

REQUEST FOR QUALIFICATIONS

FOR

Energy Audit and Implementation of Energy Conservation Project



**Due Date: September 18, 2019
Due Time: 5:00pm**

**City of Bell Gardens
Public Works Department**

August 13, 2019

With this Request for Qualifications (“RFQ”), the City of Bell Gardens (“City”) is requesting proposals from qualified consultants (“Respondents”) for the following:

Energy Audit and Implementation of Energy Conservation
Project

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of Respondent to perform the work or provide the services described in this RFQ, in conformity with the requirements of this RFQ. The Proposal should demonstrate the qualifications of the Respondent and of the particular staff to be assigned to this project. It should also specify a specific approach that will meet the RFQ requirements.

1. INTRODUCTION

1.1 About the City of Bell Gardens

Located 10 miles southeast of downtown Los Angeles, the City of Bell Gardens consists of approximately 44,000 residents, and the City’s boundaries encompass an area of 2.5 square miles. The City was incorporated as a general law city in 1961. A council of 5 members is elected for terms of four years each.

1.2 Project Description

The intent of the Request for Qualifications (RFQ) is to solicit proposals from “qualified Contractors” to identify, design, install, maintain, monitor and arrange financing of large-scale, comprehensive energy system improvement, smart building infrastructure and operational efficiency programs under Government Code 4217.10-18. For the purposes of this RFQ, qualified Contractors represents any Energy Services Company (ESCO) that is qualified to provide a turn-key energy system efficiency, smart building, and operational efficiency program that would include these services. The City will work with a single Respondent or consultant team through three anticipated stages of the Project.

- Project Investigation/Audit Phase: Preparation of an energy resources audit, including the identification of prospective efficiency improvement projects.
- Project Development Phase: Development/planning of such efficiency improvement project(s) based on the findings of said energy audit. The Respondent will deliver the proposed engineering design, Guaranteed Maximum Price (GMP), and financial analysis of the City of Bell Gardens’ infrastructure and facilities. The City of Bell Gardens may at its sole discretion approve or reject the proposed project and/or project elements.
- Implementation/Construction Phase: Upon determination by the City of Bell Gardens that the proposed project, guaranteed maximum price, and financial

analysis are feasible and desirable, the implementation and construction phase shall begin. Selected contractor shall provide a complete set of plans, specifications, system data sheets, and as-built plans following project completion. The contractor is responsible for all building and planning permits and related fees.

1.3 Project Schedule

The City intends to initiate this project in November of 2019, anticipating completion of stage one on January 1, 2021. (These dates are tentative and will be based on the final project scope). Respondents to this RFQ must be able and willing to commit the necessary resources to complete the project within this timeframe.

1.4 Purpose

The purpose of the Project is to help the City of Bell Gardens upgrade critical city facilities while reducing overall energy and operating cost. The City of Bell Gardens proposes to implement a program to upgrade their outdated and/or obsolete energy/building infrastructure and perform operational improvements that will provide sustained revenue enhancement, technology advancement and operational avoided costs through the program. The goals for the City and the Respondent is to conduct a citywide audit and implement efficiency improvement project(s) to work toward accomplishing the following:

- Develop and implement programs to contribute to carbon mitigation and reducing greenhouse gas emissions
- Achieve long-term cost savings via energy conservation
- Maintain/upgrade to effective and efficient City infrastructure systems
- Minimize financial and technical risks to the City
- Provide comprehensive solutions to funding
- Utilize technology to increase savings and improve performance
- Train City employees on technological/equipment maintenance

2. MANDATORY MINIMUM REQUIREMENTS

Respondents shall be considered for this Project if they meet the following minimum requirements:

1. Accredited by the National Association of Energy Services Companies
 - i. (NAESCO);
2. Included on the U.S. Department of Energy's (DOE) Qualified List of
 - ii. Energy Services Companies;
3. Holds an Active General Contractor's, C10 – Electrical, and C20 – Warm-Air Heating, Ventilating and Air-Conditioning licenses in the state of California for a minimum of sixty (60) months;
4. Has a minimum bonding capacity of \$10 Million;

5. Proof of Liability Insurance: Certificate of Liability Insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability.
6. Proof of Automobile Insurance: Certificate of Automobile Liability with limits not less than \$1,000,000 combined single limit per accident.
7. Full services equip with trained staff, including technicians, engineers, and project managers (minimum of 10 persons in said office), within a fifty (50) mile radius of the City of Bell Gardens;
8. Implemented at minimum five (5) energy performance contracts in the public sector in the last 3 years;
9. No pending/recent litigation in the last thirty-six (36) months in relation to the Respondent's efficiency improvement project performances and/or its Measurement and Verification (M&V).

