

BILL C. PEACOCK
Director - Purchasing



DOUGLAS COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT

8700 Hospital Drive • Douglasville, GA 30134
Telephone (770) 920-7247 • Fax (770) 920-7219

August 10, 2016

Subject: Douglas County Board of Commissioners
Request for Qualifications – Comprehensive Energy Services
Solicitation No. 16-013

Dear Gentlemen/Ladies:

The Douglas County Board of Commissioners is seeking a firm to provide Professional Services for Comprehensive Energy Services.

Your sealed proposals (one (1) original unbound and three (3) bound copies) in response to this Request are due **no later than 2:00 p.m. ET, Wednesday, September 14, 2016**. All sealed proposals must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All proposals must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your proposal prior to the deadline as stated in the attachments.

Thank you in advance for your interest and looking forward to your participation.

Sincerely,

A handwritten signature in black ink that reads "Bill Peacock". The signature is written in a cursive style with a long horizontal stroke at the end.

Bill Peacock
Purchasing Director

Attachments

DOUGLAS COUNTY GEORGIA BOARD OF COMMISSIONERS

Purchasing Department

August 2016

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR COMPREHENSIVE ENERGY SERVICES
Solicitation 16-013**

Introduction

Douglas County Board of Commissioners (hereinafter referred to as Owner) is seeking specific qualifications from interested Professional Firms (FIRM) that are capable of providing comprehensive energy services for the purpose of entering into a contract to provide single source accountability from design and installation through guaranteeing energy costs, energy and operational savings and the performance of the systems. The FIRM must show evidence that it can provide financing for the program structured so yearly payments are less than the yearly guaranteed savings and provide on-going support services for the following project:

Douglas County Government

Owner may, at their option, elect to fund this project by means other than those provided by FIRM.

These services include engineering / energy audits, design engineering, construction, project management, ongoing support and management of the installed systems. The FIRM will be required to guarantee the design and installation to perform to specific parameters in regards to the environment and cost of operating the system. The FIRM will be required to guarantee the following:

- All Design & Construction Costs
- Performance of the Systems
- Energy Savings Guarantee
- On-going Support Services

The successful contractor will provide the Owner the best combination of outstanding quality and value, local in-house capabilities, excellent energy capabilities, a proven record of finding unique solutions in mechanical and HVAC design, excellent financial offerings, and a guarantee.

Copies of this Request for Qualifications may be obtained by contacting the Douglas County Purchasing Department, at 8700 Hospital Drive, Douglasville, GA, (770.920.7247) and is also available on the Purchasing Department website, located at www.celebratedouglascounty.com.

Sealed proposals in response to this Request must be sent to:

Mr. Bill Peacock, Purchasing Director
Douglas County Board of Commissioners
Purchasing Department
8700 Hospital Drive
Douglasville, Georgia 30134

Proposals (one original unbound and three (3) bound copies) may be mailed or hand delivered to the Board of Commissioners, Mr. Bill Peacock, Purchasing Director, **no later than 2:00 p.m. ET, Wednesday, September 14, 2016** so they may be included in a formal proposal opening at the Douglas County Courthouse. Each response should be marked on the outside of the envelope with: **“Comprehensive Energy Services, September 14, 2016”, Solicitation 16-013.**

Douglas County reserves the right to waive any informality, to reject any and all proposals, to evaluate proposals, to accept portions of any proposals which, in its opinion, may be in the best interest of the County.

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The County reserves the right to add to or delete from the scope of the project when the firm is selected and during contract negotiation.

No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the bidder. No proposal may be withdrawn within sixty (60) days after the proposal opening and all proposals shall remain firm during this period.

All questions regarding the proposals should be emailed or faxed (770-920-7219) to the Purchasing Department, bpeacock@co.douglas.ga.us, by **no later than 5:00 PM, Wednesday, August 24, 2016**. Responses will be provided by **5:00 PM, Wednesday, August 31, 2016**.

All submissions become property of the Owner and will not be returned to the FIRM.

All costs associated with the submission preparation will be borne by the submitting company.

Purpose

This RFQ requests the services of a FIRM to develop and implement improvements to the county facilities environmental systems and infrastructures. To be included in the energy program (but not be limited) is the Heating, Ventilating and Air Conditioning Systems, Lighting, Water, Controls, etc. The overriding concern in considering the upgrades to be offered is the design of the systems that offer the greatest benefits for the employees, and taxpayers of Douglas County.

