

City of Heber Springs, AR

Energy Performance Contracting Services
Request for Proposals



August 2022



REQUEST FOR PROPOSALS

ENERGY PERFORMANCE CONTRACTING SERVICES

Investment Grade Audit & AEPC Project Proposal

Section 1 – SELECTION PROCESS

General Background & Purpose

This Request for Proposals (RFP) seeks Energy Service Companies (ESCOs) to develop and complete an Investment Grade Audit (IGA) and Energy Performance Contract (EPC) contract proposal for *The City of Heber Springs*, Arkansas hereinafter referred to as “Owner”. The Owner has executed a Memorandum of Understanding with the Arkansas Department of Environmental Quality – Arkansas Energy Office (AEO)’s Arkansas Energy Performance Contracting (AEPC) Program and will follow the program’s rules and guidelines.

As this project is being conducted through the AEPC program, Owner will only consider proposals from AEO’s pre-qualified list of ESCOs, which may be found at:

<https://www.adeq.state.ar.us/energy/incentives/performance.aspx>

Lead Contact Information & Inquiries

For inquiries regarding this RFP, please contact:

- *Kasey Griffin*
- *Mayor*
- *(501) 362-3635*
- *mayor@cityofheber.org*

Communication with other officials of the Owner, the Selection Committee, or others associated with the project with regard to this RFP is prohibited.

Inquiries must be submitted in writing or electronically to the Owner’s lead contact by 12:00 p.m. 8-12-22. Inquiries received prior to this deadline will be answered and distributed via the AEO to all ESCOs who have stated a written interest in responding to the RFP.

Timeline

Please find the anticipated timeline for the Owner's AEPC project following.

Issue Request for Proposals for EPC	8-01-2022
Hold Pre-Proposal Walkthrough/Meeting (<i>if necessary</i>)	8-08-2022
Deadline for Questions	8-12-2022
Anticipated Response to Questions	8-19-2022
Proposals Due	8-26-2022
Review Proposals	8-30-2022
Interview ESCOs (<i>if necessary</i>)	09-06-2022
Select ESCO	9-09-2022

Scope of Work

The Owner intends to pursue the following Energy Conservation Measures (ECMs) through this project, though this does not preclude the ESCO from suggesting other ECMs deemed beneficial to the Owner during the IGA process:

- *Heber Springs Community Center: Upgrades needed for lighting to LED and upgrade of controls.*
- *Heber Springs Aquatic Center: Integration of controls into BAC system at the Community Center, Installation of LED lighting, removal and replacement of existing dehumidification equipment.*
- *Municipal Building: Installation of LED lighting, assessment of existing HVAC equipment, and upgrade to more efficient HVAC system if cost effective.*
- *Fire Station #2: Lighting Upgrades*

Relevant utility data may be found as Attachment A. Building information for the facilities being considered in the project scope may be found as Attachment B.

Pre-Proposal Walkthrough/Meeting

Owner will hold a pre-proposal site walkthrough and meeting at 10:00 a.m. on 8-08-2022 at 201 Bobbie Jean Lane, Heber Springs, AR 72543. The intent of the walkthrough is to provide potentially interested qualified ESCOs access to Owner's facilities and an overview of their current energy usage. The intent of the meeting is to provide an opportunity to interact with Owner's staff.

Submittal Instructions

Proposals are due by the date specified in the Timeline by 5 PM. Proposals may be submitted electronically, mailed, or delivered. Proposals must be addressed to Owner's lead contact at the following address:

- *ATTN: Mayor Kasey Griffin*
- *City of Heber Springs, AR*
- *1001 West Main Street, Heber Springs, AR 72543*

Evaluation and Selection

The Owner will appoint a Selection Committee to review the proposals by the submitted deadline. The evaluation process will objectively grade the responses on their merit. Proposals will be reviewed to confirm the accuracy of the material presented in the response.

The AEO will provide the Owner's Selection Committee with technical assistance during the evaluation process but will not and cannot participate as a member of the Selection Team.

The owner, at their choosing, may interview up to three pre-qualified ESCOs after reviewing RFP responses. ESCOs will be notified by AEO to coordinate follow-up interviews if the owner has opted to interview candidates for further clarification.

Once a selection has been made, AEO will notify all respondents and Owner and selected ESCO will negotiate an IGA Contract through the AEPC Program with the intent to execute.

Owner reserves the right to reject any and all submissions and to waive any informality if deemed in the best interest of Owner to do so.

Section 2 – SELECTION CRITERIA

Qualifications & Team Experience

Provide information that emphasizes your ESCO's qualifications and expertise relating to the ECMs identified in the Scope of Work. Describe experience of the team members being proposed for this project. Specifically, provide the following:

1. Qualifications and experience of ESCO's personnel who will be involved on project. Identify primary responsibilities for each team member, as well as any additional resources ESCO expects to be able to provide to the project.
2. Documented guaranteed energy savings on past EPC projects in Arkansas.
3. At least three (3) client references.

Project Personnel

Identify each individual(s) who will have primary responsibility for the following tasks: technical analyses, engineering design, construction management, construction, training, post-construction

Project Design

It is expected that communication and coordination during the design and development phase of the IGA will be required to obtain Owner approvals for ECM specifications. Discuss your ESCO's approach to design and incorporating Owner input into the IGA proposal.

Product Selection & Bidding

Discuss your firm's product bidding and selection procedures. If your ESCO intends to self-perform any ECMs or work with preferred subcontractors, explain how this will deliver benefits to the Owner.

Project Management

Discuss your firm's project management approach, including:

1. Work plan development and coordination of Owner work requirements
2. Methods of procedures, submittals and approvals
3. Safety practices and procedures
4. Systems Commissioning Process

Measurement & Verification

Describe your ESCO's approach to M&V, both generally, and with regard to the potential Scope of Work proposed by the Owner. Specifically:

1. What would be a reasonable M&V term for this proposed project scope? How often are reports delivered and discussed with the Owner?
2. How do you balance the ongoing cost of M&V with the risk of underperformance for your public partner?
3. What are your typical safety factors for the proposed ECMs?
4. AEO recommends using current Federal Energy Management Program Guidelines for M&V of installed ECMs. Does your ESCO follow these standards? If not, why?
5. Though each project is unique, what does your ESCO consider a reasonable percentage cost for M&V relative to the overall project?

Owner Engagement

Discuss your ESCO's approach to cultivating a positive long-term relationship with the Owner through such activities as:

1. Training
2. Staff Engagement

3. Behavior Modification
4. Provision of Record Documents post-Construction

EPC Financing

Describe your ESCO's experience assisting clients through the financing of guaranteed energy savings projects in Arkansas. Further, please answer the following questions:

1. What, if any, existing relationships does your ESCO have with financiers well-versed in EPC contracts?
2. Would you be willing to consider a financier suggested by the Owner?
3. What vehicle would your ESCO deem most appropriate for this project?

General Conditions

To be considered, proposals must be received by 5:00 PM on 8-22-2022 in set forth in this solicitation. An incomplete submission will not be considered.

It shall be clearly understood that any costs incurred by the ESCO in responding to this request are at the ESCO's own risk and expense as a cost of doing business, and that Owner is not liable for reimbursement to the ESCO for any expense so incurred, regardless of whether or not the submission is accepted.

Any information provided herein is intended to assist the ESCO in the preparation of submissions necessary to properly respond to this RFP. The RFP is designed to provide pre-qualified ESCOs with sufficient information to provide a response but is not intended to limit content or to exclude any relevant or essential data.

Respondents are required to be thoroughly familiar with the requirements herein and applicable state statutes before submitting their statement of qualification to Owner for consideration.

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.