

**REQUEST FOR QUALIFICATIONS**  
**for**  
**GUARANTEED ENERGY SAVINGS CONTRACT**

*by*

***Morgan County Public Library***  
***Martinsville, Indiana***

**MORGAN COUNTY PUBLIC LIBRARY**  
**GUARANTEED ENERGY SAVINGS CONTRACT**  
**2024 TIMELINE**

<b>Date</b>	<b>Action Item</b>
05/28/24	Library Board approves Request for Qualifications (RFQ) for a Guaranteed Energy Savings Contract and to move forward with advertisements. Motion to approve advertisement for an energy project.
07/01/24	RFQ is advertised in local papers and website.
07/08/24	RFQ is advertised a second time in local papers and website.
07/25/24	Morgan County Public Library Mandatory Walkthrough with Qualified Providers at 10:30 AM
08/13/24	Responses are received at The Morgan County Public Library at 2 PM.
08/26/24	Library Board selects the best Qualified Provider as recommended by the Administration
09/01/24	Project implementation begins
TBD	Substantial Completion

**Request for Qualifications  
Guaranteed Energy Savings Contract**

Notice is hereby given that Morgan County Public Library shall receive responses for a Guaranteed Energy Savings Contract until 2 pm local time on August 13, 2024 at the Morgan County Public Library Director's Office, 110 S. Jefferson Street, Martinsville, IN 46151. Responses will be in accordance with I.C. 36-1-12.5 and the Request for Qualifications (RFQ) guidelines. For more information contact Sarah Craft at [sarah@kramercorporation.com](mailto:sarah@kramercorporation.com).

A mandatory site visit will be held on July 25, 2024 at 10:30 AM with all potential Qualified Provider candidates.

The Qualified Provider to whom the work is awarded shall conform to the wages determined for this project. All responses must contain the content and, in the format, described within the RFQ.

Library Board reserves the right to terminate this project prior to bid being received, to reject all responses and to be the sole judge of the value and merit of the responses offered.

## **SECTION I. - OVERVIEW**

The Morgan County Public Library requests responses for turn-key design, installation and implementation of energy conservation measures under a Guaranteed Energy Savings Contract (GESK). The Owner's objective in issuing this Request for Qualifications (RFQ) is to provide a competitive means in which to select a single Qualified Provider to perform these services. The contract shall follow I.C. 36-1-12.5 and RFQ guidelines. Qualified Providers must submit six (6) copies as well as a USB drive of their response. The cost of preparing a response to this RFP, including site visits and engineering analysis, will not be reimbursed by the Owner.

Each response will be reviewed to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any response deemed to be substantially or materially unresponsive to the requests for information contained herein.

Qualified Providers may submit RFQ questions until end of business 8/6/24 by email only to [sarah@kramercorporation.com](mailto:sarah@kramercorporation.com). Response to questions shall be distributed by Addendum to all Qualified Providers via email only.

Qualified Providers shall make application of all State and Local Governing Agency Controls. Providers shall prepare the applications and documentation to support any necessary permit applications.

## **SECTION II. - QUALIFICATIONS**

### **Table of Contents**

- Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

### **Executive Summary**

- Responses shall include a concise review stating the respondent's understanding of the project contained on no more than three pages.

### **Company Qualifications**

#### Company Profile:

- Provide general information on the responding firm including company name, address, telephone number, evidence of Qualified Provider status under I.C. 36-1-12.5, contact person(s) for this project.
- Where is the company's headquarters located?
- How many years has the company/parent or subsidiary operated in Indiana?
- How many years has your team/team member been involved in providing guaranteed savings solar contracts?
- Do you have a service/HVAC/Solar department and if so, how many service professionals do you currently have that are on the road daily for service contracts?

- Provider must have installed 3 solar systems of 150 Kw or more at municipalities in Indiana where you tried to zero out the utility bill under the performance contract law SB516 in the state of Indiana.

Project Team:

- List the lead personnel employed by the Qualified Provider involved in this project. Include a resume for each person listing name, title, education, experience, work history and responsibilities on this project. Identify specifically the type of work performed by each person and for how long.
- Legal Grievances: The Qualified Provider shall describe in detail any litigation related to any construction projects, past or present, with an Indiana public entity.

References:

- Past performance is a critical component in the selection process of this project. Therefore, each Qualified Provider must include a summary of five (5) guaranteed savings contracts they have worked on as an individual working for an energy savings company or as the company currently submitting this request for qualifications. Include the following detailed information on the five (5) guaranteed savings contracts with Indiana Libraries, Counties, Cities, Airports or School Corporations.
- Contact, telephone number
- Description of scope of work
- Start & completion date of the installation phase of the project
- Annual guaranteed and actual energy savings
- A list of three (3) 150 Kw solar installations at Libraries, Counties, Cities, Airports or School Corporations with contact information so we can verify that you provided a zero-energy bill solution.
- A list of the facilities that have used battery technology for backup power

Certifications:

- I.C. 36-1-12.5 requires that Qualified Providers submit with their response certification from the Indiana Department of Public Works that they and their subcontractors (for all subcontracts in excess of \$150,000) are certified to perform the work included in their response. This statute also requires that each Qualified Provider be a Certified Professional Services company that employs a minimum of one full-time employee registered in the State of Indiana as a Professional Engineer.
- Include a copy of the certification(s) from the Indiana Department of Public Works that proves the Qualified Provider is a Certified Professional Services Company.
- Include a copy of the certification(s) from the Indiana Department of Public Works that proves the Qualified Provider is a Certified Contractor.
- Include the names and PE numbers for all full-time employees who are professional engineers registered in the State of Indiana.

