

REQUEST FOR PROPOSALS:

LORAIN COUNTY ENERGY
CONSERVATION PROJECT

Proposal Submission Deadline: September 8, 2020, 2:00 P.M. Ohio Time

ISSUED BY:

LORAIN COUNTY BOARD OF COMMISSIONERS
226 MIDDLE AVENUE
ELYRIA, OHIO 44035
July 29, 2020

**Lorain County
Request for Proposals for
Energy Conservation Services**

The Lorain County Board of Commissioners is seeking proposals from interested and qualified energy services providers for the following project: **Implementation of an energy cost reduction program at various Lorain County-owned facilities**

Lorain County plans to select the most qualified contractor for energy conservation program services in accordance with the procedures established in Ohio Revised Code (ORC) Section 307.041.

The objective in issuing this Request for Proposal is to solicit proposals from companies that have the experience, capability, and qualifications to identify, design, install, maintain, monitor and provide a funding solution for an energy conservation project for Lorain County. The selected energy services contractor shall provide Lorain County with a comprehensive program to reduce costs and upgrade facilities including: (a) preparation of an energy conservation report, (b) design and installation of energy efficient equipment and systems, (c) training of existing personnel in the operation and maintenance of installed systems, (d) monitoring of energy costs and systems, and (e), ensuring that total program costs shall be one hundred percent (100%) covered by the energy and operating cost reductions achieved through this program.

All qualified companies interested in providing the specified energy services should respond with a written proposal to Lorain County. For a copy of the Request for Proposals visit loraincounty.us or forward an e-mail to pwilkens@loraincounty.us. Final selection will be made in accordance with the policies of Lorain County and applicable statutory provisions. **Responses must be received by 2:00 PM, Ohio Time on September 8, 2020**, after which time and date they will no longer be accepted. Late responses will be returned unopened and will not be considered. Responses must be received by the deadline at:

***Lorain County Purchasing
226 Middle Avenue, 4th Floor
Elyria, Ohio 44035***

Proposals shall be sealed and clearly marked on the outside of the envelope or package, as follows: "Lorain County Energy Conservation Proposal".

By the Order of:

Lorain County Board of Commissioners
Theresa Upton, Clerk

PUBLISH: Chronicle Telegram

Advertise: August 4, 2020
August 11, 2020

Section I -- General Information

1) **Purpose/Scope of Services**

The Board of County Commissioners wishes to contract with an experienced and qualified energy services provider in order to implement cost-reducing energy strategies at Lorain County facilities. The savings generated from such strategies will be utilized to provide facility improvements and upgrades. The following County-owned buildings (with square footage of each indicated) are preliminarily considered part of the scope of the project:

- Administration Building (110,458)
- Parking Garage (141,696)
- Airport Maintenance Building (6,414)
- Annex – Abbe Rd. – Veterans (4,736)
- Board of Elections (14,861)
- Emergency Services Building – EMA/911 (8,590)
- Jobs & Family Services / OH Means Jobs (93,235)
- Justice Center (209,540)
- Port Authority – Commercial Complex (97,968)
- Records Center (28,991)
- Transportation & Community Center (19,641)
- 201 Burns Road Annex (16,115)

2) **Energy Services**

For the purposes of this document, "Energy Services" means improvements and upgrades for energy efficient equipment and service in which the payment obligation is to be less than the energy and operational cost reductions attributable to the services and/or equipment under the contract for the term of a negotiated agreement.

3) **Energy Savings**

The total program costs, including financed equipment cost, maintenance costs, and other costs, shall be one hundred percent (100%) covered by program energy and operational savings. The savings shall be monitored monthly and reconciled on an annual basis, commencing one year from the date of completion of installation. Evaluative preference will be given to companies that propose a performance contract that "guarantees" these savings amounts.

4) **Energy Conservation Report**

Required document that shall include, specific to Lorain County facilities: (a) analyses of the facilities' energy needs and recommendations for installations, modifications, remodeling; (b) estimates of all costs of the recommended work; (c) estimates of energy consumption reduction amounts as a result of the work; (d) interest rate used to estimate the cost of the work; (e) average system life of the energy conservation measures; (f) explanation of the methods used to estimate energy savings; and, (g) certification by a registered professional engineer that the report uses reasonable methods of analysis and estimation.

5) Eligible Bidders - Minimum Requirements/Preferences

The following requirements/preferences will be important aspects of the evaluation of the proposals received:

- Prefer direct program implementation experience with a minimum of three (3) energy services contracts with public entities in the state of Ohio within the last five (5) years.
- Prefer respondent to employ on staff, and not through contractual arrangement, a minimum of three (3) licensed State of Ohio Professional Engineers (PE's) and three (3) Certified Energy Managers (CEM's) at the time that this RFP was issued
- Responder must have a physical presence within a reasonable distance from Lorain County at the time this RFP was issued and must be capable of providing 24-hour emergency services for the installed equipment. Responder should indicate whether or not these services will be provided by the company's in-house resources or sub- contracted.

6) Proposal Format

Proposals must be submitted in the format outlined in this document. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing the information requested will not be considered. Respondents shall use the prescribed format to clearly indicate their experience and qualifications, describe their technical approach to this project, and fully describe their proposed savings contract options.

