

Request for Qualifications

Guaranteed Energy Savings Contract:

Dept. of Public Works

City of South Bend, Indiana

**CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS
REQUEST FOR QUALIFICATIONS**

Proposals shall be received no later than **9:30 a.m., EST, on December 10th, 2024**, at bpwbids@southbendin.gov for:

PUBLIC WORKS GUARANTEED ENERGY SAVINGS CONTRACT QUALIFICATIONS

SUMMARY:

The Board of Public Works of the City of South Bend (“City”), is soliciting proposals from qualified vendors for the following:

Project description:

This solicitation is a Request for Qualifications (RFQ). The purpose is to solicit qualifications from Energy Service Companies (ESCOs) that describe their capabilities to identify, design, install, maintain, and monitor a comprehensive energy generation and utility conservation program for the City of South Bend’s Water Works.

This RFQ is the first step in a multi-step process to identify one or more qualified ESCOs. This RFQ details the requirements for response, deadlines, and directions for submittal in subsequent sections. The City of South Bend (“Owner”) intends to select an ESCO and award one or more contracts to provide utility conservation measures to the facilities described herein. For the purpose of this RFQ, “ESCO” refers to any entity that is qualified to provide a turnkey utility conservation program.

The project will be referred to as a “Guaranteed Energy Savings Contract” (GESC), although it will include non-energy activities. The project will conform to Indiana statute for GESCs with municipal governments, therefore all procurement, design, and installation activities will be pursuant to IC 36-1-12.5.

Proposals must meet the minimum expectations as provided in the City’s Request for Qualifications in order to be considered.

How the Proposals will be evaluated and scored for selection.

The person/firm making a proposal shall submit an explanation of how they comply with the requirements of this RFQ. Exceptions to any requirements mentioned in this RFQ must be clearly noted. Information submitted will be scored on a 100 point matrix system as follows and will be graded by a review team made up of city staff from Public Works and Sustainability:

Technical approach to energy production and use reduction <ul style="list-style-type: none"><i>Includes consideration of innovative solutions for energy reduction, relevant project experience, proposed personnel, and references</i>	30 Points
Project management approach, including design, implementation, and ongoing service <ul style="list-style-type: none"><i>Includes consideration of relevant project experience, proposed personnel, and references</i>	30 points
Solar Technology, Pricing and Proposed ROI	15 Points
Financial Qualifications, Guarantees, and Stability	10 Points

Measurement and Verification Approach	10 Points
Ability to use minority-owned, woman-owned, or locally-owned contractors, suppliers, or manufacturers	5 Points

Upon selection, the City will then be given the approval to negotiate the terms of a final agreement. Following negotiations, the City’s Board of Public Works will be asked to review and approve the proposed written agreement and if approved, the agreement will be executed.

The successful proposal respondent(s) shall comply with the City’s ordinance and all other federal, state and local laws and regulations governing nondiscrimination in employment.

The City reserves the right to accept, negotiate scope or reject any or all proposals.

Complete Proposal Request packages and instructions are available for download by visiting the City of South Bend’s web page at www.southbendin.gov:

- X Click on “Business”
- X Click on “Submit A City Contract Bid”
- X Under “Request for Proposals, Vehicles, Equipment and Miscellaneous Bids” heading
- X Click on “Registration Form” and register your company to receive updated information
- X Select specification to download
- X Print the specification or save it to your computer

There is no charge for the documents. Questions should be directed by email to Gemma Stanton at gstanton@southbendin.gov.

The City reserves the right to review and audit all documents related to this proposal and to request additional information as determined necessary. Failure to comply with the City’s request may be deemed grounds for dismissing the proposal.

An optional Pre-Response Conference will be held on Thursday, November 7th, 2024 at 1:00 PM virtually at [this link](#). Any questions about response conditions must be addressed to the Owner via email no later than 5:00 PM on Monday, November 25th, 2024 to Gemma Stanton at gstanton@southbendin.gov.

Proposals must include the Non-Collusion Affidavit, Non-Debarment Affidavit, Employment Eligibility Verification, and Non-Discrimination Commitment Form.

