

# Jefferson County Board

100 S. 10<sup>th</sup> St., County Courthouse, Mt. Vernon, IL 62864  
Phone (618) 244-8000 ext. 2  
Robert J. White, Chairman

## REQUEST FOR PROPOSAL (RFP) FOR AN ENERGY PERFORMANCE CONTRACTING PROJECT

**ISSUED BY:** Jefferson County Board, Jefferson County, Illinois  
**RFP Issue Date:** August 3, 2012

Jefferson County Board, Jefferson County, Illinois (hereinafter referred to as the County) is seeking specific proposals from interested Energy Services Companies (ESCOs) which are capable of providing comprehensive infrastructure and energy-related capital improvement services.

- 1. PROJECT OVERVIEW:** The County is interested in contracting for heating, ventilation, & air conditioning (HVAC) and energy-related capital improvements at the Jefferson County Courthouse, Justice Center, Highway Department, and Animal Shelter located in Mt. Vernon, Illinois; (hereinafter referred to as project). These services and improvements are to be delivered on a performance contracting basis.

The County's objective in issuing this Request for Proposals (RFP) is to provide a competitive means in which to select a single provider to fulfill all aspects of this project. The County Board may elect to implement further improvement measures in phases pursuant to the final contract. The work to be included in the contract may include upgrades to or replacement of equipment included in, but would not be limited to, the following systems: lighting, heating, air conditioning, temperature control, mechanical, electrical, plumbing, facility management, domestic water, security, fire alarm, building envelope, doors, windows and roofs.

- 2. DISCLOSURE:** The County discloses that it has worked with M360, Inc. to help draft the RFP.
- 3. QUALIFIED PROVIDER:** A Qualified Provider is a person or business experienced in the design, implementation and installation of energy cost savings measures. As required by Section 50 ILCS 515/5 Local Government Energy Conservation Act, the minimum training required for any person or employee shall include the satisfactory completion of at least 40 hours of course instruction dealing with energy conservation measures.
- 4. REQUIRED CAPABILITIES:** The ESCO must have the demonstrated technical and managerial capabilities to provide a comprehensive set of energy and water services including, but not limited to design, acquisition, installation, training and commissioning of new and/or existing energy systems as well as project monitoring and savings measurement and verification. Additional services may include operation and maintenance for all improvements and/or training of the County's staff on routine maintenance and operation of systems. Monitoring and verification services shall include appropriate measurement and timely reporting of the performance and savings from project.

**5. OVERVIEW OF TERMS AND CONDITIONS:**

- A. Contract Term:** The duration of the contract will be mutually determined between the ESCO and the County based on authorizing legislation, final project scope and financial factors. No contract shall exceed 20 years in duration.
- B. Guarantee:** The project must result in a guaranteed minimum annual energy, water and O&M savings guarantee, as well as defined levels of occupant comfort; maintenance, monitoring, training or other services.
- C. Execution of Guaranteed Energy Savings Contract and Financing Documents:** The County will negotiate and execute the Guaranteed Energy Savings Contract with the selected ESCO and all financing documents required by the selected financing source. The ESCO to whom the contract is awarded shall give a sufficient bond to the County for its faithful performance. The ESCO shall also provide a written guarantee that either the energy or operational cost savings, or both, will meet or exceed within 20 years the costs of the energy conservation measures. The ESCO shall reimburse the County for any shortfall of guaranteed energy savings projected in the contract.

**6. PROCUREMENT PROCESS:** The evaluation and selection of an ESCO, and the negotiation and procurement of services will proceed as follows:

- A. Site Visits:** Prior to the submission of proposals, one mandatory site visit will be held. All potential responders interested in visiting the site must do so at the following date and time: August 8, 2012 at 2:00 PM, Jefferson County Courthouse, 100 S. 10<sup>th</sup> St., Mt. Vernon, Illinois 62864. Knowledgeable representatives will be available to answer questions about the operation of the facilities. Any questions about the site visit can be made to the following person:

Suzy A. Tate  
Executive Assistant, County Board  
Jefferson County, Illinois  
100 S. 10<sup>th</sup> St.  
County Courthouse  
Mt. Vernon, IL. 62864  
Email: [jeffcoboard@jeffil.us](mailto:jeffcoboard@jeffil.us)  
618-244-8000 ext-2

- B. Interpretations during Proposal Process:** Only written requests for interpretations or clarifications are allowed and must be made no later than three (3) business days prior to the proposal due date. All written requests are to be submitted to: Suzy A. Tate, Executive Assistant, County Board, Jefferson County, Illinois.
- C. Submission of Written Proposals.** ESCO's interested in providing the services requested, must respond in writing. All submissions become property of the County and will not be returned to the ESCO. All costs associated with submission preparation will be borne by the submitting ESCO.
- D. Proposal Review and Selection of Finalists:** The County will establish a Project Evaluation Team to review and evaluate the ESCOs written responses to this RFP. The Project Evaluation Team will check client references which will also be evaluated. The County reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of the County to do so.

