

REQUEST FOR QUALIFICATIONS (RFQ)

The Mattabasset District is soliciting Statements of Qualifications (RFQ) for selection of a firm to provide a comprehensive program of Energy Management Services for assets and facilities. Additionally, under the Clean Energy Commitment Pledge, assistance is needed for creating an Action Plan and establishing a baseline along with associated items. The District intends to select the most qualified energy services contractor.

A pre-proposal site visit meeting will be held on Friday, February 10, 2017, at 10 am, at the District to answer any questions regarding the request for qualifications, procedures, and to clarify administrative or technical matters. Attendance at this meeting, while not mandatory, is strongly encouraged for the submission of a response. The meeting will be held at the Mattabasset District in Administration Building Conference Room.

Responses are due by close of business on Wednesday, March 8, 2017. Submit responses to Arthur G. Simonian, P.E., LEED, Executive Director, Mattabasset District Water Pollution Control Facility, 245 Main Street, Cromwell, CT 06416.

The Board of Directors of the Mattabasset District may cancel this request for qualifications or may reject, in whole or part, any and all proposals when in the best interest of the District.

The RFQ available at The Mattabasset District's offices, 245 Main Street, Cromwell, Connecticut, or can be downloaded from the District's website at: <http://www.mattabassettdistrict.org/bids/>

The Board of Directors of The Mattabasset District reserves the right to reject any or all Statements of Qualifications and to accept any Qualification Statement in its sole discretion.

By order of
The Mattabasset District

Arthur G. Simonian, P.E., LEED
Executive Director

SIGN-IN SHEET
Energy Management Services Pre-Proposal
February 10, 2017

PLEASE LEAVE YOUR BUSINESS CARD

	NAME AND ADDRESS OF FIRM	CONTACT	PHONE/FAX/E-MAIL
1	DTC 2321 Whitney Avenue Hamden, CT 06489	Jason Pintek	P: 203-239-4200 F: 203-234-7376 E: Jason.pintek@teamdtz.com
2	Honeywell 712 Brook Street Rocky Hill, CT 06067	Zachary Loya	P: 860-416-8607 F: E: Zachary.loya@honeywell.com
3	Noresco One Research Drive, Suite 400C Westborough, MA 01581	Keith Hanlon	P: 508-614-1006 F: 508-870-2279 E: khanlon@noresco.com
4	Noresco One Research Drive, Suite 400C Westborough, MA 01581	John Kauppinen	P: 203-225-2613 F: 203-929-2311 E: jkauppinen@noresco.com
5	FullCell Energy, Inc. 3 Great Pasture Road Danbury, CT 06810	Michael Palmer	P: 203-628-5022 F: E: mpalmer@fce.com
6	FullCell Energy, Inc. 3 Great Pasture Road Danbury, CT 06810	Irene Corea	P: 203-830-7401 F: 203-825-6100 E: icorea@fce.com
7	Ameresco 111 Speen Street, Suite 410 Framingham, MA 01701	Jim Daylor	P: 508-561-0759 F: 508-661-2201 E: jdaylor@ameresco.com



Request for Qualifications (RFQ) for Comprehensive Energy Management Services

The Mattabassett District
245 Main Street
Cromwell, CT 06416

Contact: e-mail only
Arthur Simonian, P.E., LEED
Email: asimonian@mattdist.org

RFQ Date: January 27, 2017

Date Responses Due:

March 8, 2017

**The Mattabassett District
REQUEST FOR QUALIFICATIONS**



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Request for Qualifications - Introduction

The Mattabassett District is soliciting Statements of Qualifications for selection of a firm to provide a comprehensive program of Energy Management Services for the facility. Energy Management Services will consider all facilities on-site. The District intends to select the most qualified energy services contractor.

A pre-proposal site visit meeting will be held at **February 10, 2017 at 10AM** at the District to answer any questions regarding the request for qualifications, procedures, and to clarify any administrative or technical matters. Attendance at this meeting, while not mandatory, is strongly encouraged for the submission of a response. The meeting will be held in the Administration Building located on-site.

Responses are due by close of business on **March 8, 2017**. Submit responses to:

Arthur G. Simonian, P.E., LEED
Executive Director
The Mattabassett District
245 Main Street
Cromwell, CT 06416

Please submit five (5) copies of responses completed according to the format described herein. Respondents will be evaluated based upon the criteria described in this request for qualifications.

The District may cancel this request for qualifications or may reject, in whole or in part, any and all proposals when the District determines that cancellation or rejection serves the best interests of the District.

