

HOUSTON COUNTY

Requests
Statements of Qualifications
From
Energy Service Companies
For
Guaranteed Savings Performance Contracting Services

RFQ

Issue Date: June 5, 2017

HOUSTON COUNTY
Request For Qualifications – RFQ
Guaranteed Savings Performance Contracting Services
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HOUSTON COUNTY requests statements of qualification from interested and qualified Energy Service Companies (ESCOs) to perform an Investment Grade Audit (IGA) to identify, recommend, and implement energy efficiency and improvement measures for HOUSTON COUNTY's facilities and infrastructure. HOUSTON COUNTY is interested in contracting turnkey services from one qualified ESCO under a guaranteed energy savings performance contracting arrangement.

The objective of the issuance of this RFQ is to solicit statements of qualifications from ESCOs that have the experience, capability, and proven track record to provide guaranteed efficiency upgrades to HOUSTON COUNTY's facilities and infrastructure.

HOUSTON COUNTY intends to select an ESCO to provide comprehensive services that will include, but are not limited to:

1. Completion of an Investment Grade Audit (IGA) of HOUSTON COUNTY's facilities and infrastructure to address deferred maintenance and identify a comprehensive set of efficiency improvements to reduce and control utility expenses, reduce operational costs, improve overall comfort, and improve system efficiencies.
2. Guaranteed maximum price and guaranteed level of savings for the efficiency measures identified and recommended for implementation.
3. Development and execution of a Guaranteed Saving Performance Contract to implement the efficiency project, whereby the level of savings guaranteed by the ESCO are equal to, or exceed, the cost of the project over an agreed upon term; including a measurement and verification plan to verify the performance of the implemented efficiency measures, periodic reporting and annual reconciliation of the savings achieved from the efficiency project.
4. ESCO's assistance to the HOUSTON COUNTY in obtaining competitive financing for the efficiency project.
5. Identification and administration of any incentives, grants, or rebates that may be obtained in order to offset the cost of HOUSTON COUNTY's efficiency project.

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Qualified ESCOs interested in providing the requested services must respond with a written Statement of Qualifications (SOQ). HOUSTON COUNTY's selection of an ESCO to provide these services will be made in accordance with the policies and administrative directive of HOUSTON COUNTY and applicable statutory provisions. Responses must be received by June 22nd, 2017 at 11:00 am CST, after which time and date they will no longer be accepted by HOUSTON COUNTY. Submissions made after this date and time will not be considered. Responses must be mailed or delivered to:

HOUSTON COUNTY
Melissa Mosley, Auditor
401 E. Goliad Ave., Suite 204
Crockett, Texas 75835

It is the sole responsibility of the responding firm to ensure their SOQ is received by HOUSTON COUNTY on or before the due date and time.