- E. ESCO Interviews and Ranking:** Each of the finalist ESCOs may participate in a detailed oral interview to answer questions from the Project Evaluation Team and more fully discuss how its approach to this project satisfies the evaluation criteria. All persons with major responsibility for the project's technical design, management and contract negotiation should be present at the interview. Each oral interview may be recorded.

*To aid ESCOs in their response to this RFP, the following items are attached:*

**PART I: INSTRUCTIONS TO PROPOSERS**

**PART II: PROPOSED PROJECT SCHEDULE**

**PART III: CONTRACT TERMS AND CONDITIONS**

**PART IV-A ESCO PROFILE FORM**

**PART IV-B ESCO QUALIFICATIONS**

**PART IV-C ESCO APPROACH TO PROJECT**

**PART IV-D: FINANCIAL PROPOSAL**

## **PART I - INSTRUCTIONS TO PROPOSERS**

Failure to complete any question in whole or in part, or any deliberate attempt by the proposer to mislead County, may be used as grounds to find the proposing ESCO ineligible.

- 1. PROPOSAL SUBMITTAL INFORMATION.** ESCOs who wish to have proposals considered by County must submit three hard copies and one electronic copy on compact disk(CD) of Part IV-A (ESCO Profile Form), Part IV-B (ESCO Qualifications), Part IV-C (ESCO Approach to Project), and Part IV-D (Financial Proposal) by August 17, 2012 to the following address:

Suzy A. Tate  
Executive Assistant, County Board  
Jefferson County, IL.  
100 S. 10<sup>th</sup> St.  
County Courthouse  
Mt. Vernon, IL 62864

**Responses will be opened at 2:00 PM CST on August 17, 2012 at the County Board Office.**

**PART II - PROPOSED PROJECT SCHEDULE**

The following is the proposed project schedule and may be adjusted as necessary during the procurement of services.

<b>ACTIVITY</b>	<b>DATE</b>
Issue RFP	August 3, 2012
Site Visit (to be arranged)	August 8, 2012
Proposals Due	August 17, 2012
Proposal Review and Selection of Finalist	August 28, 2012
ESCO Selection (includes negotiation and signing LOI)	October 1, 2012
Preferred Project Completion	August, 2014

**PART III - CONTRACT TERMS AND CONDITIONS**

The minimum contract terms and conditions County will accept from the selected ESCO include:

**1. Technical Requirements**

- A. Standards of Comfort and Service.** The ESCO will be responsible for maintaining the levels of comfort and service for each building as specified by the County.
- B. Professional Engineer Involvement.** A registered professional engineer, licensed in the State of Illinois, must, at a minimum, review and approve design work done under this contract.
- C. Guaranteed Savings.** County requires a minimum annual guaranteed level of savings approach to the project. If the project does not generate the guaranteed level of savings in any given year, the ESCO will be responsible for reimbursing County the amount of any shortfall.
- D. Construction Management.** The ESCO will be required to work with current building management and maintenance personnel in order to coordinate construction and provide appropriate training in operations and maintenance of all installed improvements. No equipment or other improvements will be installed that would require County to hire additional personnel unless contract negotiations produce an explicit exemption for a specific installation. Maintenance responsibilities shall be retained by the County, but at their discretion they can negotiate for maintenance services with the selected ESCO.
- E. O & M Manuals.** At least two hard copies and one electronic copy of the operation and maintenance manuals for each site will be provided for all equipment replacements and/or upgrades. Manuals are subject to approval of County.
- F. As-Built Drawings.** ESCO must provide a hard copy of the "as built" record drawings and one electronic version to include all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals within 30 days of completed project installation.

