

LACKAWANNA COUNTY

REQUEST FOR QUALIFICATIONS

ENERGY CONSERVATION PERFORMANCE CONTRACT

RFQ NUMBER #2021-6-25

Submit RFQ in a Sealed Envelope to:

**LACKAWANNA COUNTY, PA
123 WYOMING AVENUE
SIXTH FLOOR
SCRANTON, PA 18503
ATTN: BRIAN JEFFERS, CHIEF OF STAFF**

Mark RFQ Response: ENERGY CONSERVATION PERFORMANCE CONTRACT

LACKAWANNA COUNTY COMMISSIONERS

REQUEST FOR QUALIFICATIONS #2021-6-25

ENERGY CONSERVATION PERFORMANCE CONTRACT

JUNE 25, 2021

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the “County”) Board of Commissioners (“Board”) for the purpose of selecting an Energy Service Company (“ESCO”) to develop and implement a comprehensive Energy Conservation and Modernization [program for the existing buildings and other facilities at the County. The program targets to increase the efficiency of the County and reduce its operating costs through:

- Reduction of energy consumption of existing operating systems like HVAC, Lighting, Optimizing Automated Controls, Retrocommissioning, Water Conservation, and Building Envelope.
- Improve Air Quality and air filtration with Needlepoint Bipolar Ionization
- Evaluate and implement renewable energy opportunities

The cost savings and the increase in revenues from the program will be accomplished without requiring up front Capital from the County and will provide a positive cash flow each and every year of the financing term.

1. **SERVICES REQUESTED.** The County is interested in implementing a comprehensive range of energy services and efficiency improvements using a performance-based contract or similar type of approved agreement with guaranteed savings and/or additional revenues.

The requested services may include, but are not limited to: a primary study of energy conservation and efficiency optimization, an in-depth investment grade audit of measurements of improvement, financing options, design-build capabilities, installation personnel, project management, measurement and verification capabilities, and necessary training in the operation of new equipment or systems.

The goal of the project is to significantly reduce the operational costs and improve efficiencies at the County associated with the heating, ventilation and air conditioning systems, hot water boiler systems, lighting systems, control systems, and any other energy costs of County facilities.

The cost savings achieved by the proposed improvements must be sufficient to cover all project costs including annual maintenance and monitoring fees for the duration of the contract term.

The County expects the following services to be provided by the ESCo:

- A. Comprehensive Energy and Efficiency Analysis.** The ESCo will perform a Comprehensive Energy and Efficiency Analysis of the County’s facilities to determine what potential energy savings are available.

The Analysis will identify and individually list Energy Conservation Measures (ECMs) and other Measurements of Improvement (MOIs), outline an implementation cost, the energy savings, the increased revenues and the payback timeframe for each. The ESCo will make preliminary recommendations. After reviewing the list of ECMs and MOIs, considering the

ESCO's recommendations, the County will select a combination of ECMs/MOIs for design and implementation by the ESCo.

If the ESCo cannot provide the County with a project, which can be paid for from savings and during a period not to exceed twenty years, the County can terminate the agreement at no cost.

- B. Financing.** The ESCo will provide financing options for the project.
 - C. Engineering Design.** The ESCo should provide a complete design of the ECMs/MOIs selected by the County. The ESCo will secure approvals from required local, State, and Federal agencies and will comply with all applicable codes and statutes. This includes obtaining all required permits and licenses prior to installation.
 - D. Controls.** To maintain Lackawanna County standards, all building automation system upgrades, modifications, and extensions shall be furnished, installed, and commissioned by the ESCo's local branch office.
 - E. Implementation.** The ESCo will provide a "turn-key" installation of the selected ECMs/MOIs. This will include procurement, installation, construction and project management.
 - F. Commissioning.** The ESCo will provide a commissioning of the installed systems to assure proper installation and performance.
 - G. Training.** The ESCo will provide training to County personnel on proper operation and maintenance of new and retrofitted equipment and systems.
 - H. Monitoring and Verification.** The ESCo shall **directly** provide monitoring and verification of energy savings for the term of the performance contract. Third party guarantees or third party measurement and verification are not permitted. The ESCo will directly guaranty energy savings.
 - I. Warranty.** The ESCo shall provide a warranty for all installed systems.
2. **SELECTION.** Lackawanna County will evaluate submitted written qualifications and proposals and may choose to select the most qualified ESCo. The County will evaluate the qualifications and select the one best suited to the County's needs.