SECTION 1 – General Information

- A. **Purpose.** This Request for Qualification (RFQ), requests Statements of Qualifications from Energy Services Companies (ESCOs) for Guaranteed Savings Performance Contracting services. HOUSTON COUNTY shall evaluate all responses and may select one ESCO to develop, implement, and guarantee the performance of a package of cost-reducing efficiency measures for HOUSTON COUNTY facilities and infrastructure. The efficiencies generated from such measures will be utilized to provide the basis for funding the project. Timely implementation of this project is of the essence.
- B. **Performance Contract.** For the purposes of this document, "Performance Contract" means a contract that provides for the procurement and implementation of turnkey services and upgrades for HOUSTON COUNTY's facilities in which the payment obligation is guaranteed by the ESCO to be equal to or less than the energy and operational cost reductions attributable to the measures implemented under the contract over an agreed upon term. The contract term will not exceed twenty (20) years.
- C. **Savings Guarantee.** The total project costs, including financing costs, service costs, and any other project-related costs, shall be one hundred percent (100%) covered by the project's efficiency savings. The performance of the installed measures shall be monitored and measured regularly and reconciled on an annual basis by the ESCO. This audit process will commence one year from the date of completion of installation of the efficiency measures. In the event that the actual efficiency savings are less than the guaranteed savings, the ESCO shall provide cash reconciliation of the difference, or negotiate with HOUSTON COUNTY for the equivalence in additional improvements or services.
- D. **Scope of Work.** The final scope of work will be determined jointly by HOUSTON COUNTY and the ESCO based on the results of the IGA. It is the intent of HOUSTON COUNTY to take advantage of the ESCO's experience and expertise to identify and recommend the best possible comprehensive package of efficiency measures and services.
- E. **Eligible Respondents.** Only qualified ESCOs with a minimum of five (5) Guaranteed Savings Performance Contracts implemented within the past five years will be considered. Additionally, ESCO references of performance contracting projects with similar scope and size to the project anticipated for HOUSTON COUNTY are of particular interest. ESCOs that cannot demonstrate the required first-party guaranteed savings project experience will not be considered for selection.
- F. **Submission Format.** SOQs must be submitted in the format outlined in this solicitation. Each SOQ will be reviewed to determine if it is complete prior to actual scoring. ESCOs shall use the prescribed format to clearly indicate their experience and qualifications, describe their technical approach to this project, and fully describe the provisions of their guaranteed savings contract. Submissions not containing the information requested, or in the format prescribed herein, will not be considered. SOQs will be evaluated in light of the material submitted and substantiating evidence presented in the written submission, and not on the basis of what is inferred.
- G. **Contract Responsibility.** The selected ESCO will be required to assume total responsibility for all services offered in their submission and noted herein. The selected ESCO will be considered the prime contractor and the sole point of contact with regard to all contractual matters with HOUSTON COUNTY.
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- H. **Contract Insurance and Bond Requirements.** The selected ESCO must conform to the following requirements. Proof of insurance coverage will be required and must be provided to HOUSTON COUNTY at the levels indicated below before commencing any work.
- a. Auto Liability – a minimum of \$1,000,000 CSL (including owned, non-owned and hired vehicles.
 - b. Commercial General liability - a minimum of \$2,000,000 CSL per occurrence/aggregate; HOUSTON COUNTY to be included as additional insured as respects this Agreement as follows: HOUSTON COUNTY including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students
 - c. Workers Compensation _ Statutory
 - d. Employers Liability - \$250,000/\$500,000/\$250,000
 - e. HOUSTON COUNTY will require a performance and payment bond equal to one hundred percent (100%) of the project's installation contract price, as required with any contract involving public improvements.
- I. **Taxes, Fees, Code Compliance, Licensed Contractors & Professionals.** The ESCO shall be responsible for payment of any required taxes or fees associated with the execution of the work under the guaranteed savings contract. The ESCO shall be responsible for compliance with all applicable local and state codes and statutes. Engineering, design, installation and construction work shall be performed by contractors and professionals licensed to do work in the State of Texas, whether said work is performed directly by employees of the ESCO, or subcontractors of the ESCO. Any portion of the work requiring as-built, plans, or drawings must be stamped and signed by a duly Texas licensed professional engineer.
- J. **References and Proprietary Information.** Submission of a response deems permission to make inquiries concerning the respondent and its officers and to any persons or firms deemed appropriate by HOUSTON COUNTY. Proprietary information that the ESCO does not want disclosed to the public shall be so identified on each page in which it is found within the submission, and will be treated as such to the extent allowed by state law. Data or information so identified may be used by HOUSTON COUNTY for the purpose of evaluation and contract negotiations.
- K. **Letter of Interest.** ESCOs interested in submitting an SOQ in response to this solicitation must complete and submit a Letter of Interest to HOUSTON COUNTY's point of contact.
- L. **Inquiries.** Questions that arise from interested ESCOs prior to the submission date shall be submitted in writing to HOUSTON COUNTY. HOUSTON COUNTY's point of contact for this project is Melissa Mosley, County Auditor. (mmosley@co.houston.tx.us) Email inquiries submitted to HOUSTON COUNTY must contain this RFQ number and RFQ name in the subject line. All inquiries must be received by June 19th, 2017 at 11:00 am CDT. Inquiries received after this date and time will not be answered. Inquiries received by HOUSTON COUNTY prior to the deadline will be compiled and answered by HOUSTON COUNTY, and will be distributed via email to the ESCOs that have submitted a letter of interest to HOUSTON COUNTY by the due date and time as noted herein.

