

**City of Paducah
Request for Qualifications
For
Energy Savings Performance Contract**

BACKGROUND AND PROJECT GOALS:

1. Purpose:

The City of Paducah requests proposals for the identification, design and implementation of innovative solutions for energy efficiency improvements on a guaranteed performance contracting basis. The purpose of issuing this Request for Qualifications (RFQ) is to identify and select a qualified provider, or Energy Services Company (ESCO), to perform the implementation of an Energy Savings Performance Contract (ESPC) in accordance with KRS 45A.352 – guaranteed energy savings contracts involving local public agencies.

ESCO's 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 efficient systems; ongoing support and training services; assistance in securing financing for the transaction; and a written guarantee of savings. The City of Paducah's goals are to improve energy, water, and wastewater efficiency; and to provide additional capital cost avoidance projects that improve building performance. As a minimum, the scope of the projects should include lighting systems, HVAC and electrical systems, and building envelope energy conservation measures (ECM) such as windows, doors, etc.

The City of Paducah expects to also achieve the following objectives by entering into an ESPC with the selected provider:

- Reduce operating costs
- Improve building environmental conditions
- Improve maintenance and operation of the facilities
- Reduce carbon footprint and other negative environmental impacts

2. Qualification Process:

The selection of the qualified respondent will be based on the responses to the RFQ and the ability of the provider to best meet the needs of the City of Paducah. The City reserves the right to accept or reject any proposal based on its sole determination of its

best interests. After selecting an energy services provider/ESCO, The City intends to negotiate a guaranteed ESPC with the selected provider.

Acceptance of a proposal neither commits the City of Paducah to award a contract to any vendor, even if all requirements stated in this RFQ are met, nor limits our right to negotiate in the City's best interests. The City of Paducah reserves the right to contract with a vendor for reasons other than lowest price.

3. Selection Process and Timing:

The following process, and schedule, will be used to select the preferred energy services provider/ESCO:

Issuance of RFQ	11/11/2022
Written Questions Must be Submitted By	11/23/2022
Submission of Proposals	12/01/2022

4. Contact and Response Deadline:

In order to be considered, respondents must submit a complete and thorough response to this RFQ. RFQ's must be submitted by 4:00 p.m. Central Time on 12/01/2022. Proposals must be labeled "**RFQ for Energy Savings Performance Contract**" and addressed to the following:

City of Paducah
300 South 5th Street
P.O. Box 2267
Paducah, KY 42002-2267
ATTN: CITY CLERK

All questions regarding this RFQ and technical requirements should be submitted to Randy Crouch (rcrouch@paducahky.gov).

5. Confidentiality:

All data, materials, documentation, originated and pursuant to the RFQ shall be subject to public inspection in accordance with prevailing public access laws.

6. Response Preparation and Completeness:

Responses shall be signed by an authorized representative of the ESCO. All information requested must be submitted and organized in the format requested. Failure to submit all information as requested may result in the requester 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, may be considered unresponsive. Proposals received after the designated deadline will not be reviewed.

7. Non-Discrimination Clause:

The City of Paducah will not discriminate on the grounds of race, color, national origin, sex, age, or disability when issuing Invitations to Bid.

REQUEST FOR QUALIFICATIONS FORMAT AND SPECIFICATIONS

Please provide answers to each category listed below. Provide your responses on 8 ½" x 11" sheets of paper and number and title each answer to the corresponding category. All pages in your response should be numbered sequentially. The response and any attachments shall not exceed 50 total pages and must be a minimum 12-point font.

A. COMPANY QUALIFICATIONS

1. Executive Summary:

Responses shall include a summary overview of the respondent's approach and other pertinent information. Such summaries are to be no more than three pages in length.

2. Company Profile:

Company must address all questions. If not applicable, enter N/A.

- Company Name
- Federal Employer Identification Number
- Mailing Address
- Physical Address
- Names, titles, phone numbers, and email addresses of at least two contact persons
- Name and Address of Parent Company (if applicable)
- Former Name(s) of Company (if applicable)
- Other wholly owned subsidiaries, divisions, or branch offices that will participate materially in the development of the project(s), in its evaluation process, and/or in the conduct of any services provided.
- Type of Company (Corporation, Partnership, Sole Proprietorship, Joint Venture)
- Percentage of company's revenue from ESPC
- Years under present name
- Years under each prior name

