

CLEVELAND COUNTY REQUEST FOR QUALIFICATIONS BUILDING EFFICIENCY IMPROVEMENTS PROJECT MANAGER

PART I GENERAL STATEMENT OF PURPOSE

This Request for Qualifications (RFQ), requests the services of an engineering and project management contractor to develop and implement a comprehensive utility efficiency program to provide upgrades to the County of Cleveland's existing facilities.

Purpose

Cleveland County (hereinafter referred to as Owner or County) is seeking proposals from interested Companies (hereinafter referred to as Respondent) capable of providing comprehensive energy management and energy-related capital improvement services that reduces the owner's utility and operating costs. The selection process will involve each Respondent responding to the Request for Qualifications (RFQ). The Owner intends to award a negotiated contract to one firm to provide the services and/or equipment under terms and conditions considered most favorable among those submissions offered. All interested firms may respond to the RFQ.

The purpose of this RFQ process is to implement measures to improve efficiency and reduce operational expenditures through building energy conservation measures. The selected Respondent shall review a previously prepared comprehensive energy analysis which made specific recommendations by building, and manage all work to prioritize, schedule, and implement the recommendations. This will include design, bid package development and review, contractor selection recommendations, construction management, review and approval of payment requests, and startup and optimization of relevant building efficiency systems. Respondents will act as the project manager and engineering liaison for the County for all building improvements, and may utilize subcontractors for work, as outlined in section II of the proposal response.

The selected respondent will also be responsible for implementing efficiency upgrades, primarily LED lighting, in the Cleveland Community College Facilities. These upgrades have been outlined by a previously conducted study, and will need project management and construction oversight only. These upgrades are of a significantly smaller scope, and will be bid, constructed, and funded in a manner similar to the county upgrades. The selected respondent shall review the previously prepared analysis on file with the County.

The Owner reserves the right to evaluate previously completed installations at the locations provided as referenced by the Respondent.

The RFQ is the first step in working towards a contract; however, the subsequent steps will be completed prior to initiating any form of contract. Responding to the RFQ will be completed at no charge to the County.

Required Experience and Qualifications

Through knowledge of North Carolina procurement and bidding laws contract management, construction bonding and project retainage. Engineering and technical support staff that will be directly engaged in this project must possess training and experience specific in current technical practices and techniques in the field of utility cost reduction, automatic meter reading (AMR), utility

metering, leak detection, WWTP & WTP efficiencies, renewable energy and building operations. Engineering services must be available in the field of heating, ventilating, and air conditioning systems, interior and exterior lighting, integrated HVAC and lighting control systems, automatic meter reading (AMR), utility metering, leak detection, renewable energy, domestic and heating water delivery systems, utility service cost control, maintenance planning and execution, customer service, value engineering, training and project commissioning. Respondent should have a sufficient number of completed projects within the last three years that can demonstrate ability and skill in establishing and maintaining mutually beneficial partnerships with customers.

Point of Contact

This RFQ is issued by Cleveland County. For additional information regarding this document, please contact:

*Brian Epley, County Manager
PO Box 1210
311 E. Marion Street
Shelby, NC 28151
brian.epley@clevelandcounty.com
704-484-4800*

GENERAL INFORMATION

- Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
- Proposals must be made in the official name of the Respondent or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- Responders are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
- One original and 2 copies of the proposal are required. In addition, a USB flash drive with electronic copy must be submitted.
- All bids become the property of the County and will not be returned to the Responders.
- Sealed proposals will be received by mail to the County by 4/26/18 at 4pm at the above address. It is the responsibility of the Responder to insure timely submission of their bid at the appointed place and time; the County is not responsible for late delivery.
- Facsimile submittals will not be accepted.
- Any materials considered confidential shall be clearly labeled.
- All proposals shall be realistic and attainable.

PART II TERMS

It is the intent of the County to solicit proposals for building energy conservation measures. All proposals must be complete and must convey all of the information requested in Part III, Proposal Contents, in order to be considered responsive. If the proposal fails to conform to the essential requirements for the RFQ, the County will have final and complete decision as to whether the

variance is significant enough to consider the RFQ non-responsive and thereby rejected. The County also reserves the right to reject any or all proposals.