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M. **Schedule of Events.** HOUSTON COUNTY expects to undertake the ESCO selection process according to the following schedule:

Request for ESCO Qualifications Issued by HOUSTON COUNTY	June 5, 2017
ESCO Questions to HOUSTON COUNTY - Deadline	June 19, 2017
Answers to ESCO Questions - Distribution by HOUSTON COUNTY	June 21, 2017
Statement of Qualifications Due to HOUSTON COUNTY – Deadline	June 22, 2017
HOUSTON COUNTY Evaluation of ESCO Statements of Qualifications	June 22 – 26, 2017
ESCO Selection and Notice of Intent to Award by HOUSTON COUNTY	June 27, 2017

SECTION 2 - SOQ Format Requirements

Responses must be submitted in the format outlined in this section. The intent of the HOUSTON COUNTY is that all responses follow the same format in order to evaluate each response fairly. HOUSTON COUNTY reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially unresponsive to this request.

- No later than 11:00 a.m., provide one signed original (marked "original") and (2) printed copies of the bid response.

HOUSTON COUNTY
Attention: Melissa Mosley
401 E. Goliad Ave., Suite 204
Crockett, Texas 75835

- The vendor should submit one complete electronic copy of the proposal.
- The cover page shall indicate the name, number, and due date of HOUSTON COUNTY's RFQ and the name and address of the ESCO submitting the SOQ.
- Begin each section described with the appropriate heading and section number as noted below.
- Each page shall have the name of the ESCO indicated clearly in the upper right corner.
- Each page shall contain HOUSTON COUNTY's RFQ name and RFQ number in the footer of each page.

Table of Contents

ESCO's shall include a table of contents properly indicating sections and page numbers of requested content.

1. Executive Summary

Responses shall include an abstract of no more than five (5) pages of the information presented in the ESCO's SOQ.

2. ESCO Profile

Provide the information requested in Attachment A of this document. Use the prescribed form and format herein.

Provide 2 years of audited financial statements.

3. Reference Projects

- A. Provide a maximum of ten (10) Guaranteed Energy Savings Project references. Five references must be projects implemented (installation completed) within the last five years. If possible, projects should be similar in scope and size to the project anticipated for HOUSTON COUNTY.

For each reference, provide the following information:

- Customer/Entity Name
Address
Contact Person
Phone Number and Email of Customer Contact
- Contract Amount
- Financing – Type and Term
- Contract Term (in years)
- Annual Savings – by type (utility, operational, etc.) – in units and dollars
- Scope of Work Summary
- Start Date of Installation
- Completion Date of Installation
- Type and frequency of Measurement and Verification applied to Project Measures
- Frequency of Project Reporting
- Status of Guarantee
- Project Highlights/Added Value or Benefit for the ESCO Client

4. Project Team

- A. Provide an organizational chart with names and titles of the members of the ESCO's project team that will be responsible for this project.
- B. Provide a brief resume and bio of each team member indicating their experience and education.
- C. Provide a summary of the team member's role and responsibilities in regard to the anticipated project with HOUSTON COUNTY.
- D. Provide information concerning the ESCO's approach to the use of subcontractors in the course of the work anticipated for HOUSTON COUNTY.
- E. Provide information concerning the ESCO's local capabilities and support team involved in guaranteed performance contracting project implementation.

5. Technical Approach

- A. Describe the approach and process to performing the IGA.
- B. Provide a timeline of the anticipated milestones necessary to complete the IGA.
- C. Provide specific information of the evaluation process used by the ESCO to identify specific efficiency improvements for HOUSTON COUNTY to consider for implementation. Special attention should be given to how the ESCO will address deferred maintenance for this project.
- D. Product manufacturers- Please describe your approach to incorporating other manufacturer's products in your projects.

6. Houston County/Entity Required Resources

- A. Describe the anticipated Houston County resources required to perform the IGA for this project.
- B. Describe the anticipated Houston County resources required to implement the ECMs for this project.
- C. Describe the anticipated Houston County resources required to measure, verify, & report the ECMs results for this project.

7. Financial Approach

- A. Describe the sources and types of financing that may be available for this project.
- B. Describe the ESCO's role in assisting HOUSTON COUNTY in securing financing for the project.
- C. Provide information concerning any incentives or grants that may be available to HOUSTON COUNTY to offset the cost of the project.

