



Request for Qualifications

The Ohio State University
Facilities Operations and Development
400 Central Classroom Building, 2009 Millikin Road, Columbus, OH 43210

<http://fod.osu.edu>
Phone: 614-292-4458

ENERGY SAVINGS CONTRACT

A. INTRODUCTION

The Ohio State University ("University" or "Owner") is seeking statements of qualifications from firms interested in providing design and construction services under a contract to identify and implement energy conservation measures that will result in a significant long-term reduction of energy and water consumption in University-owned facilities ("Project"). The University seeks to maximize efficiencies and minimize use of electricity, natural gas, and water. Specifically, the targeted annual reduction in energy utilization index is not less than 20 percent from an established baseline within a fifteen-year period.

B. PROJECT DESCRIPTION

1. General. The Owner intends to be recognized as a world leader in the quality of its physical facilities, including the implementation of energy savings, sustainability, reducing its carbon footprint, and maximizing the efficient use of energy and water. The Owner is seeking a firm to identify and implement competitive and creative ways to improve efficiencies and lower energy costs in University-owned facilities, which consist of approximately 450 buildings (approximately 22 million square feet) and include intra-building systems. The Selected Firm will also be expected to integrate its activities with the University's academic and research mission where appropriate.
2. Scope of Services. The Project may be performed in a single Phase or multiple Phases, with each Phase consisting of one, a group, or all of the Owner's existing facilities. Each Phase will include the two primary Stages identified below, but may also include additional Stages as appropriate to facilitate completion of the Project.
 - a. Stage I: Energy Audit Report. The Selected Firm will provide an investment-grade energy audit of the facilities ("Energy Audit Report" or "Report"). The Report shall contain an analysis and recommendation pertaining to the implementation of energy conservation measures ("ECMs"), operating costs savings, and avoided capital costs. The Report shall include estimates of all costs of ECMs, including the costs of design, engineering, installation, maintenance, repairs, and applicable financial analysis.
 - i. ECMs. The ECMs may include but are not limited to: the design, acquisition, installation, modification, and maintenance of existing and new equipment which will reduce energy consumption and related costs associated with the electrical systems; heating, ventilation and air conditioning systems; roofing; windows; lighting systems; steam and chilled water systems; domestic and sanitary water systems; sprinklers; water consumption; and other energy using devices; as well as measures which would not reduce consumption but are aimed at cost savings, such as fuel switching, demand reductions, utility bill auditing, utility rate changes, facility automation and control systems, and inter-building and intra-building distribution upgrades. ECMs may also

4703.182, 4703.332, and 4733.16, including the use of a licensed design professional for all design services; financial responsibility; approach to Project financing; history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, including compliance with applicable affirmative action programs; and other similar factors.

3. Short-List. The Owner will evaluate each firm responding to this RFQ on the basis of that firm's submitted qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the Project. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

The Owner is currently developing the scoring method it will use to evaluate the qualifications of the firms which respond to this RFQ, and will issue related additional information by addendum to this RFQ.

4. RFP. The Owner will provide the short-listed firms a Request for Proposal ("RFP") that will contain a description of the Project, the form of the contract, and a request for a proposal. The RFP will specify that the proposal shall contain a technical proposal and a separate pricing proposal.
5. Pre-Interview Meeting. Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-interview meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-interview meeting will be held at Central Classroom Building, room 410, 2009 Millikin Road, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.
6. Interview. After submitting responses to the RFP, the short-listed firms will be interviewed by the Owner. The interview will not be scored or included in the scoring of the proposal. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the Project approach and ability to meet the Owner's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the Owner's timetable, budget. The interviews will be held at Central Classroom Building, room 410, 2009 Millikin Road, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the interviews.

7. Selection Schedule

Qualifications Due: 4:00 p.m. local time on November 30, 2012

RFP Issued to the Short-Listed Firms: *to be determined*

Pre-Proposal Meeting: *to be determined*

Proposals Due: *to be determined*
Interviews: *to be determined*
Selection of Selected Firm: *to be determined*

8. **Communication.** Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff, as all questions must be directed in writing to the person identified in Section F.2.
9. **Cancellation and Rejection.** The Owner reserves the right to cancel at any time for any reason this solicitation and to reject all proposals. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

E. REQUESTED SUBMISSIONS

Proposers are requested to submit the following information in response to this RFQ:

1. **Submission Format.** Assemble the submission in a hard-backed three-ring or spiral-bound binder with specific tab sections as listed below.

