

SUBMIT TO:

Community Development Block Grant
Bexar County Department of
Community Resources
233 N. Pecos, Suite 350
San Antonio, Texas 78207



REQUEST FOR Qualifications # RFQ-2010-014

CONTACT PERSON:
ANDREW ALVA, CDBG MANAGER

TEL: (210) 335-6648
FAX: (210) 335-6755

TITLE:
Energy Grants Performance Consultant

SUBMITTAL DEADLINE:
December 07, 2009, 3:00 P.M.

COMPANY NAME:

Any proposals received after the time and date listed above, regardless of the mode of delivery, shall be returned unopened.

RESPONDENT NAME:

LABEL THE OUTSIDE OF YOUR SEALED BID WITH THE RFQ NUMBER, THE CLOSING DATE AND TIME, AND YOUR COMPANY NAME AND ADDRESS.

IF RETURNING AS A "NO BID", PLEASE COMPLETE AND RETURN THE "STATEMENT OF NO BID".

MAILING ADDRESS:

COUNTY - STATE - ZIP:

BEXAR COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITY IN THE COMPETITIVE BID PROCESS. FURTHER, THE COUNTY RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN THE BEST INTEREST OF THE COUNTY.

TELEPHONE NO:

FAX NO:

IT IS THE INTENT AND PURPOSE OF BEXAR COUNTY THAT THIS REQUEST PERMITS COMPETITIVE BIDS. IT IS THE BIDDER'S RESPONSIBILITY TO ADVISE THE COUNTY PURCHASING AGENT IF ANY LANGUAGE, REQUIREMENTS, ETC., OR ANY COMBINATIONS THEREOF, INADVERTENTLY RESTRICTS OR LIMITS THE REQUIREMENTS STATED IN THIS RFQ TO A SINGLE SOURCE. SUCH NOTIFICATION MUST BE SUBMITTED IN WRITING AND MUST BE RECEIVED BY THE PURCHASING AGENT NO LATER THAN FIVE (5) BUSINESS DAYS PRIOR TO THE ABOVE SUBMITTAL DEADLINE.

E-MAIL:

FEDERAL TAX ID NO. OR SOCIAL SECURITY NO.

No officer or employee of the County can benefit from any contract, job, work or service for the municipality or be interested in the sale to any supplies, equipment, material or articles purchased. Will any officer or employee of the County, or member of their immediate family, benefit from the award of this bid to the above firm? ___ YES ___ NO

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION FOR BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR PURCHASING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO RECEIVE SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN BID REJECTION.

By my signature I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a bid for the same materials, supplies, equipment, or service(s), and is in all respects fair and without collusion or fraud

Authorized Signature

Title

Print/Type Name

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

BEXAR COUNTY ENERGY GRANTS PERFORMANCE CONSULTANT

SECTION 1 ~ SCOPE & GENERAL INFORMATION

Request for Consultant for the American Reinvestment and Recovery Act Energy Efficiency and Conservation Block Grants.

The County is requesting qualifications from interested and qualified Consultants for the development and submittals of the American Reinvestment and Recovery Act Energy Efficiency and Conservation Block Grants (EECBG).

The objective in issuing this Request for Qualifications is to solicit qualifications from companies that have the experience and capability, in successfully developing an energy efficiency project, including financial management assessment, completing environmental questionnaires, Federal reporting requirements and delivery schedules as well as an energy efficiency conservation strategy. This information will be formatted as part of the American Reinvestment and Recovery Acts Energy Efficiency and Conservation Block Grants. Consultant will be responsible for the development of a strategy, including its component activities, which are likely to result in maximum energy efficiency improvements, fossil-fuel emission reductions, economic benefits and total energy use reduction, project implementation, monitoring, reporting and management.

As part of a successful grant application and project implementation, Consultant will be responsible for the following:

EECBG Development: As part of the grant requirements, Consultant will participate in the drafting and submittal of all applications including Schedule B1 - Project activity sheet; Schedule B2-Financial Management Assessment; Schedule B3-Environmental Questionnaire; Schedule C - Federal Reporting Requirements & Schedule D – Energy Efficiency Conservation Strategy (EECS). Strategy must be completed and submitted by January 20, 2010.

Consultant shall be able to provide and submit to the County by January 20, 2010 a comprehensive strategy document as required by EECBG to reduce costs and upgrade facilities and systems including: (a) detailed energy audits to establish energy consumption base line and estimated savings for accountability reporting (b) design and installation strategies for energy efficient equipment and systems, (c) training of existing personnel in the operation and maintenance of installed systems, (d) training of staff on energy education and awareness (e) monitoring and accountability of project performance (f) leverage funding for the project, (g) the ability to provide additional services including but not limited to; (1) additional research on energy efficiency or sustainable initiatives. (2) Energy Star Portfolio Analysis (3) LEED Certification for Existing Buildings (5) retail electric portfolio review (6) procurement of other rebates and grants (7) providing financial feasibility or other special studies including energy efficiency and guaranteed savings services and agreements. (8) Installation of additional systems and equipment as requested by the County. (9) Service for systems and equipment as requested by the County (10) County EECBG project implementation, monitoring, reporting and management. (11) Completion, submittal and implementation of future competitive/noncompetitive Grant opportunities for Bexar County. (12) Status presentations to Bexar County, City of San Antonio and general public. (13)

All qualified firms interested in providing the specified contracting services should respond to County in writing. Final selection will be made in accordance with the policies and

administrative directive of the County and other statutory provisions. Late responses will be returned and will not be considered. The County reserves the right to reject any and qualifications, and to waive all technicalities.

