

OGDEN CITY CORPORATION
Notice of Request for Proposals and Qualifications
ENERGY PERFORMANCE CONTRACTING SERVICES

Ogden City Corporation is soliciting competitive sealed proposals from qualified Energy Services Companies (ESCO) to enter into an energy savings performance contract that will potentially include Investment Grade Auditing, design engineering, subcontractor selection, construction management, equipment replacement/upgrades, operational optimization, commissioning, retro-commissioning, energy behavior management, energy data analytics, and measurement and verification. Respondents are limited to companies that are currently pre-qualified to perform energy performance contracting work for the State of Utah.

Bid information packets may be downloaded from the Ogden City Website beginning June 19, 2017 located at www.OgdenCity.com under the BUSINESS tab, drop down to the BID OPPORTUNITIES tab (pdf format) or obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, 84401 Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

Responses to this Request for Proposals and Qualifications must be submitted by electronic mail, in PDF format to: Purchasing@ogdencity.com. In the subject line include: RFPQ: Vendor Response and Solicitation title, ESCO, no later than 3:00 p.m., August 17, 2017.

The City reserves the right to accept or reject any proposals or portions that best serve its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes proposals from women and minority owned businesses.

Ogden City Purchasing



**Request for Proposal and Qualifications
for Energy Performance Contracting Services**

Solicitation: ESCO

Responses due prior to 3 p.m. Current Mountain Time, August 17, 2017

**Municipal Building
2549 Washington Blvd
Ogden, UT 84401**

Purpose

The purpose of this Request For Proposal and Qualifications (RFPQ) is to seek out a qualified Energy Services Company (ESCO) to enter into an energy savings performance contract that will potentially include Investment Grade Auditing, design engineering, subcontractor selection, construction management, equipment replacement/upgrades, operational optimization, commissioning, retro-commissioning, energy behavior management, energy data analytics, and measurement and verification. Respondents are limited to companies that are currently pre-qualified to perform energy performance contracting work for the State of Utah. It is anticipated that this RFPQ will result in a contract award to a single company.

Proposers shall have relevant experience and the ability to provide performance contracting that includes expertise in energy auditing, project design, construction management of public projects, procurement of subcontractors, financing of public projects, staff training on operations/maintenance, energy behavior awareness programs, energy data analytics, and energy savings measurement and verification. The City is interested in a project where aggregate, verified annual savings over the useful life of new energy conservation measures, equals, or exceeds the total cost of constructing and implementing such measures.

Background

Located 40 miles north of Salt Lake City, 10 miles east of the Great Salt Lake, and two miles north of Hill Air Force Base, Ogden, Utah is a thriving metropolis of more than 84,316 people nestled among the scenic foothills of the Wasatch Mountains.

The city served as a major railway hub through much of its history, and still handles a great deal of freight rail traffic, which makes it a convenient location for manufacturing and commerce. Ogden is the home of Weber State University and the Business Depot Ogden (BDO,) the county seat for Weber County, and is known for its many historic buildings.

History

Originally named Fort Buenaventura, the city of Ogden was the first permanent settlement by people of European descent in the region that is now Utah. It was established by the trapper, Miles Goodyear, in 1846, about a mile west of where downtown Ogden is currently located. In November 1847, Fort Buenaventura was purchased by Mormon settlers. The settlement was then called Brownsville, after Captain James Brown, but was later named Ogden for a brigade leader, Peter Skene Ogden, a brigade leader of the Hudson's Bay Company.



Westbound passengers changes cars at Ogden, from Union Pacific to Southern Pacific, which took them to California.

Ogden is the closest sizable city to the Golden Spike location at Promontory Summit, Utah, where the First Transcontinental Railroad was joined in 1869. Ogden was known as a major passenger railroad junction owing to its location along major east-west and north-south routes, prompting the local changer of commerce to adopt the motto, “You can’t get anywhere without coming to Ogden.” Railroad passengers traveling west to San Francisco from the eastern United States typically passed through Ogden (not through Salt Lake City.)

Issuing Office and Reference Number

The City’s Purchasing Department is the issuing office for this document and all subsequent addenda in relation, on behalf of the City. The reference for this Solicitation is: ESCO . This number must be referred to on all proposals, correspondence, and documentation relating to the RFPQ.