The intent of this contract is to purchase upgrades to the facility that will provide the best environment for the employees while providing the best return on investment based on guaranteed installed costs, energy and operational savings.

Guaranteed Contracting

The Owner is interested in contracting for a full range of energy services. These services may include but are not limited to:

1. Complete energy and engineering study of selected buildings
2. Design and installation of new HVAC, lighting, controls and other energy conservation systems that meet all State & Local Codes as well as other standards outlined later in the RFQ
3. On-going auditing, and support of energy conservation measures
4. Monitoring of energy costs
5. Financing for the project

Improvements must result in a guaranteed minimum savings. The FIRM must show evidence that it can provide financing options for the program. The yearly payments cannot exceed the guaranteed savings. The program cannot exceed fifteen (15) years in length. The Owner will be required to pay no "Up-Front" costs, meaning no payments will be made by the owner until the project is finalized and installation is complete. Savings can be reached through:

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- Reduction in Energy Costs
- Reduction in Maintenance Costs due to new systems
- Reduction in Cost of Outside Contracts and Services due to new Systems
- Other real, tangible and measurable savings that result from the installation of new systems

The successful contractor must provide guarantees on the following:

- Project Costs
- Future Energy Savings

No proposal shall exceed fifteen (15) years in duration and payment is subject to annual appropriations.

Description of the Procurement Process: It is anticipated that the process for the procurement of these Energy services will proceed in three stages.

1. **Site Visits:** Site visits to facilities will be conducted as outlined on the schedule found on Attachment B. Buildings include: Courthouse, 911/EOC building, Old Courthouse/DUI Coordinator, DC Library, Boundary Waters Aquatic Center, and Deer Lick Park.
2. **Submission of Written Qualifications:** Each FIRM through its designated representatives will review and evaluate the written requirements to this RFQ in accordance with the selection criteria identified in Attachment D.
3. **Selection of FIRM to Develop Contract:** Owner will select the best qualified firm to perform their study. A Letter of Award will be issued to the best firm with the commitment by the Owner to implement a program if costs, savings and all other conditions outlined in this RFQ are met. We realize that extensive engineering will be required. The successful contractor must submit to the owner proposed contract terms concerning proposed facility improvements, the timetable for completing engineering, and construction work, a detailed description of services to be provided, specific financing arrangements and terms, as well as special conditions offered by the company.

With project financial benefits dependent upon the scope of technical retrofits, respondents are encouraged to carefully review the evaluation criteria in the RFQ under Financial Approach and to respond as fully as possible.

Qualifications Submission: Companies who wish to respond to this RFQ must submit one original unbound and three (3) bound copies of RFQ responses to Attachments C by 2 p.m. EST, September 14, 2016 to the following address:

Mr. Bill Peacock, Purchasing Director
Douglas County Board of Commissioners
Purchasing Department
8700 Hospital Drive
Douglasville, Georgia 30134

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**ATTACHMENT A
General Information**

A) Purpose:

This RFQ requests the services of an FIRM to develop and implement a comprehensive facility upgrade program for the owner.

The intent of this project is to provide the owner with the means to realize maximum utility and operational savings without the use of capital funds. Timely implementation of this project is of the essence.

B) Guaranteed Contracting:

The Owner has chosen to procure the required services through a Guaranteed Contract. This means the FIRM will provide single source accountability from design and installation through guaranteeing energy costs, energy and operational savings and the performance of the systems. The FIRM must show evidence that it can provide financing for the program structured so yearly payments are less than the yearly guaranteed savings. FIRM will also provide on-going support services. Owner may, at their option, elect to fund this project by means other than those provided by FIRM.

C) Technical Requirements:

1. Engineering Study: The FIRM will perform an engineering study of the existing buildings, develop recommendations for upgrades to the facility and outline associated savings. The FIRM must be willing to guarantee these findings. Based on these, the FIRM should develop a 15 year financial model of the proposed program.
2. Buildings with existing controls: The FIRM shall provide controls that integrate with existing systems throughout County or outline other alternatives.
3. The new systems must be capable of meeting and maintaining the following standards in the County.
 - 68 – 72 degrees during occupied periods in heating
 - 72 – 76 degrees during occupied periods in cooling
 - 50% - 55% RH at all times
 - ASHRAE Standards 62-1989 (ventilation)
 - Minimum 15 CFM fresh air per occupant
4. A registered Professional Engineer must serve as Engineer of Record.
5. The FIRM will be required to work with current building management and maintenance personnel to coordinate construction and provide appropriate training in the operation of the new systems.