Unless stated otherwise herein, the basic and governing language of the contract resulting from this solicitation shall be comprised of the Request for Qualifications documents, including any attachments and amendments, and the successful Responder's signed proposal. In the event of a conflict between the documents, the RFQ, as amended, shall govern. All legal interpretations shall be based upon the rules and regulations of the County.

A. Utility Efficiency Program

For the purpose of this document, "Utility Efficiency Program" means a contract for the design and installation of equipment or the repair or replacement of existing equipment which will result in utility or operational savings to the County.

B. Licenses, Taxes and Fees

The selected Respondent must possess all required North Carolina licenses to perform the required work. The selected Respondent and all sub-contractors of the selected Respondent must also obtain all required municipal business licenses and permits responsible for implementing the project as well as the payment of all applicable taxes and fees.

C. Insurance

Worker's Compensation and Employer's Liability Insurance

The selected Respondent and all sub-contractors shall maintain Worker's Compensation Insurance as required by the laws of the State of North Carolina with the County named as an additional insured for accidents attributable to the work in progress.

Commercial General Liability and Automobile Liability Insurance

The selected Respondent agrees it will maintain in force, at its own expense, a commercial general liability and automobile liability insurance policy licensed to conduct business in the State of North Carolina, which will insure and indemnify the Respondent and the County, the County Commissioners and each member thereof, and every officer and employee of the County of Cleveland, from any suits, claims or actions brought by any person or persons and from all costs and expenses of litigation brought against the County for such injuries to persons or damage to property occurring during the contract or thereafter that result from performance by the Respondent of the obligations set forth in the contract. Respondent shall maintain limits no less than:

Commercial General Liability for bodily injury, personal injury and property damage must be in the amount of not less than \$1,000,000 per occurrence.

Automobile Liability not less than \$1,000,000 combined single limit per accident for bodily injury, personal injury and property damage.

The County shall be named as an additional insured on said policy. Said policy shall be issued by an insurer rated in the Best Insurance Guide with a financial rating of AAA or better. Said policy shall provide that the insurance coverage shall not be cancelled, reduced or assigned by the insurance carrier without the County having ten (10) working days prior written noticed thereof by such carrier. The Respondent agrees not to cancel or reduce said insurance coverage.

At all times during the term of the contract, and for one year after acceptance of the project, the Respondent shall maintain on file with the County a current certificate of insurance showing the insurance policies in the amount stated above are in force.

D. Indemnity

In responding to this RFQ, each respondent shall agree to indemnify and hold harmless the County, its employees, agents, and assigns against all claims, actions, and damages. Each respondent shall also indemnify and hold harmless the County, its employees, agents, and assigns against all claims, actions, damages, liabilities, and expenses, including attorney's fees, arising out of or related to personal injury or property damage to the extent caused by the respondent's negligence or misconduct in connection with the work associated with responding to this RFQ.

E. References and Proprietary Information

Submission of a response grants permission to the County to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the County. Any proprietary information that the Respondent does not want disclosed to the public shall be so identified on each page in which it is found. Data or information so identified will be used by the County solely for the purpose of evaluation and contract negotiations.

**PART III
PROPOSAL CONTENTS**

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. The County reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially incomplete or non-responsive to the requests for information contained in this section. The intent of the County is that all responses follow the same format in order to evaluate each response fairly. Proposals will be evaluated in light of the material and substantiating evidence presented in the statement of qualification and not on the basis of inference.

Submission Format

Request for Qualifications (RFQ) submissions must be submitted in the format outlined in this document, referencing each respective section being addressed. Each submission will be reviewed to determine if it is complete prior to actual evaluation. The County reserves the right to eliminate from further consideration any response deemed to be substantially or materially nonresponsive. The intent is that all RFQ's follow the same format in order to evaluate each fairly.

