

THE STATE OF TEXAS
COUNTY OF CORYELL

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NOTICE TO BID

**REQUEST FOR PROPOSAL OF QUALIFICATIONS FOR
PERFORMANCE CONTRACTING SERVICES**

Coryell County is requesting proposals from interested and qualified performance contractors for the following project:

IMPLEMENTATION OF A GUARANTEED COST REDUCTION PROGRAM FOR CORYELL COUNTY

County plans to select the most qualified contractor for performance contracting services in accordance with: Section 1 Subtitle C Title 9, Local Government Code, Chapter 302 - Energy Conservation Measures for Local Governments.

The objective in issuing this Request for Proposal is to solicit proposals of qualifications from companies that have the experience, capability, to provide guaranteed upgrades to the existing facilities and systems through performance contracting. The selected performance contractor shall provide the County a comprehensive program to reduce costs and upgrade facilities including: (a) performance of energy audits, (b) design and installation of energy efficient equipment and systems, (c) training of existing personnel in the operation and maintenance of installed systems, (d) training of staff on energy education and awareness (e) monitoring of energy costs, and systems (f) financing for the project, and (g) a written guarantee that total program costs shall be one hundred percent (100%) covered by the energy and operating cost reductions.

All qualified firms interested in providing the specified performance contracting services should respond with a written proposal to County. Final selection will be made in accordance with the policies and administrative directive of the County and other statutory provisions. Responses must be received by August 4, 2008, 9:00 a.m., Coryell County, Office of the County Judge, 620 E. Main Street, Gatesville, TX 76528. after which time and date they will no longer be accepted. Late responses will be returned and will not be considered. Responses may be mailed or delivered to:

**Coryell County Courthouse
Coryell County Judge John E. Firth
620 East Main Street
Gatesville, TX 76528**

Section I -- General Information

1. Purpose

This Request For Proposal (RFP), requests qualifications from companies for performance contracting services to develop and implement cost reducing strategies at the Counties facilities. The savings generated from such strategies will be utilized to provide facility improvements and upgrades. Timely implementation of this project is of the essence.

2. Performance Contracting

For the purposes of this document, "Performance Contract" means a contract that provides improvements and upgrades for energy efficient equipment and service in which the payment obligation is guaranteed by the performance contractor to be less than the energy and operational cost reductions attributable to the services and/or equipment under the contract for the term of the agreement.

3. Savings Guarantee

The performance contractor shall provide a written savings guarantee in accordance with. Section 1 Subtitle C Title 9, Local Government Code, Chapter 302 – Energy Conservation Measures for Local Governments. The total program costs, including financed equipment cost, maintenance costs, and other costs, shall be one hundred percent (100%) covered by program operational and energy savings. The guarantee shall be monitored monthly and reconciled on an annual basis, commencing one year from the date of completion of installation. In the event that the actual savings are less than the guaranteed savings, the performance contractor shall provide a cash reconciliation of the difference. The performance contractor's guarantee shall be a first party direct guarantee from the contractor to County. A third-party guarantee or performance bond in lieu of the guarantee is not acceptable.

4. Eligible Bidders

To effectively manage the risk to the County, the County requires a dedicated in-house performance contracting/service team with total capability to design, install and maintain the installed systems. The firm's dedicated team (subcontractors not included) will have a minimum of seven (7) years experience providing performance based contracts for Counties in the State of Texas. Preference will be given to a firm that can provide a total in-house energy portfolio of services including electric and gas commodity. Responses from other parties shall not be considered.

5. 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 guaranteed savings contract. Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

6. 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.

7. Required Bonds and Insurance

Prior to award of a contract, the performance contractor shall provide County with a 100-percent project value bond for its faithful performance as required by Section 1 Subtitle C Title 9, Local Government Code, Chapter 302 - Energy Conservation Measures For Local Governments. The successful respondent shall procure and maintain in effect during the life of the agreement commercial general liability insurance in amount not less than \$1,000,000 each occurrence, comprehensive automotive liability insurance in amount not less than \$1,000,000, and workers compensation insurance in accordance with the Worker's Compensation Act of the State of Texas to adequately protect the interests of County for all labor employed by the contractor. In addition, professional liability insurance coverage shall be in force according to the requirements for engineering design work in the State of Texas. Evidence of required bonds and insurance shall be presented prior to execution of a guaranteed savings contract. Insurance policies to be carried under the agreement shall not be changed or canceled without prior written notification to County.

8. Taxes, Fees, Code Compliance, Licensing

The performance contractor shall be responsible for payment of any required taxes or fees associated with the execution of the guaranteed contract. The performance 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 Texas.

9. References and Proprietary Information

Submission of a response deems permission to make inquiries concerning the respondent and its officers and to any persons or firms deemed appropriate by 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. Data or information so identified will be used by County solely for the purpose of evaluation and contract negotiations.

10. Inquiries

Questions that arise from respondents prior to proposal submission shall be submitted in writing to the County. The point of contact for this project is Judge John E. Firth, Coryell County Judge, (254) 865- 5911, ext 221.

11. Schedule of Events

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

Request for Proposal Issued	July 19, 2008
Submission of Proposals due	August 4, 2008
Contractor Selection	August 11, 2008

Section II -- Response Format and Preparation Instructions

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. 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. 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 proposal, and not on the basis of what is inferred.

The Request for Qualifications is limited to 25 pages using a number 10 Arial font. Do not include additional documents as an appendix. Begin each section and subsection described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly at the upper right corner of each page.

1. Table of Contents

Responses shall include a table of contents properly indicating the section and page numbers of the information included. This page is not included in the 25 page response limitation.

2. Executive Summary

Responses shall include an abstract of no more than two (2) pages on the information presented in the proposal and the contractor's unique qualifications and services.