Table of Contents
Executive Summary
Statement of Qualifications
Technical Approach
Historical Performance
Insurance and Financial
Diversity and Inclusion
Other Considerations

2. **Executive Summary.** Include a concise abstract of no more than four pages stating the firm's overview of the Project and a concise statement of the elements of the Project and their relationship to a successful outcome.
3. **Statement of Qualifications.**
 - a. **Organization Overview.** Provide an overview of the firm's organizational philosophy for approaching this Project. Include an organizational vision or mission statement if the firm has developed, adopted, and embraced one. Include information regarding firm's commitment to the higher-education marketplace.
 - b. **Firm Profile.** Provide general information about the firm including: name, business address(es), local telephone number, type of firm (corporation, partnership, sole proprietorship, limited liability company, joint venture), officers of the firm, Federal Employer Identification Number (FEIN), Ohio contractor license number(s) and business registration number, the year the firm was established, former firm name(s), and contact person(s) for this Project. Identify, by calendar year for each of the last five years, the contract values in thousands of dollars for energy-related services. If the firm will have

more than one office involved with the Project, indicate the total number of employed full-time personnel in each office.

- c. Project Team's Personnel Qualifications and Experience. Provide a Project team-member list that identifies the employees of the firm and a list that identifies all other Project team members not employed by the firm. Identify each team member by name, job title, employer's name and address, training/education, professional licenses, role in the Project, and specific experience in the specialty area related to this Project. For each team member, also include a one-page resume outlining the team member's education, experience, and any other pertinent information.
- d. Estimating. Describe (1) the capability of in-house estimating, (2) the use of in-house estimating on projects comparable to the Project, and (3) the firm's track record of managing projects to the original budget.
- e. Scheduling. Describe (1) the capability of in-house scheduling, (2) the use of in-house scheduling on projects comparable to the Project, and (3) the firm's track record of managing projects to the original schedule.
- f. References. Provide a minimum of three reference examples of the firm's recent experience on similar projects. Each reference shall describe the services and equipment provided, project cost, and benefits to the project owner. Provide the name, address, current telephone number, and contact person for each reference who can be contacted to make candid comments on the firm's performance and the project. For each reference project, provide a brief description including type of facility, scope of work, duration of project, problems, successes, and key firm and vendor personnel involved, and identify any awarded utility participation money or funding provided outside of energy savings. When providing project experience that includes utility participation, identify the amount of utility funding, the name of the utility and a contact person and current phone number at the utility. References should be for projects where the firm is the prime contractor.

4. Technical Approach.

- a. Management Plan. Describe the firm's approach to managing the Project including the specific responsibilities, lines of communication, and authority of the firm's management.
 - i. Describe the record keeping, reporting, monitoring and other information-management systems that the firm would propose to use for the Project.
 - ii. Describe the scheduling and cost-control systems the firm would propose to use for the Project. Include typical procedures for identifying problems and preventing schedule setbacks and cost overruns. Provide a detailed description of the specific steps and outcomes. Include a sample timeline showing the necessary activities and schedules for implementation of the Project.

6. Insurance and Financial.

- a. Insurance.** Provide (1) evidence of the firm's workers compensation insurance, and (2) certificate(s) of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, umbrella/excess liability, and professional liability.
- b. Financial Responsibility.** Provide a copy of the firm's most-recent annual report and a copy of the current balance sheet. Publicly held companies should include a 10K or annual report. Provide financial statements on parent company if the firm is not the parent company.
- c. Approach to Project Financing.** The firm shall be willing and able to self-finance the estimated \$250,000,000 Project in accordance with all applicable laws. The financing terms shall be limited to 15 years in accordance with Ohio law and any other applicable law and permit the Owner's early payment. The Owner will consider different financing approaches that provide low interest rates and that do not reduce the Owner's bonding ability. Describe in detail each proposed Project financing method (including Selected Firm self-financing) that the firm believes the Owner should consider. For each proposed method: (1) describe the source(s) and types of financing; (2) provide references for projects where the firm and any financing institution used that financing method; (3) provide sample cash-flow analyses using anticipated effective interest rates; and (4) clearly identify advantages, disadvantages, and relative costs.
- d. Pricing Criteria.** Clearly define the firm's methodology for pricing projects including a description of applicable fees, markups, and charges.

