

Pre-Proposal Meeting Minutes

January 13, 2016

1:30 PM

Project DRC-15N001

Ohio Department of Rehabilitation and Correction
Energy Conservation Project

1. Contact Persons

Owner Representative
(On site):Jane McAfee
Business Administrator 3
Ohio Department of Rehabilitation and Correction
Chillicothe Correctional Institution
15802 State Route 104
Chillicothe, Ohio 45601
Phone: 740-774-0022
Jane.McAfee@odrc.state.oh.us

Contracting Authority:

Ohio Facilities Construction Commission
Office of Energy Service
WeiDong Huang, PE, LEED AP
Energy Specialist (Criteria Engineer & Project Manager)
614-644-8290
WeiDong.Huang@ofcc.ohio.govElizabeth Lowery
Project Coordinator
614-752-0454
Elizabeth.Lowery@ofcc.ohio.gov

Jane McAfee and WeiDong Huang are the main contacts for this project.

2. Proposal Documents

Proposal documents (excluding prints and plans) are available from the Ohio Facilities Construction Commission website at <http://ofcc.ohio.gov> under Opportunities/ Best Value Selection RFQs/RFPs.

3. Calendar of Events

RFP IssuedWednesday December 23, 2015
Inquiry Period BeginsMonday, January 4, 2016
Pre-proposal Meeting DateJanuary 13, 2016 at 1:30 pm (meet in lobby by security desk)
Mechanical/ Powerhouse Walk-through January 19, 2016, 9:00 am – 3:00 pm (meet in lobby)
Second Mechanical Walk-through.....January 20, 2016, 9:00 am – 3:00 pm (meet in lobby)
Lighting/ Electrical Walk-through.....January 21, 2016, 9:00 am – 3:00 pm (meet in lobby)
Addenda Announcements Ends.....Friday, March 4, 2016 at 2:00 pm
Inquiry Period Ends.....Tuesday, March 8, 2016 at 2:00 pm

Proposal DeadlineFriday, March 11, 2016 at 2:00 pm

4. Inquiries/Communication Restrictions

There are four ways to obtain information for this project.

1. RFP File
2. Pre-proposal Meeting
 - a. DVDs provided to ESCOs that will be responding directly to the RFP. A Non-Disclosure Agreement (NDA) must be signed to receive a DVD.
[The existing drawings provided on the DVDs are for reference only. Some drawings are from original construction. These are to benefit ESCOs and contractors in developing their proposals. It is important every ESCO has current field conditions verified; proposals should be based on actual field conditions.]
 - b. An electronic copy of the signed NDA will be returned to each party.
3. Walkthrough Days
4. Inquiries
 - a. Sent inquiries to: CCI.questions@ofcc.ohio.gov
 - b. Responses are posted to the Q&A page on the OFCC website.

Only information provided through these forms of communication or by the main contacts for the project can be used to develop a response to the RFP.

5. Addenda

Addenda can be provided for many reasons to give clarification and/or additional information for the RFP. If an inquiry to the Q&A email requires an update to the RFP, this will be included in an Addendum.

6. Walkthroughs & Security

Any party interested in participating in the RFP is welcome to attend the walkthroughs. Names for all parties to be included in a group for all three walkthrough days, company employees, subcontractors, estimators, etc. must be submitted by the close of business Friday 1/15/2016 to the institution directly or to the Q&A email. Please include in the email a list of people for each day separately. As a reminder photo identification is required.

Cell phones will be allowed for the purposes of taking photos of specific equipment or conditions within the institution. Only one phone per group is allowed. With the list of people to attend each day, please include who will be bringing in a cell phone, as well as the make and serial number of the phone to be used. The photos taken will be reviewed prior to exiting the institution. Be mindful when taking pictures as no inmates can be included in photos. No stand-alone digital cameras will be allowed.

Please arrive early to allow time to process through security.

Additional walkthroughs may be offered if needed, at the discretion of the institution. The scheduled walkthroughs will be as thorough as possible given the time allowed, but may not offer access to all spaces in buildings (i.e. take-offs for existing lighting may not be complete). As such the state recognizes the proposals provided can only reflect an

estimation based on the information provided and seen during the walkthroughs. There will be time for final engineering after a Notice of Intent to Award (see the evaluation process in the RFP and section below for more information).

7. Security- Working at the Institution

When developing a proposal, companies should be aware of some key points that affect project costs in a correctional institution:

- There are different tool classifications, with different requirements for each. The equipment expected to be used for this project will require tool processing and direct supervision. Each individual tool must be processed for entry and exit of the institution.
- There will always be an escort with a group working inside the institution.
- There is a possibility for storing items at the institution. However, this requires additional security measures and would be done at the discretion of the institution on a case-by-case basis.
- To work inside the institution all parties must pass a criminal background check. There is a four hour contractor and PREA (Prison Rape Elimination Act) training involved before parties can begin working.
- The institution is a tobacco free facility. No tobacco is allowed inside the facility.

