Request for Qualifications (Energy Performance Contract)  
State of Ohio Standard Forms and Documents  

Administration of Project: Ohio Facilities Construction Commission  

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Energy Performance Contract - London and Madison Correctional Institutions</th>
<th>Response Deadline</th>
<th>5/22/2019 2:00 pm local time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location</td>
<td>1580 and 1851 State Route 56 SW</td>
<td>Project Number</td>
<td>DRC-19N099</td>
</tr>
<tr>
<td>City / County</td>
<td>London / Madison</td>
<td>Project Manager</td>
<td>Daniel Nigon-Kirgis</td>
</tr>
<tr>
<td>Owner</td>
<td>Department of Rehabilitation and Correction</td>
<td>Contracting Authority</td>
<td>OFCC</td>
</tr>
<tr>
<td>Delivery Method</td>
<td>Design-Build under ORC Chapter 156</td>
<td>Prevailing Wages</td>
<td>State</td>
</tr>
<tr>
<td>No. of paper copies requested (stapled, not bound)</td>
<td>0</td>
<td>No. of electronic copies requested (PDF)</td>
<td>1</td>
</tr>
</tbody>
</table>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Lowery at elizabeth.lowery@ofcc.ohio.gov. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to elizabeth.lowery@ofcc.ohio.gov with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at http://ofcc.ohio.gov on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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Project Overview

A. Project Description

The Ohio Facilities Construction Commission (“OFCC”) seeks proposals from interested parties to conduct an energy audit of facilities and implement an Energy Performance Contract. The successful Proposer will identify and implement building improvements to reduce energy, water, and related costs in facilities, such that annual cost savings are applied to annual payments for improvements.

Pursuant to ORC Chapter 156, the Executive Director of OFCC may implement energy and water conservation measures to significantly reduce energy and water consumption and operating costs of state-owned buildings. The Executive Director may enter contracts for the implementation of energy and water conservation measures in these facilities.

“Performance Contracting” is a method of obtaining energy and water conservation measures, including design, installation, financing, and maintenance services, without initial capital expense. These contracts fund building improvements out of existing utility operating dollars. Such funding allows the Owner to take advantage of cost saving projects that might otherwise be foregone. This RFQ begins the process by which such contracts will be executed. The goal is to maximize financial benefit to the Owner through implementation of these measures.

Criteria Engineering for this project has been provided by WeiDong Huang, PE of OFCC. The Criteria Engineer has identified several energy conservation measures (“ECMs”) and water conservation measures (“WCMs”) along with estimates of construction costs and associated energy savings. This information will be provided to the short-listed firms in a subsequent Request for Proposal (“RFP”) phase of the selection process. Short listed firms may propose additional ECMs and WCMs that fit within the project payback criteria.

Two correctional institutions are included in this proposed Energy Performance Contract:

London Correctional Institution (“LoCI”)  
Facility Information:
- Opened in 1924  
- Total acreage: 2,950  
- Total staff: 391  
- Population (as of 4/2/2019): 2,237  
- Average building age: 68 years  
- Number of buildings: 51  
- Total building area: 738,121 SF  
- Building Uses: Administration, Agriculture, Manufacturing, Residential, Service, and Storage

Madison Correctional Institution (“MaCI”)  
Facility Information:
- Opened in 1966  
- Total acreage: 72  
- Total staff: 540  
- Population (as of 4/2/2019): 2,254  
- Average building age: 32 years  
- Number of buildings: 25  
- Total building area: 591,128 SF  
- Building Uses: Administration, Education, Manufacturing, Recreation, Residential, Service, and Storage
Request for Qualifications (Energy Performance Contract) continued

Additional facility detail will be available during the RFP phase of the selection process.

The Proposer shall have no expectation that the State will assign the IRS Section 179(d) deduction if it exists.

