

**TOWN OF CENTRAL  
REQUEST FOR QUALIFICATIONS (RFQ) FOR  
ENERGY SAVINGS PERFORMANCE CONTRACT (ESPC) SERVICES**

## **I. INTRODUCTION**

### **A. Purpose**

**Town of Central (Owner)** is requesting proposals from interested and qualified ESPC contractors for the following project:

***Implementation of Guaranteed Revenue Enhancement and Cost Reduction Solutions using an  
Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) System and Water Loss  
Optimization Project for the Town of Central***

### **B. Project Overview**

Owner plans to select the most qualified contractor for ESPC services in accordance with Procurement Ordinance of the Town of Central, Pickens County, South Carolina. The objective in issuing this RFQ is to solicit proposals of qualifications from companies that have the experience, capability, and track record to identify, design, install, maintain, monitor and arrange financing for a large-scale ESPC project. The selected ESPC contractor shall provide the Owner a comprehensive program which shall include: (a) water audits, (b) program cost and benefits, (c) design and installation of an Automated Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system in conjunction with a water loss optimization project, (d) training of existing personnel in the operation and maintenance of installed systems, (e) training of staff on water/energy loss education and awareness, (f) monitoring of water/energy costs and systems, (g) financing for the project, and (h) a written guarantee that total program costs shall be covered by the program . Program benefits will include, but not be limited to, energy savings, revenue enhancement and both operating and maintenance cost reductions achieved through this project.

The primary goals of this ESPC project are to implement an Automated Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system and to reduce the volume of Non-Revenue Water by implementing improvement measures that address sources of real and apparent water loss. The project may also include other operational and maintenance cost reductions, energy conservation measures, and revenue enhancement improvements to the municipal water systems, wastewater systems and other facilities and/or systems. Owner may also decide to implement this project in multiple phases.

## **II. PROPOSAL PREPARATION AND SUBMISSION**

### **A. Pre-Proposal Meeting**

A non-mandatory pre-proposal meeting will be held on September 3, 2019 at 2:00pm. A transcript of the questions and answers will be distributed to all attendees and to bidders by Addendum(s). Verbal questions will be allowed at the meeting. However, questions of a complex nature, or questions where the bidder requires anonymity, should be forwarded in writing to the Owner prior to the meeting.

### **B. Questions**

Any questions regarding this RFQ shall be directed in writing to Town of Central Contact, Phillip D. Mishoe at or [pmishoe@cityofcentral.org](mailto:pmishoe@cityofcentral.org) by contacting Susan A. Brewer at [sbrewer@cityofcentral.org](mailto:sbrewer@cityofcentral.org). Information obtained from any other source is not official. Inquiries and responses will be recorded and will be distributed to all bidders by Addendum(s).

### **C. Shortlist**

Subsequent to the submission of proposals, interviews and negotiations may be conducted with some of the bidders, but there shall be no obligation to receive further information, from any bidder. The shortlisted respondents may be asked to prepare a presentation and/or provide additional information prior to the final selection.

### **D. Proposal Submission**

Four (4) copies of the proposal must be received at the TOWN OF CENTRAL by 10/03/2019 at 3:00 pm. They should be delivered to the address below:

**Phillip D. Mishoe**  
**Town of Central**  
**1067 W Main Street**  
**PO Box 549**  
**Central SC 29630**

**The Town of Central is not responsible for bids lost in the mail.**

Submittals shall be submitted in a sealed box labeled “Qualifications for Energy Savings Performance Contract Services” with your firm name and proposal deadline clearly marked.

**E. Acknowledgment of Addendum(s)**

Addendum(s) must be acknowledged in the Appendix. Failure to properly acknowledge any addendum may result in the disqualification of respondent's proposal.

**F. Proposal Schedule**

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

Request for Qualifications Issued:	08/16/2019
Pre-Proposal Meeting:	09/03/2019 @ 2:00pm
Questions Due:	09/26/2019 @ 5:00pm
Questions Answered:	09/27/2019 by 5:00pm
Submission Deadline:	10/03/2019 @ 3:00pm
Contractor Selection:	11/03/2019

**G. Affirmative Action**

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of, race, color, religion, sex, national origin, or physical handicap.

### **III. QUALIFICATIONS FORMAT**

Responses must be submitted in the format outlined in this section. Owner reserves the right to eliminate from further consideration any response that is deemed to be substantially or materially unresponsive to the requests for information contained in this section.

**A. Executive Summary**

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

**B. Qualifications and Experience**

1. Firm Profile

Firm name, corporate address, local address and type of firm

Main contact person with full contact information

Year firm was established

Years of ESPC experience

Number and value of ESPC projects

Number and value of ESPC projects for municipal clients

Number and value of ESPC projects with AMR/AMI system installation

Financial stability

- Describe the financial soundness and stability of the firm.

