



Request for Qualifications
Energy Management Services
#B2019-MGR-08

Town of Seabrook, New Hampshire
Town Managers Office



ENERGY MANAGEMENT SERVICES

REQUEST FOR QUALIFICATIONS # B2019-MGR-08

The Town of Seabrook, NH hereby seeks Statements of Qualifications for selection of a firm to provide a comprehensive program of Energy Management Services. The Town intends to enter into an appropriate form of agreement (or agreements) for the resulting energy-related services per the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully before submitting a proposal.

Three (3) copies of the Bid must be submitted in a sealed envelope, plainly marked:

***RFQ# B2019-MGR-08
Energy Management Services
Town of Seabrook
C/o Shaylia Marquis
Chief Procurement Officer
99 Lafayette Road
Seabrook, NH 03874***

All proposals/bids must be received by October 17, 2019, at 2:00 p.m. EST and will be opened publicly at such time.



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The Town of Seabrook, NH hereby seeks Statements of Qualifications for selection of a firm to provide a comprehensive program of Energy Management Services. The Town intends to enter into an appropriate form of agreement (or agreements) for the resulting energy-related services.

Energy Management Services are defined as a program of services, including but not limited to, energy audits, energy conservation measures, energy conservation projects, or a combination thereof, and building maintenance and financing services primarily intended to reduce the cost of energy in operating one or more buildings, and which shall be paid for by cost savings attributable to a reduction in energy consumption which result from the services. Additionally, energy management services may include power purchase agreements, supply management contracts, and/or energy services agreements. The Town may cancel this Request for Qualifications or may reject in whole or in part, any and all proposals when the Town determines that cancellation or rejection serves the best interests of the public.

All questions concerning this request, including general information, instructions, etc., should be sent by email addressed to:

Contact: Shaylia Marquis – Chief Procurement Officer
Smarquis@seabrooknh.org

Please note: Only those questions submitted by email prior to October 10th, 2019 will receive a response.



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SECTION I GENERAL INFORMATION:

Purpose

The Town of Seabrook, NH hereby seeks Statements of Qualifications for selection of an energy services provider to provide a comprehensive offering of energy services. It is the preference of the Town to partner with an independent service provider that is established and experienced across a myriad of energy solutions to deliver best-value for the Town. Following the identification of energy-related opportunities under this partnership, the Town will enter an appropriate contractual vehicle for the delivery of the specific energy-related solution.

Proposal Format

The proposal must be submitted in the format outlined in Section II of this Request. Each proposal will be reviewed to determine if it is complete prior to the actual evaluation. Proposals not containing the information requested will not be considered. Respondents shall use the prescribed format to indicate their experience and qualifications for the myriad of energy solutions cited and describe their approach to defining potential projects. In addition, the Town reserves the right to waive any irregularities and formalities in the selection of a preferred energy services company for this project. Multiple Phases and buildings not included in the first phase may be added to this project in the future with the approved energy services company.

Contract Responsibility

The selected energy services company will be required to assume the total responsibility for design, implementation, and completion of the project.

Required Insurance and Bonds

Before entering into an energy services contract, the Town may require the Energy Services Company (ESCO) to file with it a payment or a performance bond relating to the installation of energy savings measures, in an amount equal to 100 percent of the estimated contract value from a surety company licensed to do business in the State of New Hampshire. The successful ESCo shall procure and maintain in effect during the life of the agreement commercial general liability insurance in an amount not less than \$5,000,000 for each occurrence, comprehensive automotive liability insurance in an amount not less than \$5,000,000, and workers compensation insurance. Evidence of required insurance shall be presented prior to contract execution. Insurance coverage shall not be canceled without prior written notification to the Town. The Town of Seabrook shall be named as an additional insured.



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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. If there are tax credits that the Town is not qualified for, but the ESCo is, those savings will be passed on to the Town. The Town may waive fees for any required permits, licenses, or taxes normally charged by the Town.

References and Disclosure of Information

Submission of a response deems permission to make inquiries concerning the respondent to any persons or firms deemed appropriate by the Town. Disclosure of any information provided by respondents in connection with this Request by the Town shall be in strict accordance with all applicable laws and regulations.

Description of Services to be Procured

The Town is interested in contracting for a comprehensive range of energy management systems and services including the design and installation of systems or maintenance programs to conserve energy, including, without limitation, performance-contracting energy savings 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, domestic hot water system, and other energy and water-using devices; and the work associated with monitoring and verifying project savings and the study or design of the subject work. Additionally, the Town would want to evaluate various renewable energy technologies and energy applications such as solar photovoltaic systems, fuel cell technologies, energy storage, supply management support, and other proven solutions.

This RFQ requests the services of an ESCo to develop, assess, and implement a comprehensive facility improvement and energy conservation program for the Town of Seabrook. The intent is to provide the Town of Seabrook with the means to realize maximum utility savings and energy-related improvements without up-front capital expenditures.

The energy savings projects will include (but are not limited to):

- Replace inefficient equipment,
- Replace old equipment reaching end-of-life-cycle,
- Improve workplace comfort
- Supply Management Services,
- Energy Storage Solutions,
- Create energy (gas, electric, oil) savings, maintenance savings.
- Provide new capital equipment with no up-front capital expenditures.



