



Request for Proposals (RFP) – Notice to Energy Service Companies (ESCO's)

The City of College Place is requesting proposals for ESCO services to identify, finance, design, install, commission, verify, and monitor energy and utility conservation and renewable energy measures throughout their respective city buildings and energy-using systems.

City of College Place is evaluating facility improvement measures, energy conservation strategies, and renewable energy solutions that align with the City's Comprehensive Plan. ESCOs will be expected to provide input and design engineering review to the City's energy plan, energy management and conservation process, and assist with capital planning, maintenance, and operations recommendations. ESCOs must be a licensed Washington State contractor and approved ESCO in the State of Washington at the time of submittal, and must employ design engineers licensed in the State of Washington as well as commissioning technicians as part of their proposed ESCO project team.

Companies interested in providing these services are invited to submit responses not exceeding 15 pages, printed either single or doubled sided. Responses should at a minimum include the following; use this numbering system for formatting submittal materials:

Cover Letter and Introduction, Executive Summary, if applicable

1. History of the firm and financial stability
2. Resumes of key personnel, and their locations, who will actually be involved in the project including any past work experience with local cities and counties.
3. Experience as an ESCO – Provide a short summary of range of services and past experiences, list details regarding past projects performed and services provided.
4. Standard Budget Format to include the following:
 - a. Overhead Markup
 - b. Profit Markup
 - c. Design Fees
 - d. Construction Administration Fees
 - e. Construction Bond Fees
 - f. Owner Contingency as a part of project
5. Past Project History for city and county projects in the State of Washington. Please list a minimum of ten (10) projects that have been successfully completed with references.
6. Provide a Statement of Service Capabilities to assist the district in long term Maintenance and Operations of facilities, following the installation of the agreed-upon facility improvement measures.

The selection committee will select a firm from the information provided and generated under this announcement. We also reserve the right to request that responding firms interview with the selection committee, if required. The City reserves the right to waive minor irregularities and to reject any or all

proposals. ESCOs will be considered for selection based upon their proven ability to identify, design, finance, install, commission, and monitor the operation/maintenance of energy and utility conservation measures.

Please submit in a sealed envelope (1) original and (5) copies of your proposal by **5:00 p.m. on Wednesday, September 5th, 2018**. Send the response to City of College Place, 625 South College Ave, College Place, WA, 99324 (509) 529-1200 to the attention of the "ESCO Selection Committee". Clarifications should be submitted in writing to: Mr. Paul Hartwig, Public Works Director.

This announcement is published in compliance with RCW 39.35