

**Request for Proposal**

**For**

**Professional Qualifications**

**For**

**ENERGY SERVICE PROVIDERS FOR SELF FUNDING ENERGY  
EFFICIENCY IMPROVEMENTS**

**As described herein**

**Statement of Qualifications**

**Accepted until May 7, 2021**

**Office of the Finance Director**

**2310 Second Street**

**Cuyahoga Falls, Ohio 44221**

## REQUEST FOR PROPOSAL

For

### PROFESSIONAL QUALIFICATIONS

## **ENERGY SERVICE PROVIDERS FOR SELF FUNDING ENERGY EFFICIENCY IMPROVEMENTS**

### I. INTRODUCTION

The City of Cuyahoga Falls is seeking qualifications for the identification, design, and implementation of energy efficiency improvements on a self-funding performance-contracting basis in accordance with Ohio Revised Code 717.02. The purpose for issuing this request is to identify and select a qualified provider, or energy services company, to perform the implementation of an energy savings performance contract.

### II. BASIC SCOPE OF SERVICES

The basic scope of services shall include providing tools, materials and labor to perform the following work:

- Suppliers shall be able to provide comprehensive design-build construction, building management and energy services, including, but not limited to, the performance of investment grade energy audits, the program design by professional engineers, selection of energy conservation measures, and installation of energy efficient systems, ongoing support and training services, assistance in securing financing for the transaction, and accountability for system performance, measurement and verification, and cost of operations savings.
- The City intends to only implement the contract at/for City owned facilities.
- This project is intended to be creative regarding modernization, energy conservation, energy management, maintenance, training, and overall service.

- Each respondent shall describe financial alternatives that will reasonably maximize the net economic benefit and minimize financial risk. This should include a description of financing available, inclusion of any anticipated costs; a description of the basis of savings and auditing procedures, and include a financial model.
- Potential projects should include project development, design, implementation, project management, financing, measurement and verification, and training. Responses should include a detailed approach to meeting the goals and objectives for the facilities. Provide a measurement and verification plan in accordance with the international protocol, including the plan for execution identifying responsible parties. Provide an overview of the technical approach that is used to identify, evaluate and recommend energy conservation measures (ECMs).

### III. OBJECTIVE

The objective is to request a Statement of Qualifications (SOQ's) to select a qualified firm to complete a guaranteed energy services contract with the selected provider. Some goals for this project include: reduction in operating costs to reinvest in deferred maintenance areas; improvements in environmental conditions at our facilities; overall improvement of maintenance and operation of the impacted facilities; obtain better working conditions at city facilities; and preservation of capital funds from these efficiencies to be utilized on other projects.

### IV. EVALUATION CRITERIA

The following are the primary evaluation criteria the City plans to utilize to select the best-qualified firm. In addition to the evaluation criteria, the city will be looking at design and engineering experience in roadway design. Selection is very subjective in many areas and the decision of the City Administration will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications.

- Responsibility and stability – such considerations as length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, etc.
- Experience – such considerations as other similar projects completed by the firm, similar design projects completed by key

personnel of the firm, support staff abilities, range of in-house capabilities, etc.

- Location – Such consideration as location of firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc. Lower project costs should result if limited travel expenses are required and better communication can be maintained which should result in a higher quality project.
- Quality of work – Such considerations as adequateness of material supplied to permit evaluation, evaluation, quality of presentation, cooperation, concern, etc.
- Time schedule and anticipated man-hours to complete the project.

The City will accept SOQ's until 12:00 Noon, Friday, May 7, 2021, at the Office of the City Finance Director, 2310 Second Street, Cuyahoga Falls, Ohio 44221.

Each firm shall submit a total of five (5) copies of the SOQ's in a sealed envelope clearly marked on the outside "ENERGY SERVICE PROVIDERS FOR SELF FUNDING ENERGY EFFICIENCY IMPROVEMENTS."

The City retains the option of rejecting or accepting any Statement of Qualifications. Should a firm be selected and the City cannot negotiate a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best-qualified firm selected until a contract is negotiated. However, the City retains the right to reject all SOQ's and initiate the process of obtaining SOQ's from qualified engineering firms at a later date.

#### VI. Statement of Qualifications

The specific format of the Statement of Qualifications (SOQ's) shall be per the responding firm's judgment. However, shall include the following:

1. A summary of the respondent's qualifications and approach.
2. Information specifying legal business classification, state of incorporation, audited annual report, and summary of financial strength including a sufficient documentation to ensure a 100% performance bond of the installation.
3. Include a summary of the extent and stability of business operations related to the installation services.

4. Indication whether the response is being submitted on behalf of a parent company, division, subsidiary, or branch office and include any pertinent names and address of such.
5. Disclosure of affiliation of any kind with a manufacturer or installation of any line of energy related equipment which may be utilized in this project(s). Additionally specify what the equipment is and how it may impact the project.
6. Technical Expertise Profile for each team member and an organizational chart indicating roles and responsibilities.
7. Each respondent is required to indicate whom on their team will be providing LEED AP and Certified Energy Manager (CEM) roles.
8. Provide documentation regarding similar municipal projects, projects where the respondent was responsible for construction contract administration.
9. Please identify any projects involving any litigation or failure to meet the energy guarantee and provide an explanation for result or lack of results.
10. Additional pertinent information

The City requests that, in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope. The selected project shall be a project that has been completed for at least three years but no more than five years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing of the general contractor.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members should include personnel from the partner down to the engineer-in-training level. Sub-professional: level employees not providing a significant role on the project do not need to be included.

A resume of each member of the team is needed and should detail relevant experience, length of service with the firm, educational background, and professional background. Sub-consultant's roles on the project should also be listed.

## VII. INTERVIEWS

The City reserves the right to conduct face-to-face interviews with any, all, or none of the responding firms. In the event the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting at a mutually acceptable time at City office. The City selection committee will meet key members of the firm's proposed project team. It shall be the selection

committee's sole decision on whether any interviews are held and with which firms interviews are held.