

AGENDA RESERVATION REQUEST

CITY OF FRANKLIN COMMON COUNCIL

Please type or print

Date Submitted: 4.26.17

Meeting Date: 5.1.17

Contact Information:

Requested by: Lynn Gray, City Attorney

On Behalf of Organization or Individual: City of Franklin

Telephone: (317) 738-3365

Email address: lynng@igmlawfirm.com

Mailing Address: 63 East Court Street, Franklin, IN 46131

Describe Request:

Draft of Energy Cost Savings Request for Proposal

List Supporting Documentation Provided:

1. Letter from Lynnette Gray
2. Draft Request for Proposal

Who will present the request?

Name: Lynn Gray, City Attorney

Telephone: (317) 738-3365

The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.

The City of Franklin, Indiana

REQUEST FOR PROPOSAL OF ENERGY SERVICE PROVIDERS FOR SELF FUNDING ENERGY EFFICIENCY IMPROVEMENTS

A. GENERAL BACKGROUND AND PROJECT GOALS

A1. Purpose

The City of Franklin (Owner) is requesting proposals for the identification, design, and implementation of energy efficiency improvements on a self funding performance-contracting basis – in accordance with Indiana IC 36-1-12.5.

The purpose for issuing this Request for Proposal (RFP) is to identify and select a qualified provider, or Energy Services Company (ESCO), to perform the implementation of a energy savings performance contract.

Suppliers must be able to provide comprehensive design build construction, building management and energy services, including, but not limited to, the performance of investment energy audits, the program design by in-house professional engineers, selection of energy conservation measures, and installation of energy efficient systems, ongoing support and training services, assistance in securing financing for the transaction, and accountability for system performance measurement and verification and cost of operations savings.

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

Qualified responders must have the below minimum qualifications:

1. Have in-house design/build installation capabilities with 5 examples of \$1,000,000 projects including project examples of similar size and scope that were competitively bid.
2. In-house engineering team to design all solutions with registered Professional Engineer (P.E.), Certified Energy Manager (CEM), at least one (1) LEED accredited professional and minimum of 4 engineers insuring accountability for customer design.
3. In-house dedicated retro-commissioning and service team with a sufficient number of service vehicles available to complete the projects as provided in the work schedule approved by the city and as determined by the city.
4. Utilize in-house employees for all installations in such areas as controls, lighting, mechanical installations, green solutions, service, retro-commissioning and audits resulting in greater purchasing power for the customer.

IC 36-1-12.5 Request for Proposals (RFP) for Franklin, Indiana

5. Provider must have proof of more than 25 years in business and a minimum of 5 installations of similar scope.

A2. Overview of Goals and Objectives

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

1. Reduce operating costs to reinvest in deferred maintenance areas
2. Improve environmental conditions for employees and visitors to City facilities
3. Improve maintenance and operation of the facilities
4. Provide better working conditions in the identified facilities
5. Preserve capital funds for other City requirements or projects

A3. Included Facilities

The City desires to implement the Performance Based Contract at the following locations:

1. Active Adult Center
2. Aquatic Center
3. Cultural Arts & Rec Center
4. City Hall
5. Fire Station #21
6. Fire Station #22
7. Fire Station #23
8. Fleet Maintenance Garage
9. Palmer Park Community Center
10. Parks Maintenance Building
11. Scott Park
12. Wonder Five Center
13. Police Department & Street Department
14. Wastewater Treatment Plant
15. Green Lawn Cemetery

Potential respondents must attend the RFP Preview Meeting to be eligible to respond to this RFP. The date is _____ at _____ at the City of Franklin City Hall, 70 East Monroe Street, Franklin, IN 46131.

A Research Information Packet outlining square footage, utility data and related information for each facility will be supplied to interested vendors at this meeting.

Potential respondents may arrange to view the facilities by scheduling an appointment with:

Phone:

Fax :

E-mail :

IC 36-1-12.5 Request for Proposals (RFP) for Franklin, Indiana

The City of Franklin Common Council at its discretion, reserves the right to arrange group meeting(s) to disseminate information and view the facilities

A4. Qualification Process

The selection of the qualified respondent will be based on the responses to the RFP and the ability of the provider to best meet the needs of the City of Franklin. The City of Franklin reserves the right to accept or reject any offeror's proposal based on its sole determination of its best interests. The City of Franklin shall not be required to select any provider based on low cost, payback or other criteria. This RFP is not an offer to contract. Acceptance of a proposal neither commits the City of Franklin to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits the City's right to negotiate in its best interests. The City of Franklin reserves the right to contract with a vendor for reasons other than lowest price. After selecting an energy service provider, the City of Franklin intends to negotiate a Performance Based Contract Agreement with the selected provider.

