



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

December 8, 2014

Request for Statements of Qualifications (RFQ 14-054/DLC)
Energy Performance Contracting Services for Ford Park

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 14-054/DLC, Energy Performance Contracting Services for Ford Park.

Jefferson County is requesting statements of qualifications from qualified Energy Service Companies to provide a turnkey utility conservation program.

All interested individuals and firms should obtain a "Request for Qualifications" packet from the Jefferson County Purchasing Department web site at: www.co.jefferson.tx.us.

All submittals shall be evaluated by a Review/Selection Committee. The Review/Selection Committee will evaluate submissions to this request and select the firm most qualified, responsive and experienced.

One (1) original and six (6) copies of the Statement of Qualifications shall be submitted in a sealed envelope bearing the name of the proposer, and the address as well as the title of the RFQ: **Energy Performance Contracting Services for Ford Park**. Responses will be received by the Jefferson County Purchasing Department no later than **Tuesday, January 13, 2015 at 11:00 AM CST**. Address your Proposal to Jefferson County Purchasing Department, Attention: Deborah L. Clark, Purchasing Agent, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701. Responses will be opened at that time and only the names of responding firms will be read aloud.

Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquires shall be directed in writing to Deborah L. Clark, Purchasing Agent, fax: 409-835-8456 or e-mail: syphrett@co.jefferson.tx.us

Jefferson County encourages Disadvantaged Business Enterprises to participate in the bidding process. Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

We look forward to your active participation in this solicitation.

Sincerely,

Deborah Clark
Purchasing Agent

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Request for Statements of Qualifications (RFQ 14-054/DLC) Energy Performance Contracting Services for Ford Park

I. SCOPE OF SERVICES & PROJECT REQUIREMENTS

OBJECTIVE

Jefferson County (County) is seeking a response to the Request for Qualifications (RFQ) from Energy Service Companies (ESCO) to provide a turnkey utility conservation program that will provide sustained costs savings and revenue enhancements and meet the requirements of the Texas Energy Performance Contracting Requirements per Local Government Code 302.

PROPOSED PROJECT

1. The County is interested in services for the identification, engineering, design, installation, training, maintenance and financing of approved Facility Improvement Measures (FIMs) and operational efficiencies for its entire infrastructure. The County has the option to contract all or some of the services listed above.
2. The ESCO will provide a written guarantee of all utility and operational cost reductions and revenue enhancements.
3. A contract must include provision for monitoring and verification of any guarantees.
4. The contract life of the program shall not exceed twenty (20) years. If requested, the ESCO shall arrange financing or assist the County in procuring the most cost effective funding for the project.
5. It is expected that the following energy conservation techniques will be investigated on an individual basis or in combination with other techniques and implemented, if deemed cost-effective by the County and the qualified vendor:
 - Energy management control system
 - Energy Efficient Lighting upgrades
 - Heating ventilating and air-conditioning (HVAC) system modifications
 - Building envelop improvements
 - Domestic hot and cold water systems
 - Air management systems
 - High efficiency motors
 - Water usage systems

Any other FIMs or infrastructure enhancements proposed by qualified vendor will also be considered. All FIMs considered shall be proven, commercially available and result in verifiable savings or revenue enhancements.

All equipment provided by qualified vendor for this program will have a history of successful operating experience in similar installations and shall be in new and unused condition. This equipment shall be state-of-the-art with readily available replacement parts. All equipment

used for this program shall be approved by the County prior to installation. The County has the right to select any or all of the equipment used for this program by manufacturer and/or brand, based upon the County's prior experience with, or standardization of, the equipment and the County's knowledge of equipment quality and manufacturer's reputation.

The County requires comprehensive responses to every section within this RFQ. To facilitate the review of the responses, Firms shall follow the described qualification format. The intent of the qualification format requirements is to expedite review and evaluation. It is not the intent to constrain Vendors with regard to content, but to assure that the specific requirements set forth in this RFQ are addressed in a uniform manner amenable to review and evaluation. *It is requested that qualification packets be limited to no more than 50 pages, excluding Financial Statements.*

A.) BUSINESS QUALIFICATIONS

1. Business unit dedicated to implementing Energy Savings Performance Contracting projects and should provide a description.
2. Proof of current Texas Professional Engineering Registration.
3. Proof of National Association of Energy Service Companies (NAESCO) accreditation.
4. The County is interested in benefiting from an unbiased, value-based program to address its needs through a vendor-neutral ESCO. Therefore, the ESCO must demonstrate its willingness and past experience in providing projects that deploy solutions incorporating equipment, controls and related products and field services independent of its own specific business portfolio.
5. The ESCO must have a minimum of ten (10) years experience in Texas in the analysis, design, implementation and installation of energy efficiency and facility improvement measures. In house resources and expertise in these areas will be considered a strong point for leveraging best practices and for ensuring a single point of accountability.
6. Provide the official name and official address of the ESCO's parent company. Provide the web-link/address to the ESCO's website and applicable parent company website.
7. Describe the complete range of energy/utility services and capabilities the ESCO offers: such as building/facility energy analysis, engineering, design, installation, water/wastewater treatment equipment analysis, commissioning, monitoring and performance verification, and related training.
8. The ESCO must provide a first party savings guarantee for the length of the contract term.
9. Provide a list (if any) of customers implemented in Texas by the ESCO in the last ten (10) years:
 - That have canceled or non-appropriated a performance contract with the respondent (list reason).
 - That have past or pending lawsuits, arbitration or litigation regarding a performance contract (list reason).

B.) FINANCIAL INFORMATION

1. The ESCO shall include the company's Financial Statements for the most recently completed fiscal years. The County may, during the course of the evaluation process, request additional financial information to supplement and clarify the information provided.
2. Provide information documenting sources of financing and financing methods available to the County.
3. The ESCO shall provide a letter from its surety company demonstrating the ESCO's capability to provide payment and performance bond associated with construction projects and the letter should also state the bonding capacity of the ESCO.