Submitting Your Qualifications

By submitting a proposal in response to the RFPQ, proposer is acknowledging that the requirements, scope of work, and evaluation process, outlined in the RFPQ are fair, equitable, not unduly restrictive, understood, and agreed to. Any exceptions of content must be identified in the RFP response.

Responses shall be submitted in PDF format and sent using electronic mail to: Purchasing@ogdencity.com by August 17, 2017 at 3:00 PM MDT. Please include **RFPQ: Vendor Response, Solicitation ESCO** in subject line. Proposals received after the deadline will be late and ineligible for consideration.

Proposal Calendar

The City intends to follow this schedule:

June 18 – July 17, 2017	RFPQ advertised
August 8, 2017	Questions due by 5:00 PM
August 17, 2017	Proposals due by 3:00 PM
August 18 - 26, 2017	Initial evaluation of proposals. The City may request formal written clarification of any item.
August 28 – August 30, 2017	Potential interviews with finalists at City Offices

Questions

All questions, interpretations, or clarifications regarding this solicitation shall be submitted by email to Purchasing@ogdencity.com and are subject to the deadline for submitting questions before August 8, 2017 at 5:00 PM. Clarifications, interpretations, and answers will be published on Ogden City's website, <http://www.ogdencity.com/264/Purchasing>, by the time indicated on the schedule herein and are considered addenda to the original request.

Any addenda submitted prior to the submittal deadline shall become part of the RFPQ and any information required shall be included in your submission. No other City employee, Board Member, or evaluation committee member should be contacted concerning this RFPQ during the selection process. Failure to comply with this requirement may result in disqualification.

Discussions with Proposers (Oral Presentation)

An oral presentation by a proposer may be required at the sole discretion of the City. However, the City may award a contract based on the initial proposals received without discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the proposer's expense.

General Scope of Work: Energy Performance Contract Project Phases

Potential Project Scope

Facilities and other assets to be considered for the Energy Performance Contract shall include*:

Municipal Building	Parks and Cemetery Shops
Marshall White Center	Union Station
Public Works Complex	Water Treatment Plant
The Junction Parking Facilities	4 th Street Ball Complex
Business District Ogden (BDO)	Serge Simmons (Miles Goodyear) Park
Street and Parking Lot Lights	Dinosaur Park
Golden Hours Senior Center	Lorin Farr Pool
Lindquist Field	Pump Stations
El Monte Golf Course	Community Services Building
Mt. Ogden Golf Course	Streetlights
City Parks	*More if needed

**This list is subject to change depending on the needs of the City.*

Investment Grade Audit and Project Development

The City intends to execute an **Investment Grade Audit (IGA) and Project Statement Contract** with the selected ESCO. This contract sets specific expectations and provides a detailed process for both the ESCO and the City. The contract also defines the deliverables to the City and establishes the basis for the Energy Performance Contract to follow. The IGA will identify and evaluate cost-saving measures and define the proposed project scope, cost, savings, and cash flow over the proposed financing term. A project statement will present aggregated measures that can be financed through guaranteed savings.

Energy Performance Contract Implementation

Upon satisfactory completion of the IGA, the City intends to execute an **Energy Performance Contract** with the ESCO to implement the recommended project. The Energy Performance Contract will define the final agreed upon scope of work and all associated costs and mutual responsibilities between the ESCO and the City, as well as improvement measures, the equipment and labor costs associated with them, and all guaranteed energy and maintenance cost savings.

At the City's request, the ESCO will assist City staff with identifying potential financing companies familiar with Energy Performance Contracting. Both parties agree that the ESCO shall not function as the City's Financial Advisor. The City intends to develop a separate financing agreement, including ESCO payment schedules, and lender financing terms, and schedules. Upon execution of the Energy Performance Contract, the ESCO shall proceed to final design, construction, and commissioning of improvement measures.

Performance Period

The Energy Performance Contract Performance Period begins upon construction completion and acceptance by the City. The Energy Performance Contract will include a number of services provided by the ESCO until contract completion including, but not limited to, staff training and measurement and verification of savings.