A5. Selection Process and Timing

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

1 st Legal Advertisement	Week of _____
2 nd Legal Advertisement	Week of _____
RFP Preview Meeting & Site Survey	_____
Submission of Proposal	_____
Selection and Notification to Provider*	_____
Contract Presented to City Council for Approval*	_____

* Tentative time frame subject to change at the discretion of the City of Franklin.

A6. Contact and Response Deadline

In order to be considered, respondents must submit a complete and thorough response to this request. Original and four copies (total of five (5) responses) must be submitted to the Owner at or before _____. Responses must be sealed and clearly marked "ENERGY SAVINGS PROPOSAL". To ensure that your response is received before the deadline, either hand deliver or send submittal by registered mail to:

Clerk Treasurer
City of Franklin
City Hall
70 East Monroe Street
Franklin, IN 46131

Mark "ENERGY SAVINGS PROPOSAL" clearly on the envelope.

All submissions become property of the City of Franklin, and will not be returned to the vendor. All costs associated with the submission preparation will be the responsibility of the submitting

party and will not be reimbursed by the city. **NO EXTENSIONS TO THE ABOVE TIMELINE WILL BE GRANTED OR DISCUSSED.**

A7. Response Preparation and Completeness

An authorized representative of the offeror shall sign responses. All information requested must be submitted and organized in the format requested. Submission of e-mail and/or fax responses will not be considered and will result in elimination of a response otherwise received timely and in accordance with directions. Failure to submit all information as requested may result in the requester requiring immediate submission of the missing information within twenty-four hours from the requested notification, 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. Proposals received after the designated deadline will be returned unopened. Should such proposal(s) be opened inadvertently the City reserves the right to retain a copy for the files of the City of Franklin Common Council.

A8. Confidentiality

Upon receipt, the proposals shall become the property of the City of Franklin. Ownership of all data, materials, and documentation originated and supplied or produced pursuant to the RFP shall be subject to public inspection in accordance with prevailing public access laws. Trade secrets or proprietary information submitted by an offeror must be so identified on each page on which it is found and shall not be subject to public disclosure. The city may obtain clarifications from the respondent or its contractors at any time.

B. REQUEST FOR PROPOSAL FORMAT AND SPECIFICATIONS

Each company must provide an Energy Conservation Report as detailed below. The report must include certification, under a registered professional engineer's seal, that the report uses reasonable methods of analysis and estimation.

B1. 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 five (5) pages in length. The binding authority in the management of the firm must sign the summary overview.

B2. Company Qualifications and Financial Strength

Firm Profile

1. Provide information specifying legal business classification, state of incorporation, audited annual report and summary of financial strength.
2. Address the company's ability to fulfill the financial guarantee terms and duration of the Performance Based Contract. Include a summary of the extent and stability of business operations related to installation services for the last twenty five (25) years.

IC 36-1-12.5 Request for Proposals (RFP) for Franklin, Indiana

3. Respondent must have current State of Indiana Public Works licensing for Professional Design Services and Construction Services per IC4-13.6-4.
4. If the firm is a factory owned branch, specify the legal business classification, state of incorporation and where legal contracts will be executed. Specific information about the Business Unit (the specific branch, division, or office responding to this RFP only), project team & management dedicated to ensure project performance as well as the ESCO will be evaluated. Inclusion of information of projects performed or developed outside of responding branch or office will not be considered.
5. Indicate whether the response is being submitted on behalf of a parent company (List any division or Branch Offices to be involved in this project); Division (attach separate list if more than one is to be included); Subsidiary; or Branch Office. Include the name, address, city, state, and zip code.
6. 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.
7. Address the Firm's affiliation, joint venture or contractual obligation to any peer partner, which may be used on this project.
8. Define what aspects of the proposal will be self-performed by company. Provide proof of company's ability to self perform those aspects of the installation with no subcontractors.
9. Corporate Data- Indicate how many years your firm has been in business under its present business name. Provide the total number of employees of the responding branch only. Please identify the number of personnel or resources that are capable of supporting the project in the responding branch office. Give the name and address of the primary individual responsible for contract negotiation as well as all persons with authority for contract execution. This person should reside in responding branch.

B3. Project Team and Experience

1. Provide an overview of the project team roles and responsibilities. Include concise resumes of company employees who will work on this project. Include resume(s) of a minimum of one (1) in-house Professional Engineer(s) registered in the State of Indiana. Include copies of Professional Engineering license(s).
2. Include resumes of minimum of one(1) in-house LEED AP professional and one (1) Certified Energy Manager (CEM). Include copies of certification licenses for each.
3. Briefly describe the relevant experience and qualifications for those team members(no more than 10 individuals) who will be directly responsible for design and implementation of this project. Please include individual resumes as attachments for review. All members should reside in responding branch, Corporation or regional support will not be accepted, please indicate location of each respondent.
4. Provide information on construction management capabilities with resumes.
5. Provide a reference list identifying at least three (3) similar projects limited to counties, cities/municipalities. This list should include the project name, location, and scope of work. Be prepared to provide contact name and phone number if requested. These references should be by responding branch only. Reference from outside offices or corporate reference will not be accepted.