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D) Project Funding:

Respondents shall be willing and able to provide options for capital investment required to fund this project. The cost of the proposal generation, system design and all other “up front” costs shall be borne by the respondent with no obligation to the owner.

The financial goal of this program is twofold.

1. Self-fund the upgrades to the county through energy and operational savings
2. Provide financing for the proposed projects with terms not exceeding fifteen years and subject to yearly appropriation

The proposed agreement shall not constitute a debt, liability or obligation nor will it be a pledge of faith and credit of the Owner.

E) Savings Guarantee:

The FIRM shall provide a written savings guarantee. The guarantee shall be reconciled on an annual basis, commencing one year from the date of completion of installation. In the event that the actual savings are less than the guaranteed savings, the FIRM shall provide a cash reconciliation of the difference.

The guarantees should be based on the FIRM’s experience, references and overall confidence in the design. The FIRM shall provide the guarantee through their own organization. Guarantees through insurance companies will not be accepted.

F) Eligible Bidders:

Eligible bidders are limited solely to companies who have a proven record of energy reduction experience and are willing and able to guarantee the cost, performance and savings associated with the proposed projects. Eligible bidders must have a minimum of all the following – any bidder not meeting the minimum requirements below will not be considered:

1. To be eligible, the respondent / bidder must have been a prime contractor on a minimum of 3 Guaranteed Energy Projects in the last 5 years. Being a subcontractor of a prime contractor on a Guaranteed Energy Project is not eligible experience and will not be considered.
2. Must provide three (3) references for similar services.

G) Proposal Format:

Proposals must be submitted in the format outlined in this document. Prior to the actual evaluation, each proposal will be reviewed to determine whether or not it is complete. Proposals that do not contain the information requested will not be considered.

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Respondents shall use the prescribed format to clearly indicate their experience and qualifications, and fully describe their proposed guarantee energy savings contract. Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal and not on the basis of what is inferred.

H) Contractor Responsibility:

The selected FIRM will be required to assume total responsibility for all the services offered in the proposal. The selected FIRM will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

I) Payments:

Payments shall not exceed the total savings realized under this program for the terms of this agreement. Douglas County Government will not make monthly payments until the project is complete.

J) Required Bonds and Insurance:

Prior to the award of a guaranteed Energy contract, the FIRM shall provide the Owner with a 100% project value performance bond.

To adequately protect the interests of the Owner, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverage:

1. Commercial General Liability insurance in the amount of not less than \$1,750,000 each occurrence.
2. Comprehensive Automotive Liability insurance in the amount of not less than \$1,750,000.
3. Workers Compensation insurance in the amount of not less than \$1,000,000 each accident.

In addition, Professional Liability insurance coverage shall be in force according to the requirements for engineering design work in the State of Georgia. Evidence of required bonds and insurance shall be presented prior to the execution of the contract. Insurance policies to be carried under the agreement shall not be changed or canceled without prior written notification to the Owner.

K) Taxes, Fees, Code Compliance and Licensing:

The FIRM shall be responsible for the payment of any required taxes or fees associated with the execution of this contract. The FIRM shall also be responsible for compliance with all applicable codes and statutes. All engineering, design, installation and construction work shall be done by contractors licensed in the State of Georgia.

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L) References and Proprietary Information:

Submission of a response authorizes the Owner to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the Owner. Any proprietary information that the contractor does not want disclosed to the public shall be so identified on each page in which it is found. Data or Information so identified will be used by the Owner solely for the purpose of evaluation and contract negotiations only.

M) Inquiries:

Questions that arise shall be submitted in writing to the Owner. The point of contact for this project is:

Mr. Bill Peacock, Purchasing Director
Douglas County Board of Commissioners
Purchasing Department
8700 Hospital Drive
Douglasville, Georgia 30134

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**ATTACHMENT B
 Proposed Project Schedule**

ACTIVITY	DATE	TIME
RFQ Invitation	8/10/2016	-----
Site Visits	8/29/2016	8am-4pm
	8/30/2016	8am-4pm
	8/31/2016	8am-4pm
Qualifications Due	9/14/2016	By 2pm
Qualifications Award Announcement	9/28/2016	-----
Engineering Analysis Review	11/30/2016	-----
Contract Award	12/15/2016	-----
Begin Project	2/1/2017	-----
Project Complete	12/1/2017	-----
1 st Payment	1/1/2018	-----

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ATTACHMENT C

Proposal Response Format and Preparation Instructions

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any proposal which is deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the Owner is that all responses follow the same format in order to evaluate each respondent fairly.

