

Town of Stratford, CT  
RFQ - Request For Qualifications

*for*

*Comprehensive Energy Management Services Program  
For Stratford High School*

Town of Stratford  
2725 Main Street  
Stratford, CT 06615

Responses Due  
May 22, 2007  
3:00 PM at

Purchasing Department  
Stratford Town Hall  
2725 Main Street  
Stratford, CT 06615

**REQUEST FOR QUALIFICATIONS**

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**TABLE OF CONTENTS**

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<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
<b><i>Request for Qualifications Introduction.....</i></b>	<b><i>3</i></b>
<b><i>Section I – General Information.....</i></b>	<b><i>4</i></b>
Purpose .....	4
Energy Management Services .....	4
Savings Guarantee .....	4
Proposal Format .....	4
Contract Responsibility .....	5
Required Insurance and Bonds .....	5
Taxes, Fees, Code Compliance, Licensing .....	5
References and Proprietary Information.....	5
Description of Services to be Procured.....	5
Objectives for the Program .....	6
<b><i>Section II – Statement of Qualifications Format and Preparation Instructions.....</i></b>	<b><i>6</i></b>
Table of Contents .....	6
Minimum Required Items.....	6
Contractor Qualifications Data .....	6
<b><i>Section III – Selection Criteria .....</i></b>	<b><i>8</i></b>
Completeness .....	8
Evaluation of Responses.....	8
Formal Evaluation Form .....	11

**RFQ - Request For Qualifications**  
*for*  
**Comprehensive Energy Management Services**

The Town of Stratford will receive Statements of Qualifications for selection of a firm (ESCO) to provide a comprehensive program of Energy Management Services. Town of Stratford intends to select the most qualified contractor based on the evaluation criteria herein with whom it will enter into a Performance Contract. All respondents shall be certified by the CT Division of Administrative Services (DAS) as eligible to provide Energy Management Systems and also accredited by the National Association of Energy Service Companies (NAESCO). All responses shall be accompanied by (1) a copy of the contractor's prequalification certificate issued by the CT DAS and a copy of their NAESCO Certificate.

Please submit three (3) copies of responses completed according to the format described herein. Respondents shall be evaluated only on the criteria set forth in the request for qualifications.

The Town of Stratford may cancel a request for qualifications, or may reject in whole or in part any and all proposals when the Town of Stratford determines that cancellation or rejection serves the best interests of the Town of Stratford. In the event the Town of Stratford should select an ESCO, the Town of Stratford, at any time prior to the execution of an Agreement with the selected ESCO for energy management services at Stratford High School, shall have the sole and absolute discretion to decide not to enter into any agreement with the selected ESCO and the Town of Stratford shall not have any liability to the selected ESCO to proceed with any agreement.

All questions concerning this request including general information, instructions, etc., should be directed in writing, via email or fax to:

*Mark Haddad, CAO, [mhaddad@townofstratford.com](mailto:mhaddad@townofstratford.com)*

Published      May 11, 2007

Project Selection Timeline

Advertisement in <b>Applicable publication(s)</b>	May 11, 2007
Statements of Qualifications/Responses Due	May 22, 2007
Review and Selection	May 28, 2007

## **Section I - General Information**

### 1. Purpose

Town of Stratford will receive Statements of Qualifications from firms interested in implementing a comprehensive, performance-based energy conservation program. The stated intent of Town of Stratford is to enter into a contract for energy management services to bring comprehensive improvements to Stratford High School. Town of Stratford shall negotiate and execute an agreement with the selected firm as described herein. Range of services and scope of work will be determined with the selected firm.

### 2. Energy Management Services

Energy Management Services are defined as a comprehensive program of services including energy audits, systems design, installation and which may include independent financing of comprehensive improvements to Stratford High School and other customized services primarily intended to improve operational performance while reducing the cost of energy, water, maintenance or repairs. Program costs may be paid for in whole or in part, by cost savings attributable to a reduction in fuel, energy, operating or maintenance costs resulting from the implementation of one or more energy management services when compared with an established baseline of previous fuel, energy, operating or maintenance costs, including, but not limited to, future capital replacement expenditures avoided as a result of equipment installed or services performed pursuant to the guaranteed energy savings contract.

### 3. Savings Guarantee

The guaranteed energy savings contract shall include a written guarantee of the qualified provider that either the units of energy savings guaranteed will be achieved or the qualified provider shall reimburse the Town of Stratford for the related shortfall amount. Methods for measurement and verification of guaranteed savings shall conform to the most recent standards established by the Federal Energy Management Program of the U.S. Department of Energy. The value of guaranteed savings may represent either all, or part of annual payments at the discretion of the Town. The guaranteed energy savings contract term for providing a guarantee, measurement and verification, maintenance, service and installment or lease payments shall not exceed 10 years. The guarantee shall be a first party direct guarantee from the performance contractor to Town of Stratford. No third-party guarantee shall be accepted. All savings in excess of the guaranteed savings shall be the sole property of Town of Stratford.