- G. Follow-up Maintenance, Monitoring and Training Services.** The ESCO will be responsible for measurement and verification of implemented measures to ensure optimal performance as well as for ongoing training, however, the County has the option to negotiate the extent of any contract for on-going maintenance services.
- H. County Energy Improvement Projects.** County reserves the right to make energy and water improvements to the facility and to negotiate adjustments to the savings measurement and verification methodology to account for such improvements.

## **2. Minimum Contract Provisions**

- A. Proposal Submissions.** The contents of the ESCO's RFP submission will become part of any final agreement between County and the ESCO.
- B. Project Schedule.** The ESCO must provide a final schedule of project milestones including construction, equipment-service and preventive maintenance provisions that will become part of any final contract. In the event any milestone or service provision is not met as scheduled, without prior approval from County, County reserves the right to consider it a default and withdraw from all contractual obligations without penalty.
- C. County Inspection.** County retains the right to have its representative visit the site during the audit and implementation phases of the project, and to attend relevant on-site or off-site meetings of the ESCO and/or its subcontractors. County will have the right to inspect, test and approve the materials and work conducted in the facilities during construction and operation.
- D. Final Approval of County.** County retains final approval over the scope of work and all end-use conditions.
- E. Ownership of Drawings, Reports and Materials.** All drawings, reports and materials prepared by the ESCO specifically in performance of this contract shall become the property of County and will be delivered to County as needed, requested or upon completion of construction.
- F. Compliance.** All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations including all building codes and appropriate accreditation, certification and licensing standards. Work must be in accordance with sound engineering and safety practices, be installed in a workmanlike manner and be in compliance with all County regulations relative to the premises. The ESCO and its subcontractors will be responsible for obtaining any and all required governmental permits, consents and authorizations, and for payment of any and all state and city required taxes and fees which result from this contract.
- G. Handling of Hazardous Materials.** All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations regarding waste disposal and treatment/disposal of any hazardous materials that could result from this project. Work must also be in accordance with sound engineering and safety practices, and in compliance with all County rules relative to the premises.
- H. Methodology to Adjust for Material Changes.** The contract must contain a mutually acceptable clause whereby unanticipated changes in facility use, occupancy, schedule and/or utility rates can be accommodated in a fair manner agreeable to both parties.
- I. Hiring and Wage Requirements.** If applicable, the ESCO will comply with all requirements for the payment of prevailing wages and minority and women-owned

business enterprises.

- J. Subcontractor Approval.** County retains the right to approve any ESCO selected subcontractor prior to its commencement of work on this project. Names and qualifications of subcontractors must be submitted at least two weeks in advance of subcontractor scheduled start date.
- K. Bonding Requirements.** By submitting a proposal each Qualified Provider agrees to furnish a Performance Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the contract sum.
- L. Insurance Requirements.** Prior to the commencement of work, the ESCO must provide evidence of insurance for both the construction and operations phases of the project.
- M. Annual Reconciliation.** Project savings will be verified and reconciled on an annual basis.
- N. Contract Term.** No contract shall exceed 20 years in duration and may be subject to annual appropriations.

**PART IV-A: ESCO PROFILE FORM**

- 1. ESCO PROFILE AND QUALIFICATIONS FORM.** Each ESCO is required to fully answer all questions in each category listed below. Provide responses on 8 ½ " x 11" sheets of paper and number and title each answer to the corresponding category. Font size should be no smaller than 10 point. All pages in your response should be numbered sequentially. ESCOs must also include a table of contents which indicates the section and page numbers corresponding to the information included.
- 2. PROPOSAL LENGTH AND INTEGRITY.** Proposal response shall be limited to no more than twenty (25), single sided pages organized in the format of PART IV-A, B, C & D. No appendices allowed beyond (25) page limit. No separate cover letter from PART IV response will be allowed. All questions must be addressed by the ESCO in order for this application form to be properly completed. Failure to answer any question, or comply with any directive contained in this form may be used by County as grounds to find the ESCO ineligible. If a question or directive does not pertain to your firm in any way, please indicate with the symbol N/A.