8. Project Implementation

- A. Describe the management process that will be used to ensure a timely and quality installation of the project.
- B. Provide information regarding standard progress reporting and billing during the installation phase.
- C. Describe the completion and acceptance process of the installed measures and the process used to transition to the guaranteed savings phase.

9. Project Guarantee

- A. Provide information on the anticipated measurement, verification and reporting process that may be used for HOUSTON COUNTY to ensure the installed measures perform as expected.
- B. Provide details as to the method and means that will be used to reconcile the project's guaranteed savings, including those used in the event of a savings shortfall.

SECTION 3 – Evaluation and Selection

- A. **Evaluation Process.** HOUSTON COUNTY will appoint a selection committee to formally evaluate the submissions. Responses shall be reviewed for completeness and adherence to format requirements as indicated in this solicitation. Failure to adhere to the required format may result in disqualification. The evaluation process will objectively grade the responses on their merit and responsiveness. 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 performance contracting project references, verification of project team resumes, review of financial information, and may include the verification and confirmation of any additional information deemed necessary by HOUSTON COUNTY.
- B. **Scoring of ESCO's Statements of Qualification.** Each section of the ESCO's statement of qualification will be evaluated and scored. All scores will be summed to give the grand total score for the ESCO's written submission. The maximum possible total score for a submission is 100 points.
- C. **Contract – Phase 1 – IGA.** The highest scoring ESCO will be notified of their selection for recommendation. The ESCO shall be directed to submit a contract for Phase 1 – Investment Grade Audit. Upon approval by HOUSTON COUNTY, the ESCO shall receive a Notice to Proceed for the IGA phase.
- D. **Contract – Phase 2 – Guaranteed Savings Performance Contract.** Upon acceptance of a scope of work resulting from the IGA, a Guaranteed Savings Performance Contract will be presented to HOUSTON COUNTY for review and approval. Upon acceptance by HOUSTON COUNTY, a Notice to Proceed will be issued allowing the ESCO to proceed with the implementation phase.

SECTION 4 – General Terms and Conditions

1. To be considered, written statement of qualifications must be received by June 22, 2017 before 11:00 am, CDT in the number and format set forth in this solicitation. A non-responsive or incomplete submission will not be considered. ESCO submissions shall be mailed or delivered to the address listed below.

HOUSTON COUNTY
Attention: Melissa Mosley
401 E. Goliad Ave., Suite 204
Crockett, Texas 75835

2. The outside of all delivered documents must be labeled: "RFQ, and reference the name of this RFQ "Guaranteed Savings Performance Contracting Services".
3. It shall be clearly understood that any costs incurred by the ESCO in responding to this request is at the ESCO 's own risk and expense as a cost of doing business, and HOUSTON COUNTY is not liable for reimbursement to the ESCO for any expense so incurred, regardless of whether or not the submission is accepted.
4. Any information provided herein is intended to assist the ESCO in the preparation of submissions necessary to properly respond to this RFQ. The RFQ is designed to provide qualified ESCOs with sufficient information to provide a statement of qualifications, but is not intended to limit a RFQ's content or to exclude any relevant or essential data.
5. Respondents are required to be thoroughly familiar with the requirements herein and applicable state statutes before submitting their statement of qualification to HOUSTON COUNTY for consideration.
6. The submission must contain the signature of a duly authorized officer or agent of ESCO's firm empowered with the right to bind and negotiate on behalf of ESCO for the work and terms proposed.
7. HOUSTON COUNTY reserves the right to reject any and all submissions and to waive any informality if deemed in the best interest of HOUSTON COUNTY to do so.

Attachment A - ESCO PROFILE

1. General Firm Information

Firm Name: _____

Mailing Address: _____

Physical Address: _____

Names, Titles and Phone Numbers of two principal contact persons:

_____	_____	_____
_____	_____	_____

Submittal is for:

Parent Company
Subsidiary
Division
Branch Office

List any Division or Branch Offices that will participate materially in the development of the proposal, in its evaluation process, and/or in the conduct of any services provided.