3. SCOPE OF REQUIRED SERVICES

3.1 Summary of Services

The following provides an outline of the scope of services to be provided to the City:

The selected Respondent/team must evaluate City-owned facilities and propose applicable and actionable energy conservation measures. These include, but are not limited to the optimization, installation, retrofit, upgrade, adjustment, and/or replacement of:

- Heating ventilation and air conditional (HVAC) systems
- HVAC automated control systems
- Cool roofs and roof replacements
- Solar Photovoltaic
- Interior, exterior, and area lighting
- LED lighting
- Water Heaters
- Water conservation equipment (low-flow plumbing fixtures, irrigation controls, etc.)
- Building Automation System (BAS)
- Staff trainings, remote monitoring services, and/or on-going support services
- Other associated infrastructure improvements

The selected Respondent/team is expected to complete all tasks and steps associated with delivering a turnkey project and fulfilling the objectives of this Project. The City of Bell Gardens will consider any relevant Energy Conservation Measures (ECMs) proposed. All equipment used for this program shall be approved by the City of Bell Gardens. The City of Bell Gardens has the right to select any or all of the equipment used for this program by manufacturer and/or brand. Further, the City of Bell Gardens reserves the right to reject recommended project improvements and upgrades, in whole or in part. The following City facilities must be included at minimum:

List of Desired City-owned Facilities

- o City Hall Complex
- o Marlow Park
- o Parks & Rec/Golf Course
- o Public Works
- o Resource Center
- o Senior Center
- o Veterans Park
- o Youth Center

Although the full scope of work shall be negotiated in a Professional Services Agreement, the Respondent will be expected to fulfill, at a minimum, the services and technical requirements described in the Scope of Services.

4. SCHEDULE OF EVENTS

Timetable for Reviewing and Evaluating Proposals:

Milestone	Date
RFQ Release	<u>August 13, 2019</u>
Preproposal Requests for Clarification Due	<u>August 25, 2019</u>
Proposal Due Date	<u>September 18, 2019</u>
Anticipated Final Selection	<u>October 12, 2019</u>
City Council Approval	October 28, 2019
Project Start	<u>November 4, 2019</u>

5 PROPOSAL REQUIREMENTS

5.1 Proposal Format

Respondent's Proposal shall be clear, accurate, and comprehensive. Excessive or irrelevant materials will not be favorably received. The Proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Respondent.

Respondent must submit one (1) complete hard-copy of the Proposal and a complete digital copy on a thumb drive. Proposals shall be organized, tabbed, and numbered in the order presented below:

1. Cover Letter

A signed letter of interest (no more than two (2) pages), stating the respondent's interest and qualifications in providing the services as outlined in the RFQ. Please describe how the respondent meets the minimum requirements as described in section III of the RFQ.

Provide your company's valid California Contractor's License Number(s) and Classifications. Cover Letter must be signed by an Authorized Representative of the Respondent's Company.

2. Executive Summary

Summarize the content of your Respondent's proposal

3. Organizational Background, Financial Capacity & Management Structure

Provide general information on the respondent including: a brief history of the firm, length of time performing services, number of years in business, location of main office, telephone number, contact name, local resources, etc. Describe the respondent's service capabilities and customer service department including hours of operation and emergency dispatch procedures. Provide a statement of the respondent's financial capacity and capability to perform to the terms of this solicitation request. Include a statement of bond rating, bond limits and provide evidence of insurability. Please provide a statement of how many employees respondent has in the State of California and how many employees it has in Los Angeles County. Respondent shall provide three years audited financials if company is private. Respondent shall provide a copy of most recent annual financial report submitted to the SEC if publicly traded.

4. Proposed Scope of Services

- a. Discuss your firm's methodology to develop the City's energy conservation plan. Include the process of benchmarking, energy audit, leveraging additional money for projects, and developing a priority list of projects.
- b. Describe your firm's approach to managing the Project.
- c. Describe your firm's approach to researching and identifying funding sources such as grants, rebates, and loans.
- d. Describe the typical tasks that your firm subcontracts including:
 - i. Initial facility walkthrough audits
 - ii. Engineering calculations
 - iii. Equipment and construction estimating
 - iv. Project management
 - v. Construction
 - vi. Commissioning
 - vii. Measurement & Verification

5. Project Experience & References

Provide detailed project history for two public sector or educational clients the respondent has contracted with for similar energy performance contracting services. Describe the scope of work of the project indicating start/completion date, services and systems provided. Provide the owner's name, address, telephone number, and contact person for each reference and type of products/services provided.

Respondent shall also provide the percentage of engineering, procurement and construction services performed "In-House" versus subcontracted. Also, state what Zero Net Energy (ZNE) experience or projects that your company has secured or implemented.

6. Project Team Members

List the members of the project team. Provide a list of the personnel to be used on this

project and their qualifications. Please provide resumes for each team member, key partners and subcontractors. Describe the management structure of the responding firm and include an organizational chart.

7. Work Plan

- a. Provide a detailed work plan summary of how the Respondent will address the City's objectives and Project requirements. Describe the audit phase, the design phase, the installation phase, and the warranty phase.
- b. Provide a timeline with milestones for completion of the Project.