Questions that arise from respondents prior to qualifications submission shall be submitted in writing to:

Andrew Alva
Community Development Block Grant Manager
Bexar County Department of Community Resources
233 N. Pecos, Suite 350
San Antonio, Texas 78207
Tel: (210) 335-6648
E-Mail: andyalva@bexar.org

Responses may be mailed or delivered in a sealed envelope (email or faxes will not be accepted) to:

Andrew Alva
Community Development Block Grant Manager
Bexar County Department of Community Resources
233 N. Pecos, Suite 350
San Antonio, Texas 78207
Tel: (210) 335-6648
E-Mail: andyalva@bexar.org

The timeline for specifications is noted below and followed by the detailed requirements.

- | | |
|---|-------------------|
| a. Advertisement | November 20, 2009 |
| b. Last Date for Questions | December 01, 2009 |
| c. Response Due Date | December 07, 2009 |
| d. Commissioners Court Approval
of Firm | December 15, 2009 |
| e. Meet with Consultant to negotiate
and finalize cost and services contract | December 18, 2009 |
| f. Consultant begins development of strategy | December 22, 2009 |
| g. Submittal of strategy to DOE | January 20, 2010 |

SECTION 2 ~ RESPONSE FORMAT and PREPRATION INSTRUCTIONS

Responses must be submitted in the format outlined in this section. Provide six (6) copies of your responses. Each response will be reviewed to determine if it is complete prior to actual evaluation. The County reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of County is that all responses follow the same format in order to evaluate each response fairly. Qualifications will be evaluated in light of the material and substantiating evidence presented in the qualifications, and not on the basis of what is inferred.

The Request for Qualifications is limited to no more than 25 pages. Do not include additional documents as an appendix. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly at the upper right corner of each page.

1. Table of Contents
Responses shall include a table of contents properly indicating the section and page numbers of the information included. This page is not included in the 25 page response limitation.
2. Executive Summary
Responses shall include an abstract of no more than two (2) pages on the information presented in the qualifications and the consultant's unique qualifications and services.
3. Background, Experience & Capabilities
 - A. Background and Firm Profile
Provide general information on the responding firm, including; name, business location, local telephone number and contact person for this project. Describe the firm's approach to developing the information and recommendations for the ARRA & EECBG.
 - B. References
The respondent shall include references which shall indicate the ability to design and deliver a full range of consulting, grant application, design, implementation funding and cohesive energy efficiency strategies. References shall be of the type and format described below:

Four (4) References - Provide the owner's name, address, telephone number, and contact person and a brief one paragraph overview of the services performed for each reference.
4. Financial Approach
 - A. Provide audited financial statements including income statements, balance sheets, and statements of changes for the three (3) most recently completed fiscal years. If audited financial statements are not available, provide evidence of the level of third party review of the financial statements.
 - B. Describe the sources and types of funding the respondent has identified to implement this project.
 - C. Accountability measurement and metrics - Indicate the Protocol that your firm will use to measure performance of the recommended project.

5. Risk Mitigating Strategies
Describe any risk minimizing strategies intended to protect the Owner.
6. Additional Benefits
Describe any other benefits Owner will realize through this contract using your firm's team.

SECTION 3 ~ SELECTION CRITERIA

1. Completeness
Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order.
2. Evaluation Process
Owner will appoint a selection team to formally evaluate each response. The evaluation process will objectively grade the responses on their merit. Responses will be evaluated in light of the material and substantiating evidence presented in the response, and not on the basis of what is inferred. The evaluation process can include verification of team references, verification of project team resumes, confirmation of financial information, and any other information as deemed material to the final selection by County during this process.
3. Final Selection/Notification
The County will notify the selected firm by telephone and writing on December 11, 2009.
4. Development Study Proposal
Upon selection, consultant will submit a development study proposal which, when approved by County, will allow the consultant to proceed with;
 - A. Developing an energy efficiency project, including financial management assessment, completing environmental questionnaires, federal reporting requirements and delivery schedules as well as an energy efficiency conservation strategy. This information will be formatted as part of the American Reinvestment and Recovery Acts Energy Efficiency and Conservation Block Grant. Consultant will be responsible for the development of a strategy, including its component activities, which are likely to result in maximum energy efficiency improvements, fossil-fuel emission reductions, economic benefits and total energy use reduction.
 - B. Preparing grant and funding applications.
 - C. Preparing a Design Build Energy Services Contracting Agreement to implement the proposed improvement measures.