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One Forrest City, One Community, One Vision

## **REQUEST FOR PROPOSALS**

### **ENERGY PERFORMANCE CONTRACTING SERVICES**

#### **Investment Grade Audit & AEPC Project Proposal**

#### **Section 1 – SELECTION PROCESS**

##### **General Background & Purpose**

This Request for Proposals (RFP) seeks Energy Service Companies (ESCOs) to develop and complete an Investment Grade Audit (IGA) and Energy Performance Contract (EPC) contract proposal for [Forrest City], hereinafter referred to as “Owner”. The Owner has executed a Memorandum of Understanding with the Arkansas Department of Environmental Quality – Arkansas Energy Office (AEO)’s Arkansas Energy Performance Contracting (AEPC) Program and will follow the program’s rules and guidelines.

As this project is being conducted through the AEPC program, Owner will only consider proposals from AEO’s pre-qualified list of ESCOs, which may be found at:  
<https://www.adeq.state.ar.us/energy/incentives/performance.aspx>

##### **Lead Contact Information & Inquiries**

For inquiries regarding this RFP, please contact:

- *Cedric Williams*
- *Mayor*
- *(870)633-1315*
- *cwilliams@cityofforrestcityar.com*

Communication with other officials of the Owner, the Selection Committee, or others associated with the project with regard to this RFP is prohibited.

Inquiries must be submitted in writing or electronically to the Owner's lead contact by *August 16, 2019*. Inquiries received prior to this deadline will be answered and distributed via the AEO to all ESCOs who have stated a written interest in responding to the RFP.

### **Timeline**

Please find the anticipated timeline for the Owner's AEPC project following.

Issue Request for Proposals for EPC	<i>August 12, 2019</i>
Deadline for Questions	<i>August 16, 2019</i>
Anticipated Response to Questions	<i>August 20, 2019</i>
Proposals Due	<i>August 26, 2019</i>
Review Proposals	<i>August 30, 2019</i>
Selection Announcement	<i>September 3rd, 2019</i>

### **Scope of Work**

The Owner intends to pursue the following Energy Conservation Measures (ECMs) through this project, though this does not preclude the ESCO from suggesting other ECMs deemed beneficial to the Owner during the IGA process:

- *Developing a proposal that will allow Forrest City to pursue 100% renewable energy capacity through the installation of photovoltaic arrays. Please note that the city shares territory between Entergy Arkansas and Woodruff Electric Cooperative.*
- *The city is also open to reducing demand through the execution of quick payback ECMs such as LED lighting or RCx through this project.*

Relevant utility data may be found as Attachment A. Building information for the facilities being considered in the project scope may be found as Attachment B.

### **Submittal Instructions**

Proposals are due by the date specified in the Timeline by 5 PM. Proposals may be submitted electronically, mailed, or delivered. Proposals must be addressed to Owner's lead contact at the following address:

- *ATTN: Cedric Williams, Mayor*
- *Forrest City - City Hall*
- *224 N. Rosser St*
- *Forrest City, AR 72335*

### **Evaluation and Selection**

The Owner will appoint a Selection Committee to review the proposals by the submitted deadline. The evaluation process will objectively grade the responses on their merit. Proposals will be reviewed to confirm the accuracy of the material presented in the response.

The AEO will provide the Owner's Selection Committee with technical assistance during the evaluation process but will not and cannot participate as a member of the Selection Team.

The owner, at their choosing, may interview up to three pre-qualified ESCOs after reviewing RFP responses. ESCOs will be notified by AEO to coordinate follow-up interviews if the owner has opted to interview candidates for further clarification.

Once a selection has been made, AEO will notify all respondents and Owner and selected ESCO will negotiate an IGA Contract through the AEPC Program with the intent to execute.

Owner reserves the right to reject any and all submissions and to waive any informality if deemed in the best interest of Owner to do so.

## **Section 2 – SELECTION CRITERIA**

### **Qualifications & Team Experience**

Provide information that emphasizes your ESCO's qualifications and expertise relating to the ECMs identified in the Scope of Work. Describe experience of the team members being proposed for this project. Specifically, provide the following:

1. Qualifications and experience of ESCO's personnel who will be involved on project. Identify primary responsibilities for each team member, as well as any additional resources ESCO expects to be able to provide to the project.
2. Documented guaranteed energy savings on past EPC projects in Arkansas.
3. At least three (3) client references.

