

# City of Murfreesboro



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## Request for Qualifications (RFQ)

### **RFQ-02-2015** for **Energy Efficiency Improvement Program**

**ISSUE DATE:**

**March 4, 2015**

**RESPONSE DUE DATE:**

**March 23, 2015, 3:00 P.M.**

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**City of Murfreesboro, Tennessee**

**Request for Qualifications  
RFQ-02-2015**

**Energy Efficiency Improvement Program**

**SECTION I. GENERAL INFORMATION**

The City of Murfreesboro, Tennessee (City) is soliciting qualifications from energy services companies for professional based services, in accordance with Tennessee Code Annotated 12-4-115, that include the identification, design and implementation of energy efficiency improvements.

The purpose of issuing this Request for Qualifications (RFQ) is to identify and select a qualified firm to develop an Energy Efficiency Improvement Program (EEIP). The selected firm shall provide the City a program which shall include (a) the performance of energy and water audits; (b) the design, selection, and installation of energy/water efficient systems; (c) training of personnel in the operation and maintenance of installed systems; (d) monitoring of energy/water costs and systems; (e) savings calculations showing expected program benefits.

***1. Overview of Goals and Objectives***

The City expects to achieve the following goals by entering into an EEIP:

- Reduced utility and operating costs of City-owned structures
- Improved customer and employee comfort and usability of facilities
- Improved maintenance and operation of the facilities
- Preserved capital funds

***2. Eligible Vendors***

Only qualified vendors with a minimum of ten (10) completed contracts will be considered. Tennessee experience is preferred. Responses from other parties will not be considered.

***3. Vendor Responsibility***

The selected vendor will be expected to develop energy savings measures in a select number of buildings as directed by the City. The selected vendor will be considered the prime service provider and the sole point of contact for all contractual matters. Joint ventures between firms of differing expertise are allowed in order for all aspects of energy savings measures to be pursued.

***4. Insurance and Bonding***

The selected vendor must provide evidence that prior to award of contract, the selected vendor shall be able to provide a 100% project value performance bond for its faithful performance of the installation and provide and maintain for the life of the contract comprehensive general liability and errors and omissions insurance in amount not less than \$1,000,000 each occurrence, comprehensive automotive liability insurance in amount not less than \$1,000,000 each occurrence, excess liability insurance of not less than \$3,000,000, and workers compensation insurance pursuant to statutory requirements. By endorsement, the City of Murfreesboro must be listed as an additional insured on the general liability, errors and omissions and automobile insurance policies.

**5. Code compliance, licensing**

The vendor shall be responsible for compliance with all applicable federal, state, and local codes and regulations. All engineering, design, installation and construction work shall be performed by vendors licensed in the State of Tennessee for such service.

**6. Qualification Process**

The selection of a qualified vendor will be based on the responses to the RFQ and the ability of the firm to best meet the needs of the City. The City reserves the right to accept or reject any submittal based on its sole determination of its best interests. The City will enter into negotiation with the most qualified firm to develop pricing schedules and critical submission dates upon award of this RFQ. If the City is not able to come to terms with the most qualified firm in a timely manner then the City has the option to enter into negotiation with the second most qualified firm or move to not award from this RFQ.

**7. Selection Process and Timing**

The following time line will be used to select the preferred vendor. These dates are established as best for the City and not subject to change.

Issuance of RFQ:	March 4, 2015
Submission of Response:	March 23, 2015
Evaluation of Responses and Selection of EEIP Vendor:	April 9, 2015
Project Development Agreement Approval and Execution	April 2015
Final Project Review and Approval	April 2015
Contract Execution:	April 2015

**8. Response Deadline**

In order to be considered, respondents must submit a complete and thorough response to this RFQ. Proposals should be limited to twenty five (25) pages. Five copies must be submitted to City of Murfreesboro by 3:00pm on March 23, 2015. To ensure that your response is received before the deadline, either hand-deliver or send submittal by certified mail to:

City of Murfreesboro  
City Manager’s Office  
111 West Vine Street  
Murfreesboro, TN 37130

Envelopes must be label using the attached label on Page 11 of this solicitation.

**9. Response Preparation and Completeness**

Responses shall be signed by an authorized representative. All information requested must be submitted and organized in the format requested. Failure to submit all information as requested may result in reducing the score for that component of the response and/or elimination of the firm from consideration. Emphasis should be placed on completeness and clarity of content. All responses become public record upon their receipt by the City of Murfreesboro.

**10. Inquiries**

Questions that arise from respondents prior to RFQ submission shall be submitted in writing to the City. The point of contact for all questions is Althea Pemsel, Purchasing Director, 111 West Vine Street, Murfreesboro, TN 37130. Email; Purchasing@murfreesborotn.gov

## **SECTION II. RESPONSE FORMAT AND PREPARATION INSTRUCTIONS**

Responses must be submitted in the format outlined in this section. Proposals should be limited to twenty five (25) pages. Five (5) copies of responses are to be provided. The City reserves the right to eliminate from further consideration any response that is deemed to be substantially or materially unresponsive to the requests for information contained in this document. The intent of the City is that all responses follow the same format in order to evaluate each response fairly. Responses will be evaluated in light of the material and substantiating evidence presented therein, and not on the basis of what is inferred.