All questions concerning this request shall be forwarded on or before **February 27, 2017** via e-mail to:

Arthur G. Simonian, P.E., LEED
Email: asimonian@mattdist.org

Project Selection Timeline

<i>RFQ issued</i>	<i>January 27, 2017</i>
<i>Pre-proposal site visit meeting</i>	<i>February 10, 2017</i>
<i>Statements of Qualifications/Responses</i>	<i>March 8, 2017</i>
<i>Review and Selection (subject to change date without notice)</i>	<i>by May 1, 2017</i>

Section I - General Information

1. Purpose

The District is soliciting Statements of Qualifications from firms interested in implementing a comprehensive, performance-based energy efficiency program. The intent of the District is to enter into a contract for energy management services with an Energy Service Company (ESCO) to bring comprehensive improvements to the District facilities by reducing energy consumption, cost, and carbon footprint. The District intends to negotiate and execute an agreement with the selected firm as described herein. The specific services and scope of work will be determined with the selected firm.

2. Energy Management Services

Energy management services are defined as the design and installation of systems or maintenance programs primarily intended to reduce the cost of energy and water in operating buildings and utility systems, which may be paid for, in whole or in part, by cost savings attributable to a reduction in energy and water consumption resulting from the services.

3. Objective of the Program

The objective of the program is to upgrade facilities and optimize utility and operating budgets through comprehensive infrastructure renewal and to ensure continued peak efficiency for the contract term through proactive maintenance and service programs to be customized for the District facilities. The District intends to leverage energy savings to fund the cost of the program and may consider additional improvements resulting in an overall program which is paid in part from guaranteed energy savings to ensure a comprehensive renewal of facilities as required. It is the intention to fund this program with the savings in energy costs that are achieved through the conservation measures. The duration of the payback period has not been established yet and will be determined after the mix of projects is prepared. Moreover, the energy savings projects will include (but are not limited to):

- Replace inefficient equipment,
- Replace old equipment reaching end of life cycle,
- Improve workplace comfort,
- Create energy (gas, electric, oil) savings, maintenance savings, and water savings,
- Provide new capital equipment with no up-front cost,
- Significant efficiency improvement of the District facilities,
- Reduced maintenance efforts,
- Increased reliability; and
- Implement renewable and sustainable technology where appropriate.

4. A Description of the Services to be Performed

The District is interested in contracting for a comprehensive range of energy management systems and services potentially including but not limited to:

- a. Energy audit and analysis of potential energy conservation measures including at a minimum the cost to undertake the measure, the annual cost savings and energy savings, the simple payback, annual rate of return, and expected remaining life of equipment and system.

Request for Qualifications

- b. Design and installation of systems or installation or modification of new and existing equipment and materials which will reduce energy and water consumption associated with plant process equipment, heating, ventilation, and air conditioning systems, lighting systems, building envelope, domestic hot water systems, and other energy and water using devices;
- c. Determination of impact of each project on the reduction of greenhouse gas emissions including carbon dioxide, methane, nitrous oxide, and certain hydrofluorocarbons and the overall carbon footprint of the District. Evaluate the contribution of each project toward the goal of carbon neutrality.
- d. Innovative project financial services necessary to implement the project. While it is the intention to pay for these services with energy cost savings, it has not been determined whether the ESCO will arrange financing or whether third party financing would be used.
- e. Training of “in-house” operating and maintenance staff on the new equipment and systems to ensure that peak performance is achieved through the project life.
- f. Preventive maintenance and repair services for the equipment installed may be included as part of the project for the life of the project.
- g. Monitoring and verification of project savings
- h. Energy Benchmarking and Action Plan to address Clean Energy Pledge Through (CEFIA).

5. Savings Guarantee

The guaranteed energy savings contract (if used) shall include a written guarantee of the qualified provider that either the amount of energy savings guaranteed will be achieved or the qualified provider shall reimburse the District for the shortfall amount. Methods for measurement and verification of guaranteed savings shall conform to the most recent standards established by the Federal Energy Management Program of the U.S. Department of Energy and/or International Performance Measurement and Verification Protocol (IPMVP). The value of guaranteed savings may represent either all, or part, of annual payments. The guaranteed energy savings contract term for providing a guarantee, measurement and verification, maintenance, service and installment or lease payments shall not exceed twenty (20) years. The guarantee shall be a first-party direct guarantee from the performance contractor to the District. No third-party guarantee shall be accepted. All savings in excess of the guaranteed savings shall be the sole property of the District.

