

Advertisement for Request for Proposals

The City of Versailles will be receiving responses to a Request for Proposals (RFP) from companies interested in providing a Guaranteed Energy Savings Contract.

Firms wishing to respond may find the RFP located on the City's website at www.versailles.ky.gov or may pick one up at the following address during normal business hours (8:00 am-4:00 pm Monday-Friday):

Versailles Municipal Building
196 S. Main Street
Versailles, KY 40383

Respondent is required to communicate **intent to submit** RFP to Bart Miller, Public Works Director, at bmiller@versaillesky.com by 4:00 pm EST August 19, 2015.

RFP submittals will be due September 15, 2015 at 2:00 PM local time at the Versailles Municipal Building at the above address. All submittals will become the property of the City of Versailles and will not be returned.

All questions concerning this RFP will be answered by contacting Bart Miller at the email address listed above or at (859) 873-5436 Ext.125.

The City of Versailles

Request for Proposal

Guaranteed Energy Savings Contract

A. General Background and Project Goals

- Purpose

The City of Versailles requests proposals for the identification, design and implementation of energy efficiency improvements on a guaranteed energy savings performance contracting basis. The City of Versailles's purpose of issuing this RFP is to identify and select a qualified energy service provider to perform the implementation of a guaranteed energy savings contract per KRS 45A.352.

Qualified providers shall be able to provide comprehensive building management and energy services including, but not limited to, the performance of energy audits, the design, selection and installation of energy conservation measures, revenue analysis of the water utility system, ongoing support and training services, assistance in securing financing for the transaction, and a written guarantee of savings. The City recognizes that a qualified professional services firm can also efficiently expedite a water loss study to determine revenue increases, billing rate analysis and identify potential billing errors and/or inaccuracies.

The final project scope and cost will be negotiated between the City of Versailles and the selected qualified provider.

Responses to this RFP should be technically creative regarding modernization, energy conservation, energy management, maintenance, training, and overall service.

- Overview of Goals and Objectives

The City of Versailles expects to achieve the following goals and objectives by entering into a guaranteed energy savings contract with the selected provider:

- Reduced energy and operating costs
- Improved maintenance and operation of facilities
- Improved accuracy in water consumption and billing electronic measurement

- Included Facilities

The City of Versailles desires to implement the guaranteed energy savings contract at the following locations:

- Versailles Municipal Building, 196 South Main in Versailles KY
- Versailles Water Treatment Plant on Tyrone Pike in Woodford County
- The Municipal Water & Wastewater Utility System, with approximately 6,200 customers

- Qualification Process

The selection of the qualified respondents will be based on the responses to the RFP and the ability of the provider to best meet the needs of the City of Versailles. The City of Versailles reserves the right to accept or reject any offeror's proposal based on its

sole determination of its best interests. The City of Versailles shall not be required to select any provider based on low cost, payback or other criteria. After selecting an energy service provider, the City of Versailles intends to, but shall not be bound to, negotiate a guaranteed energy savings agreement with the selected provider to provide services at any or all city facilities. The City reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in the best interest of the City.

- Selection Process and Timing

The following process will be used to select the preferred energy services provider.

Issuance of RFP	August 2, 2015
Intent to Respond	August 19, 2015, 4:00 p.m. EST
Submission of Proposal	September 15, 2015, 2:00 p.m. EST
Selection of Provider	October 2015
Notification of Selection of Provider	October 2015

- Site Visits

Interested parties may contact the City of Versailles contact, Bart Miller, at bmiller@versaillesky.com or (859) 873-5436 Ext. 125, for site visits to the facilities covered under the plan.

- Contact and Response Deadline

In order to be considered, respondents must submit a complete and thorough response to this RFP. An original and six (6) copies must be submitted to the Versailles City Hall Building by September 15, 2015 at 2:00 PM local time. To ensure that your response is received before the deadline, either hand-deliver or send submittal by registered mail to:

Guaranteed Energy Savings Contract
c/o Bart Miller
City of Versailles
196 S. Main Street
Versailles, KY 40383

Discussions with the Mayor or other elected officials of the City of Versailles concerning this RFP after the date of issuance of the Request for Proposals is prohibited and shall be grounds for disqualification of the firm or team.

- Response Preparation and Completeness

Responses shall be signed by an authorized representative of the offeror. All information requested must be submitted and organized in the format requested. Failure to submit all information as requested may result in the city requiring immediate submission of the missing information, reducing the score for that component of the response and/or elimination of the Respondent from consideration. Emphasis should be placed on completeness and clarity of content. Inclusion of unrelated or unrequested materials which do not address the attached format shall be considered unresponsive.

- Confidentiality
Ownership of all data, materials and documentation originated and pursuant to the RFP shall be subject to public inspection in accordance with prevailing public access laws.

B. Request for Proposal Format and Specifications

All responses for this RFP **must** meet the following minimum project requirements and **must** be submitted in the following format:

1. Executive Summary
Responses shall include a summary overview of the Respondent's proposal, approach and other pertinent information. Such summaries are to be no more than four (4) pages in length.

2. Company Qualifications and Financial Strength

Company Profile

- Provide information specifying legal business classification, state of incorporation, audited annual report and summary of financial strength.
- Address the company's ability to fulfill the financial guarantee terms and duration of a guaranteed energy savings contract. Include a summary of the extent and stability of business operations related to energy for the last five (5) years in Kentucky.
- If the firm is a factory-owned branch, specify the legal business classification, state of incorporation and where legal contracts will be executed.
- Address the firm's representation or affiliation with the manufacturing or installation of any line of energy-related equipment which may be utilized in this project. Specify what that equipment is and how it may impact the project.
- Project team must have successfully performed Utility Meter Automation conversions for a minimum of three (3) years.
- Address the firm's affiliation, joint venture or contractual obligation to any peer partner which may be used on this project.