**A-1     Firm Name \_\_\_\_\_**

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

County \_\_\_\_\_ Zip Code \_\_\_\_\_

**A-2     Names and Titles of Two Contact People**

1) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

2) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

**A-3 Submittal is for:** (Check One)

- Parent Company (List any Division or Branch Offices to be involved in this project)
- Division (attach separate list if more than one is to be included)
- Subsidiary
- Branch Office

Name of Entity: \_\_\_\_\_

Address: \_\_\_\_\_

**A-4 Type of Firm:** (Check One)

- Corporation
- Partnership
- Sole Ownership
- Joint Venture

**A-5 Federal Employer Identification Number** \_\_\_\_\_

**A-6 Year Firm was established** \_\_\_\_\_

**A-7 Name and Address of Parent Company:** (if applicable)

Parent Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

County \_\_\_\_\_ Zip Code \_\_\_\_\_

**A-8 Minority Business Information** *(If applicable to your agency's policies or requirements)*

**Recognized MWBE:** Is your firm a recognized Minority or Woman-owned Business Enterprise? (Y/N) \_\_\_\_\_

**Category:** If yes, please indicate the appropriate category.

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian  | <input type="checkbox"/> Spanish Surname |
| <input type="checkbox"/> Asian-American   | <input type="checkbox"/> Woman-Owned     |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Other           |

**Certifying Agencies:** If yes, indicate which jurisdictions or certifying agencies recognize your firm's MWBE status.

**Accommodation:** If no, please summarize how you will accommodate MWBE preferences.

**A-9 Corporate Background/Historical Data**

1. How many years has your firm been in business under its present business name?  
 \_\_\_\_\_ Years. (Indicate all other names by which your organization has been known and the length of time known by each name).
2. Is your firm legally qualified to do business in the state of Illinois? (Y/N)\_\_\_\_\_
3. Certify that your company does not owe the state of Illinois any taxes. (Y?N)\_\_\_\_\_
4. Has your firm ever been in litigation for Energy Services projects? (Y?N)\_\_\_\_\_

**A-10 Energy Performance Contracting Project History and Client References**

Use the following “Project History and Client Reference Form” to list energy performance contracting project references. Only three (3) project references allowed for submission.

**1. PROJECT HISTORY AND CLIENT REFERENCE FORM**

All information requested is **required**.

Project Name and Location Number of Buildings Primary Use Total square footage	
Project Dollar Amount (installed project costs) Source of Project Financing	
Primary ECMs Installed ESCO Services Provided	
Contract Start & End Dates	
Dollar Value and Type of Annual Operational Cost Savings (if applicable) (e.g., outside maintenance)	
Method(s) of Savings Measurement and Verification	
Provide CURRENT and ACCURATE telephone and FAX numbers of the owner(s)' representatives with	
Describe the specific roles and responsibilities of ESCO personnel associated with the identified project (limit your response to only those personnel who will be directly involved in County's project).	
ESCO Notes or Comments	

**PART IV-B ESCO QUALIFICATIONS**

**B-1 Personnel Qualifications**

1. List names of each project team member that will be dedicated to ensuring project performance.
2. Provide resume for each project team member.
3. Identify team member that has professional engineering license in Illinois.

**PART IV-C ESCO APPROACH TO PROJECT**

**C-1 Technical Approach**

Describe your firm’s technical approach to establishing baseline energy use, baseline facility configuration and operation, identifying and selecting energy conservation measures and associated scopes of work and subsequent cost for implementation. Describe any computerized modeling programs or other tools used by your firm to establish baseline consumption and calculate energy savings. Please summarize procedures and methodologies including any special metering or equipment your firm uses in this phase of the project.

**C-2 Approach to Project Implementation**

Please describe your firm’s approach to implementing the selected project including what activities your firm directly provides and those provided by subcontractors. Also include how your firm approaches subcontractor selection, project management, schedule, schedule coordination, quality control, training, initial performance verification and customer satisfaction.

**C-3 Approach to Measurement and Verification**

Describe your firm’s approach to measurement and verification including selecting the appropriate method(s), constructing the M&V plan, components of the plan, necessary tools used to implement the plan, baseline adjustments, post project adjustments and reconciliation of savings.

**PART IV-D FINANCIAL PROPOSAL**

1. Certify firm is capable of bonding \$10,000,000 project. (Y/N)\_\_\_\_\_.
2. Provide a cost or mark-up percentage for the following categories:

<b>Category</b>	
Technical Audit	\$
Project Engineering	%
Project Management	%
General Conditions (Commissioning, training, O&M manuals, Safety, As-Built, Bond, etc.)	%
Overhead	%
Profit	%

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REQUEST FOR PROPOSAL (RFP)  
FOR AN  
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**END**