6. Proposal Format

Proposals must be submitted in the format outlined in this document. Respondents shall use the prescribed format to indicate their experience and qualifications, describe their approach to the project, and explain their proposed contract. In addition, the District reserves the right to waive any irregularities and formalities in the selection of the firm for this project.

7. Contract Responsibility

The selected contractor will be required to assume total responsibility for the design and implementation of the project. The selected contractor will be considered the prime contractor and the sole point of contact with regard to all contractual matters for design, installation, service, maintenance, training and savings guarantee. The District shall receive title to all equipment and systems that the energy savings measures provide.

8. Required Insurance and Bonds

Before entering into a guaranteed energy savings contract, the District may require the qualified provider to file with District a payment and/or performance bond relating to the

Request for Qualifications

installation of energy savings measures, in an amount equal to 100% of the estimated contract value. The Successful respondent shall procure and maintain in effect during the life of the agreement commercial general liability insurance in amount not less than \$5,000,000 for each occurrence, comprehensive automotive liability insurance in amount not less than \$5,000,000, and workers compensation insurance as required by Connecticut law. Insurance coverage shall not be canceled without prior written notification to the District.

9. Taxes, Fees, Code Compliance, Licensing

The Energy Service Company, ESCO, shall be responsible for payment of any required permits, licenses, taxes or fees associated with the execution of the performance contract. The ESCO shall be responsible for compliance with all applicable codes and laws.

10. References and Proprietary Information

Submission of a response deems permission to make inquiries concerning the respondent to any persons or firms deemed appropriate by the District. Any proprietary information that the submitting contractor does not want disclosed to the public shall be so identified on each page on which it is found. Data or information so identified will be used by the District solely for the purpose of evaluation and contract negotiations for the project as stated herein. Disclosure of any proprietary information by the District shall be in strict accordance with the laws and regulations regarding disclosure in the State of Connecticut.

11. Employee Screening

The contractor will be required to certify that none of their employees assigned to work at the District have been convicted of a felony, have a current felony charge, or are the National or Connecticut registry of sex offenders prior to their arrival on-site.

12. Project Selection Timeline (refer to schedule above)

13. Facility Profiles

A listing of buildings is attached. The District reserves the right to add or eliminate facilities from consideration during project development and/or set requirements for scheduled temperatures, equipment operations and other energy items at their own discretion.

14. Current Energy Expenses

A minimum of 12 months of utility consumption information will be made available to the successful ESCO. The approximate annual consumption and cost for the various utilities are as follows:

<u>Utility</u>	<u>Quantity</u>	<u>Cost</u>
Electricity	14,000,000 KWH	\$1,500,000
Natural gas	170,000 CCF	\$120,000
Water	2,026,000 CF	\$58,506

Section II - STATEMENT OF QUALIFICATIONS FORMAT AND PREPARATION INSTRUCTIONS

Statements of Qualifications must be submitted in the format outlined in this section. Each will be reviewed to determine if it is complete prior to evaluation. The District reserves the right to eliminate from further consideration any response which does not follow the format or is deemed non-responsive. The District also reserves the right to waive any irregularities or informalities.

Please provide five (5) copies of your response.

Table of Contents

Statements of Qualifications shall include a table of contents properly indicating the section and page numbers of the information included.

1. Minimum Qualifications

The responding ESCO must meet the following minimum qualifications. Joint ventures or combinations of firms responding to this request for qualifications will be evaluated with respect to the minimum qualifications based upon their combined qualifications.

- a. Have at least (3) years of experience providing performance contracting services for commercial, municipal, or institutional facilities.
- b. Have principally completed at least (5) five separate energy conservation (performance contracts) through construction all of which must have been construction values of \$1,000,000 or more.
- c. Have the credit worthiness and sufficient financial resources to complete the project lien free. A recent annual report or audited financial statement must be attached.
- d. Be able to provide security for the payment and performance of the Contractor's obligations with Payment and Performance Bonds.
- e. National Association of Energy Service Companies (NAESCO) Certificate of Accreditation is required.

2. Contractor Qualifications Data

2.1 General Reputation and Performance Capabilities

Describe the general reputation and performance capabilities of the firm and explain how these characteristics translate to optimizing results for the District. Please include the years in business under current name and annual revenues. Provide examples of recent energy conservation project studies completed by your firm. Include in summary form the number and scope of projects completed in the last three (3) years.

2.2 Project Team

Describe the role of each organization involved if more than one, and the relationships among the project team members, subcontractors, and proposer. Identify the organizations providing architectural, engineering, or financial consulting services.

