provide a description of the methodology and process tools used by your firm to provide annual reconciliation statements, measurement and verification and any required on-going support services
- Indicate any equipment maintenance service contracts that will be required by your firm as a condition of the energy services guarantee.

7. Financial Approach

- Describe the sources and types of funding sources available to the County to implement this project. Indicate the prior use and experience with this method of funding.

8. Letter of Transmittal

- Each proposal shall include a letter of transmittal that indicate the respondent’s proposal is a valid offer to provide services in accordance with the RFQ requirements and that the respondent will comply with the terms of the RFQ.

9. Template Agreement

- The respondent shall provide a proposed template contract or contracts that identify the general terms and conditions as well as other agreement provisions to be used in the development of the project and subsequent implementation of the approved project or program measures. The template contract shall be used to negotiate the final contract between the County and any selected respondent. The County reserves the right to negotiate any terms of the contract that are in the best interest of the County and in accordance with the statutory requirements of ORC § 307.041



C. SELECTION AND EVALUATION

All responses will be evaluated for completeness and clarity of information. Missing information or unresponsiveness in an area may be cause for elimination of the response altogether.

1. Evaluation

The County's evaluation will consider the criteria listed below evaluating respondent ESCOs' proposals. These categories may not be weighted equally but rather on importance and significance to the contemplated project or program, based on the County's good judgment and discretion. The Owner will select the responding ESCO that is deemed most qualified.

- Firm qualifications
- Project team members' experience and references
- Technical approach/process methodology and financial approach
- Measurement and verification approach

Other benefits During evaluation, the County Review and Selection Committee reserves the right, where it may serve the County's best interest, to request additional information or clarification from the Offeror, or to allow corrections of errors or omissions. Oral interviews may be conducted by the County Review and Selection Committee for the Contractors who submit a Proposal and were short listed.

2. RFP Clarification

Respondents shall provide any questions concerning this RFP via email to the County's point of contact listed in Section 6, above, at least five days before the submission deadline established herein. Answers to such questions will be communicated to all respondents at least three business days prior to the to the response deadline noted herein.

3. Requirements for ESCO's Final Estimate and GESPC

Following approval of the selected ESCO's proposed project or program and prior to execution of the GESPC, the ESCO shall provide a fixed price contract for the proposed, detailed scope of work. The ESCO shall also document energy and operational savings for the final contract. The GESPC shall also document the savings methodologies utilized and measurement approach(es) selected (by mutual agreement with the County) by building or energy conservation measure. Change orders may be acceptable based on mutually unforeseen conditions, for additional scope of work requested by the County, or for hidden or latent items not contemplated during GESPC development; provided, however, the selected ESCO's scope of work shall be well-defined such that change orders are the exception and not the rule. Seneca County reserves the right to reject any or all proposals and to award to the proposer the County determines to be most qualified and whose award of the contract will be in the best interests of the County.