Project Pricing

Respondents shall provide a completed “Project Cost Estimate” spreadsheet (see table below) to indicate cost percentages that will be used for this Ogden City project. Respondents shall use the Excel spreadsheet that is attached as well as a separate file to the RFQ document to provide this cost estimate. Please reference the Definitions tab for explanations of each category. Use only cost categories listed in the spreadsheet.

Respondents shall assume the audit addressed 500,000 square feet, street lights, stadium lights, and the theoretical project will include three million of Trade Subcontract costs and one million of Direct Purchase Equipment costs. Percentages shall be presented in terms of markups, not margins. Please note that design engineering and commissioning costs borne by subcontracting partners shall be included in the design and project completion categories of the Project Cost Estimate, not the subcontractor category. The selected ESCO shall ensure that project cost percentages for each category shall not exceed the maximums established in the table below.

City of Ogden Project Cost Estimate

Pre-construction Costs					
1	Design/Engineering	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
2	Pre-Construction Services	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
3	Other Pre-Construction Costs	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
A	Pre-Construction Costs Subtotal			= 1 + 2 + 3	\$ -
Direct Construction Costs					
4	Trade Subcontracts	\$	\$3,000,000	estimated trade subcontract dollar amount	\$3,000,000
5	Direct Purchase Equipment	\$	\$1,000,000	estimated direct purchase equipment dollar amount	\$1,000,000
B	Direct Construction Costs Subtotal			= 4 + 5	\$4,000,000
Construction Management Costs					
6	Construction Management	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
7	Project Engineering	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
8	Construction Completion	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
9	Other Construction Costs	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
C	Construction Management Costs Subtotal			= 6 + 7 + 8 + 9	\$ -
Contingency					
10	Project Contingency	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
D	Contingency Subtotal			= 10	\$ -
Profit					
11	Profit	%	0%	calculated as a percentage of Total Direct Construction Costs [B]	\$ -
E	Profit Subtotal			= 11	\$ -
Directed Energy Study					
12	Directed Energy Study (\$/sqft)	\$/sqft	\$ -	price per square foot	\$ -
13	Directed Energy Study (sqft)	sqft	500,000	square feet included in audit	500,000
14	Directed Energy Study Cost	\$	\$ -	directed energy study cost = 12 x 13	\$ -
F	Directed Energy Study Subtotal			= 14	\$ -
Total Project Implementation Costs					
15	Project Implementation Costs	\$	\$4,000,000	calculated by summing A + B + C + D + E + F	\$ 4,000,000
G	Projected Implementation Costs Subtotal			= 15	\$ 4,000,000
Payment and Performance Bond					
16	Payment and Performance Bond	%	0%	calculated as a percentage of G	\$ -
H	Payment and Performance Bond			= 16	\$ -
Total Project Cost					
17	Total Project Cost	\$	\$4,000,000	Calculated by summing G + H	\$ 4,000,000
I	Total Project Cost			=17	\$ 4,000,000

Annual Costs

Provide cost determination for Warranty and Measurement and Verification below. Cost percentages for all project categories shall not exceed the maximums established in the table below:

ANNUAL COST CATEGORY	TOTAL ANNUAL COST	HOW COST IS DETERMINED	HOW COST IS BILLED (One-time? Annual?)
Warranty			
M & V			

Investment Grade Audit

In the event Ogden City requests and receives a fully documented Investment Grade Audit but does not engage in the Contract with the selected ESCO, the ESCO may present an invoice in terms of a dollar amount per square foot of the Proposal Project Facility. Please enter your Bid per Square Foot:

Investment Grade Audit and Project Development \$ _____ per Square Foot

Evaluation and Award of Contract

All responses to this RFPQ will be evaluated in a manner consistent with Utah Procurement Code and Rules, City policies and evaluation criteria established in this RFPQ. Award shall be made to the proposer(s) whose proposal is the most advantageous to the City, taking into consideration the other evaluation factors set forth in this request for proposal. The City intends to evaluate proposals based on qualifications and will negotiate the audit price and subsequent energy performance contract pricing directly with the selected ESCO.

Responses shall be submitted in PDF format and sent using electronic mail to: Purchasing@ogdencity.com by August 17, 2017 at 3:00 PM MDT. Please include **RFPO: Vendor Response and Solicitation ESCO** in subject line.

