

JOHNSON COUNTY, MO

GUARANTEED ENERGY SAVINGS CONTRACT

REQUEST FOR PROPOSALS (RFP)

Johnson County
Attn: County Commissioners
300 N. Holden
Warrensburg, MO 64093

January 7, 2010

REQUEST FOR PROPOSALS FOR A GUARANTEED ENERGY SAVINGS PROGRAM

Notice is hereby given that Johnson County (hereinafter referred to as the County) requests Proposals for the implementation of facility improvement initiatives that will help finance equipment and repair, modernization, and maintenance services in the County's buildings on a performance contracting basis. The County's objectives in issuing this Request for Proposal (RFP) are to provide a competitive means in which to select a single qualified provider of a Guaranteed Energy Savings Contract. The contract shall follow the requirements of Missouri Statute 8.231.

Sealed proposals will be received until Monday, February 1, 2010 at the following address:

300 N. Holden
Warrensburg, MO 64093

Four copies of the response must be delivered. Proposals will be in accordance with Missouri Revised Statute 8.231 and Request for Proposal (RFP) guidelines. For more technical information, contact the Commissioner's office at (660)747-2112

The County will base its qualified provider selection on the following criteria:

- A. ESCO Profile
- B. General Qualifications
- C. General Approach
- D. Site Specific Approach and Implementation Plan

Upon review of the Proposals received in response to this RFP, the County may enter into a letter of intent with the provider that provides the best overall value to the County.

The County reserves the right to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

I. PROPOSAL CONTENT & FORMAT

Proposal must be submitted in the format outlined in this section. 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 requests for information contained herein.

A. ESCO PROFILE

1. General Firm Information- Firm name, mailing address, and phone number. Names, titles, and phone number of two principal contact persons. List any division of Branch Offices that will participate materially in the development of the proposal, in its evaluation process, and/or in the conduct of any services provided. List the numbers of employees and Branch Offices nationwide.
2. Date Prepared
3. Type of Firm
4. Federal Employer Identification Number
5. Year Firm Established
6. Five-year summary of contract values for energy related services and estimate of total value for all energy-related contracts that are currently in force
7. Corporate Background
 - a. Years under present name- How many years has your firm been in business under its present business name.
 - b. Former names- Indicate all other names by which your organization has been know and the length of time by each name.
 - c. Years in energy business- How many years has your firm been providing energy efficiency related business.
 - d. How many years has your firm offered performance contracting services?
 - e. Number of contracts- Indicate the number of energy savings performance contracts actually implemented by your firm in the State of Missouri (Note: if this response is submitted by a branch office or division of a parent company, indicate the number of projects that have been managed directly by the specific branch or division.)
 - f. Bankruptcy involvement- Has your firm, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? If yes, explain in detail the circumstances, date of the protection order was filed and the resolution of the case (or current status, if still ongoing)

8. Financial Information

- a. Financial Statement- Attach your firm's most recent financial statement or annual report for each of the last three years
- b. Statement of financial conditions- Attach the most recent annual statements of financial conditions including balance sheet, income statement, and statements of cash flows, dated within the twelve (12) months. Provide the name, address and the telephone number of the firm(s) that prepared the financial statements.
- c. Account firm information- If these financial documents were not produced in house, indicate the name, address and phone number of the firm(s) that prepared these financial statements.

B. GENERAL QUALIFICATIONS

- 1. Project History- Briefly describe all energy performance contracts or related projects that your firm has managed within the last three (5) years. Identify those project references involving buildings similar to the County's type
- 2. Personnel Information
 - a. Full time personnel- indicate the number of full-time personnel employed by your firm and the percent available to work on this project
- 3. Qualifications and experience
 - a. Identify proposed project team
- 4. Areas of Expertise
 - a. List all areas of expertise related to potential energy and water improvements in facilities and infrastructure. Include specialized area of expertise in areas that might be relevant to the project. Also describe the professional and skilled trades that your firm customarily performs with employees
- 5. Contract negotiation personnel- Give the name and address of the person who will have primary responsibility for contract negotiations.

C. GENERAL APPROACH

- 1. Project Summary
 - a. Summarize the scope of services (auditing, design, construction, monitoring, operations, maintenance, training, financing, etc.) that would be offered for this project. Include a brief description of your firm's approach to management and specific benefits your firm can offer the owner.