BOARD OF PUBLIC WORKS
Theresa Heffner, Clerk

Publish two (2) times: October 25th, 2024
November 1st, 2024

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A – INSTRUCTIONS TO RESPONDENTS

- Interested respondents MUST complete registration form at <https://www.southbendin.gov/RFP> to receive updates or addenda.
- Review the required Non-collusion form also at <https://www.southbendin.gov/RFP>. Do not submit qualifications if these terms are not acceptable.
- Optional pre-response meeting will be held on Thursday, November 7th, 2024 at 1:00 PM virtually at [this link](#).
- Questions are welcome and appreciated. Questions should be asked at the pre-response meeting or by email to gstanton@southbendin.gov. Questions are due by 5:00 PM on Monday, November 25th, 2024 to Gemma Stanton at gstanton@southbendin.gov.
- Answers to all questions will be provided in writing to all **registered** respondents.
- If the City determines any new information, question, or concern alters the RFQ, an addendum will be issued to revise the RFQ.
- Electronic responses must be submitted to the Board of Public Works no later than 9:30 a.m., EST, on December 10th, 2024, at bpwbids@southbendin.gov. Subject line should be “Public Works Guaranteed Energy Savings Contract Qualifications”.
- Late responses will not be accepted and will be returned to the submitting company unopened.
- Owner is not liable for any cost incurred by any person or firm responding to this RFQ.
- Owner reserves the right to reject as nonresponsive any responses that do not contain the information requested in this RFQ and in the form outlined in this RFQ.

B – PROJECT

1. Purpose of Solicitation

This solicitation is a Request for Qualifications (RFQ). The purpose is to solicit qualifications from Energy Service Companies (ESCOs) that describe their capabilities to identify, design, install, maintain, and monitor a solar photovoltaic energy generation system and utility conservation measures for the City of South Bend’s Department of Public Works Water Works facilities.

This RFQ is the first step in a multi-step process to identify one or more qualified ESCOs. This RFQ details the requirements for response, deadlines, and directions for submittal in subsequent sections. The City of South Bend (“Owner”) intends to select an ESCO and award one or more contracts to provide utility conservation measures to the facilities described herein. For the purpose of this RFQ, “ESCO” refers to any entity that is qualified to provide a turnkey utility conservation program.

The project will be referred to as a “Guaranteed Energy Savings Contract” (GESC), although it may include non-energy activities. The project will conform to Indiana statute for GESCs with municipal governments, therefore all procurement, design, and installation activities will be pursuant to IC 36-1-12.5.

2. Owner Background

The **City of South Bend**'s mission is to deliver services that empower everyone to thrive. This delivery is in line with the City's values of excellence, accountability, innovation, inclusion, and empowerment. The City has an annual budget of over \$400 million. The City maintains a high credit rating of "AA."

The City of South Bend has utilized a performance contract to convert traffic signals to LED and to perform a large GESC for the South Bend Century Center and Morris Performing Arts Center. The City anticipates implementing additional GESC projects in the near future.

The **Office of Sustainability** (OOS) is a division of the City's Department of Community Investment. The mission of the Office is to mobilize the community to address the climate emergency. The Office works towards achieving its mission by illuminating ways to reduce pollution and adapt to a changing environment, collaborating with the community, and designing, developing, and delivering climate solutions.

The **Department of Public Works** (DPW) manages public infrastructure, water and wastewater utilities, and solid waste collection. Within DPW, the Division of Engineering manages design and construction of public works projects in the City. In the Division of Utilities, South Bend Water Works serves more than 112,000 customers using nine different well fields throughout the City.

3. Services Requested

Owner requests the implementation of an onsite solar photovoltaic array at the Olive Water Treatment Plant (915 S Olive Street in South Bend). The selected ESCO will perform analysis, measure selection, development of engineering plans and specifications, installation, commissioning, monitoring and verification of savings, and management of a multi-subcontractor GESC. The selected ESCO will also present any additional energy-reduction measures that may provide value for South Bend Water Works to be considered by the City.

The Olive Water Treatment Plant has open, unscheduled space suited for solar energy production. The size of the proposed solar array should utilize the space appropriately to reduce operating costs and provide a minimal payback period. The proposed design should consider the production profile of the solar array as well as the demand profile of the plant to maximize cost savings.



Figure 1: Olive Water Treatment Plant Available Space

Owner anticipates a major reduction in annual utility consumption and associated operations and maintenance costs. A contract must include monitoring and verification of utility savings and any guaranteed operational savings. Respondents agree that 100% of all energy and operational savings over the term of the contract shall be retained by Owner.

Additionally, the Owner requests the ESCO provide the following services:

- Follow all requirements for utility incentives or rebates on behalf of the Owner and payable to Owner, including the Inflation Reduction Act rebate.
- Submit any state or other required reports throughout the performance period.
- Comply with City Ordinance 14.5, requiring participation goals for minority and woman owned businesses. Participation goals will be set by the City. It will be the selected ESCO's responsibility to meet or exceed the pre-determined participation goals or to seek good faith effort waiver of such goals.
- Work with Owner to schedule program's implementation to minimize financed capital needs and minimize disruption to facility operations.
- Provide training to facility operators and may provide awareness education to facility operators or the public.
- Transparent financial reporting on budgeting and expenditure of project dollars.

- Manufacturer-independent recommendations except when a specific manufacturer provides demonstrable benefits to Owner (e.g. interoperability with existing equipment, substantially better warranty). Any relationship between the ESCO and a manufacturer must be disclosed during project design.