The Performance Contracting process has four phases:

1. **RFO:** Interested firms submit qualifications through this process. OFCC and the Owner will score the responses and select three firms as a shortlist for the next phase.
2. **Audit and RFP Phase:** The shortlisted proposers will perform an audit of the facilities. This audit will verify ECMs and WCMs identified by the Criteria Engineer and identify and evaluate additional cost-saving measures and define the proposed project scope, cost, savings and cash-flow over the proposed financing term. A project proposal will present aggregated measures that can be financed through guaranteed savings. OFCC and the Owner will score the proposals and select one firm for the next phase.
3. **Financing/Construction/Implementation/Commissioning Phase:** An Energy Performance Contract will be negotiated following the audit. This establishes the project scope and costs, and provides for construction and follow-up services to be provided during the financing term. Bond financing will be arranged through the Ohio Air Quality Development Authority.
4. **Post-Construction Guarantee/Monitoring Phase:** After construction, the selected firm will offer a variety of services to ensure savings are met, such as a savings guarantee, staff training, follow-up monitoring, and contract maintenance services of a limited scope.

**B. Scope of Services**

As required by the Agreement, and as properly authorized, provide the following categories of services: develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Design, Construction and Closeout stages.

Refer to the Ohio Facilities Construction Manual for additional information about the type and extent of services required for each.

The project development and construction services are generally described below. The parties will engage in an "open book" pricing method in which subcontracted work shall be based upon competitive pricing that will be reviewed by OFCC and the Owner, Criteria A/E, and Energy Services Contractor ("ESCO"). OFCC and/or the Owner shall have access to all books, records, documents and other data in the ESCO’s possession related to itself, its Subcontractors and material suppliers pertaining to bidding, pricing or performance of the Contract.

**Project Development Services:** The ESCO will work cooperatively with OFCC, the Owner, and Criteria Engineer, and will provide, among other services, schedule development, estimate development, design, final proposal, permits, value engineering, and implementation planning prior to execution of the Agreement. If the proposed Project costs exceed the guaranteed energy and water savings for the Project, resulting in a negative cash flow, OFCC may terminate the agreement with the ESCO and seek proposals from other firms for completion of the Project.

The potential scope of work for this Project includes replacement of: interior and exterior lighting, air handling units, hot water tanks, exterior doors, plumbing fixtures, boilers, pumps, heat exchangers, the addition of meters, digital controls, and variable frequency drivers and other ECMs and WCMs proposed if supported by energy and water savings.

**Construction Services:** The ESCO shall construct the Project pursuant to the Contract Documents and in accordance with the schedule requirements. The ESCO shall hold all subcontracts and shall be fully responsible for the means and methods of construction, progress meetings, testing and inspections, project safety, project completion within the schedule agreed upon during Project Development, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to OFCC. OFCC reserves the right to approve the ESCO’s selection of subcontractors and any supplemental terms to the subcontract form.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience working in correctional facilities.
2. **Mechanical systems:** Heating, ventilating and air conditioning ("HVAC") systems, energy management and control systems, domestic hot water systems, distribution systems, etc.
3. **Electrical systems:** Distribution systems, cogeneration systems, etc.
4. **Lighting systems:** Indoor and outdoor lighting systems, lighting controls, daylighting and occupancy strategies.
5. **Water and sewage systems:** Automatic controls, low-flow faucet aerators, low-flow toilets, cooling tower modifications, and water treatment systems.
Request for Qualifications (Energy Performance Contract) continued

6. **Building envelope systems**: Windows, insulation, weatherization, etc.
7. **Specialty systems**: laundry equipment, kitchen equipment, renewable energy systems.

The ESCO must have the demonstrated capability in engineering and management to provide a broad range of services. Services may include the following:

1. **Investment Grade Audit and Project Proposal Phase**
   a. technical audit to evaluate costs and savings of a variety of energy and water-saving measures
   b. project proposal including financial analysis
   c. measurement and verification plan
   d. commissioning plan
   e. utility bill data services to capture credits from utility bill errors
2. **Construction/Implementation/Commissioning and Financing Phase**
   a. engineering design
   b. equipment procurement and purchasing
   c. construction management
   d. hazardous waste disposal or recycling
   e. commissioning
3. **Post-Construction Guarantee/Monitoring Phase**
   a. continuing operations and maintenance for all improvements
   b. staff training on routine maintenance and operation of systems
   c. training of occupants
   d. guarantee of performance and cost savings for the entire term of the contract
   e. monitoring and verification for measurement and reporting of the performance and savings