8. Proposal Deadline: Proposals are due Friday, March 11th, 2016, 2:00 pm at Bureau of Workers' Compensation Security Desk.

9. Contract Elements

A few key points from the RFP to be considered. Refer to the RFP for all contract elements and details for the below points.

- Out of state contractors should secure a certificate of Good Standing with the Ohio Secretary of State.
- Minimum of EDGE requirement is 5% of total project cost.
- Prevailing wages apply to this project. All employees working on this project must be paid the prevailing wage listed in the project manual.
- Drug-Free Safety Program
- Ethics and Campaign Contributions

10. Site Information & Utility Bills

Institution plans and consumption history direct from the utility companies are available on DVD per the above notes.

11. Possible ECMs

Attachment 9 file required for all proposed ECMs (included in RFP and as a separate files on the DVDs).

The list of possible ECMs included in Attachment 2- Site Information was developed with the institution and information from the facility assessment and agency's master planning.

12. Desirable Elements of Proposals

The list of possible ECMs may not all be feasible for the project. It is not required, but is desirable for the ESCO to acknowledge each of the possible ECMs included in Attachment 2. It is desirable to provide the steps that were taken to consider the ECM, and why were decisions made to include or exclude each ECM in the proposal.

When walking the facility, companies will see many different types of equipment and equipment ages. ECM savings can be claimed only for the remaining life of the entire piece of equipment (say if only parts are retrofitted within equipment). If equipment is at or near the end of its useful life, it is desired that no retrofit ECMs be proposed; rather, improvements are limited to equipment replacement only. If the institution is planning equipment replacement through a capital project, separate from the energy project, that information will be shared. As a reminder, this is a 10 year project.

13. Scoring

There are many parts of a proposal which are scored.

70% of the scoring is subjective and includes the following:

- o Company Information
- o Project Team
- o Technical Approach
 - What was considered/ evaluated?
 - What is being proposed? Does it match what the institution needs?

30% of the scoring is objective. This is based on cost and savings. Thirty out of one hundred (30/100) points are given to the highest savings and the highest cash flow. The formula for this is included in the RFP.

14. Evaluation Process

Proposals submitted should be a best estimate for savings based on the information provided through all of the forms of communication and information gathering. Cost savings to be incorporated in the proposal can include utility savings and operation & maintenance savings. No capital cost avoidance can be included.

Once proposal are submitted they will be reviewed for evaluation. If there are any questions for clarification, OFCC will ask questions in writing and expect a response to the question in writing. The correspondence will then be included as part of the company's proposal.

A short list, typically of no more than three (3) companies, will be selected for in-person interviews, to be held on-site at the institution.

One company will be provided a Notice of Intent to Award. Thirty to sixty (30 – 60) days will be provided for final engineering, then a final proposal will be submitted. The final proposal cannot be completely different from the original and the state reserves the right to reject the final proposal.

*Correction from the meeting. Water and waste water treatment **are done on-site at CCI** and the services are provided to RCI. The water and waste water treatment plants can be considered in the scope of work for a proposal. However no water savings can be included.

Meeting sign-in sheet included as an attachment.

Company	Last Name	First Name	Phone	Email	Signature
A&I Enterprise Systems	Estes	Johnny			
A&I Enterprise Systems	Grant	Richard	614-888-8880	RGRANT@RSPRR.COM	ZSA
A&I Enterprise Systems	Malone	Maxine	740-353-2488	mmalone@a-i-enterprise.com	MM Malone
A&I Enterprise Systems	Mulk	Bulal	614-864-6600	l1sh41ms1551@edl.com	Bulal Mulk
A&I Enterprise Systems	Poole	Melissa	740-353-0488	mmpoole@a-i-enterprise.com	Melissa Poole
ABM Building Solutions	Wedding	Joseph	937-776-1799	jeep.wedding@abm.com	Joe Wedding
Ameresco	Evans	Garyne	513-240-7172	gevans@ameresco.com	Garyne Evans
Ameresco	Murdock	Michael	513-615-0857	michael@mdtzengineering.com	Michael Murdock
Black & Veatch Energy	Faris	Ben	330-620-4437	FarisBR@BV.com	Ben Faris
Brewer-Garrett Company	Eslinger	David	630-303-4109	deslinsger@brewer-garrett.com	David Eslinger
Brewer-Garrett Company	Marshall	Stephen	440-364-0288	Smarshall@brewer-garrett.com	Stephen Marshall
Brewer-Garrett Company	Tisdale	Kelly	216-401-4491	ktisdale@brewer-garrett.com	Kelly Tisdale
Brewer-Garrett Company	Ziska	Joseph			
Constellation	Berger	Edward	616-621-0802	EDWARDS@BERGERCONSTELLATION.COM	Edward Berger
Constellation	Guttman	Jeffrey	412-302-9850	JEFF.GUTTMAN@CONSTELLATION.COM	Jeffrey Guttman
Constellation	Kowalski	John	570-488-7035	John.Kowalski@Constellation.com	John Kowalski
Constellation	VanHoose	Brent			