7. Diversity and Inclusion. Describe the firm's history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs.

8. Other Considerations.

- a. Owner's Academic and Research Missions.** Describe if and how the firm would propose to integrate the firm and the Project into the Owner's academic and research missions, including any special programs or qualifications the firm has in higher education.
- b. Additional Supporting Information.** Firms are encouraged to organize any extended description of their qualifications, experience, or other lengthy documents germane to the requested information in appendices. Any extended documents should be summarized in the main body of the qualifications with supporting information included in appendices.

F. Instructions for Delivery and Deadline

- 1.** Six (6) printed copies and one electronic copy (pdf) of the proposal must be submitted in a sealed container clearly marked "Statement of Qualifications for Energy Savings Contract" and delivered by the time and date specified in Section F.3 to:

Attention: Tom Komlanc, University Engineer
The Ohio State University
Facilities Operations and Development
400 Central Classroom Building
2009 Millikin Road
Columbus, Ohio 43210

2. Questions must be in writing and directed to Tom Komlanc, University Engineer, email address at Komlanc.3@osu.edu. Answers to any questions shall be in writing and shall be sent to all firms who have received this RFQ.
3. Responses to this RFQ must be received at the address listed in Section F.1 by 4:00 p.m. local time on November 30, 2012.

4853-1819-9312, v. 13

The Ohio State University
Energy Savings Contract
SOQ Evaluation Form

Firm: _____

| Statement of Qualifications (higher value = better score) | | | | | | | | | | | Value | Score | |
|--|-----------|---------------------------------------|------------------|--------------------|-------------------------------------|---|-------------------|-------------------|-------------------|-------------------|--|-------|--|
| Organizational Overview (maximum score 20 points) | | | | | | | | | | | | | |
| Overall Organization | | | | | | | | | | | Organizational philosophy | 5 | |
| | | | | | | | | | | | Vision/mission statement | 5 | |
| | | | | | | | | | | | Commitment to higher educ. | 10 | |
| Firm Profile (maximum score 20 points) | | | | | | | | | | | | | |
| Total Firm volume of energy related services in last 5 years | | | | | | | | | | | Less than \$500M | 5 | |
| | | | | | | | | | | | \$500M to \$1B | 10 | |
| | | | | | | | | | | | More than \$1B | 20 | |
| Personnel Qualifications & Experience (maximum score 485 points) | | | | | | | | | | | | | |
| | Education | Certifications / NAESCO Accreditation | Projects On Time | Projects On Budget | Experience / Similar scope projects | Similar Project 1 | Similar Project 2 | Similar Project 3 | Similar Project 4 | Similar Project 5 | Score | | |
| Firm's personnel in general | 20 | 15 | 20 | 20 | 50 | (Checkmark affiliation with projects) | | | | | | | |
| Project Manager | 25 | 20 | 25 | 25 | 35 | | x | | x | | | | |
| Lead Engineer - Mechanical | 15 | 10 | | | 25 | x | x | x | | x | | | |
| Lead Engineer - Electrical | 15 | 10 | | | 25 | x | | x | x | x | | | |
| Lead Engineer - Other Disipl. | 10 | 5 | | | 15 | | x | | | | | | |
| Lead Estimator | 10 | 5 | | 15 | 20 | x | | x | x | | | | |
| Lead Scheduler | 10 | 5 | 15 | | 20 | x | x | | | x | | | |
| References (maximum score 50 points) | | | | | | | | | | | | | |
| Quantity | | | | | | | | | | | 0-1 similar projects | 5 | |
| | | | | | | | | | | | 2-3 similar projects | 15 | |
| | | | | | | | | | | | 3+ similar projects | 30 | |
| Comments from references | | | | | | | | | | | Performance was below references' expectations | 0 | |
| | | | | | | | | | | | Performance met references' expectations | 10 | |
| | | | | | | | | | | | Performance was above references' expectations | 20 | |
| Statement of Qualifications Subtotal | | | | | | | | | | | / | 575 | |

