

**Request for Performance Contracting  
Proposals  
For a Guaranteed Energy Savings  
Contract Project**



**City of Dixon, Illinois  
121 West 2<sup>nd</sup> Street  
Dixon, IL 61021  
(815) 288-1485  
Attn: Shawn Ortgiesen**

**March 29, 2013**

The City of Dixon at 121 West 2nd Street, Dixon, IL 61021, is requesting Qualified Providers to propose innovative solutions and energy conservation measures through a guaranteed savings contract on a performance contracting basis. The City is interested in contracting for heating, ventilation, & air conditioning (HVAC) and energy-related capital improvements at City Hall; (hereinafter referred to as project). These services and improvements are to be delivered on a performance contracting basis.

These proposals may include, but are not limited to, implementation of energy equipment; repair, modernization, maintenance services only at City Hall on a performance contracting basis as defined by the State of Illinois, Energy Conservation and Savings Measures of the Illinois Compiled Statutes ; 50 ILCS 515.

The City's objective in issuing this Request for Proposals is to provide a competitive means in which to select a single Qualified Provider with whom to negotiate a final contract. The City may elect to implement further improvement measures in phases pursuant to the RFP.

Proposals shall be received in the office of: City of Dixon, 121 West 2nd Street, Dixon, IL 61021. Deadline for Proposals is April 29, 2013 at 10:00 a.m. CST, **NO EXTENSIONS WILL BE GRANTED.**

The sealed proposals, 4 copies, will be publicly opened at that time and the contents will be announced. A copy of the Request for Proposal (RFP) specification can be obtained from the City of Dixon at City Hall, 121 West 2nd Street, Dixon, IL 61021.

The City will allow walk-through site visits of the building. Please make arrangements with the Public Property Superintendent, Curt Phillips at (815) 535-7331.

The City will evaluate all proposals and make a Qualified Provider recommendation, at which time the Qualified Provider that best meets the needs of the City will be notified. The City reserves the right to accept and/or reject any or all proposals or parts thereof.

In accordance with the Illinois Compiled Statutes; 50 ILCS 515, the City discloses that GRP participated in the preparation of this RFP. For questions concerning the RFP process, contact Shawn Ortgiesen, City Engineer/HR/Public Works Director at City of Dixon, (815) 288-1481.

## OVERVIEW OF TERMS AND CONDITIONS:

A. Contract Term: The duration of the contract will be mutually determined between the ESCO and the City 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 City 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 City 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.

D. Procurement Process: The evaluation and selection of an ESCO, and the negotiation and procurement of services will proceed in a timely manner.

E. Site Visits: Prior to the submission of proposals, one mandatory site visit must be held. All potential responders interested in visiting the site must make arrangements with Curt Phillips, Public Property Superintendent with the City of Dixon.

## Proposed Project

- A. The work to be included in the project may include upgrades or replacement of equipment and/or material including, but not limited to roofing, tuck-pointing, parking lots, doors, windows, flooring, lighting, domestic water, HVAC and security.
- B. The intent of this RFP is to provide the owner with the means to realize maximum energy and operational savings and/or related improvements to its facilities.
- C. The qualified provider will provide a financial package that will allow payments over a specified term.
- D. A savings guarantee will be offered as part of the qualified provider's proposal. The savings in energy and operating costs are guaranteed to cover the cost of the contract.
- E. Qualified Provider: ESCO must be able to demonstrate successful implementation of similar programs. Preference will be given to experience with projects in the local area. 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.
- F. If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified on every page which it is found. Data or information so identified will be used by the City solely for the purpose of evaluating proposals and conducting contract negotiations.
- G. Litigation: List any projects with which the Provider has entered into any Litigation or Arbitration within the past 5 years. Provide a brief summary detailing the litigation/arbitration. Omission of any past litigation will result in disqualification.
- H. 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, savings measurement and verification. Additional services may include operation and maintenance for all improvements and/or training of the City'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.

# Proposal Format

Proposals should be submitted in the format outlined in this section. Tabs must identify each section. Every proposal will be reviewed to determine if it is complete prior to actual evaluation. The City reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

## TABLE OF CONTENTS

### EXECUTIVE SUMMARY

Include: Acknowledgement of the RFP and a brief description of project options.

### EXPERIENCE and QUALIFICATIONS

#### **Firm Profile**

Include: General Information, Name of Firm, Business Address, Telephone Numbers, Name of the Officer Authorized to Bind the Firm and Contact Person for this Project.

#### **Qualifications**

Include: Documentation must be submitted to support required qualifications as part of the ESCO's response. Provide resumes of the project team members relevance to the project, their backgrounds and current Professional Engineering License for lead members of the audit team.

#### **Relevant Experience**

Include: List projects completed, contacts, contract value and scopes implemented. Provide information on similar projects in Illinois completed by your firm. Please provide the name and contact information of a reference person for each project that can speak to the work you did on the project.

## **TECHNICAL APPROACH**

Include: A description of the facility needs and recommended solutions.

## **FINANCIAL APPROACH and GUARANTEE**

Include: Base proposal pricing, alternatives if applicable, financing options, analysis of implementation costs and payback and financial experience.

## **PROJECT MANAGEMENT**

Include: Description of approach for project and construction management including processes, type and availability of company resources to support the project

## **SERVICE**

Include: Any additional information and training.

# **Proposal Evaluation Criteria**

Submission of Written Proposals: ESCO's interested in providing the services requested, must respond in writing. All submissions become property of the City and will not be returned to the ESCO. All costs associated with submission preparation will be borne by the submitting ESCO.

Proposal Review and Selection of Finalists: The City 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 City 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 City to do so.

The evaluation team will evaluate all proposals and recommend an award. The City reserves the right to, but is not obligated to, request and require that the proposing firm provide an oral presentation of its proposal in May. The date and time is to be determined. The written proposal and oral presentation, if required, will be the basis for determining the successful firm. Proposals will be evaluated according to the following criteria:

- Qualifications and experience of the proposer and past performance of the firm on other contracts in terms of size, scope and quality of services. The City may solicit reference information from previous clients.

- Qualifications and experience of committed personnel.
- Technical Approach – quality and responsiveness of the proposal that best meets the needs of the City in terms of scope of work, methodology, and project management.
- Financial Approach – Total Project Cost, Projected Savings and sources and types of potential financing.

## Timetable

The City expects to undertake the selection process described below according to the following schedule but potential dates may change:

Advertisement and Issue RFP	March 29, 2013
Submissions of Proposals	April 29, 2013
Interviews with Finalist	May 6-10, 2013
Selection of ESCO	May 13, 2013
Award Contract	May 20, 2013
Project Completion	September 15, 2013