C. **Estimated Budget**

The Criteria Engineer has identified $3.5 million in estimated total construction costs of ECMs and WCMs at both facilities. This is broken down as $2.25 million at LoCI and $1.25 million at MaCI. The actual project size is a function of the costs of ECMs and WCMs that will, in the aggregate, return the investment within the financing term, which is limited to 15 years by law.

D. **Anticipated Schedule**

Contract executed / Notice to Proceed issued 12 / 19

E. **EDGE Participation Goal**

Percent of the ESCO’s total compensation 5.0%

F. **Evaluation Criteria for Selection**

**Selection Criteria:** The ESCO will be selected using (I) qualifications-based process during the Request for Qualifications ("RFQ") stage to develop a short list and (II) best value process during the Request for Proposal ("RFP") stage. The qualifications-based criteria for the RFQ is included in this announcement and the attached rating form. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the State and Owner, combining qualifications, energy and water savings, and project cash flow.

**Short List:** Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate’s proposed team for the Project. After evaluating the responses to this RFQ, OFCC will select a short list of no fewer than three candidates that it considers to be the most qualified, except if OFCC determines that fewer than three firms are qualified, it will only select the qualified firms.

**Request for Proposal:** The short-listed firms shall be sent an RFP that will invite the firms to submit proposals containing their proposed project development compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, construction stage design fee percentage, and ESCO fee percentage. The short-listed candidates will also receive (i) form of the Agreement with OFCC containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

**Pre-Proposal Meeting:** Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with OFCC and the Owner. The purpose of the confidential pre-proposal meeting is to permit the short-listed firms an opportunity to ask OFCC and the Owner questions to help the firms prepare their responses to the RFP. OFCC will notify each short-listed firm of the time for their pre-proposal meeting.
**Request for Qualifications (Energy Performance Contract) continued**

**Interview:** After submitting responses to the RFP, the short-listed firms will be interviewed by OFCC and representatives of the Owner. 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 stated objectives for the Project. Please be prepared to discuss with specificity the firm’s capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. OFCC will notify each short-listed firm to schedule individual times for the interviews.

**Selection Schedule:** Tentative schedule is subject to change.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP issued to the Short-Listed Firms</td>
<td>June 5, 2019</td>
</tr>
<tr>
<td>Interviews</td>
<td>August 21, 2019</td>
</tr>
<tr>
<td>Selection of ESCO</td>
<td>August 23, 2019</td>
</tr>
</tbody>
</table>

**Cancellation and Rejection:** OFCC reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. OFCC shall have no liability to any Proposer arising out of such cancellation or rejection. OFCC reserves the right to waive minor variations in the selection process.

Interested Proposers are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFO, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the Proposer’s team. The EDGE Affidavit and/or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the Proposal during the RFP stage. Both forms can be accessed via the OFCC website at [http://ofcc.ohio.gov](http://ofcc.ohio.gov).

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed services solicited in the RFO.

**G. Submittal Instructions**

Firms are required to submit the current version of the Statement of Qualifications (Form F110-330) available via the OFCC website at [http://ofcc.ohio.gov](http://ofcc.ohio.gov). **Please note this form was revised in March 2019.**

**Statements of Qualifications are to be submitted electronically by email. Submittals are to be limited to a maximum of one email with a total file size of 25 MB.**

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

Facsimile copies of the Statement of Qualifications will not be accepted.