IC 36-1-12.5 Request for Proposals (RFP) for Franklin, Indiana

6. Identify all projects that did not meet the energy guarantee or have resulted in litigation. Providers not listing all outstanding litigation on Guaranteed Energy Savings Performance Contracts will be rejected without further consideration. Identify the reasons!

B4. Insurance and Bonding

1. 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.
2. 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.
3. 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.

B5. Technical Approach, Energy Efficiency and Energy Conservation Measures

1. Responses should include a detailed approach to meeting the goals and objectives for the facilities. Provide a measurement and verification plan in accordance with the international protocol, including the plan for execution identifying responsible parties. Provide an overview of the technical approach that is used to identify, evaluate and recommend energy efficiency and conservation measures.
2. Provide a detailed list, by facility, of the proposed energy efficiency and conservation measures and the guaranteed savings.
3. Provide a summary of the overall project recommended energy and efficiency conservation measures, the total project savings, total project cost and total payback.
4. Provide a brief technical description of each of the proposed technical measures and basis for energy and efficiency savings calculations. Indicate the average system life for each measure.

B6. Services

1. Provide the estimated costs of annual reconciliation statements, measurement and verification and any required on-going services.
2. Indicate any equipment maintenance service contracts, and their costs, which will be required by your firm as a condition of the energy services guarantee.
3. Provide information on your firm's ability to provide gas, electric and/or other innovative energy services.
4. As part of this response, provide pricing for a preventative maintenance proposal of or the City facilities and describe how cost effective maintenance strategies for the energy conservation measures maximizes savings performance. Specifically identify and describe the roles and requirements of maintenance services.

B7. Financial Approach

The respondent should describe financial alternatives that will responsibly maximize the net economic benefit and minimize financial risk.

A. Financing Sources

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

B. 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.

C. Savings

1. Describe the basis of cost of operations savings, its execution, and the methods of auditing

D. Financial Model

1. Provide a financial model incorporating all project costs including, installation, service, engineering, measurement and verification, financing and any other costs along with the project savings for the recommended project. The model should show the costs (including interest rate used to calculate program cost) and savings for each year of the proposed project. The model must show to what extent the project savings are sufficient to cover project costs. Include the specific method for adjustments of base year with respect to pertinent variables.
2. Include the procedure for calculation of savings with related cost adjustments.
3. Include the procedure for handling excess savings.
4. Include the procedure for handling project delays and related cost adjustments

B8. Ability to Self-Perform / Other Benefits

1. Provide proof of company's ability to self perform the specific aspects of the project installation.
2. List all subcontractors and their responsibility and scope of work to this project.

Other Benefits:

Describe any other benefits your firm can bring to the energy services program. Please use the lettering and numbering format in outlining your responses to assist the county in the qualification and evaluation process.

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.

IC 36-1-12.5 Request for Proposals (RFP) for Franklin, Indiana

C1. Evaluation

Each response will be evaluated by a review committee named by the City of Franklin Common Council that may include members of the Board of Public Works; which will grade the responses on merit, completeness, and the ability of the Respondent to meet the needs and best interests and stated goals and objectives of the City of Franklin. The evaluation process may include verification of presented information and clarification as requested.

C2. Grading Point Values

	<i>Point Value</i>	<i>Grade (0-100%)</i>	<i>Score</i>
Company Qualifications	15		
Company Profile / Product Independence	5	x	=
Project team experience	5	x	=
Insurance and bonding	5	x	=
Technical Approach and Energy Measures	30		
Technical approach	10	x	=
Project management	10	x	=
Energy conservation measures	10	x	=
Services	20		
Measurement and verification of savings	10	x	=
Innovative energy services	10	x	=
		x	=
Financial Approach	30		
Financial sources	10	x	=
Auditing methods	10	x	=
Financial model and net financial benefit	10	x	=
Company Ability to Self Perform	5		
Self Performance and Other benefits	5	x	=
Total Points	100		

Verbal response :

Advertisement for Request for Proposal

The City of Franklin will be receiving responses to a Request for Proposal of companies interested in providing an Energy Savings Program per State of Indiana legislation.

IC 36-1-12.5 Request for Proposals (RFP) for Franklin, Indiana

Responses will be due by _____ EST on _____ to:

City Clerk Treasurer
City of Franklin
City Hall
70 East Monroe Street
Franklin, IN 46131
Marked "Energy Savings Proposal"

All questions concerning this RFP must be directed in writing to the below contact.

City Contact

Rick Littleton
Public Works Director
Phone: (317) 736-3640

All questions concerning this Request must be directed to the above contact. Contacting elected officials or staff other than Rick Littleton will result in elimination from consideration as qualified provider. The Owner reserves the right to accept the proposals/qualifications, that in its opinion, best serves the interest of the owner.