Owner requires all respondents to be “Qualified Providers” as defined by IC 36-1-12.5-3 and appear on the Indiana Department of Local Government Finance’s *Qualified Guaranteed Energy Savings Contract Providers* list. <http://www.in.gov/dlgf/9476.htm>

4. Project Description

The scope of the contract will cover energy cost savings at South Bend Water Works through solar energy generation. The ESCO will develop a plan to generate solar photovoltaic energy and, if feasible, will consider distributed generation, load shifting/peak shaving, energy storage, or fuel switching. The ESCO may recommend additional energy-saving measures, such as building upgrades, to be considered by the City. Ancillary improvements to energy generation such as electrical service upgrades will be included in the scope of the project. The final scope will be determined collaboratively between ESCO and Owner based on cost, scale of opportunity, urgency of replacement, and strategic value of measure.

Firms that have registered at <https://www.southbendin.gov/RFP> will be provided with a utility history to the extent that accurate information is able to be compiled.

5. Overview of Procurement Process

a) Request for Qualifications Issued by Owner

This Request for Qualifications (RFQ) is the first step in a multi-step process to identify one or more qualified ESCOs. This RFQ details the requirements for response, deadlines, and directions for submittal in subsequent sections. This process must conform to provisions of IC 36-1-12.5. Owner will not reimburse any respondent for costs incurred in developing the RFQ. See “Notice to Respondents” and “Instructions to Respondents”.

b) Review of Qualifications by the Owner

A multi-department committee will review responses. Based on selection criteria described in this document, the committee will select the most qualified respondent to develop a preliminary project proposal for consideration. Owner may also determine that no qualified submittals have been received and reject all submittals.

c) ****Selection of ESCO(s) by the City****

The review team will provide a recommendation to the Board of Public Works for approval via resolution. The Owner may select one or more respondents.

d) Negotiate Agreement for Project Development

Selected respondent(s) will develop a preliminary project proposal. The City and the selected ESCO(s) will negotiate the terms of contract for the ESCO to evaluate and recommend specific solar energy generation and conservation measures for implementation (sometimes called “investment-grade audit”,

“utility assessment report”, or “project proposal). The development of this report will be at no cost to the City contingent upon subsequent execution of a master performance contract.

e) Preparation of Final Project Proposal

It is expected that selection of measures for this proposal will involve close collaboration with Owner’s Departmental staff and incorporate priority projects and Owner’s preferred design criteria.

f) Submittal of Final Project Proposal

The ESCO will provide a final proposal for the Owner’s GESC project. The final proposal will include a list of all conservation measures and energy generation proposed, documentation of potential utility and operational savings, detailed project engineering design, and all associated implementation costs and savings guarantees. It must also include a Measurement and Verification Plan and a Sample Periodic Savings Report.

g) Review and Recommendation of Final Proposal

The Owner’s review committee will review the final proposal and either accepts the proposal, accept the proposal with exceptions or modification, or reject the proposal at the Owner’s expense.

h) Negotiate Master Performance Contract

After the Final Proposal is accepted, the selected respondent and the Owner will negotiate a master implementation contract which will include the proposal and all terms and conditions, procedures, timelines, forms, and points of contact for the contract period.

i) Board of Public Works Approval

Contracts, bond issue and financial closing, and other formal agreements related to the project will be executed by the City of South Bend Board of Public Works and Common Council as deemed appropriate by the City Legal Department and state procurement and GESC statutes.

j) Perform Project

Once the Contract is approved and executed, and funding has been secured, the ESCO will be issued a notice to proceed and can commence construction/installation.

6. Anticipated Timeline for ESCO Selection

1 st Publication	October 25 th , 2024
2 nd Publication	November 1 st , 2024
Pre-Response Meeting	November 7 th , 2024
Deadline for Responses and Opening of Responses	December 10 th , 2024
Recommendation of selection to Board of Works; Approval of selection by Board of Works	January 14 th , 2025

7. Evaluation

Respondent must be listed on the Indiana Department of Local Government Finance’s *Qualified Guaranteed Energy Savings Contract Providers* list. <http://www.in.gov/dlgf/9476.htm>

a) Selection Committee

The evaluation of all responses shall be performed by a selection committee consisting of:

- Director of Public Works
- Director of Sustainability
- Director of Water Utilities
- Water Operations Manager
- City Engineer
- Engineering Project Manager

b) Scoring Criteria

Scoring shall be based on a total of 100 points. Scores for each category will be determined collaboratively by the selection committee. The scoring will be based on the following evaluation criteria:

Technical approach to energy production and use reduction <ul style="list-style-type: none"> • <i>Includes consideration of innovative solutions for energy reduction, relevant project experience, proposed personnel, and references</i> 	30 Points
Project management approach, including design, implementation, and ongoing service <ul style="list-style-type: none"> • <i>Includes consideration of relevant project experience, proposed personnel, and references</i> 	30 points
Solar Technology, Pricing and Proposed ROI	15 Points
Financial Qualifications, Guarantees, and Stability	10 Points
Measurement and Verification Approach	10 Points
Ability to use minority-owned, woman-owned, or locally-owned contractors, suppliers, or manufacturers	5 Points

C – RESPONSE FORMAT FOR RESPONDENT’S SUBMITTAL

Maximum page numbers are listed in each section. Responses should not exceed 14 pages. Shorter responses are appreciated. Include required attachments as appendices to the response.

1. Cover Page

Page count: 1 page

- a. Include name of company, address, and primary and secondary contact person, including name, email, and phone number.
- b. Provide concise executive summary providing an overview of the ESCO’s qualifications.

2. Table of Contents

Page count: 1 page

3. Company Background and Qualifications

Page count: 3 pages plus attachments

- a. Provide a statement about company mission, vision, and values.
- b. Describe the complete range of utility services and capabilities your firm offers: such as engineering, design, auditing, energy equipment selection and installation, operation and maintenance, commissioning, monitoring and verification, and training.
- c. List any awards and accreditations. If you are not nationally-accredited as an ESCO, explain why.
- d. Provider’s Engineering Qualifications and Management, including experience working in Indiana
- e. The most recent audited Financial Report.
- f. The Provider must be certified and meet the requirements of IC 4-13.6-4 and the RFQ submitted must attach a copy of the firm's certification of qualification issued under IC 4-13.6-4.
- g. Describe if the Provider is a manufacturer, contractor, or engineering firm. Clearly delineate what services or products the Provider is including from their own company as part of the project.

4. Financial Qualifications

Page count: 2 pages plus attachments

- a. Describe your ability to provide adequate liability insurance and necessary performance bonding.
- b. Attach the two most recent financial reports or audited financial statements in electronic version via web or file share service links.
- c. Provide amount of total outstanding guarantees and amount of guaranteed shortfalls paid out to customers in past five years.
- d. Attach letter of reference of two subcontractors used on large projects attesting to your firm’s fiscal responsibility.
- e. Disclose any relationships with financial institutions.

5. Technical Approach and Pricing

Page count: 2 pages plus attachments

- a. Describe your firm's anticipated approach to this guaranteed energy savings contract, including: general approach to guaranteed energy savings contracting, including:
 - i. Strategies for evaluating feasibility for proposed measures, including solar energy generation
 - ii. Strategies for acquiring competitive pricing on solar panels and components for your customers
 - iii. Approach to selection of solar technology (e.g. quality, warranty)
 - iv. Anticipated or example market pricing in \$ per installed Watt for a ground-mounted solar system, based on projects your firm has been involved in over the past three years
- b. Describe the business unit dedicated to performance contracting, including:
 - i. Years in business specifically in guaranteed energy savings contracting;
 - ii. Percentage of total business revenue generated by performance contracting projects or related services; and
 - iii. Any local presence.
- c. Attach summaries (maximum 1 page per project) of four projects completed by this specific branch of your firm, within the past five years, for services similar to this project. Include at least two projects with two years of guarantee performance history.

6. Project Management Approach

Page count: 3 pages

- a. Describe how you will manage the project. Discuss minimizing risk to owner, project scheduling and staying on schedule, quality assurance, and working with Owner's facility staff.
- b. Provide a sample timeline indicating necessary activities for this project, including ongoing service or maintenance following project installation.
- c. Identify which portions of the project you intend to implement with subcontractors and how the subcontractors will interact with the Owner.
- d. Explain how you intend to comply with City Ordinance 14.5 related to utilization of minority or women owned businesses.

7. Measurement & Verification

Page count: 2 pages plus attachments

- a. Describe the methodologies used to calculate baseline utility consumption.
- b. Describe the methodologies likely to be used to verify annual savings. Include:
 - a. Methodology to calculate savings guarantee.
 - b. Position on stipulated savings.
 - c. Any non-utility cost savings that will be calculated or estimated (e.g. staff time, materials, deferred maintenance).
 - d. Explain how these savings are calculated.
 - e. Explain how these savings are monitored and verified.
 - f. Indicate which non-utility savings types are guaranteed.

- g. Describe how you maximize Owner's return on investment.
- c. Describe your firm's approach to accounting for equipment or operational changes that impact savings estimates during the period of performance.
- d. Identify tax credits, grants, and incentives that may be available to the Owner for funding this project and describe your expertise in securing them.
- e. Attach a Measurement and Verification Plan and Annual Savings Report from a recent project.

[END]