Insurance Certificate

- The Qualified Provider shall include a certificate of insurance in the proposal indicating its insurance coverage, and the Qualified Provider shall always maintain such insurance in full force and effect until the Work has been completed, in the following minimum amounts:

<u>COVERAGES</u>	<u>LIMITS OF LIABILITY</u>
General Liability	\$1,000,000
General Aggregate	\$1,000,000
Product & Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Workman’s Compensation	\$500,000
Umbrella Policy in addition to individual coverage	\$1,000,000

**Technical Approach**

- Each response should contain the following information about the respondent's scope of work.

Needs, Solutions & Price:

- Include a "Needs, Solutions & Price" section explaining current facility needs, the proposed solutions the Qualified Provider recommends, and the associated price for that solution. The Qualified Provider needs to demonstrate a clear understanding of the existing conditions of the facilities.
- New Solar System to eliminate or significantly reduce the utility bill.
- Include Alternate pricing for American-made solar panels/system
- Include Alternate pricing for LED Lighting to eliminate or significantly reduce the utility bill. Most of the library has been previously upgraded to LED lighting. Alternate LED lighting to be priced for areas yet to be upgraded: basement meeting rooms and RR in Carnegie, mechanical rooms, garage, etc. Areas to be verified during the July 25, 2024 Qualified Provider mandatory walkthrough.

Construction Approach;

- Include a detailed explanation of how construction services will be implemented. This explanation should include the people, specific construction services, timeline, and any external forces that could affect this project.

Project Management:

- Describe your firm’s approach to managing the proposed project from contract award through the guaranteed phase. Include a resume of the project manager who will be responsible for the project. Include in your proposal an implementation plan, including completion dates, describing how the Qualified Provider intends to execute the project, based on a 2024 contract award.

Contractor & Equipment Selection:

- Describe the process that the Provider utilized in obtaining their contractor and equipment selections and what criteria were used to make those selections. A minimum of 20 percent of the work is to be provided by the Provider, which is defined by those entities having financial ownership of the Provider. Engineering and project management will not be considered in the 20 percent.

#### Owner Training:

- Explain the Qualified Provider's plan for providing training and support services to the Owner. Describe the range of services being offered by your firm, such as maintenance, training, follow-ups, auditing, etc.
- The guaranteed savings contract shall state that the Qualified Provider shall not submit any change orders to the Owner for payment unless the Owner requests a change in the scope of the project after the contract is executed by the Owner, and the guaranteed savings contract shall be a guaranteed maximum price contract with no changes in the contract unless there is a change in the scope of the project requested by the Owner.
- Include Provider warranty information for the equipment and systems installed.
- Qualified Provider to assist the library with the Inflation Reduction Act (IRA) application/form.

#### Past References:

- Provide letters of reference from five (5) customers. Solar Customers who have Solar/LED will receive a higher score.

#### Additional Information:

- Additional information about the Qualified Provider's technical approach to the project may be included in this section of the response.
- Follow Bid/Spec Submittal-Process.

### **Performance Guarantee / Energy Calculations**

#### Energy Savings:

- All energy calculations and assumptions shall be included in the response. Methods used in determining actual energy savings shall be based on energy measurements of the specific Energy Conservation Measure (ECM) installed under this project and/or utility bill measurement.

#### Performance Bond:

- The Qualified Provider must submit to the Owner a Performance Bond following contract execution to insure the performance of the construction portion of the project. A subsequent Performance Bond shall be executed to insure the performance of the guaranteed energy savings. This will be renewed on an annual basis until contract completion.

#### Performance Guarantee Agreement:

- Each Qualified Provider must complete the energy savings, operational savings, and total savings amounts along with providing guarantee language that reflects the savings being guaranteed within the Qualified Provider's proposal and the savings verification methodology being proposed. Qualified Provider shall identify any savings variations between panels procured overseas vs. American-made. Energy savings and operational savings shall be tracked separately and a shortfall in energy savings cannot be offset with excess operational savings. The Qualified Provider shall refund the Owner for any energy shortfall experienced during the guaranteed savings contract.

### **SECTION III. - EVALUATION CRITERIA**

The Owner intends to award a contract to the Qualified Provider offering the Best Value response. The Owner will likely reject any response that does NOT meet the minimum criteria described in this RFQ. For responses meeting or exceeding the minimum criteria, the Owner will score the Qualitative Responses based on the criteria shown below. The calculation that shall be used to determine the Best Value response is the price for the scope of work offered by each Qualified Provider divided by the Qualitative Score assign to each response by the Committee to arrive at the lowest net price, or Best Value response.

#### **Qualitative Criteria**

- Reputation of the Qualified Provider for designing and implementing solar projects. The guaranteed savings contracts with scopes of work like those being considered for this project. An emphasis will be given to experience in the design and implementation of technology systems. Solar and LED (10 points)
- References letters of the Provider and the people responsible for implementing the project. Consideration will be given to past project experiences with Solar/ LED (50 points)

Preference will be given to respondents demonstrating strong in-house capabilities, experience, and reputation on guaranteed savings contracts with other Indiana municipalities with similar scopes of work.

- Total Kwh guaranteed (10 points)
- Price/Savings of Solution (10 points)
- Years in business including Parent Company (5 points)
- Bonding Capability of a Million Dollar Project (5 points)
- Warranty of Equipment (10 points)

#### **Best Value Determination**

- Qualitative Score (0 – 100%): \_\_\_\_\_