Submissions that are qualified with conditional clauses, alterations, items not called for in the RFQ or irregularities of any kind are subject to disqualification by the County, at its option. Each submission should be prepared economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Submissions will be evaluated on their responsiveness to the requirements and scope of this package and not on extraneous supplements.

Submissions should be submitted by mail to the above county contact, and should include four bound copies of the RFQ proposal (States one original and 5 copies above?). All submissions must be received prior to 4/26/2018 to receive consideration.

The response to the RFQ shall be organized by specific sections as listed below. A further clarification of the contents for each of the sections follows this section listing:

- Table of Contents
- Executive Summary
- Section I - Background and Qualifications
- Section II - Partnering and Commitment to Customer
- Section III - Technical Approach
- Section IV - Performance Documents
- Appendix

Table of Contents

Request for qualifications shall include a table of contents properly indicating the section and page numbers of the information included.

Executive Summary

Request for qualifications shall include a concise abstract of no more than two (2) pages stating the respondent's overview of the project. Please summarize the scope of services (design, financial, operations and maintenance, training, etc.) that would be offered by your firm for this project.

Background and Qualifications (Section I)

Section I should provide an overview of the organizational philosophy for approaching this project. Include an organizational vision or mission statement if they have been developed, adopted and embraced by the Respondent. Include information regarding Respondent's commitment to the public sector marketplace.

- A. Firm Profile:** Provide general information on the responding firm, to include: name, business address, local telephone number, officers of the firm and contact person for this project. The respondent shall also provide (1) a certificate of insurance detailing their present coverage and limits; (2) bonding capacity and bonding rating (3) Federal Employee Identification Number. If the firm is a factory-owned branch, specify the legal business classification, state of incorporation, provide the last two years of annual reports, and summarize the financial strength and longevity of the firm. If the firm is a separate legal entity from the manufacturer (e.g. a distributorship or manufacturer's representative), specify the legal business classification of the responding firm, describe the legal relationship between the responding firm and the manufacturer, provide audited financial statements of the local firm for the last two years, and summarize the longevity and financial strength of the local firm.

- B. Respondent's Team Information:** Provide a Project organizational chart that identifies the employees of the Respondent's firm that would work on the project. Specify the team members by their name, job title, and training. A one-page resume including education, experience, and any other pertinent information shall be included for each member of the Respondent's project team. If the Respondent has more than one office involved with the project, indicate the total number of

employed full-time personnel in each office. Also include an organization chart indicating the branch and corporate level positions.

- C. References:** Provide a minimum of three (3) references for projects of similar size, scope, and/or complexity indicating the Respondent's recent experience with similar government institutions. Each reference shall describe the services provided, project cost, and benefits to the Owner. Provide the Reference's name, address, current telephone number, and contact person for each reference. Provide a brief description of the projects: type of facility, scope of work, duration of project, problems, successes, key vendor personnel involved with the project. Identify any awarded utility participation money or funding provided. References must be for projects where the Respondent is the prime contractor.

Partnering and Commitment to Customer (Section II)

- A. Corporate Commitment:** State your commitment to an ongoing relationship with the Owner once the construction and commissioning phases have come to a close. Develop your firm's strategies that will allow the Owner to receive full benefit from corporate involvement and local branch representation. Develop and explain your corporate commitment to service during both the construction phase and after project completion.
- B. Problem Resolution Process:** Address how your firm will staff, support, and respond to resolve issues relative to the project in a timely and efficient manner.

Technical Approach (Section III)

- A. Project Management:** Briefly describe your project management philosophy. Include any specific responsibilities, lines of communication, authority of the Respondent's management to control projects, typical procedures for identifying problems and preventing schedule setbacks and cost overruns. Include a sample timeline showing the necessary activities and schedules for implementation of the project. Address the means and methods by which new technology can be introduced to the project team, as it becomes available.
- B. Service and Training:** Provide a detailed description of the training to be provided by the Respondent to the owner's in-house maintenance personnel on the operation and maintenance of all installed improvements. This section should include: (a) a list of County positions that will receive training; (b) a specific description of the training that each will receive, including training source, site, location, and hours; (c) when the training will occur during the course of the performance contract; and (d) the expected capability of each person following training.
- C. Code Compliance Requirements:** The selected firm shall be responsible for all requirements imposed by codes, rules and regulations and met all industry standards relating to the installation and functionality of measuring equipment and systems. Indicate your firm's understanding of the applicable codes of construction practices for this project.