C.) PARTICIPANTS/PERSONNEL

Identify participants (if known) (i.e., consultants, financiers, subcontractors, etc.) in the project and provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

1. Professional resumes for key personnel and their responsibilities for the duration of the project contract term. Indicate the education and professional licensing of each person as it relates to this project. Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.
2. Clearly identify who will have primary technical responsibility for energy/utility analysis, engineering and design work, contract negotiations, construction management, training, and performance monitoring.

D.) PROJECT MANAGEMENT PLAN

Include a plan describing how your firm will manage subcontractors. Describe the processes that will be used for the assignment of tasks, and project scheduling as well as the capability to provide all services required for construction and implementation of retrofit projects on a performance contracting basis.

1. Description of the Project Management Plan.
2. Provide a description of ESCO's typical resourcing approach for a project of similar scope; indicating staff hierarchy and level, contractor oversight, equipment ordering, scheduling, etc.
3. Provide evidence of Measurement & Verification (M&V) expertise and depth of resources to provide M&V services.
4. Provide a description of the normal methodology employed to establish individual building baseline energy use and County-wide baseline energy use. Additionally, provide a description of the methodology used to justify variances between baseline consumption and actual consumption for the purposes of showing accomplishments in achieving guaranteed levels of energy use reduction and cost savings.
5. Outline the process followed from ESCO selection to project implementation; including any commitments the County needs to make to the ESCO.

E.) PROJECT EXPERIENCE SUMMARY

Provide a reference and summary for ten (10) projects implemented over the past ten (10) years with local governments in Texas. Include one complete, separate, project experience summary for each project containing the project cost, term of the contract, savings guarantee, description of improvements, contact name and phone number.

All references must be for the “responding ESCO” operating under its existing name and must be for the “responding ESCO” as a company. References will not be for an individual, but for the company as a whole.

Provide a summary of experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of energy conservation measures, design, installation, operation, maintenance, training, financing, savings and verification of applicable utility rebates, etc.)

II. PROPOSAL EVALUATION & SELECTION PROCESS

SELECTION PROCESS

All applications will be screened by an evaluation committee and those applicants selected for a short list may be invited to attend an interview, at the applicants own expense. The County shall not incur any costs for applicant preparation and/or submittal of qualifications.

The County will evaluate all responses based on the criteria listed below.

The County's process is as follows:

1. The evaluation committee shall screen and rate all of the responses that are submitted. Evaluation ratings will be on a 100 point scale and shall be based on the following criteria:
 - a. Business Qualifications 20 points
 - b. Financial Information 15 points
 - c. Participants/Personnel 25 points
 - d. Project Management Plan 15 points
 - e. Project Experience Summary 25 points
2. County staff shall recommend the most qualified organization to the County Commissioners and request authority to enter into contract negotiations.
3. When services and fees are agreed upon, the selected firm(s) shall be offered a contract subject to County Commissioners' approval.
4. Should negotiations be unsuccessful, the County shall enter into negotiations with the next, highest ranked firm. The process shall continue until an agreement is reached with a qualified firm.
5. This RFQ does not commit the County to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending interviews.

III. TERMS AND CONDITIONS

1. Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
2. Any agreement or contract resulting from the acceptance of proposal shall be on forms approved by Jefferson County and shall contain, at a minimum, applicable provisions of the request for proposal. Jefferson County reserves the right to reject any agreement that does not conform to the request for proposal and any County requirements and contracts.
3. The Consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
4. No reports, information or data given to or prepared by the Consultant under the contract shall be made available to any individual or organization by the Consultant without the prior written approval of the County.

IV. STATEMENT OF QUALIFICATIONS SUBMISSION AND TENTATIVE REVIEW SCHEDULE

Opening	January 13, 2015
Review/Evaluation	Week of January 19, 2015
Conduct Negotiation	Week of January 26, 2015
Execute Contract (estimated)	February 9, 2015

V. QUESTIONS

Questions regarding proposal requirements may be submitted to Deborah L. Clark, Purchasing Agent via email: syphrett@co.jefferson.tx.us or fax: 409-835-8456.

For questions regarding the Ford Park facility and/or requests for facility “walk-throughs”, please contact John Hughes, General Manager of Ford Park at 409-951-5401 or via email: jhughes@fordpark.com

VI. PROPOSAL SUBMISSION

One (1) original and six (6) copies of the Statement of Qualifications shall be submitted in a sealed envelope bearing the name of the proposer, and the address as well as the title of the RFQ 14-054/DLC: **Energy Performance Contracting Services for Ford Park.**

RFQ packets will be received by Jefferson County Purchasing Department no later than 11:00 am CST, Tuesday, January 13, 2015. Address your Proposal to Jefferson County Purchasing Department, Attention: Deborah Clark, Purchasing Agent, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701

Statements of Qualifications received after that time will be considered late and will be returned unopened. Jefferson County reserves the right to reject any and all Statements of Qualifications. Failure to comply with providing the above-required information for the Committee's review may result in disqualification of that firm.

RESPONDENT'S CERTIFICATION

I have carefully examined the Request for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Qualifications.

I hereby propose to furnish the goods or services specified in the Request for Qualifications. I agree that my proposal will remain firm for a period of up to 60 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of Jefferson County or any other proposer is interested in said proposal: and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of Business

By:

Signature

Name & Title, Typed or Printed

Sworn and subscribed before me this ____
day of _____, 2015.

Mailing Address

Notary Public

City, State, Zip Code

State of: _____

Telephone Number

My Commission Expires: _____