### **1. Table of Contents**

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

### **2. Executive Summary**

Responses shall include a summary overview of the Respondents qualifications, approach and other pertinent information. Executive summary to be no more than two (2) pages in length.

### **3. Background and Experience**

#### **A. Background and Firm Profile**

Provide general information on the responding firm:

Firm Name

Business Address

Names and Titles of two contact people

Type of Firm

Federal Employer Identification Number

Year Firm was established

Payment and Performance Bonding limits

How many years has the firm been doing business under its present name

What projects has the firm completed and what projects is the firm currently engaged?

Is your firm a member of the National Association of Energy Services Companies?

Does your firm manufacture products that are used in energy efficiency projects?

#### **B. Project Team**

Provide a list of the personnel to be used on this project, their specific role and qualifications. Concise resumes including education, experience, where the employee is based and any other pertinent information shall be included for each team member assigned to the project. Project resumes are to be no more than one (1) page in length. Describe in detail the proposer's policy on changing personnel assigned in the proposal to the project. Will the firm commit to a percentage of substitutions during the term of the project?

In addition:

1. Specifically provide information on the licensing and the status of the license of any engineers or architects employed by your firm who will be working on the project;
2. Provide information on construction management capabilities and whether these services are performed by employees or subcontractors and/or consultants

#### **C. References**

The respondent shall include references that indicate prior relevant work as the prime vendor. References shall be of the type and format described below:

1. *Two references from projects completed in Tennessee*
2. *Three references from customers that did 3 or more subsequent projects with the firm. Tennessee examples preferred.*

Provide the owner’s name, address, telephone number, and contact person for each reference. References for projects where the responding firm was not the prime vendor are not acceptable. A suggested sheet for references is included for your convenience.

**4. Technical Approach and Process Description**

A. Needs Analysis

Indicate the your firm’s approach to performing detailed audits, identification and design of improvement measures, and your selection process for energy savings and operating cost measures. Be specific in describing how operating cost measures are quantified.

B. Training

Address your firms approach to training the City operations personnel.

C. Project Management

Indicate your firm’s approach to managing the project. Describe the various responsibilities and coordination of your team members for effective project management.

D. Program Benefits Methodology

Indicate your firm’s approach to projecting the program benefits that would be generated as a result of a project. Describe the methodology, formulas, and reporting of the program benefits. Describe the processes and tools used to effectively project these program benefits. Identify the most commonly used Measurement and Verification “option” used by the firm.

**5. Sample Documentation**

- A. Sample Energy Audit, Designs and Plans
- B. Sample Energy Services Agreement
- C. Sample Measurement & Verification Report

Any sample documents are excluded from the 25 page maximum limit for the actual proposal.

**SECTION III. QUALIFICATIONS EVALUATION AND FIRM SELECTION**

The City’s evaluation will consider the following criteria in evaluating responses; these categories will be weighted on importance and significance to this project. The City will select the responding firm that is deemed most qualified and the city determines provides the greatest value to the City for this Energy Efficiency Improvement Program.

<b>Evaluation Criteria</b>		<b>Maximum Points</b>
<b>1</b>	Firm Background	15
<b>2</b>	Project Team Experience	30
<b>3</b>	References	20
<b>4</b>	Technical Approach	35
<b>Total Points To Be Earned</b>		<b>100</b>

**Total Points to be earned are on a scale of 1 – 100 points, 1 = lowest, 100 = highest**

The City is targeting completion of the RFQ evaluation and selection process by the end of April 2015 and will notify the responding firms in writing whether they have been selected. The City is targeting the negotiation of a project development agreement with the successful respondent within thirty (30) days of the RFQ selection notification date.

## **SECTION IV. TERMS AND CONDITIONS**

### **Contact with the City**

Any communications must be made in writing to the City contact person listed above. No verbal communications will be allowed and may be grounds for disqualification. All questions should be sent to [Purchasing@murfreesborotn.gov](mailto:Purchasing@murfreesborotn.gov). Oral answers are not authoritative.

### **Ownership of RFQs**

All responses to this request for qualifications become the property of the City.

### **Respondent Expenses**

Prospective respondents to this RFQ are solely responsible for their own expenses in preparing their response and subsequent negotiations with the City, if any.

### **Acceptance of Responses**

Responses received after the due date and time will not be evaluated. This RFQ should not be construed as a contract to purchase goods or services. The City reserves the right to reject or accept any or all RFQs. The City shall not be obligated in any manner to any respondent whatsoever until a written agreement has been duly executed relating to an approved proposal. The City reserves the right to modify the terms of the RFQ at any time in its sole discretion.