**The Ohio State University
Energy Savings Contract
Technical Approach Evaluation Form**

Firm: _____

| Technical Approach (higher value = better score) | | Value | Score |
|---|---|-------|-------|
| Management Plan (maximum score 100 points) | | | |
| General record keeping, monitoring and other info. management systems | Appropriateness to Project | 10 | |
| | Overall quality | 5 | |
| Schedule and cost-control systems | Clarity of systems proposed | 10 | |
| | Appropriateness to Project | 5 | |
| | Overall quality | 5 | |
| Evaluation of Existing Conditions | Clarity of proposed approach | 10 | |
| | Appropriateness to Project | 5 | |
| Compatibility with Owner's existing staff and equipment | Integration with Owner's existing staff | 10 | |
| | Compatibility with Owner's existing equipment | 10 | |
| | Appropriateness of related management philosophy | 10 | |
| | Appropriateness of related decision-making structure | 10 | |
| | Quality/quantity of team approach on similar projects | 10 | |
| Energy Savings Projections (maximum score 100 points) | | | |
| Proposed methodology and processes | Clarity of proposal | 15 | |
| | Appropriateness to Project | 15 | |
| Sample energy calculations | Appropriate ECMs and other program measures | 25 | |
| | Accuracy and completeness | 25 | |
| | Overall quality | 20 | |
| Operating Savings Projections (maximum score 100 points) | | | |
| Proposed methodology and processes | Clarity of proposal | 15 | |
| | Appropriateness to Project | 15 | |
| Sample operating calculations | Appropriate ECMs and other program measures | 25 | |
| | Accuracy and completeness | 25 | |
| | Overall quality | 20 | |
| Engineering/Code Requirements (maximum score 75 points) | | | |
| General understanding | Applicable Codes | 15 | |
| | Construction Practices | 25 | |
| Anticipated challenges | Appropriateness to Project | 10 | |
| Energy Star | Ability to prepare applications | 25 | |
| Historical Performance (maximum score 115 points) | | | |
| General | <u>Firm's policy for projects that underperform</u> | | |
| | Payout Frequency | 10 | |
| | Prompt Payout | 10 | |
| | <u>Guarantee Project Example:</u> | | |
| | Cost and Payout Calculations | 20 | |
| | Ref Projects Auditing frequency | 15 | |
| Past record | Record of cost/savings projections vs. actual performance | 10 | |
| | Comments from reference on underperforming project | 10 | |
| | Example projects with 2 years of tracking information | 5 | |
| | Sample reports available to owner to verify savings | 5 | |
| | <u>In the past 5 years:</u> | | |
| | Amount of guarantees missed | 10 | |
| | Amount of guarantees paid out | 10 | |
| Amount of guarantees outstanding | 10 | | |

| Insurance and Financial (maximum score 385 points) | | | |
|--|--|----|-------------|
| Insurance | Ohio workers compensation | 15 | |
| | Employer Liability | 20 | |
| | Commercial General Liability | 20 | |
| | Business Auto Liability | 10 | |
| | Umbrella/Excess Liability | 25 | |
| | Professional Liability | 20 | |
| Financial Responsibility | Completeness of information | 10 | |
| | Evaluation of information | 10 | |
| Approach to Project Financing | Completeness of information | 15 | |
| | Willingness to self-finance | 75 | |
| | Ability to self-finance | 75 | |
| | Proposed financing limited to 15 years? | 20 | |
| | Early payment option | 10 | |
| | No reduction of Owner's bonding capacity | 50 | |
| | Suitability of any proposed alternate approach | 10 | |
| Pricing Criteria (maximum score 150 points) | | | |
| Methodology | Clarity of proposal | 50 | |
| | Appropriateness to Project | 15 | |
| Fees, mark-ups, and charges | Clarity of proposal | 50 | |
| | Appropriateness to Project | 15 | |
| | Reasonableness | 20 | |
| Diversity and Inclusion (maximum score 25 points) | | | |
| Overall | History of compliance | 25 | |
| Other Considerations (maximum score 100 points) | | | |
| Owner's Academic and Research Mission | Examples of integration with Owner's mission on Similar Projects | 25 | |
| | Other innovations and/or concepts to improve the Owner's overall campus energy profile | 75 | |
| Technical Approach Subtotal | | | 1150 |