- Submit the most recent annual summary (1-3 pages) of the annual Statements of Financial Conditions, including balance sheet, income statement and statement of cash flows, dated within the past twelve (12) months, along with name, address, and the telephone number of firm(s) that prepared the financial statements.
- Provide a copy in the Appendix of your firm's most recent audited annual statement.
- NAESCO Accreditation. State whether your firm is accredited as an Energy Services Provider under the National Association of Energy Services Companies (NAESCO).

## 2. Project Experience

Provide a minimum of five (5) AMR system ESPC project references. Each reference shall indicate completion date of installation, services and equipment provided, guaranteed program benefits, project cost and financing description, contract term, and benefits to the owner. Provide the owner's name, address, telephone number, and contact person for each reference. References for projects where the responding firm was not the prime ESPC contractor are not acceptable.

## 3. Ongoing Service, Maintenance and Measurement & Verification (M&V) Capabilities

- State the location of your nearest servicing office and provide an overview of your firm's capabilities for servicing the installed equipment, as well as procedures for handling emergencies.
- Describe services that can be provided by the respondent, including a description of the service organization and personnel directly employed by the respondent.

## 4. Training

Describe your firm's proposed approach to providing technical training for Town of Central personnel, noting training sites and methodologies. Include available programs for promoting water/energy awareness among the staff.

## 5. Bonding, Warranties and Insurance

- Provide the current bonding capacity; bond rating; and confirmation that firm is currently bondable for 100% of a payment and performance bond for construction of this project. A letter from a licensed surety as evidence of ability to bond shall be included in the Appendix.
- Provide information detailing your firm's warranty policy (equipment and installation).
- Confirm that the respondent will provide general liability insurance with limits of \$1,000,000 per occurrence and \$1,000,000 aggregate with the Owner as a named insured. Include a Certificate of Insurance in the Appendix.

## C. Technical Approach

1. Process Overview. Provide an overview of the process your firm uses to develop and implement an ESPC AMR/AMI system and water loss optimization project that focuses upon reducing the volume of Non-Revenue Water by addressing sources of real and apparent water loss. At a minimum, this project shall encompass the following Scope of Work:
  - Technology workshops for Town staff covering the following:
    - Water meter technology
    - AMR/AMI system technology
    - Customer web portal
    - Automated leak detection system technologies supported by the AMR/AMI system network
  - Accuracy testing of a statistically valid, random sample of both small and intermediate size water meters. To minimize risk to the Owner, the ESPC must test a sufficient quantity of meters of each small and intermediate meter size from which benefits from improving water meter accuracy may potentially be claimed to have a 95% confidence interval in the test results. The ESPC must follow the meter testing guidelines as set forth in the *Manual of Water Supply Practices—M6, Fifth Edition: Water Meters—Selection, Installation, Testing, and Maintenance* (Denver, CO: American Water Works Association, 2012), ISBN 978-1-58321-862-4. The Owner will not permit the overall weighted average accuracy of the 0.625" x 0.50", 0.625" x 0.75", or 0.75" water meter population to be applied to the 1", 1.5", and 2" water meter population.
  - Field survey and audit of all 2" compound and turbo water meters and all water meters 3" and larger (excluding fire line meters)

- Accuracy testing and repair of large water meters. The ESPC must follow the meter testing guidelines as set forth in the *Manual of Water Supply Practices—M6, Fifth Edition: Water Meters—Selection, Installation, Testing, and Maintenance* (Denver, CO: American Water Works Association, 2012), ISBN 978-1-58321-862-4. To minimize risk to the Owner, each large water meter test result will be applied to that specific account only. The Owner will not permit large water meter test results to be averaged across the large meter population.
  - Intermediate and large water meter typing
  - Recommendations for improvements to the existing water metering system
  - Utility billing system audit
  - Provide a cost analysis of the AMR/AMI system proposal
  - Propagation study for a distribution system-wide automated leak detection system that utilizes the AMR/AMI system as a backhaul
  - Financial workshop for Town staff covering the following:
    - Project cost and program benefits
    - Recommended financing
    - Business case analysis
  - Provide a detailed list of AMR/AMI system benefits for Town personnel and its customers
  - Installation processes and project management
2. Baseline Calculation Methodology. Describe in detail the methodology your firm utilizes to compute the baselines of the various improvement measures.
- Adjustment to Baseline Methodology. Describe the methods used to adjust the baselines due to such factors as weather and facility usage changes. Describe factors that would necessitate adjustment.
  - Benefits Calculations. List procedures, formulas and methodologies, including special metering or equipment, which your firm uses to calculate program benefits.
3. Standards of Service and System Performance. Describe the method and documentation of standards of service and performance. Describe the contract language to agree upon maintenance responsibilities, operational cost reductions, and other responsibilities in the guaranteed savings contract.
4. Monitoring and Verification. Describe the methodology proposed for ongoing monitoring and savings verification, including the frequency of such efforts. The contract between the Owner and the ESPC shall follow the International Performance Measurement and Verification Protocol, and the response shall state which IPM&VP Option (e.g., Option A, Option B, Option C, or Option D) will be applied to each proposed improvement measure. Describe how the guarantee provisions work in the event that project results vary from projections. Also describe how excess savings can be documented. Third party guarantees are not acceptable.
5. Sample Contract. Include in the Appendix a sample ESPC contract your firm intends to use for this project. Sample contract must include guarantee and M&V provisions for an AMR system project.
6. Sample Audit. Include in the Appendix an audit your firm completed for an AMR system ESPC project.

