

CITY OF FOWLER



REQUEST FOR QUALIFICATIONS

FOR

ENERGY CONSERVATION AND
ENERGY GENERATION SERVICES

OWNER

City of Fowler Public Works Department

128 South 5th Street

Fowler CA 93625

www.fowlerciv.org

SUBMITTALS MUST BE RECEIVED BY:

October 30, 2020 / 3pm PT

REQUEST FOR QUALIFICATIONS

OVERVIEW

The City of Fowler (CITY) is seeking qualification submittals from interested firms capable of designing and implementing energy conservation, energy efficiency and other energy related capital improvement services as described within this Request for Qualifications ("RFQ"). Through these services, CITY expects a considerable reduction in annual utility costs. It is CITY's intent to enter into an agreement with the selected firm to finalize scope and implement cost-effective energy retrofits within its budget and funding source(s).

The City reserves the right to reject any or all RFQ responses, in whole or in part, and to waive any irregularities or informalities. The selection of one or more companies/ individuals will be solely at the discretion of the City. The City reserves the right to negotiate contract fees, terms, and conditions and to terminate such negotiations at any time, and to not enter into contract with any or all RFQ responders.

SCHEDULE

Date	Event
October 13, 2020	RFQ Issued
October 16, 2020	Site Visit
October 23, 2020 (2:00 PM)	Deadlines for questions and information requests
October 30, 2020 (3:00 PM)	RFQ Due Date
November 2020 (TBD)	Interviews (Optional - at CITY's Discretion)
November 2020	Announcement of Award / Contracts

If you would like to visit the sites, please contact:

Dario Dominguez
Public Works Director
559-834-3113 extension 121
ddominguez@ci.fowler.ca.us

BACKGROUND

The City has numerous City-Owned facilities for which it anticipates performing energy efficiency services. The facilities include:

- City Hall Building
- Police Department Building
- Building Department Trailer
- Public Works Trailer/Yard
- Senior Center Building
- Well Pumps 2, 4, 5, 6, 7, 8
- New Fire Station
- Old Dr. Chen's Office APN 343-142-14

QUALIFICATIONS

The City may award a contract to the Energy Services Company (Provider) that, in their sole opinion, is the most capable of providing the range of services described in the RFQ and is in the long-term best interest of CITY.

To be considered for this project firm's submitting responses must demonstrate:

- A proven record of on-time and on-budget performance.
- That the firm is a NAESCO Certified Energy Service Company.
- That the firm is Department of Energy (DOE) Listed.
- That the firm has an excellent safety record.
- That the firm has a minimum of (7) Licensed Professional Engineers on staff in California.
- That the firm has a minimum of (5) Certified Energy Manager on staff in California.
- The firm has sufficient experience with Government Code 4217
- The ability to self-perform lighting and HVAC installations utilizing In-House construction labor force.
- That the firm has an In-House Service Department.
- That the firm holds a valid California Contractor License(s) to provide the required services (list license number(s) held by the firm).
- That the firm has adequate skilled and trained staff and competent management personnel to complete the scope involved.
- That the firm can provide on-going energy management services including, showing energy production, site energy usage and billing information in-house with interactive online dashboards accessible to the City at ALL times.

CITY reserves the right to investigate the qualifications of all respondents under consideration and to confirm any part of the information furnished, or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of the possible energy design-build services.

SERVICES REQUESTED

CITY is interested in the identification, engineering, design, phased installation, training, maintenance, and potential financing of approved Energy Projects for all of its facilities. If the CITY contracts include project financing, all financing shall be structured so that costs are paid by the utility cost savings and/or alternative funding associated with the energy conservation program. CITY will choose the amount financed, if any.

The following energy measures serve as examples of solutions to be considered under this RFQ. The Primary focus involves lighting/Solar. Other solutions will be considered as funds allow:

- Interior and Exterior Lighting (LED) Replacements and/or Retrofits
- HVAC Replacement
- Solar Photovoltaic

Other Energy Projects proposed by CITY or Provider will be considered as CITY's budget and additional funds allow. All equipment provided by the Provider for this program shall have a history of successful operating experience in similar installations and shall be in new, unused and undamaged condition. This equipment shall be the most current technology with readily available **non-proprietary** replacement parts, unless otherwise specified by CITY to match an existing CITY Standard. All equipment used for this program shall be approved by CITY through the submittal process prior to installation.

SUBMITTAL REQUIREMENTS

Firms must have demonstrated technical and managerial capability across a broad range of energy, analysis, design, construction, funding, operations, reporting and monitoring services. The City will consider the following background and experience factors in the evaluation of all submittals.

All submittals shall become the sole property of the City and the content will be held confidential until the selection of a firm is made. CITY shall comply with any public records request. Any claimed proprietary information must be designated clearly and should be labeled with words "PROPRIETARY INFORMATION". An entire submittal marked as such will not be accepted.

PROPOSAL INSTRUCTIONS

Typewritten

All information, prices, notations, signatures, and corrections must be typewritten.

Signature Verification

To be considered for award, each proposal must be signed by a legally authorized representative of your company.