7) Contract Responsibility

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

8) Bonds and Insurance

Prior to award of a contract, the contractor shall provide Lorain County with a bond for faithful performance of services. The successful respondent shall procure and maintain in effect during the life of the agreement commercial general liability and automotive liability coverages in amounts not less than \$1,000,000 for each occurrence, and workers compensation insurance as required by the State of Ohio. In addition, professional liability insurance coverage shall be in force according to the requirements for engineering design work in the State of Ohio. Evidence of required bonds and insurance shall be presented prior to execution of an energy savings contract. Insurance policies to be carried under the agreement shall not be changed or canceled without prior written notification to Lorain County. The selected contractor shall be liable for all claims, suits, judgments, or damages arising from the contractor's acts or omissions relating to or arising out of the provision of contracted services.

9) Taxes, Fees, Code Compliance, Licensing

The energy services provider shall be responsible for payment of any required taxes or fees associated with the execution of the energy contract. The energy services contractor shall 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 Ohio and, when applicable, in Lorain County.

10) References and Proprietary Information

Submission of a response confers permission to Lorain County to make inquiries concerning the respondent and its officers and to any persons or companies deemed appropriate by Lorain County. 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. There is no assurance of confidentiality for documents deemed to be "public records".

11) Inquiries

Questions regarding this project that arise prior to the proposal deadline shall be submitted in writing, via email, to Lorain County no later than August 19, 2020. The point of contact for this project is:

Karen L. Davis
Facilities Director
Lorain County
kdavis@loraincounty.us

12) Estimated Schedule of Events

Lorain County expects to undertake the selection process according to the following schedule:

Legal Notice Advertisement	August 4, 2020 and August 11, 2020
RFPs Mailed	August 14, 2020
RFP Responses Due	September 8, 2020 by 2:00 PM Ohio Time
Contractor Selection	September 16, 2020

Section II -- Response Format

Responses must be submitted in the format outlined in this section. Provide three (3) copies of your responses. Each response will be reviewed to determine if it is complete prior to actual evaluation. Lorain County reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially unresponsive to the requests for information contained in this section, as outlined below:

1. Background, Experience & Capabilities

A. Background and Company Profile

Provide general information on the responding company, including: name, business address, local telephone number, officers of the company, and contact person for this project. Indicate the history of the company, number of years performing energy services projects, and the company's approach to energy

services. Also include a description of the company's local presence/office and its strengths and capabilities.

B. Project Team

List the members specifically proposed for the project team. Provide a list of the personnel to be used on this project and their qualifications. A resume including education, experience, and any other pertinent information shall be included for each team member assigned to this project.

C. References

The respondent shall include references which shall indicate the prior relevant work experience of the prime contractor. References shall indicate project completion date, energy savings performance, project cost and financing method. Provide the name and contact information for each reference. References for projects where the responding company was not the prime contractor are not acceptable. Lorain County is particularly interested in energy service contract references for public entities within the state of Ohio.

2. Technical Approach

A. Needs Analysis

Indicate the respondent's approach to performing detailed audits, identification and design of improvement measures, and a comprehensive solution that addresses all aspects of energy and operating costs.

B. Training

Provide information regarding the types of training programs that will be available to Lorain County maintenance personnel to assist with post-installation operations.

C. Project Management

Indicate your company's approach to managing the project. Include a timeline showing the necessary activities and schedule for implementation of a project of this proposed scope. Describe the various responsibilities and coordination of your team members for effective project management.

D. Savings Projections

Indicate your company's method for projecting the energy savings associated with the project. Describe the processes and tools used to accurately project energy savings.

3. Approach

A. Service and Maintenance

Describe the contract language to be proposed regarding maintenance responsibilities, occupancy schedules, operational cost reductions, and other responsibilities in an energy savings contract.

B. Savings Calculations and Monitoring

Provide an example of the energy savings calculation document which will become an attachment to an energy savings contract. Describe the processes and tools used to effectively monitor energy savings.

4. Other Benefits

Describe any other benefits Lorain County will realize through this energy conservation project.

Section III -- Selection Criteria

1. Evaluation Process

Lorain County will appoint a selection committee to evaluate each response. Responses will be evaluated based upon the information specifically contained in the response, and not on the basis of what is inferred. The evaluation process will include verification of energy services references, verification of project team resumes and other information considered important by Lorain County.

2. Interviews

After the committee evaluations of the written proposals, Lorain County may interview a select number of companies in order to gain additional information and perspective.

3. Final Selection

It will be the goal of the selection committee to recommend, to the Lorain County Board of Commissioners, one of the responding energy services companies to implement the program. The selection will be made considering the merits of the written RFP responses and the results of any subsequent interviews. The Board reserves the right to award a contract to the company whose proposal the County believes is in its best interest. The Board reserves the right to reject all proposals submitted, to reissue a Request for Proposals for these services, and to cancel the procurement process at any time.

4.

Post-Selection

After the selection of the most qualified company, the County and the company shall endeavor to negotiate and agree to terms regarding the next phase of the project, which will allow the selected company to proceed with a detailed audit, engineering/design, and a financial analysis of Lorain County's facilities.