Company	Last Name	First Name	Phone	Email	Signature
Energy Services Group	Elmblad	Jerry		<i>Jerry Elmblad</i> jerry@energy-services.com	<i>Jerry Elmblad</i>
Energy Services Group	Hayden	Scott			<i>Scott Hayden</i>
Energy Services Group	Orr	Gary	419-410-4385	gorr@energysystemsgroup.com	<i>Gary Orr</i>
FirstMetrix Corporation	Mann	Janet	216-870-3123	jmann@firstmetrix.com	<i>Janet Mann</i>
Honeywell Energy Services Group	Marsco	Jon	<i>216-212-9272</i>	Jon.Marsco@Honeywell.com	<i>Jon Marsco</i>
Intelligent Energy Conservation Systems	Musso	Steven	<i>407-592-0480</i>	<i>STEVE.MUSSO@j-conservation.com</i>	<i>Steve Musso</i>
Kirk Williams Company	Miller	Dan	<i>614-875-9023</i>	<i>DAN.MILLER@KIRK.WILLIAMS.CO.COM</i>	<i>Dan Miller</i>
Limbach Company	Magnuson	Tom	<i>614 554 4370</i>	<i>Tom.Magnuson@limbachinc.com</i>	<i>Tom Magnuson</i>
Limbach Company	Spangler	Patty	614-554-4641	patty.spangler@limbachinc.com	<i>Patty Spangler</i>
NORESCO	D'Ambrosio	Adam	860-882-7791	adamambrosio@noresco.com	<i>Adam D'Ambrosio</i>
NORESCO	Dowdell	David	502-594-1107	ddowdell@noresco.com	<i>David Dowdell</i>
OFCC	Craig	Amanda	<i>975-9906</i>	<i>amanda.craig@ofcc.ohio.gov</i>	<i>Amanda Craig</i>
OFCC	Huang	WeiDong	<i>614-644-8290</i>	<i>Wei.dong.Huang@ofcc.ohio.gov</i>	<i>WeiDong Huang</i>
OFCC	Love	Patrick	<i>(614) 728-6134</i>	<i>patrick.love@ofcc.ohio.gov</i>	<i>Patrick Love</i>
OFCC	Westhoven	Jeffrey	<i>614-644-1578</i>	<i>Jeff.Westhoven@ofcc.ohio.gov</i>	<i>Jeff Westhoven</i>
OFCC	Mendenhall	Mike	<i>614-466-7731</i>	<i>mike.mendenhall@ofcc.ohio.gov</i>	<i>Mike Mendenhall</i>
Ohio Air Quality Development Authority	Nein	Todd		Todd.Nein@aqda.state.oh.us	<i>Todd Nein</i>

Company	Last Name	First Name	Phone	Email	Signature
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OpTerra Energy Services	Cvelbar	Ed			
OpTerra Energy Services	Haramis	George	330-285-4434	gharamis@opterraenergy.com	GTHaramis
Roberts Service Group	Bodyke	Mike			
Solar America Solutions	Slavik	Charlie	317-833-9961	charlie@solaramericasolutions.com	
Veolia	Jambunathan	Suresh	6303354544	suresh.jambunathan@veolia.com	Suresh J.
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Worthington Energy Innovations	Kiser	Ed	719-463-0020	ed.kiser@worthingtonindustries.com	
Worthington Energy Innovations	Niese	Rick	648404074	r.chand.niese@worthingtonindustries.com	
Worthington Energy Innovations	Soldano	Joe	913 481-4199	joe.soldano@worthingtonindustries.com	
MAXIM Geo Const	Dawkins	wn	330 327 0799		
ROBERT WHITLOW			330 387-0799	307 W.C.Y. C.F.H.NET	
ROBERT SG	Bodyke	mmr	614 276-0126	MMBodyke@robertsg.com	

Print Name	Signature	Company
Sean Skowacki		Constellation
DAVID KEYES		CONSTELLATION (MELINK)
Chris Byrd		SERVICEMASTER RESTORATION
JEFF GUTMAN		CONSTELLATION
MIKE WILK		AMERESCO
Kelly Trantz		Brewer Garnett
Rosel Estey		Brewer Garnett
Janek Edmire		AMERESCO
ICE ZISTA		BREWER-GARRETT
Mike Gerome		Ameresco
BRYAN SCHRITZ		BREWER-GARRETT
PATTY SPANGLER		LIMBACH
Sarah Goodsite		Pedersen/Constellation
FRU MESSIE		GEORGE/CONSTELLATION
RUSTY FRIEND		CONSTELLATION
Jay Francis		Litech
Daniel Rush		Litech
Joe Marek		Litech
Alex Pena		Ma del Souza
David Gomez		Ma del Souza
Michelle Jorgenson		Ameresco