2. Training Provisions
 - a. Describe your firm's capabilities in providing technical training for Owner's facility personnel and experience on past projects. Describe your firm's involvement in developing training manuals for facility staff.
 3. Engineering Design
 - a. Describe your firm's approach to the technical design of the project
 4. Monitoring and Verification
 - a. Describe the methodology proposed for ongoing monitoring and savings verification of each recommended project's performance, including the frequency of such efforts. Note if an industry standard such as the International Monitoring and Verification protocol is used and describe the preferred method.
 5. Baseline Calculation Methodology
 - a. Describe in detail the methodology your firm normally uses to compute baseline of energy and water use as well as performance.
 6. Adjustment to baseline methodology
 - a. Describe the method(s) used to adjust the energy, water and O&M baseline due to such factors as weather and facility use changes. Describe the factors that would necessitate adjustment
 7. Savings Calculations
 - a. List all procedures, formulas, and methodologies including special metering or equipment your firm will use to calculate energy, water and O&M savings. Include assumptions made in calculations.
 8. Dollar Savings Calculations
 - a. Describe the procedure to assign values to the O&M and energy water savings.
 9. Maintenance Contract Flexibility
 - a. Describe the types of services included in the maintenance contract. Comment on whether the owner's maintenance staff can perform some of these duties if desired, and describe any impact on the guarantee (These could include programming and maintaining the control system, installing lighting retrofits, maintaining HVAC equipment, etc.) Describe the required length of the maintenance contract and the relationship with the guarantee in the event the owner chooses to terminate the maintenance contract prior to the end of the performance contract.
 10. Cost Savings Guarantee Calculations
 - a. Describe your firm's procedures and schedule for measuring financial performance of projects. Describe how the guarantee provisions work in the
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event that project results vary from projections. Also describe how excess savings will be documented for the owner's benefit.

11. Provisions of Insurance

- a. Describe the level and types of insurance policies applicable to the project.

12. Provision of Warranties

- a. State the nature and term of all warranties that will apply to the project.

13. Sample Contract

- a. Attach a sample of the contract offered by your firm

14. Sample Technical Audit

- a. Briefly describe your approach to auditing a facility.

D. SITE SPECIFIC APPROACH AND IMPLEMENTATION PLAN

1. Describe overall existing conditions and potential recommendations

2. Standards of comfort

- a. Describe standards of comfort and functionality that will be used for light levels, space temperatures, ventilation rates, etc. in the intended facilities. Also describe how those standards will be maintained throughout the contract term.

3. Construction Management

- a. Describe how your firm would work with current building management and maintenance personnel in order to coordinate construction and avoid conflicts with the building's operation and use. Describe your flexibility and/or limitations regarding possible owner's monitoring and installation and performance of ESCO projects, owners integration of other identified capital needs with ESCO projects that may or may not contain energy and water savings opportunities.

4. Project Financing

- a. Describe your firm's approach to providing or arranging financing for the proposed project. Describe the mechanics of the financing arrangement, equipment ownership, responsibilities/liabilities of each party, security interest required and any special terms and conditions that may be associated with financing this project.

Failure to provide accurate and complete information to the above questions will result in disqualification.

II. EVALUATION PROCESS

The County's evaluation team is internal and will consist of the County Commissioners and County Staff. The evaluation team will read and evaluate the proposals and potential presentations. The team will make the decision on the qualified provider.

III. EVALUATION CRITERIA

Contract Award may be considered for the qualified provider who rates the highest in the categories outlined below and who best matches the needs of the County. The maximum number of points is 100.

A. ESCO Profile	25 points
B. General Qualifications	25 points
C. General Approach	25 points
D. Site Specific	25 points

IV. CONTRACT REQUIREMENTS

A. General

1. Cost for Proposal Preparation. The County is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract or for any finder's fee.
2. Right to submitted material. All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits and other material submitted as part of a proposal will become the property of the County when received.
3. Comparative Offer. Pursuant to State law, and under penalty of perjury, the signer of any proposal submitted in response to the RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of either federal or State antitrust laws.

B. Warranties

1. The County expects that all projects recommended and equipment replaced will have normal manufacturer's or construction warranties appropriate to the project. The County does not expect the extension of additional warranties beyond those indicated unless the individual project dictates such extension.

C. Insurance

1. The County's insurance requirements will be available for the successful respondent.

V. CONTRACT

- A. Type of Contract. The County is authorized to enter into an installment payment contract, a lease purchase contract, bond issue or a financing arrangement using currently existing funds. The choice of debt instrument should attempt to best meet the requirements of the County's overall program needs.
- B. Terms of Contract. The Qualified Provider will review and/or prepare all contract documents. The successful responding proposal will comply with the provisions of accordance with the Missouri Revised Statute 8.231 and the requirements outlined above.

VI. APPENDICES

The respondent should request any existing documents which will aid it in the preparation of the response to this RFP or Performance Contract. Any documents provided were accurate at the time of the preparation but the County does not warrant that all physical specifications reflect all interim modifications.