Terms and conditions of an Energy & Efficiency Services Agreement will be negotiated with the successful ESCo. If an agreement cannot be reached with the selected ESCo, the County will terminate discussion with that ESCo and commence negotiations with the ESCo determined to be the next best suited to the County's requirements.

After Board approval, the selected ESCo shall proceed with the Comprehensive Energy Analysis of each facility as directed by the County. The ESCo will be provided access to each site on a schedule convenient to the County. The County will provide the ESCo with utility usage data and other reasonably available information as requested by the ESCo to perform the analysis.

3. **EVALUATION.** Proposals submitted in response to this Request For Qualifications will be evaluated using the format in ATTACHMENT A.

4. **MANDATORY REQUIREMENTS**

- A. **Schedule**

Issuance of RFQ: **June 25, 2021**

Deadline for Request For Information Submissions: **July 9, 2021**

Deadline for Submission of Proposals: **July 23, 2021**

Selection of ESCo: **August 6, 2021**

Board Approval: **August 18, 2021**

Commencement of Investment Grade Audit: **August 18, 2021**

Board Approval of Recommendation: **November 17, 2021**

Execution of ESCo Contract: **November 17, 2021**

Commencement of Work: **November 18, 2021**

- B. **Proposal Cost.** Cost for developing proposals and making proposal presentations is entirely the responsibility of the ESCo and shall not be chargeable in any manner to the County.

- C. **Acceptance of Proposal Content.** The contents of the proposal of the successful firm will become contractual obligations. Failure of the successful firm to accept these obligations in a subsequent contractual agreement may result in cancellation of the award.

- D. **Submittals.** One original and three copies of the qualifications package, limited to 40 pages, either 80 single sided sheets or 40 double-sided pages, should be submitted by August 16, 2021 and delivered to:

Lackawanna County
Attn: Brian Jeffers, Chief Of Staff
123 Wyoming Avenue
Sixth Floor
Scranton, PA 18503

Request for Information submissions: jeffersb@lackawannacounty.org

THE ESTABLISHMENT, APPLICATION AND INTERPRETATION OF THE ABOVE CRITERIA SHALL BE SOLELY WITHIN THE DISCRETION OF THE COUNTY.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMISSIONS

ATTACHMENT A
EVALUATION CRITERIA

The following criteria will be used to evaluate the written submissions of ESCo qualifications, interviews with previous clients, and responses of ESCo's during final selection clarifications as appropriate.

- 1. Management & development Plan 15%**
 - A. Management & Development
 - B. Local Office and Personnel

- 2. Technical Approach 20%**
 - A. Comprehensiveness of the technical approach to the project based on improvements likely to be included.
 - B. Likely energy conservation measures

- 3. Financial Approach 20%**
 - A. Financial soundness and stability of the ESCo
 - B. Demonstrated ability to provide or arrange "in-house" project financing
 - C. Verification of energy savings
 - D. Additional Funding
 - E. Indicate whether your firm has net assets equal to or greater than \$50 million and provide documentation to this fact. i.e. include a copy of the most recent annual report (not included in the page limit).
 - F. Indicate your firm's current credit rating from either S&P or Moody's or Fitch.

- 4. References 15%**
 - A. Provide an overview of similar projects implemented and contracted directly with public agencies.

- 5. Ongoing Service & Support 20%**
 - A. In-house support facility, equipped with full time service technicians within 50 miles of the site and the ability to manage construction, repairs, regular service, and emergencies effectively. ESCo required to provide a service response time within 4 hours.

- 6. Local Training Center 10%**
 - a. In-house training facility with full time service technicians within 50 miles of the site office to provide training to the County staff.