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- Significant efficiency improvement of the Town of Seabrook facilities,
- Reduced maintenance efforts,
- Increased reliability,
- Renewable and sustainable technology where appropriate.

SECTION II: STATEMENT OF QUALIFICATIONS FORMAT AND PREPARATION INSTRUCTIONS

Statement 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. The Town reserves the right to eliminate from further consideration any response that does not follow the format or is deemed non-responsive; however, the Town reserves the right to waive any minor irregularities or informalities.

1. Table of Contents

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

2. Energy Services Provider Qualifications Data

a. References

References for projects where the responding firm was not the prime contractor are not acceptable.

New England:

List and provide a brief description (at a minimum: Owner's name; project value; energy conservation measures implemented, dates of the project) of New England municipal and/or school district energy performance contracts or energy-related projects that your firm has completed within the last seven (7) years. Include a description of the services you provided and any additional services that were offered to but not accepted by the Owner. Also include the owner's name, address, telephone number, email address, and contact person for each project. *Failure to include all projects will result in rejection of your proposal.*

b. Project Details

Provide detailed information on at least three (3) energy projects your firm has completed in New England that can be used for references. Include the following information on each project at a minimum:



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i. Project Identification:

Owner name
City/State
Facility type

ii. Contact Information:

Names and contact information of owner(s) representatives who can serve as references.

iii. Project Type:

Project Size:

Number of buildings, including total project square footage.

iv. Project Dollar Amount:

Total contract amount and the total project capital expenditure amount.

v. Source of funding:

A description of the source of funding used for the project and the company's role (if any) in securing that funding.

vi. Project Dates:

Actual dates of audit and construction.

vii. Contract Type and Terms:

A description of the type of financing arrangement and contract term.

viii. List of Improvements:

The types of retrofits and operational improvements implemented related to energy, water, and other cost savings.

ix. Project Performance:

The amounts of guaranteed annual savings and actual annual savings.

c. Quality of Products and/or Major Asset Components Utilized

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

d. General Reputation and Performance Capabilities

Describe the general reputation and performance capabilities of the firm and



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explain how these characteristics translate to optimizing results for the Town. Please include the years in business under the current name, annual revenues (most recent year) and resumes of project team members.

e. Time Specified in the RFQ for Initial Evaluation Services

The Town anticipates prompt evaluation of facilities and opportunities upon issuance of the notice of award to the successful qualification's proposal.

3. Other Factors the Town Considers Reasonable and Appropriate

a. Annual Report or Audited Financial Statement

Provide the energy services company's most recent financial statements

b. Owner and Staff Training

Provide detailed information on the training programs available to the Town's maintenance personnel. Additionally, please advise as to on-going advisory services available to the Town and Town Personnel.

c. Evidence of Bond Capability

The respondent must provide evidence of bonding capability.

d. Financing

Respondents shall include in their responses, information regarding financing options. However, the Town of Seabrook reserves the right to secure financing from whichever source(s) the Town of Seabrook determines is in its best interest. Such funding sources may include but are not limited to utility incentives, grants, third-party financing, and renewable energy credits.

INSTRUCTION TO BIDDERS

PROPOSAL TERMS

All bids must be received no later than 2:00 pm EST on October 17, 2019. The submittal package shall include three (3) copies of the proposal. No telephone, email, or facsimile proposals will be accepted. All proposals received after the deadline will not be accepted and will be returned unopened.



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INTENTION TO BID / ADDENDA

Bidders that want to participate in the RFQ are urged to submit an intention to bid form to receive addendums and possibly additional information. Intention to Bid forms can be found on the town website at www.Seabrooknh.info/procurement. Completed Intention to Bid forms and questions may be emailed to the Chief Procurement Officer at Smarquis@seabrooknh.org. All questions shall be submitted in writing to only the Chief Procurement Officer at the above address, a minimum of 7 days prior to the scheduled bid closing. The Chief Procurement Officer will then forward both the question and the Town's response to the question to all prospective bidders. In the event it becomes necessary to revise any part of the RFQ, addenda will be provided by email and on the Town website at www.Seabrooknh.info/procurement. Deadlines for submission of RFQ's may be adjusted to allow for revisions. To be considered, original proposals with amended proposals must be submitted before the date and time specified.

WITHDRAWAL OF BID PROPOSAL

A bidder will be permitted to withdraw his/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

CONSIDERATION OF PROPOSALS

Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In the case of discrepancy between prices written in words and those written in figures, the prices written in words shall govern. In the event of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.

AWARD OF CONTRACT

The successful bidder will be notified, by mail to the address on his/her proposal, that his/her bid has been accepted and that he/she has been awarded the contract.

CANCELLATION OF AWARD

The Town reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the Town.

*The Town of Seabrook is a Tax Exempt Organization.



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BID SUBMISSIONS

Bids must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.”

(Authorized Signature)

(Date)

(Company) & (Title)

CONTRACT TERMS

The Town of Seabrook will negotiate contract terms upon selection. All contracts are subject to review by Town of Seabrook legal counsel and will be awarded upon signing of a commitment or contract, which outlines terms, scope, budget, and other necessary items.

Approved by:

William M. Manzi III 9/17/19
Town Manager