Unless otherwise noted or exempt, all documents submitted to OFCC in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. **Summary:** Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. **Bonding/Insurance:** Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm’s certificate of insurance showing the firm’s current limits of liability for commercial general liability, employer’s liability, business automobile liability, and professional liability insurance.
3. **Management Systems:** Describe the scheduling and cost control systems the firm would propose to use for the Project.
4. **Estimating:** Demonstrated track record of performance of estimating costs and savings on projects comparable to the Project.
5. **Scheduling:** Demonstrated track record of performance of managing projects to the original schedule.
6. **Performance:** Demonstrated track record of meeting or exceeding energy and water savings guarantees on projects comparable to the Project.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCEA, CCM, CCS, CDT, CEM, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.
**Energy Performance Contract Selection Rating Form**

**State of Standard Forms and Documents**

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**Project Name**: Energy Performance Contract - London & Madison Correctional Institutions  
**Proposer Firm**

**Project Number**: DRC-19N099  
**City, State, Zip**

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**Selection Criteria**

<table>
<thead>
<tr>
<th><strong>Selection Criteria</strong></th>
<th><strong>Value</strong></th>
<th><strong>Score</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Primary Firm Location and Workload (Maximum 10 points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Proximity of firm to project site(s)</td>
<td>Less than 125 miles</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>125 miles to 250 miles</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>More than 250 miles</td>
<td>0</td>
</tr>
<tr>
<td>b. Amount of contracts awarded by OFCC in previous 24 months</td>
<td>Less than $2,000,000</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 to $5,000,000</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>More than $5,000,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>2. Primary Qualifications (Maximum 40 points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Project management lead</td>
<td>Experience / ability of project manager to manage scope / budget / schedule / quality</td>
<td>0 - 10</td>
</tr>
<tr>
<td>b. Project engineering lead</td>
<td>Experience / creativity of project engineer to achieve owner’s vision and requirements</td>
<td>0 - 10</td>
</tr>
<tr>
<td></td>
<td>Max = 30</td>
<td></td>
</tr>
<tr>
<td>c. Technical staff</td>
<td>Experience / ability of technical staff to coordinate construction documents and develop accurate estimates and schedules</td>
<td>0 - 10</td>
</tr>
<tr>
<td>d. Construction management staff</td>
<td>Experience / ability of field representatives to identify and solve issues during construction</td>
<td>0 - 10</td>
</tr>
<tr>
<td><strong>3. Key Consultant Qualifications (Maximum 10 points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Key consultants</td>
<td>Experience / ability of key consultants to perform effectively and collaboratively</td>
<td>0 - 10</td>
</tr>
<tr>
<td><strong>4. Overall Team Qualifications (Maximum 10 points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Previous team collaboration</td>
<td>Less than 2 sample projects</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2 to 4 sample projects</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>More than 4 sample projects</td>
<td>5</td>
</tr>
<tr>
<td>b. Team organization</td>
<td>Clarity of responsibility / communication demonstrated by table of organization</td>
<td>0 - 5</td>
</tr>
<tr>
<td><strong>5. Overall Team Experience (Maximum 30 points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Previous team performance</td>
<td>Past performance as indicated by evaluations and letters of reference</td>
<td>0 - 10</td>
</tr>
<tr>
<td>b. Experience with similar projects</td>
<td>Less than 4 projects</td>
<td>0 - 3</td>
</tr>
<tr>
<td></td>
<td>4 to 8 projects</td>
<td>4 - 6</td>
</tr>
<tr>
<td></td>
<td>More than 8 projects</td>
<td>7 - 10</td>
</tr>
<tr>
<td>c. Budget and schedule management</td>
<td>Performance in completing projects within original construction budget and schedule</td>
<td>0 - 5</td>
</tr>
<tr>
<td>d. Knowledge of Ohio’s design-build project delivery processes under ORC Chapters 153 and/or 156</td>
<td>Less than 3 projects</td>
<td>0 - 1</td>
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<tr>
<td></td>
<td>3 to 6 projects</td>
<td>2 - 3</td>
</tr>
<tr>
<td></td>
<td>More than 6 projects</td>
<td>4 - 5</td>
</tr>
</tbody>
</table>

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* Must be comprised of consulting firm(s) and Subcontractors and NOT the lead firm

**Notes:**

**Evaluator:**  
Name ____________________________

Signature ____________________________ Date __________

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Publish Date: May 2, 2019; Ohio Register # 309  
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