### **Liability of Errors**

While the City has used considerable effort to ensure an accurate representation of information in this RFQ, the City shall not be held liable or accountable for any error or omission in any part of this RFQ.

### **Cost Submittals**

Price or Cost submittals are not requested as part of this RFQ and final cost will be submitted when engineering and determination of final scope of work is complete. Premature price submittals and/or incomplete responses may be grounds for disqualification.

### **Negotiation Delay**

If any contract cannot be negotiated within sixty (60) days of notification to the designated respondent, the City may terminate negotiations with that respondent and negotiate a contract with another respondent of its choice.

### **General Contract Provisions**

The City will not accept contracts limiting damages to the amount of the contract or requiring the City to indemnify the contractor, other than new equipment with industry standard warranties. Any contract disputes will be governed by the laws of the State of Tennessee. Contracts requiring binding arbitration will not be accepted. There is no assignment of the contract to another vendor without the consent of the City of Murfreesboro.

Complete and return the forms attached and include a non-discrimination clause in your response.

# SIGNATURE SHEET

I, the undersigned, do hereby agree to all terms and conditions listed within this formal solicitation, and will supply all labor and materials as required with this specification.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## ADDENDUM ACKNOWLEDGEMENT

The proposer shall acknowledge obtaining all addenda issued to this formal solicitation by completing the blocks below. Failure to acknowledge all addenda may be cause for rejection of the response.

Addendum No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

(Print / type name as signed above): \_\_\_\_\_

DATE: \_\_\_\_\_

## **DRUG FREE WORKPLACE FORM**

The undersigned proposer, in accordance with Tennessee Code, Title 50, and Chapter 9 hereby certifies that

\_\_\_\_\_ does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the Drug-Free statement.
4. Notify the employees that as a condition of working on the commodities or contractual services that are under contract, employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no lo contendere to, any violation of Chapter 50 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this business complies fully with the above requirements.

\_\_\_\_\_  
(Authorized signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print/type name as signed above)

**NON-COLLUSION AFFIDAVIT OF PRIME RESPONDENT**

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says that:

- (1) He/she is \_\_\_\_\_ of \_\_\_\_\_,  
Title Firm/Company  
the respondent that has submitted the attached response.
- (2) He/she is fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such solicitation.
- (3) Such solicitation is genuine and is not a collusive or sham solicitation.
- (4) Neither the said respondent nor any of its officers, partners, owners, agent representatives, employees or parties in interest including this affiant, has in any way, colluded, conspired, or agreed, directly or indirectly, with any other respondent, firm or person, to submit a collusive or sham response in connection with the Agreement for which the attached response has been submitted or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other responder, firm or person to fix the price or prices in the attached solicitation or of any other respondent, or to fix any overhead, profit or cost element of the proposed price or the proposed price of any other responder, or to secure through any collusion, conspiracy, connivance or unlawful Agreement any advantage against the City of Murfreesboro, Tennessee
- (5) The price or prices quoted in the attached response are fair and proper and are not tainted by any collusion, conspiracy, or unlawful Agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties of interest, including affiant.

(Signed) \_\_\_\_\_  
\_\_\_\_\_  
(Title)

STATE OF TENNESSEE  
COUNTY OF RUTHERFORD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Name of Notary Typed, Printed or Stamped)

Notary Public

\_\_\_\_\_  
(Commission Number)

## REFERENCE LISTING FORM

List a minimum of 5 references (other than the City of Murfreesboro) for similar projects and contracts, preferably governmental, which you have completed within the past 3 years.

1 CUSTOMER NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DATE OF COMPLETION OF PROJECT: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_

2 CUSTOMER NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DATE OF COMPLETION OF PROJECT: \_\_\_\_\_

CONTRAT AMOUNT: \$ \_\_\_\_\_

3 CUSTOMER NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DATE OF COMPLETION OF PROJECT: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_

4 CUSTOMER NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DATE OF COMPLETION OF PROJECT: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_

5 CUSTOMER NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DATE OF COMPLETION OF PROJECT: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_

My company has been in this type of business for \_\_\_\_ years

State License Number: \_\_\_\_\_

Expires: \_\_\_\_\_

## SEALED RESPONSE ENVELOPE LABEL

The label provided below, with all appropriate information completed, should be used for the proper processing of the RFQ submittal. The label will facilitate the City Manager's Office to properly handle the sealed envelope without revealing the contents until the solicitation is opened.



### SEALED RESPONSE ENCLOSED

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Company Telephone Number: \_\_\_\_\_

**City of Murfreesboro  
Attn: City Managers' Office  
Purchasing Department  
111 West Vine Street  
Murfreesboro, TN 37130**

**Solicitation No: RFQ-02-2015**

**Solicitation Title: Energy Efficiency Improvement Program**

**Response Due Date & Time (EST): March 23, 2015 by 3:00 p.m.**