PROPOSAL SUBMISSION REQUIREMENTS

One (1) electronic copy of the proposal shall be submitted in the format contained in the RFQ. It is critical that all responses follow the same format to allow equal and fair evaluation of each response. Responses should be limited to no more than (35) pages (not including table of contents or, one (1) page cover letter) and include the following:

COVER LETTER

A signed letter of interest (no more than one (1) page), stating the respondent's interest and qualifications in providing the services as outlined in the RFQ.

TABLE OF CONTENTS

The table of contents of the proposal should include a clear and complete identification of the materials submitted by tab section and page number.

SECTION TABS

Proposals should be divided by tab sections according to items in the table of contents. This will assist the evaluating team in identifying items and information submitted with the proposal.

Tab 1: Background, Financial Capacity & Management Structure

- a. Provide general information on the respondent including: Brief history of the firm, main corporate headquarters current location, key differentiating factors and areas of expertise, length of time performing services, telephone number, contact name, and local resources.
- b. Provide a statement of the respondent's financial capacity and capability to perform to the terms of this solicitation request.
- c. Identify the key members of the project team and describe the management & installation structure of the responding firm.
- d. Provide resumes illustrating qualifications and experience of the key personnel from the responding firm to be used on this project.
- e. Describe any involvement as a party in any formal litigation, arbitration or mediation associated with savings performance on an energy savings contract or specifically related to an Investment Grade Audit (IGA) agreement in the last five years under any previous or current firm names, along with a description of the nature and outcome of such litigation.

Tab 2: Savings

- a. Describe the experience and qualifications of your measurement and verification team.
- b. Describe the respondent's approach to projecting and proving the energy and operational savings.
- c. Provide a description of the on-going energy management and monitoring services, costs and term after installation to ensure continued savings.
- d. Provide a link to at least (1) Energy Management Dashboard operated and managed by your firm, and currently in use by a public agency in California.

Tab 3: Project Approach

- a. Provide a description of the respondent's approach to performing audits and identifying improvement measures.
- b. Provide a description of the respondent's approach to managing the project and procedures for minimizing occupant disruptions.
- c. Provide the number of self-performed hours for installing and/or servicing lighting and HVAC projects over the past (2) two years.
- d. Describe how the respondent ensures construction deadlines are met.
- e. Describe the steps taken by the respondent during and after the implementation process to ensure successful project implementation.
- f. Describe your service, maintenance and warranty for lighting & HVAC projects.
- g. Describe any training programs available for City employees.

Tab 4: Safety

- a. Please provide Experience Modification Rate (EMR) for California over each of the last five (5) years.
- b. Please provide any reportable OSHA incidents (these incidents included severe injuries and death) over each of the last five (5) years and a description including those of any subcontractors used on any projects where your company was prime.
- c. Please provide a list of safety awards and/or recognition in the state of California over each of the last five (5) years.

Tab 5: Energy Project References

- a. Provide detailed project history for five (5) California public sector Lighting, HVAC or Solar clients for which the respondent has contracted with for similar energy services in the last three (3) years. Include the following:
 - Customer's name, address, telephone number, and contact person.
 - Description of the scope of work.
 - Start/ completion date.
 - Energy savings amount.
 - Project cost and funding description.
- b. Provide a detailed project history of any California public sector project(s), which were terminated by the customer over the past five (5) years. Include the following:
 - Customer's name, address, telephone number, and contact person.
 - Provide a summary and current status of the issue.
- c. Provide (2) Letters of Reference from California public sector clients within the last 3 years.

Proposal Evaluation Criteria

The City will evaluate qualifications based on the scoring criteria outlined in this section. Respondents who are not actively engaged in providing services of the nature proposed in their response to the RFQ and/or who cannot clearly demonstrate to the satisfaction of the City their ability to satisfactorily perform the work in accordance with the RFQ requirements will not be considered. Respondents who do not meet the minimum requirements will not be considered.

The City shall be the sole judge of the qualifications and services to be offered and its decision shall be final. Discussions may be conducted with respondents who submit qualifications determined to be reasonably acceptable of being selected for award:

Scoring Criteria

<u>Category</u>	<u>Point Value</u>
1. Background	20
2. Savings Information	30
3. Project Approach	15
4. Safety	25
5. Energy Project References	10
Total Possible Points:	100

The City reserves the right to:

- Reject any or all submittals at its sole discretion.
- Cancel the Request for Qualifications (RFQ).
- Modify any requirements contained within the RFQ and request a revised submission from all providers.
- Establish other evaluation criteria determined to be in the best interest of CITY.
- Contract with any of the firms responding to this RFQ based solely upon its judgment of the qualifications and capabilities of the respondent firm.

A Selection Committee, as deemed necessary, will be formed to evaluate the submittals. The Selection Committee may select one or more finalist(s) to interview with the committee as part of the evaluation process. The City does not guarantee that an interview will take place, thus reserving the right to select a Provider based solely on the information provided in the submittals received in response to the RFQ. Should an interview take place, the key personnel responsible for fulfilling the requirements of the project shall be required to be present at the interview.

This RFQ does not commit the City to negotiate a contract. CITY shall not be responsible for any expenses incurred by any firm in preparing and submitting a proposal in response to this RFQ.

ATTACHMENTS

Attachment A: List of City Sites