Name of Office: _____

Address:

Name and Address of Parent Company (if applicable)

Name:

Address:

Former Name(s) of Firm (if applicable)

Name:

Address:

Tax Identification Number:

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2. Type of Firm

Corporation
Partnership
Sole Proprietorship
Joint Venture

3. Federal Employer Identification Number: _____

4. Year Firm Established: _____

5. Five-year summary of contract values for energy related services:

2017: \$ (to date)

2016: \$

2015: \$

2014: \$

2013: \$

Estimate of total value for all energy-related contracts that are currently in force:

\$ (total value) as of (date).

6. Five-year summary of contract values for energy performance contracts only:

2017: \$ (to date)

2016: \$

2015: \$

2014: \$

2013: \$

Value of shortfall savings payments made to date resulting from the energy performance contracts included in the above totals, subject to all measurement & verification options.

\$ _____

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7. Corporate Background

- a. Years under Present Name: How many years has your firm been in business under its present business name? Years
- b. Former Names: Indicate all other names by which your organization has been known and the length of time known by each name.
- Name: _____ Years: _____
- Name: _____ Years: _____
- c. Years in Energy Business: How many years has your firm been providing energy-efficiency related services? __years
- How many years your firm has offered performance contracting services? __ Years.
- d. Number of Contracts: Indicate the number of energy savings performance contracts actually implemented by your firm. (NOTE: If this response is submitted by a branch office or division of a parent company, indicate the number of projects that have been managed directly by the specific branch or division.)
- e. State Qualification: Identify all states in which your firm is legally qualified to do business.
- f. Professional Engineers Licensed in Texas: Identify and provide resumes for company employees that will be involved in the services requested in this RFQ and are professional engineers licensed in the State of Texas.
- g. Accredited/ Certified Energy Professionals. Identify and provide resumes for company employees that will be involved in the services requested in this RFQ and are accredited or certified energy professionals (e.g., BEAP, CEA, CEM, CMVP, HBDP, etc.).

8. Financial Information

- a. Financial Statement: Attach your firm's most recent financial statement or annual report for each of the last three years.
- b. Statement of Financial Condition: Attach the most recent annual Statements of Financial Condition, including balance sheet, income statement and statement of cash flows, dated within the past twelve (12) months. Provide the name, address, and the telephone number of firm(s) that prepared the Financial Statements:

Name: _____

Contact Person: _____

Address: _____

Phone: _____

Newspaper Ad - 6/4, 6/8, 6/11/2017

Melissa Mosley

From: "Melissa Mosley" <melissa.mosley@co.houston.tx.us>
Date: Thursday, June 01, 2017 1:27 PM
To: "Houston County Courier Ads" <classified@hccourier.com>
Subject: New Ad - RFQ - 6/4, 6/8, 6/11/17

Please run the attached notice on June 4, June 8 and June 11, 2017 editions of the Courier.

Requisition Number 49958. Let me know the price when you can.

NOTICE TO BIDDERS - RFQ
 Request for Qualifications

Houston County is issuing a Request for Qualifications (RFQ) from qualified Energy Services Companies (ESCOs) for design/build and maintenance services for plant/process improvements under an Energy Services Performance Contract. These improvements should generate a positive cash flow great enough to offset the cost of improvements. The intent of this contract is to purchase facility upgrades that improve facility comfort and efficiency. The ESCO will be required to guarantee the design and construction costs, cash flow, performance, and maintenance of all systems. The RFQ assesses expertise in design and installation capabilities, personal expertise, and the ability to provide quality, on-time installations, on-going support services, references and annual reports for the prior two years.

The chosen contractor will be able to cite their proven record in finding solutions for infrastructure designs, implementing improvements, as well as, cost savings and maintenance performance. Requests for qualifications may be obtained June 5, 2017- June 19, 2017 between the hours of 8:30 a.m. – 4:00 p.m. Monday through Friday, at the Houston County Annex – County Judge's Office or online at www.co.houston.tx.us. Qualifications shall be submitted no later than 11:00 am on Thursday, June 22nd 2017. Two copies of the ESCO's Qualifications should be submitted to:

Houston County Auditor
 Melissa Mosley
 401 East Goliad, Ste. 204
 Crockett, TX 75835

Houston County reserves the right to reject any and all bids to insure full compliance with applicable laws.

THANKS!

Melissa Mosley, CPM, CIO
 Houston County Auditor <(((><
 "To whom much is given, much will be required" Luke 12:48