### 4. 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 indicate their experience and qualifications, describe their approach to the project, and explain their proposed contract. In addition, Town of Stratford reserves the right to waive any irregularities and formalities in the selection of the firm for this project.

5. Contract Responsibility

The selected contractor will be required to assume total responsibility for the design and implementation of the project whether performed with internal resources, independent firms or subcontractors, subject to prior approval of the Town of Stratford, which approval shall not be unreasonably withheld. The selected contractor will be considered the prime contractor and the sole point of contact with regard to all contractual matters for design, installation, service, maintenance, training and savings guarantee. The Town may seek assistance of the contractor to facilitate funding from an independent third party.

6. Required Insurance and Bonds

Before entering into a guaranteed energy savings contract, Town of Stratford may require the qualified provider to file with the Town of Stratford a payment or a performance bond relating to the installation of energy savings measures, in an amount equal to 100% of the estimated contract value. Successful respondent shall procure and maintain in effect during the life of the agreement commercial general liability insurance in amount not less than \$5,000,000 for each occurrence, comprehensive automotive liability insurance in amount not less than \$5,000,000, and workers compensation insurance as required by Connecticut law. Evidence of required insurance shall be presented prior to contract execution. Insurance coverage shall not be canceled without prior written notification to Town of Stratford.

7. Taxes, Fees, Code Compliance, Licensing

The ESCO shall be responsible for payment of any required permits, licenses, taxes or fees associated with the execution of the performance contract. The ESCO shall be responsible for compliance with all applicable codes and laws.

8. References and Proprietary Information

Submission of a response deems permission to make inquiries concerning the respondent to any persons or firms deemed appropriate by Town of Stratford. Any proprietary information that the submitting contractor does not want disclosed to the public shall be so identified on each page on which it is found. Data or information so identified will be used by Town of Stratford solely for the purpose of evaluation and contract negotiations for the project as stated herein. Disclosure of any proprietary information by Town of Stratford shall be in strict accordance with the laws and regulations regarding disclosure in the State of Connecticut.

9. A Description of the Services to be Procured

Town of Stratford is interested in contracting for a comprehensive range of energy management systems and services for Stratford High School, including the design and installation of systems or maintenance programs to conserve energy, including, without limitation, performance-contracting, energy saving projects; innovative project financing; the installation or modification of new and existing equipment which will reduce energy and water consumption associated with heating, ventilation, and air conditioning system, lighting system, building envelope, windows, roofs, domestic hot water system, and other facility and/or municipal energy and water using devices; and the work associated with monitoring and verifying project savings and the study or design of the subject work.

## 10. Objectives for the Program

Objectives for the program are to accomplish needed upgrades to facilities and optimize utility and operating budgets through a comprehensive infrastructure renewal program and to ensure continued peak efficiency for the contract term through proactive maintenance and service programs to be customized for Stratford High School. Town of Stratford intends to leverage energy savings to fund the cost of the program to the greatest extent possible and may consider additional improvements resulting in an overall program which is paid in part from guaranteed energy savings to ensure a comprehensive renewal of facilities and municipal infrastructure at Stratford High School, as may be required.

## **Section II - STATEMENT OF QUALIFICATIONS FORMAT AND PREPARATION INSTRUCTIONS**

Statements of Qualifications must be submitted in the format outlined in this section. Each will be reviewed to determine if it is complete prior to evaluation. Town of Stratford reserves the right to eliminate from further consideration any response which does not follow the format or is deemed non-responsive; however, customer reserves the right to waive any irregularities or informalities.

*Please provide three (3) copies of your response.*

### Table of Contents

Statements of Qualifications shall include a table of contents properly indicating the section and page numbers of the information included.

## 1. Minimum Required Items

- 1.1 Annual report or audited financial statement
- 1.2 Department of Administrative Services (DAS) Certificate of Eligibility
- 1.3 National Association of Energy Service Companies (NAESCO) Certificate of Accreditation
- 1.4 Certificate of Insurance

## 2. Contractor Qualifications Data

### 2.1 General Reputation and Performance Capabilities

Describe the general reputation and performance capabilities of the firm and explain how these characteristics translate to optimizing results for Town of Stratford.

Please include the years in business under current name, annual revenues (most recent year) and resumes of project team members.