Identify the key personnel and their responsibilities. Describe the qualification and experience of each of the personnel. Attach resumes of key individuals. Describe the experience that these members have had working together.

2.3 References

Provide a minimum of three (3) references for energy conservation projects. Each reference shall describe the services and equipment provided, project cost, and benefits to the owner. Provide the owner's name, address, telephone number, and contact person for each reference. References for projects where the responding firm was not the prime contractor are not acceptable.

2.4 Quality and Approach of Products Proposed

Describe the quality of products to be considered to improve facilities, improve comfort and efficiency in the learning/working environment, while reducing energy consumption and operating costs.

2.5 Methodology of Determining and Guaranteeing Energy Savings

Describe your methodology of determining energy savings and explain how your approach will minimize risk for the District. Describe also your approach to verifying energy savings.

2.6 Time Specified in the Qualifications for the Performance of the Contract

Describe the study process and proposed schedule for accomplishment from award of this contract for Energy Conservation Management Services through completion of the installation of all energy conservation measures. The schedule should recognize that energy consumption fluctuates significantly depending whether facilities are occupied or not. This should be reflected both in any measurement conducted before and after the installation and also reflected in the energy savings computations.

2.7 Owner Training

Provide detailed information on the training programs available to the District maintenance personnel and staff, including course content, location, and schedule.

2.8 Service and Maintenance

Describe your capability to provide ongoing service and maintenance with in-house personnel. Provide number of truck based service and maintenance professionals and describe their level of training and experience.

2.9 Incentives

Describe your experience and method of maximizing utility incentives from the CT Energy Efficiency Fund and CT Clean Energy Fund, and any other sources of funding. List three (3) recent projects where incentives were applied for and awarded to the project. List the incentive amount and percentage of actual project costs.

Section III - Selection Criteria

1. Completeness

Each response will be reviewed prior to the selection process for completeness and adherence to format.

2. Evaluation Criteria

The District will appoint a selection committee to evaluate each response. Responders meeting the minimum requirements will be evaluated based upon the following criteria:

General Reputation and Performance Capabilities

Project Team

References

Quality of Products Proposed

Methodology of Determining and Guaranteeing Energy Savings

Time Specified in the Qualifications for the Performance of the Contract

Owner Training

Service and Maintenance

Incentives

3. Selection

The District intends to screen the responders using the criteria above. The top candidates will be interviewed. The final recommendation of the most qualified firm will be made by the committee. The decision of the District regarding the selection of a qualified provider shall be final.

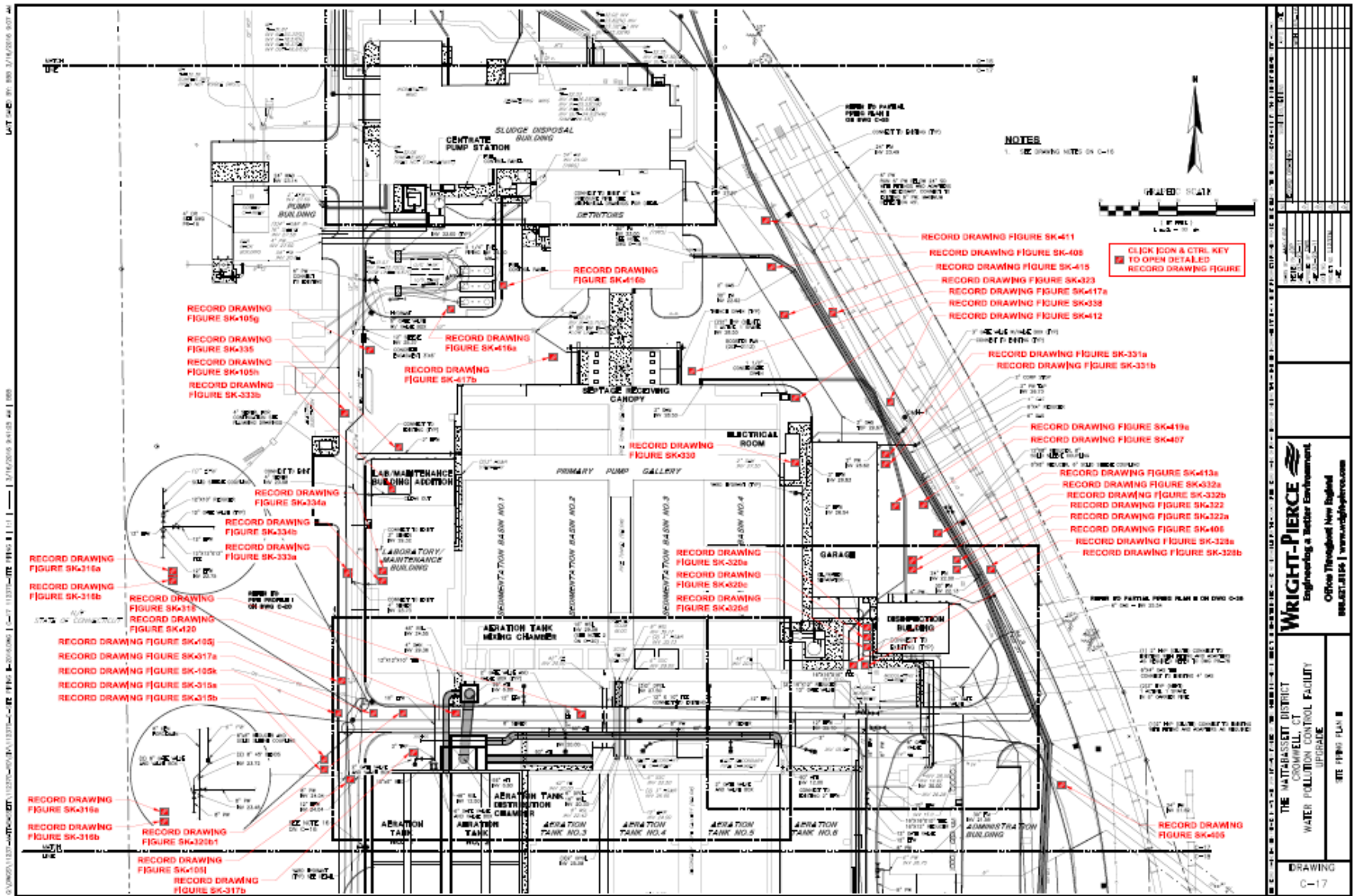
Section IV – List of the District Buildings