Each Respondent will provide the Owner with four (4) copies of the RFQ response.

A) TABLE OF CONTENTS:

- Responses shall include a Table of Contents properly indicating the appropriate sections.

B) EXECUTIVE SUMMARY:

- Responses shall include a concise abstract of no more than two (2) pages stating the respondent's overview of the project.

C) COMPANY BACKGROUND:

- a) Company Information / History of Organization
- b) Project Organization Chart
 - a. The Owner is interested in the FIRM's ability to provide outstanding project management and their ability to keep the project on-time. Make sure you have thoroughly described your local, in-house ability to install mechanical and electrical systems. The respondents should also focus on describing in-house capabilities that allow them to quickly respond and resolve installation issues that could affect the critical path of the installation.
- c) Resumes of Individuals that will be working on Douglas County Government Upgrades

D) COMPANY EXPERIENCE:

- a) Provide a minimum of at least 3 references of similar programs your organization has completed in the past 5 years. All References will be contacted. Provide the owner's name, address, telephone number and contact person for each reference. Only references for projects which are complete through the installation of all equipment and systems are acceptable. List any of your products that are installed on this page.
- b) Provide details around any break costs associated with a signed letter of intent that does not move to an executive contract. Provide costs, timing, etc.

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E) FINANCIAL APPROACH

1. Provide a detailed description on your firm's possible arrangements for financing of this project – what bank(s) are involved, responsibilities of each party and any special conditions associated with financing this project.
2. Provide a detailed description of the type of financial guarantees that can be offered through your organization and what is typically used by your organization. Specifically what methodologies, technologies, etc are used to create baselines and overall savings objectives and reporting of the guarantee.

E) LEGAL

- Provide a sample contract for both the project and the annual guarantee.
- Has your firm ever been in litigation for any reason, concerning a similar agreement, in the United States over the last 10 years?
- Has criminal charges ever been filled as a result of a guaranteed contract with your firm over the last 20 years?
- **Assignment of Contract:** Contractor shall not transfer or assign its rights under this Agreement directly or indirectly including, without limit, in the case of merger, acquisition of ownership or control interest in Contractors business, or sale of Contractors assets, without the prior written consent of Owner (Douglas County Government)

G) ON-GOING SUPPORT AND SERVICES

- a. **Environmental Services:** Describe your ability to provide professional environmental services, specifically in regard to Indoor Air Quality and Energy Star Certification.
- b. **Training:** Describe the type of training available to the Owner in regards to the systems you will be installing.
- c. **Energy Auditing Services:** Describe how you would perform an energy audit.
 - i. Provide an actual Audit that has been done for a similar Project in the State of Georgia.

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ATTACHMENT D

Selection Criteria

A) Completeness:

Each respondent will be reviewed prior to the selection process for the completeness and adherence to the prescribed format. A response will be considered complete if all requested sections are included and in the proper order.

B) Selection:

▪ **Grading System**

The executive summary of each respondent will be read to give an overview of the response. Then, each section of each response will be graded on a pass/fail basis. A passing grade shall be given if the section:

- Provides the requested information
- Demonstrates the respondent has adequate capability and/or experience to provide value, quality, unique engineering solutions and strong installation capabilities in developing and delivering mechanical upgrades to similar facilities in Georgia.
- Demonstrates strong local, in-house capabilities

C) Formal Evaluation:

▪ **Evaluation Process**

The evaluation process will objectively grade the responses based upon their merit and completeness. Responses will be evaluated in light of the material and substantiating evidence presented in the response, and not on the basis of what is inferred. The evaluation process will include verification of references, verification of project team resumes, and may also include customer site visits or other information as directed by the Owner.

▪ **Grading Format**

Each section or subsection of the RFQ responses will be considered a separate criterion and will be graded individually.

D) Final Selection

A Letter of Award will be issued to the Contractor.

E) Notification

The Owner will call and notify, or email contract winner.

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END OF REQUEST