



*City of Clarkston*

## **Request for Proposal**

In Preparation for an Energy Savings Performance Contract

Issued by:

City of Clarkston  
Clarkston, Washington

### **OVERVIEW**

The Mayor and City Council for the City of Clarkston in Asotin County, are seeking the submission of qualifications and energy services proposals from qualified and interested firms that are capable of providing a comprehensive turn-key photo-voltaic solar array project. All energy improvements will be developed with a guaranteed maximum construction cost and guaranteed energy savings, and will have a measurement and verification plan to demonstrate and verify reductions in the operating budget for the buildings in accordance with the Washington RCW 39.35A.030, Energy Services Performance Contracting.

### **PROJECT SCOPE**

The goal of this project is to reduce the energy consumption at the Clarkston Waste Water Treatment Plant through the installation of a photovoltaic solar array.

It will be the responsibility of the interested firms to develop guaranteed maximum construction costs and guaranteed energy production for the scope of work:

- A Photo-Voltaic Solar Array that is net metered through the Treatment Plant's electric meter.
- The successful Energy Services Company (ESCO) will have presented the best overall project financially, most complete, and shovel ready project.



## SUBMITTAL REQUIREMENTS

The ESCO's submitting an RFP must have demonstrated technical and managerial capability across a broad range of energy, design, construction, operations and maintenance areas. The City of Clarkston will consider the following background and experience factors in the evaluation of all proposals. **Response to this section is mandatory.**

City of Clarkston may award a contract to the firm that, in its sole opinion, is most capable of providing the range of services described and anticipated by this RFP, and in the long-term best interest of the City of Clarkston. To be considered for this project, an energy services provider must provide the following information:

- The ESCO's Company Overview and financial stability, insurance levels, and bonding capacity.
- ESCO's Safety Rating (EMR of .45 or better)
- ESCO's ESPC Process in detail. Firm should detail their steps on the Preliminary Energy Analysis, Investment Grade Audit, Design, Construction, and Measurement and Verification.
- At least (5) Reference Projects with a contact person that can attest to the quality of the firm's past work.
- ESCO's experience on similar energy related projects. Include Scope, GMAX Cost, Guaranteed Savings, whether grants were included or not, rebate incentives, and client contact with contact information.
- ESCO should explain their plan to work during the optimal time of year to execute the work.
- Resume of each person on the ESCO's project team.
- Is or has your firm been a party to suits, claims or similar actions related to:
  - a) Energy guarantee disputes
  - b) Construction claims relating to performance or delay
  - c) OSHA, labor relations or similar issues effecting the progress of the work
  - d) If yes to any of the above, provide a summary and current status of the issue, under separate attachment, to the response to this RFP (This information will be treated confidentially by the school board).
- All ESCOs responding to this RFP must meet the following **Cost-Effective Criteria** in order to be considered.
  - a) The ESCO will assist the City of Clarkston in applying for and helping to secure Solar Grants in order to help finance the proposed project. The City of Clarkston reserves the right to apply for the grants again subsequent rounds if unsuccessful the first time.



- b) Potential utility rebate incentives will be applied to the GMAX Cost.
- c) The savings from the energy production from the proposed solar array must fully fund any loan taken out by the City of Clarkston in order to help finance this project.
- The Energy Services Proposal (ESP) with the Guaranteed Maximum Costs, Guaranteed Energy Savings and a Measurement and Verification Plan will be submitted with the other portions of the response. The ESP will contain at a minimum the following elements:
  - a) Executive Summary
  - b) Facility Description
  - c) Scope of Work per FIM
  - d) Utility Data, Energy Calculation and Measurement and Verification Methodology per FIM.
  - e) Construction activities and project schedule
  - f) Financial Section

Failure to have these basic elements will disqualify the ESCO.

## **PROPOSAL EVALUATION PROCESS**

City of Clarkston's evaluation and selection process require that the appropriate specifications and terms of the RFP be included in the supplier's submission.

The City of Clarkston may:

- Reject any or all proposals.
- Issue a subsequent request for proposals.
- Cancel the request for proposal.
- Approve or disapprove the use of a particular subcontractor.
- Approve or disapprove the use of a particular manufacturer.
- Modify any requirements contained within the RFP and request a revised submission from all suppliers.
- Accept the written energy services proposal as an offer, without negotiation, and issue a notice to proceed.
- Establish other evaluation criteria determined to be in the best interest of City of Clarkston.

Note: This RFP does not commit City of Clarkston to negotiate a contract, nor does it obligate the above mentioned to pay for any cost incurred in the preparation and submission of proposal or in anticipation of a contract. City of Clarkston reserves the right to contract with any of the



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firms responding to this RFP based solely upon its judgment of the qualifications and capabilities of the firm.

## **ECONOMY OF QUALIFICATIONS**

Qualifications should be prepared simply and economically and give a straightforward and concise description of the consultant's capabilities to satisfy the requirements of the project. Special bindings, colored displays, etc. are not necessary. Emphasis should be placed on completeness and clarity of content as is typical for an ASHRAE level II audit and GMAX pricing proposal with detailed scopes of work descriptions. The successful ESCO will negotiate their fee for the Investment Grade Audit (IGA) proposal. This cost will be included in the Guaranteed Maximum Construction Cost.

### **Submission Deadline:**

A PDF electronic submission must be received no later than **2:00pm, November 20, 2020** at the following address:

Kevin Poole P.E.  
Public Works Director/Building Official  
829 5th St.  
Clarkston, WA 99403  
509-758-1662 Office  
[Clarkstonpwd@clarkston-wa.com](mailto:Clarkstonpwd@clarkston-wa.com)

Our goal is to enter into a contract with a qualified firm no later than **December 14, 2020**.

Responses to this request for proposal may be either mailed, emailed, or hand delivered. The City Council is not responsible for late delivery caused by the Postal Service or private carriers. Any qualifications received after the deadline will not be evaluated.

All submittals become the sole and unrestricted property of the City of Clarkston. The content of all submittals will be held confidential until the selection of a consultant is made. Any proprietary information in a submittal must be designated clearly and should be bound separately and labeled with the words "**PROPRIETARY INFORMATION.**" Appropriate references to this information must appear in the body of the qualifications. An entire submittal marked "**PROPRIETARY INFORMATION**" will not be accepted.

Consultants should be aware that City of Clarkston is required by law to make its records available for public inspection with certain exceptions. It is the City of Clarkston's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains



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valuable designs, drawings or documentation. However, the consultant, by submission of materials marked “**PROPRIETARY**”, acknowledges that the Mayor and City Council will have no obligation or liability to the ESCO in the event that either must disclose these materials.

## **REQUESTS FOR INFORMATION**

Any requests for clarification or additional information regarding this RFP shall be submitted in writing to the following address

Kevin Poole P.E.  
Public Works Director/Building Official  
829 5th St.  
Clarkston, WA 99403  
509-758-1662 Office  
[Clarkstonpwd@clarkston-wa.com](mailto:Clarkstonpwd@clarkston-wa.com)