- List any of the company's affiliations, joint ventures, or contractual obligations to peer partners which may be used on this project.
- Define what aspects of the proposal will be self-performed by the company. Provide proof of company's ability to self-perform those aspects with no subcontractors.
- Provide a summary of the company's financial strength and include a copy of the company's most recent audit as an attachment.
- Has your company been involved in a guaranteed savings or construction related lawsuit (other than labor or personnel litigation) during the past 5 years? If yes, please explain in detail the nature of the claim, circumstances, amount in dispute, date suit was filed, and the outcome of the case. (NOTE: If this response is submitted by a branch office or division of a parent company, indicate the lawsuits involved directly by the specific branch or division)
- Has your company been involved in any construction arbitration demands during the past five years? If yes, identify the nature of the claim, amount in dispute, parties, and ultimate resolution of the proceeding.
- Has your company been involved in any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or a similar state or federal agency during the past five years regarding your company's safety practices? If yes, identify the nature of the claim and the ultimate resolution of the proceeding.
- Has your company been involved in any lawsuits, administrative proceedings or hearings initiated by the Occupational Safety and Health Administration or a similar state or federal agency during the past five years regarding the safety of one of your company's projects? If yes, identify the nature of the claim and the ultimate resolution of the proceeding.
- Has your company, or any of its parent companies or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? If yes, explain in detail the circumstances, date the protection order was filed and the resolution of the case (or current status, if still ongoing).

3. Project Team Experience:

- A. Identify who will have the primary responsibility for the project including technical analysis, engineering design, construction management, construction, training, and post-contract monitoring. For each of the individuals listed, indicate the following: (Resumes may be included as attachments)

- Name
 - Title
 - Intended role and responsibilities for the duration of the project
 - Educational background
 - Specific qualifications related to their role and responsibilities
 - Past relevant experience
 - Number of years of relevant experience
 - List of ESPC type projects individual was associated with during the last three years, including type of project and project cost
- B. Give the name and address of the person who will have primary responsibility for contract negotiations.
- C. Describe the nature of work generally conducted by subcontractors and discuss your flexibility in hiring local subcontractors in the City of Paducah's geographic area.
4. References:
Provide a reference list of ESPC's which your firm has managed and identify any of which are other Kentucky municipalities. For each of the references identified also include the following information:
- Project Size – Number of buildings and total square footage
 - Project Dollar Amount – Provide the total contract amount and the total project capital expenditure amount
 - Source of Funds – State the source of funds used for the project and your firm's role, if any, in securing these funds
 - Contract Terms – State the type of Contract, the duration of the contract term, and the financing arrangement
 - Summary of Improvements
 - Guaranteed Annual Savings – State the amount of the guarantee annual savings and describe how the guarantee functioned. Also include if your firm was required to pay any funds to meet the guarantee.
 - Contact information for each reference

B. TECHNICAL APPROACH AND ENERGY MEASURES

1. Technical Approach:
- A. Summarize the scope of services (assessment, design, construction, monitoring, operations, maintenance, training, etc.) that would be offered for this type of project.
- B. Describe the type approach used for the technical design for this type of project.

- C. Include your company's methodology, process, and options for annual measurement and verification.
- D. Provide information on the company's history of use of existing systems and equipment in achieving energy conservation measures.
- E. Provide a detailed description of the recommended Measurement and Verification (M&V) plan for measures with savings guarantee as required by KY 45A.352 (2)(a).
- F. Describe your firm's capabilities in providing technical training for City of Paducah's facility personnel. Describe your company's involvement in developing training manuals for facility staff.
- G. Describe the types of equipment maintenance or monitoring services that may be included. Comment on whether the City of Paducah's maintenance staff can perform some of these duties if desired, and describe any impact on the guarantee. Describe the required length of the maintenance contract and the relationship with the guarantee in the event that the City of Paducah chooses to terminate the maintenance contract prior to the end of the energy savings agreement.
- H. Describe level and types of all insurance policies applicable to the ESPC project.

2. Project Management:

Provide information that details a sample implementation plan and a sample project schedule.

C. FINANCIAL APPROACH

1. Measurement and Verification of Savings:

- A. Describe the company's approach to creating a financial model incorporating that incorporates all project costs including, installation, service, engineering, measurement and verification, financing and any other costs along with the project savings.
- B. Describe the company's approach to monitoring and savings verification. Note if an industry standard such as the International Monitoring and Verification Protocol is preferred by the company.
- C. List typical procedures, formulas and methodologies including special metering or equipment your company may use to calculate utility and operations and maintenance savings.
- D. Describe the basis of guarantee, its execution, and the methods of payment or remedy that will be provided if the project fails to provide the guaranteed savings. Include a copy of your firm's Energy Savings Guarantee.
- E. 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.
- F. Briefly describe your company's standard billing procedures.

2. Financing Sources:

Provide descriptions of the sources and types and costs of financing available and recommended for use in this program along with the company's experience with each investor.

D. OTHER BENEFITS/SERVICES

Describe any other benefits or services your company can bring to the ESPC.

EVALUATION

Each response will be evaluated by a review committee which will evaluate the responses based on merit, completeness, and the ability of the respondent to meet the needs, best interests, stated goals, and objectives of the City of Paducah. The evaluation process may include verification of presented information and clarification as requested.