3. Project Team Experience

Project Team

- Provide an overview of the project team roles and responsibilities. Include concise resumes of company employees who will work on the project. Provide the current location of employment of each individual who will work on this project.
- Specifically provide information on the related professional licensing of any engineers or architects employed by your firm who will be working on the project.
- Provide information on construction management capabilities and whether these services are performed by employees or subcontractors and/or consultants.
- Provide a listing of service and installation capabilities of your firm and whether these services are performed by employees of the firm or by subcontractors and/or consultants.

- Provide a listing of subcontracted service providers who may work on this project and any legal contractual relationship to the respondent.

Experience and References

- For the project team members, provide a listing of their guaranteed energy services work. The listing should include the project name, location, scope of work, installed costs and guaranteed savings. Projects not performed by the project team members should not be included.
- List at least five (5) guaranteed energy savings contracts completed by the energy service company in Kentucky in the last five years. Include contact information for references.
- List at least five (5) utility meter conversion projects where project team has been actively involved in the development, management, electronic upload/download of mass meter change-out data and implementation of the project. Include contact information for references.

4. Insurance and Bonding

- Provide evidence that prior to award of contract the provider shall be able to provide a 100% project value performance bond for its faithful performance of the installation.
- As an indication of your firm's financial stability, provide your firm's cost of performance and payment bond per thousand dollars of contract value.
- Firm must possess an overall bonding capacity of at least \$8,000,000 (eight million dollars).
- Provide evidence that prior to award of contract the provider shall be able to provide and maintain for the life of the contract insurance in the amounts of:
 - a. Commercial and general liability in amount not less than \$1,000,000 each occurrence
 - b. Comprehensive automotive liability in amount not less than \$1,000,000 each occurrence
 - c. Workman's compensation insurance not less than \$1,000,000 each occurrence
 - d. Excess liability not less than \$3,000,000

5. Technical Approach and Energy Conservation Measures

- Responses should include a detailed approach to meeting the goals and objectives for the facilities. Provide an overview of the technical approach that is used to identify, evaluate and recommend energy conservation measures.
- Provide a detailed description of the company's project management capabilities, approach and methods of contract management and control.
- Provide a detailed list, by facility, of the proposed energy conservation measures and the guaranteed savings.
- Provide a summary of the overall project recommended energy conservation measures, the total project savings, total project cost and total payback.
- Provide a brief technical description of each of the proposed technical measures and basis for energy savings calculations.

6. Services

- Provide estimated costs of the annual services including, but not limited to, measurement and verification and any required ongoing maintenance.
- Indicate any equipment maintenance service contracts and their costs, which will be required by your firm as a condition of the energy services guarantee.
- Provide information on your firm's proposed sustainability program (i.e., your firm's ability to sustain the performance of energy conservation measures installed). Examples include performance monitoring, technical support and energy management.
- Provide information on your firm's ability to provide gas and/or electric metering and/or other innovative energy services.

7. Financial Approach

- The respondent should describe financial alternatives that will responsibly maximize the net economic benefit and minimize financial risk.
- *Financing Sources* – Provide descriptions of the sources, types and costs of financing available and recommended for use in this program.
- *Penalties and other Costs* – Indicate any penalties or other costs that will be assessed in the event the decision is made not to proceed with this project at any point prior to mutual approval of a contract agreement.
- *Guarantee* – Describe the basis of guarantee, its execution and the methods of payment or remedy that will be provided if the project fails to achieve the guaranteed savings. Include a copy of your firm's energy savings guarantee.
- *Financial Model* – Provide a detailed financial model incorporating all project costs including installation, service, engineering, measurement and verification, financing and any other costs, along with the guaranteed project savings for the recommended project. The model should show the costs and savings for each year of the proposed guarantee. The model must show to what extent the project savings are sufficient to cover project costs. Include the energy escalation rate and financing term in the financial model. The final project scope and cost will be negotiated between the City of Versailles and the selected qualified provider.

8. Other Benefits

Describe any other benefits your firm can bring to the energy services program.

C. Selection and Evaluation

All responses will be evaluated for completeness and clarity of information. Missing information or unresponsiveness in an area will be reason for a lower score in that area or elimination.

1. Evaluation

Each response will be evaluated by a review committee which will grade the responses on merit, completeness and the ability of the Respondent to meet the needs, best interest and stated goals and objectives of the City of Versailles. Scores are for comparison purposes only and the Selection Committee will not be bound by a particular score. The evaluation process may include verification of presented information and clarification as requested.

2. Grading Point Values

Category	Point Value	Grade (0-100%)	Score
Company Qualifications	25		
Company Profile	10	x	=
Project Team Experience	10	x	=
Insurance and Bonding	5	x	=
Technical Approach and Energy Conservation Measures	35		
Technical Approach	15	x	=
Project Management	5	x	=
Energy Conservation Measures and Water Meter Automation Solutions	15	x	=
Services	25		
Measurement and Verification of Savings	5	x	=
Other Support Services	5		
Innovative Energy Services	15	x	=
Financial Approach	15		
Financing Sources	5	x	=
Guarantees and Methods	5	x	=
Financial Model and Net Financial Benefit	5	x	=
Total Points	100		