List all energy savings contracts and all energy savings procurement processes that your firm (including parent company and any subsidiaries, decisions, affiliates, etc.) has been in litigation with over the last 5 years. Provide summary of the nature of the litigation and current status. Also list any/all protests by your firm of a public agency's selection of a competing firm and explain the situation in detail. Failure to provide this information will result in disqualification.

2.2 References

Provide three (3) references for energy improvements projects. Each reference shall describe the services and equipment provided, project cost, and benefits to the owner. Provide the owner's name, address, telephone number, and contact person for each reference.

2.3 Quality of Products Proposed

Describe the quality of products to be considered to improve facilities, improve comfort and efficiency in the learning/working environment while reducing energy consumption and operating costs.

2.4 Methodology of Determining and Guaranteeing Energy Savings

Describe your methodology of determining energy savings and explain how your approach will minimize risk for Town of Stratford. Describe also your approach to verifying energy savings.

2.5 Owner Training

Provide detailed information on the training programs available to Town of Stratford maintenance personnel and staff, including course content, location, and schedule.

2.6 Service and Maintenance

Describe your capability to provide ongoing service and maintenance with in-house personnel. Provide number of truck based service and maintenance professionals and describe their level of training and experience

2.7 Proposed Energy Efficient and Water Conservation Equipment

Complete the following table showing the energy efficient and water conservation equipment offerings provided by respondent. In each case, designate whether respondent is a direct manufacturer, a distributor, and/or buys and resells energy efficient equipment.

Energy & Water Conservation Equipment	Direct Manufacturer	Distributor	Buy/Resell
HVAC Mechanical Equipment			
Air Handling Units			
Heat pumps			
Chillers			
Energy Management Systems			
Plumbing Fixtures			

### 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. Evaluation of Responses

A. Evaluation Process

Town of Stratford will appoint a selection committee to formally evaluate each response. The evaluation process will be used to grade the responses as described herein. The evaluation process may include verification of references, confirmation of financial information and may include other information as directed by Town of Stratford.

B. Minimum Required Items

Each of the items listed on the following table shall be marked “yes” if supplied and “no” if not supplied. RFQ responses that do not contain all 4 items shall be disqualified.

Criteria	Supplied
<b>1. Minimum Required Items</b>	<b>Y/N</b>
1.1 Annual report or audited financial statement	Y/N
1.2 Connecticut (DAS) Certificate of Eligibility	Y/N
1.3 NAESCO Certificate of Accreditation	Y/N
1.4 Certificate of Insurance	Y/N

C. Grading Format

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



D. Point Values for items to be graded

Criteria	Point Value
<b>2. Contractor Qualifications Data</b>	<b>100 Total Points</b>
2.1 General Reputation and Performance Capabilities	20
2.2 References	10
2.3 Quality of Products Proposed	20
2.4 Methodology of Determining and Guaranteeing Savings	10
2.5 Owner Training	10
2.6 Service and Maintenance	10
2.7 Proposed Energy Efficient and Water Savings Equipment	20
<b>RFQ Total possible grade</b>	<b>100 Points</b>



E. Percentage Grades

Grade	Description
0%	Criterion was not addressed or the material presented was totally without merit.
20%	Criterion was addressed minimally, indicated little capability, experience, or understanding of topic.
40%	Criterion was addressed minimally, but 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. Indicates some superior features.
100%	Criterion was addressed in superior fashion, indicating excellent or outstanding capability.

F. Example

A typical criterion has a point value of 10 points. If a response addresses the topic well (the definition of the 80% grade) the 10 point value for the criterion would be multiplied by 80%, resulting in a score of 8.0.

Point Value	Grade	Score
10	80%	8.0

4. Selection:

Town of Stratford may contact respondents with questions on their responses, request oral interviews, or select a firm after reviewing and ranking written responses. Town of Stratford may reject any and all bids. The decision of Town of Stratford regarding the selection of a qualified provider shall be final and not subject to appeal except on the grounds of fraud or collusion.

**Performance Contracting Formal Evaluation Form**

<b>*** Name of Respondent ***</b>		
<b>Criteria</b>	<b>Point Value</b>	<b>Actual Grade</b>
<b>2. Contractor Qualifications Data</b>	<b>100 Total Points</b>	
2.1 General Reputation and Performance Capabilities	20	
2.2 References	10	
2.3 Quality of Products Proposed	20	
2.4 Methodology of Determining Energy Savings	10	
2.5 Owner Training	10	
2.6 Service and Maintenance	10	
2.7 Energy Efficient and Water Conservation Equipment	20	
<b>RFQ Total possible grade</b>	<b>100 Points</b>	

BID 2007-024  
05/17/07  
ADDENDUM

The Due Date is changed to May 29, 2007 at 3:00 PM.

MICHAEL BONNAR  
PURCHASING AGENT  
TOWN OF STRATFORD