#### **D. Project Management Approach**

1. Organizational Chart. Provide an organizational chart that illustrates the structure of your team. Note all key personnel and sub-consultants.
2. Key Personnel Resumes. Include a one-page resume, highlighting education, licenses, experience on similar projects and any other pertinent information, for each key team member assigned to the project.
3. Overall Project Management Overview. Provide detailed information on the firm's approach to managing the development and implementation of AMR/AMI system ESPC projects.

#### **E. Financial Approach**

Describe the sources and types of financing and funding that can be utilized to implement this project.

#### **F. Appendix**

- Acknowledgement of Addendum(s)
- Recent Audited Annual Statement
- Bond Letter
- Insurance Certificate
- Sample Contract

- Sample Audit

## **IV. QUALIFICATIONS EVALUATION**

Owner evaluation committee will consider the following criteria in evaluating proposals:

Qualifications and Experience	50 points
Technical Approach	25 points
Project Management Approach	20 points
Financial Approach	5 points

## **V. PROJECT DEVELOPMENT AGREEMENT**

Once a final selection has been made, the selected ESPC contractor will submit a Project Development Agreement (PDA) which, when approved by the Owner, will allow the selected ESPC contractor to proceed with a detailed audit, engineering design, and financial analysis of the Owner infrastructure and facilities. If during this phase, it is determined that the project fails to meet the criterion set forth in the PDA, the Owner can terminate the PDA with no financial liability. If the project meets the criterion set forth in the PDA, the Owner intends to execute an ESPC Agreement to implement the proposed improvement measures.

## **VI. TERMS AND CONDITIONS**

### **Contact with the Owner**

Any communications, such as regarding matters of clarification, must be made in writing to the Phillip D. Mishoe or Susan A. Brewer listed above. No verbal communications will be allowed.

### **Notification of Changes**

All RFQ changes and clarifications will be distributed to all bidders by Addendum.

### **Funding**

All Owner expenditures are subject to appropriation of funds. Therefore, the Owner reserves the right to discontinue the RFQ process if funding is not available.

### **Ownership of Responses**

All responses to this request for proposal become the property of the Owner.

### **Bidders Expenses**

Prospective bidders are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the Owner, if any.

### **Contract Solution**

The Owner reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

### **Acceptance of Proposals**

Late proposals will not be evaluated. This RFQ should not be construed as a contract to purchase goods or services. The Owner reserves the right to reject any or all responses, or accept the response that appears to be in the best interest of the Owner. The Owner shall not be obligated in any manner to any bidder whatsoever until a written agreement has been duly executed relating to an approved proposal. The Owner reserves the right to modify the terms of the RFQ at any time in its sole discretion.

### **Liability of Errors**

While the Owner has used considerable efforts to ensure an accurate representation of information in this RFQ, all prospective bidders are urged to conduct their own investigations into the material facts and the Owner shall not be held liable or accountable for any error or omission in any part of this RFQ.

### **Acceptance of Terms**

All the terms and conditions of this RFQ are deemed to be accepted by the bidders and incorporated in its proposal, except those conditions and provisions which are expressly excluded by the proposal.

### **Financial Stability**

The successful bidder must demonstrate financial stability and the Owner reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

### **Negotiation Delay**

If any contract cannot be negotiated within thirty (30) days of notification to the designated bidder, the Owner may terminate negotiations with that bidder and negotiate a contract with another bidder of its choice.

### **Definition of Contract**

The Owner may at its option notify a bidder in writing that its bid has been accepted and such acceptance shall at the Owner's option constitute the making of a formal contract for the services set out in the proposal. Alternatively, the subsequent full execution of written contract shall constitute the making of a contract for services, and no bidder shall acquire any legal or equitable rights or privileges whatever relative to the services until the Owner has delivered either a signed notice in writing to the bidder or a fully executed written agreement to the bidder.

### **Compliance with Laws**

The ESPC contractor shall give all notices and obtain all the licenses and permits required to perform the work. The ESPC contractor shall comply with all the laws applicable to the work or the performance of the contract.

### **Governing Law**

This RFQ and any contract entered into between the bidder and the Owner shall be governed by and in accordance with the laws of the State of South Carolina and the United States of America.

### **Confidentiality and Security**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Responders should be aware that pertinent fact relating to their proposal, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful bidder.

Should your submission, to this RFQ, contain "trade secrets," or other information the disclosure of which could reasonably be expected to be harmful to business interests, you must ensure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as **Confidential Third Party Information**. Should marked information be the subject of a request under the Freedom of Information law, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.