3. Background, Experience & Capabilities

A. Background and Firm Profile

Provide general information on the responding firm, including; name, business address, local telephone number, names of the Texas Management team, and contact person for this project. Describe the firm's approach to performance contracting. Also include a complete description of the firm's Texas service strength and capabilities, including the firms total energy portfolio capability.

B. Project Team

List the members of the project team that will develop, design, project manage, install and service the installed systems (do not include subcontractors). Provide a list of the firm's personnel to be used on this project and their qualifications. Indicate the following about the team that will be permanently assigned to this project, number of years in performance contracting, number of guaranteed performance contracts. A one page 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 be of the type and format described below:

- 1) Performance Contracting, Supply and Demand Side Services – Five (5) team business

references. Provide the owner's name, address, telephone number, and contact person and a brief one paragraph overview of the services performed for each reference. .

2) Mechanical Service and Repair – Indicate the service ability of the responding firm (do not include subcontractors). References shall demonstrate local area mechanical service and repair experience. Provide the owner's name, address, telephone number, and contact person for each firm.

4. Technical Approach

A. Needs Analysis

Indicate the respondents 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 an overview of the training that will be provided to the in-house maintenance personnel. The respondent will also include information about programs available for promoting energy awareness among staff.

C. Project Management

Indicate your firms approach to managing the project. Include a timeline showing the necessary activities and schedule for implementation of the project. Describe the various responsibilities and coordination of your team members for effective project management.

D. Savings Projections

Indicate your firms approach to projecting the energy savings associated with the project. Describe the methodology reporting of energy savings. Describe the processes and tools used to effectively project energy savings.

5. Financial Approach

A. Financing Source

Describe the sources and types of financing the respondent will use to implement this project. Indicate the team's prior use and experience with this method of financing.

B. Standards of Service and Comfort

Describe your firms approach to assuring that the customer has a complete understanding of the financial and technical guarantees of performance.

C. Savings Calculations and Monitoring

Indicate the Protocol that your firm will use proving the energy savings associated with the project.

6. Other Benefits. Describe any other benefits County will realize through this guaranteed savings contract using your firm's team.

Section III -- Selection Criteria

1. Completeness

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order.

2. Formal Evaluation

A. Evaluation Process

County will appoint a selection team to formally evaluate each response. The evaluation process will objectively grade the responses on their merit and responsiveness. Responses will be evaluated in light of the material and substantiating evidence presented in the response, and not on the basis of what is inferred. The evaluation process will include verification of team references, verification of project team resumes, confirmation of financial information, and may also include site visits or other information as directed by the County.

B. Grading Format

Each section or subsection of the RFP response will be considered a separate selection criterion and will be graded individually. The point value for each criterion shall be multiplied by the percentage grade to give the criterion score. All scores will be summed to give the grand total score. The maximum possible grand total score for the RFP response is 100 points. Scoring will be summarized on the Formal RFP Evaluation Form.

C. Point Values

Experience & Background	50 Total Points
<i>Criterion</i>	<i>Point Value</i>
Firm Profile	10
Project Team	30
References	10
Technical Approach	25 Total Points
<i>Criterion</i>	<i>Point Value</i>
Needs Analysis	10
Training	5
Project Management	5
Savings Projections	5
Financial Approach	15 Total Points
<i>Criterion</i>	<i>Point Value</i>
Financing Source	5
Standards of Service and Comfort	5
Savings Calculations and Monitoring	5
Other Benefits	10 Total Points
Grand Total	100

D. Percentage Grades

Grade	Description
0%	Criterion was not addressed in the response or the material presented was totally without merit.
20%	Criterion was addressed minimally, response indicated little capability, experience, or understanding of topic.
40%	Criterion was addressed minimally, but response shows some capability, experience, or understanding of topic
60%	Criterion was addressed adequately. Overall, a basic capability, experience, or understanding of topic
80%	Criterion was addressed well. The response indicates some superior features.
100%	Criterion was addressed in superior fashion, indicating excellent or outstanding capability.

E. Example

Firm Profile has a point value of 10 points. If Response A addresses the topic well (the definition of the 80% grade), the 15 point value for the criterion would be multiplied by 80%.

<u>Point Value</u>	<u>Grade</u>	<u>Score</u>
10	80%	12.0

3. Oral Interview

After the formal evaluations, the County may or may not decide on oral interviews to address specific issues with selected respondents. The respondent's answers will be graded using the same format as the formal evaluation of the RFP responses. The maximum possible grand total score of the oral interview will equal 90 points.

4. Final Selection/Notification

The grand total scores of the RFP response and the oral interview will be summed. The respondent with the highest sum shall be selected. County will notify the selected firm.

5. Project Development Agreement (PDA)

Once a final selection has been made, the selected contractor will submit a PDA which, when approved by County, will allow the selected contractor to proceed with a detailed audit, engineering design, and financial analysis of County's facilities. If during this phase, it is determined that the project fails to meet the criterion set forth in the PDA, County can terminate the PDA with no financial liability. If the project meets the criterion set forth in the PDA, and County agrees to the scope of work presented, a Performance Contracting Agreement will be implemented, and the contractor will proceed to implement the proposed improvement measures.

**County Performance Contracting
Formal Evaluation Form**

Name of Respondent			
Section Name	Point Value	Percentage Grade	Score
Experience & Background			
Firm Profile	10		
Project Team	25		
References	10		
Technical Approach			
Needs Analysis	10		
Training	15		
Project Management	5		
Savings Projections	5		
Financial Approach			
Financing Source	5		
Standards of Service and Comfort	5		
Savings Calculations and Monitoring	5		
Other Benefits			
Other Benefits	10		
Grand Total Score (Possible 105)			