8. A current fee schedule (which must include at least the following):

	Minimum Cost per Sq.Ft.	Maximum Cost per Sq. Ft.
Investment Grade Audit Fee		
FEE SCHEDULE		Maximum Rate
Sr. Program /Project Manager P.E.		
Sr. Engineer/Construction Manager		
Project Manager		
Sr. Energy Engineer		
Energy Analyst		
Administrative Assistant		

Any reimbursable fees or other cost should be identified and included in the fee proposal. The proposal shall be signed by an individual authorized to bind the submitting firm and should include a statement indicating the proposal is a firm offer for a period of 90 days. Full consideration will be given to each proposal received by the City in determining proposal acceptance.

9. Additional Benefits and Value Added Elements

Please describe any additional benefits that may result from the respondent's proposed program including but not limited to the potential greenhouse emissions reductions and the number of jobs created.

10. Legal and Litigation History

Please describe any litigation, mediation, arbitration, or termination of contract within the last five years with respect to Energy Savings Performance Contracts (ESPC), Performance Guarantees, Design Build Construction, and or Measurement and Verification (M&V). Describe each event in detail and indicate the final results.

No assignment by the company of any contract to be entered into hereunder or any part thereof, or of funds to be received thereunder by the company, will be recognized by the City unless such assignment has had the prior approval of the City and the surety has been given due notice of such assignment in writing and has consented thereto in writing. Please indicate (yes/no) company's understanding and acceptance of this criteria.

5.2 Submittal Instructions

To be considered, the City must receive from Respondent one (1) complete copy of the Proposal and one complete digital copy on thumb drive, to the address set forth below,

prior to September 18, 2019 5:00pm. The Proposals must be sealed.

Respondent's name and address shall appear in the upper left hand corner of the envelope. If more than one envelope is required, each envelope shall be legibly numbered below the name of the Respondent, e.g. Envelope 1 of 3, as required.

By Mail, In Person, or by Courier
City of Bell Gardens
Re: Request for Qualifications - Energy Audit & Implementation of
Energy Conservation Project
7100 Garfield Ave
Bell Gardens, CA 90201
Attn: Chau Vu, Public Works
Director

EVALUATION PROCESS

6.1 Evaluation Criteria

Proposals that meet the submittal requirements will be selected for further evaluation and negotiations by the City. Selection of the top proposals shall be based on the following criteria:

- (A) Qualifications, Including Personnel/Staff
- (B) Project Overview and Approach
- (C) Experience with Similar Projects
- (D) References

At the conclusion of the Proposal solicitation period, the City will review each submission, and then rank the Proposals according to evaluation criteria. Upon determination of the highest ranked Respondent, the City will endeavor to negotiate a mutually agreeable fee with the selected Respondent. If the City is unable to reach agreement, the City will proceed, at its sole discretion, to negotiate with the next Respondent selected by the City.

6.2 Award of Contract

If awarded, the contract will be awarded based on demonstrated competence and professional qualifications. The City reserves the right to reject all proposals and to contract for services in the manner that most benefits the City including awarding more than one contract if desired.

7. REQUESTS FOR CLARIFICATIONS

All questions, interpretations or clarifications, either administrative or technical must

be requested in writing and directed to:

Chau Vu
Director of Public Works
EMAIL: cvu@bellgardens.org

All written questions will be answered in writing and conveyed to all Respondents on the Proposer's List. Oral statements regarding this RFQ by any persons should be considered unverified information unless conveyed in writing. To ensure a response, questions must be received in writing by 5:00 PM August 25, 2019.

8. GENERAL PROVISIONS

Respondent is encouraged to review this RFQ carefully in its entirety prior to preparation of its Proposal. The City reserves the right to reject any or all Proposals or to select the Proposal most advantageous to the City. The City reserves the right to verify all information submitted in the Proposal and to request additional information from any and all Respondents, including but not limited to personal or corporate financial statements or other financial documentation.

9.1 Amendments to RFQ.

The City reserves the right to amend the RFQ or issue to all Respondents a Notice of Amendment to answer questions for clarification.

9.2 No Commitment to Award.

Issuance of this RFQ and receipt of proposals does not commit the City to award a contract. The City expressly reserves the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received in response to this RFQ, to negotiate with more than one Respondent concurrently, or to cancel all or part of this RFQ.

9.3 Amendments to Proposals.

No amendment, addendum or modification will be accepted after the deadline stated herein for receiving Proposals. Respondent may modify or amend its Proposal only if the City receives the amendment prior to the deadline stated herein for receiving Proposals.

9.4 Non-Responsive Proposals.

A Proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the Proposal. The City shall have sole discretion in determining the completeness of each Proposal.

9.5 Late Proposals.

The City will not be responsible for Proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or

courier service and not signed for by the City. Any late or incomplete Proposals may not be considered.

9.6 Costs for Preparing.

The City will not compensate any Respondent for the cost of preparing any Proposal, and all materials submitted with a Proposal shall become the property of the City. The City will retain all Proposals submitted and may use any idea in a Proposal regardless of whether that Proposal is selected.

9.7 Alternative Proposals.

Only one final proposal is to be submitted by each Respondent. Multiple proposals will result in rejection of all proposals submitted by the Respondent.