- D. Warranty Information:** This section should include: (a) a list of equipment normally covered by manufacturer warranties and/or contractor maintenance services; and (b) the method that the Respondent will use for both preventive maintenance to avoid operational problems and emergency maintenance in the event of equipment failure.

Performance Documents (Section IV)

- A. Other Qualifications:** Describe any other qualifications that you believe will be of benefit to the County in working with your firm.

PART IV SUBMISSION PROCESS

Preparation of Submissions

RFQ submissions must be complete, and correct in format. Respondents must address each item in the order as described in Section IV, "Submission Format, Content and Specific Criteria" of this RFQ and clearly reference the respective section being addressed.

The Respondent is expected to respond to all items in as much detail as necessary for the County and its resources to make an objective evaluation of the RFQ responses. Respondents should respond in a concise direct manner to the issues within the RFQ.

Proprietary Data

Submissions and any other information submitted by Respondent in response to this RFQ shall become the property of the County. Respondent must clearly identify any proprietary information that the Respondent does not want disclosed to the public. The County and their consultants for the purpose of evaluation and contract negotiations will use data or information so identified. Disclosure of any proprietary information by the County shall be in accordance with the laws and regulations regarding disclosure in force in the State of North Carolina

Right to Reject

The County reserves the right to accept in part or in whole any Submission, waive any formalities, or minor technical inconsistencies or delete any item/requirements from the RFQ or resulting contract when deemed to be in the County's best interest.

Appendix (Appendixes and Supporting Information)

- A. Official Statement by Respondent:** The RFQ submission must contain a statement to the following effect, signed by an individual authorized to bind the Respondent:
- The Respondent has read and agrees to the terms and conditions set forth in this RFQ.
 - The terms and conditions set forth in the Submission will remain open for at least 120 days from the deadline for submission.

Submissions must be signed by a company official(s) authorized to commit to such submissions. Failure to execute, sign, and submit this form together with all required copies of the Submission package will be a basis for disqualification.

PART V EVALUATION CRITERIA

Initial Evaluation

Each response will be reviewed prior to the selection process for completeness and adherence to the format. Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ. The executive summary of each response will be read to give an overview. Then, each section will be graded on a pass/fail basis. A passing grade shall be given if the section: (a) provides the requested information and (b) demonstrates that the respondent has an adequate capability or experience as evidenced by their command of the subject matter. All Submissions will pass this initial screening of responses if all requested sections are included in the proper order and they have addressed all areas described in the RFQ. Emphasis shall be on completeness and clarity of content. Incomplete RFQ's and/or lack of adherence to format may disqualify respondent from further consideration.

1. Evaluation Method

The County will evaluate all proposals deemed responsive to this request. The evaluation process will include verification of references, verification of project team resumes, confirmation of financial information, and may also include site visits or other information as directed by the County.

2. Selection Criteria

The intention of the County is to implement measures to and reduce operational expenditures through building energy conservation measures through a utility efficiency program. Responses to this RFQ will be evaluated according to but not limited to the following criteria:

- A. Experience and Background
- B. Technical Approach
- C. Financial Approach
- D. Other Qualifications

- Quality, clarity and responsiveness of proposal in conformance with instructions, conditions and format contained herein.
- Determination of firms and team member's strengths and weaknesses, based upon the RFQ response and potential oral interview.
- Demonstrated performance of proposed project elsewhere in the public sector; system maintenance, updating and ongoing technical support.
- Responder financial stability
- Potential on-site demonstrations and visits to reference sites.
- The respondent who is deemed by the County to provide the **best overall** program will be selected.