### **Project Personnel**

Identify each individual(s) who will have primary responsibility for the following tasks: technical analyses, engineering design, construction management, construction, training, post-construction.

### **Project Design**

It is expected that communication and coordination during the design and development phase of the IGA will be required to obtain Owner approvals for ECM specifications. Discuss your ESCO's approach to design and incorporating Owner input into the IGA proposal specific to the ECMs identified in the Scope of Work.

### **Product Selection & Bidding**

Discuss your firm's product bidding and selection procedures. If your ESCO intends to self-perform any ECMs or work on this project with preferred subcontractors, explain how this will deliver benefits to the Owner.

### **Project Management & Construction**

Discuss your firm's project management & construction approach, including:

1. Work plan development and coordination of Owner work requirements
2. Methods of procedures, submittals and approvals
3. Safety practices and procedures
4. Systems Commissioning Process

### **Measurement & Verification**

Describe your ESCO's approach to M&V, both generally, and with regard to the potential Scope of Work proposed by the Owner. Specifically:

1. What would be a reasonable M&V term for this proposed project scope? How often are reports delivered and discussed with the Owner?
2. How do you balance the ongoing cost of M&V with the risk of underperformance for your public partner?
3. What are your typical safety factors for the proposed ECMs?
4. AEO recommends using current Federal Energy Management Program Guidelines for M&V of installed ECMs. Does your ESCO follow these standards? If not, why?
5. Though each project is unique, what does your ESCO consider a reasonable percentage cost for M&V relative to the overall project?

### **Owner Engagement**

Discuss your ESCO's approach to cultivating a positive long-term relationship with the Owner through such activities as:

1. Training
2. Staff Engagement
3. Behavior Modification
4. Provision of Record Documents post-Construction

### **EPC Financing**

Describe your ESCO's experience assisting clients through the financing of guaranteed energy savings projects in Arkansas. Further, please answer the following questions:

1. What, if any, existing relationships does your ESCO have with financiers well-versed in EPC contracts?
2. Would you be willing to consider a financier suggested by the Owner?
3. What vehicle would your ESCO deem most appropriate for this project?

## **General Conditions**

To be considered, proposals must be received by 5:00 PM on *August 26, 2019*, as set forth in this solicitation. An incomplete submission will not be considered.

It shall be clearly understood that any costs incurred by the ESCO in responding to this request are at the ESCO's own risk and expense as a cost of doing business, and that Owner is not liable for reimbursement to the ESCO for any expense so incurred, regardless of whether or not the submission is accepted.

Any information provided herein is intended to assist the ESCO in the preparation of submissions necessary to properly respond to this RFP. The RFP is designed to provide pre-qualified ESCOs with sufficient information to provide a response but is not intended to limit content or to exclude any relevant or essential data.

Respondents are required to be thoroughly familiar with the requirements herein and applicable state statutes before submitting their statement of qualification to Owner for consideration.

The submission must contain the signature of a duly authorized officer or agent of ESCO's firm empowered with the right to bind and negotiate on behalf of ESCO for the work and terms proposed.

**ATTACHMENT A – UTILITY INFORMATION**

Over a year of city & water department utility data is available for view and download at:

<https://www.dropbox.com/sh/uz4umturnbaq6vt/AACpOm9rjNx6XWdQ2NtceS3ta?dl=0>

## **ATTACHMENT B: BUILDING AND FACILITY INFORMATION**

Estimated square footage for both the city and water department may be found below:

### **Forrest City**

City Shop Building	5000
City Hall	8000
Police Station (Care Center)	6000
Public Library	11000
Civic Center	20000
Old Fire Station	9532
Swimming Pool Aquatic Center	30000
Larry S. Bryant Multipurpose Building	17860
Police Dept. Bldg	7000
Senior Citizens Building	3700
Old Ridge Out Bldg	25000
Forrest Social Building	7386
Fire Station #2	8000

### **Water Department**

1422 N Division	2500
3120 Sanyo Rd.	6000
801 Eldridge Rd.	2000
1040 Kittle Rd.	1000
601 Kittle Rd.	1000
1800 Fletcher Rd.	1000
3902 Hwy 284	1000
303 N Rosser	1000
320 SFC 209	1000
1664 SFC 200	1000
1993 Dr. MLK Drive	1000
1801 Williams	1000
3220 Sanyo Rd.	2500