Please respond to each of the following. Maintain the order and numbering of sections:

1.0 MANAGEMENT APPROACH

1.1 Project Management and Coordination

Show the organization chart (including names) for implementing and managing the proposed project. Include responsibilities of each individual shown and the lines of authority within the overall organization. Identify portions of the effort, if any, proposed to be subcontracted and provide the same information for subcontractor organization and personnel.

1.2 Appropriate Market Sector Experience/Expertise

Provide information that emphasizes your company's experience and expertise in the types of facilities related to this project.

1.3 Project Personnel and Staffing

1.3.1 Qualifications and Experience of Personnel

Complete the table below to list each individual who will have primary responsibility for key tasks and phases of the proposed project:

Name	Title	Staff or Subcontractor	Potential Role	Academic/Professional Qualifications; level of expertise; experience	Project List with project type, cost, role	Base Location

Potential role in the project: technical analysis, engineering design, construction management, construction, training, post-construction measurement and verification, support, and other services; note supervisory responsibilities, if any.

Level of expertise: specific qualifications related to role and responsibilities for the project; past relevant experience; years in industry or other brief description.

Base Location: Permanently located in-state; On assignment from other state; Out-of-state support.

Project List: List projects, with project type and project cost, that the person was associated with during the last five years. Do not include more than 10 projects for each person.

Provide resumes of proposed staff in a clearly marked appendix.

1.3.2 Added Qualifications and Experience

Complete an additional table to include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

1.3.3 Market Sector Experience/Expertise

Provide information that emphasizes the ESCO's experience and expertise in developing municipal government projects in the Western U.S. that include Investment Grade Auditing, design engineering, subcontractor selection, construction management, equipment replacement/upgrades, operational optimization, commissioning, retro-commissioning, energy behavior management, energy data analytics, and measurement and verification.

References should include the following information for a minimum of three projects:

Project name:

Contact person:

Contact person title:

Contact telephone number:

IGA completion date:

Implementation phase completion date:

Project size (in \$\$:)

Guaranteed annual savings:

Overview of improvement measures:

2.0 BEST VALUE

Describe how the company's Performance Contracting approach delivers best value to the City for its investment.

Describe any utility rebates or other financial incentives or grants the company can potentially provide and/or facilitate.

Describe which services your company performs with in-house staff and which services are subcontracted. Specifically, discuss your approach to engineering/design and commissioning services of installed systems. As noted above, design and commissioning costs borne by subcontracting partners shall be included in the design and project completion categories of the Project Cost Estimate, not the subcontractor category.

3.0 SAMPLE INVESTMENT GRADE AUDIT (IGA)

Respondents shall provide a single sample copy of a recently-completed Technical Energy Audit for a municipality with facilities relatively similar to those owned by Ogden City. Include this in a clearly marked appendix.

4.0 EVALUATION CRITERIA

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
10%	Responsiveness and completeness of response
30%	Demonstrated ability to perform (proven track record, firm experience, etc.)
25%	Qualification, methodology, and expertise of staff proposed for this project
20%	Experience of firm with similar projects in the Western U.S.
15%	Audit Cost/Best value as represented by pricing proposal and non-price value considerations.

The undersigned has carefully checked all of the above figures and understands that Ogden City will not be responsible for any error or omissions on the part of the undersigned in making this proposal.

The undersigned understands that the rights are reserved by Ogden City to reject any or all proposals, or to waive any irregularities or informalities in any proposal or proposals.

It is agreed that the proposal may not be withdrawn by the Contractor for a period of ninety (90) days after the opening thereof.

The undersigned has not added any qualifying statements to the proposal, nor has he altered the proposal in any way.

SIGNED AND SEALED, this _____ day of _____, 2017.

(CONTRACTOR)

BY: _____
(Signature)

Title: _____
(Corporate Seal, if required)

ADDENDA ACKNOWLEDGEMENT RECEIPT

Ogden, Utah

Date: _____

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the proposed prices.

Receipt of the following addenda is hereby acknowledged:

1. (Date) _____

2. (Date) _____

3. (Date) _____

SIGNED AND SEALED, this _____ day of _____, 2017

CONTRACTOR

BY: _____
(Signature)

Title: _____
(Corporate seal, if required)