The Mattabassett District, 245 Main St., Cromwell, CT 06416 Building Areas

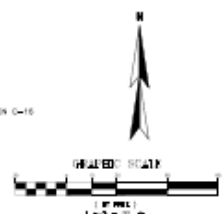
Location Description	Area (SF)	Year Constructed/ Last Major Upgrade
Ash Lagoons - 2	14,409	1966
Administration Building ¹	3,704	1966/Jan 2015
Sludge Storage Building	4,550	1966
Sludge Storage Tanks - 2	1,350	1966/2004
Dewatering Building (including FBI wing) ¹	46,821	Jun-15
Odor Control Systems - New Equipment	1,924	(Sept 2014)
Centrate Pump Station - New Facility	166	(Sept 2014)
EnerNOC Generators	600	(2007)
Raw Sewage Pump Building and Bar Rack Building	18,307	1966/Sept 2014
Detroiters	9,512	1966/Sept 2014
Grit Control Building	200	1966
Grease Control Building	360	1966
Septage Receiving Facility	3,050	Dec 2014
Primary Gallery ¹	4,936	1986/Mar 2015
Primary Pipe Tunnel ¹	6,240	1986/Dec 2014
Primary Tanks-4	56,580	1986/Sept 2014
Disinfection Building	2,202	Jan 2015
Effluent Modulating Structure to Outfall	401	1966
Maintenance Garage - New Facility	6,000	(Sept 2014)
Laboratory/Maintenance Building ¹	15,860	Jun-15
Secondary Pipe Tunnel ¹	1,800	1986/Mar 2015
Blower Building ¹	8,810	1986/Dec 2014
Aeration Tanks- 4 ORIGINAL+2 ¹	49,237	1966/Dec 2014
Side Stream Reactor - New Facility	8,265	(Sept 2014)
Supplemental Carbon Building - New Facility	472	(Sept 2014)
ATE Valve Pit - New Facility	468	(Sept 2014)
Final Settling Distribution Chamber	1,036	1986/Sept 2014
Final Settling Tanks- 4 ORIGINAL+2	37,087	1986/Sept 2014
RAS Pump Station - New Facility	4,071	(Sept 2014)
Secondary Effluent Pump Station - New Facility	8,070	(Sept 2014)
Effluent Pump Station Junction Structure - New Facility	280	(Sept 2014)
Equipment Stored in Yard	-	0
Railroad Car Unloading Structure	3,808	1966
Chlorine Mixing Chamber	650	1966
Outfall Structure	512	1966/86 (2007)

Attachments

Request for Qualifications



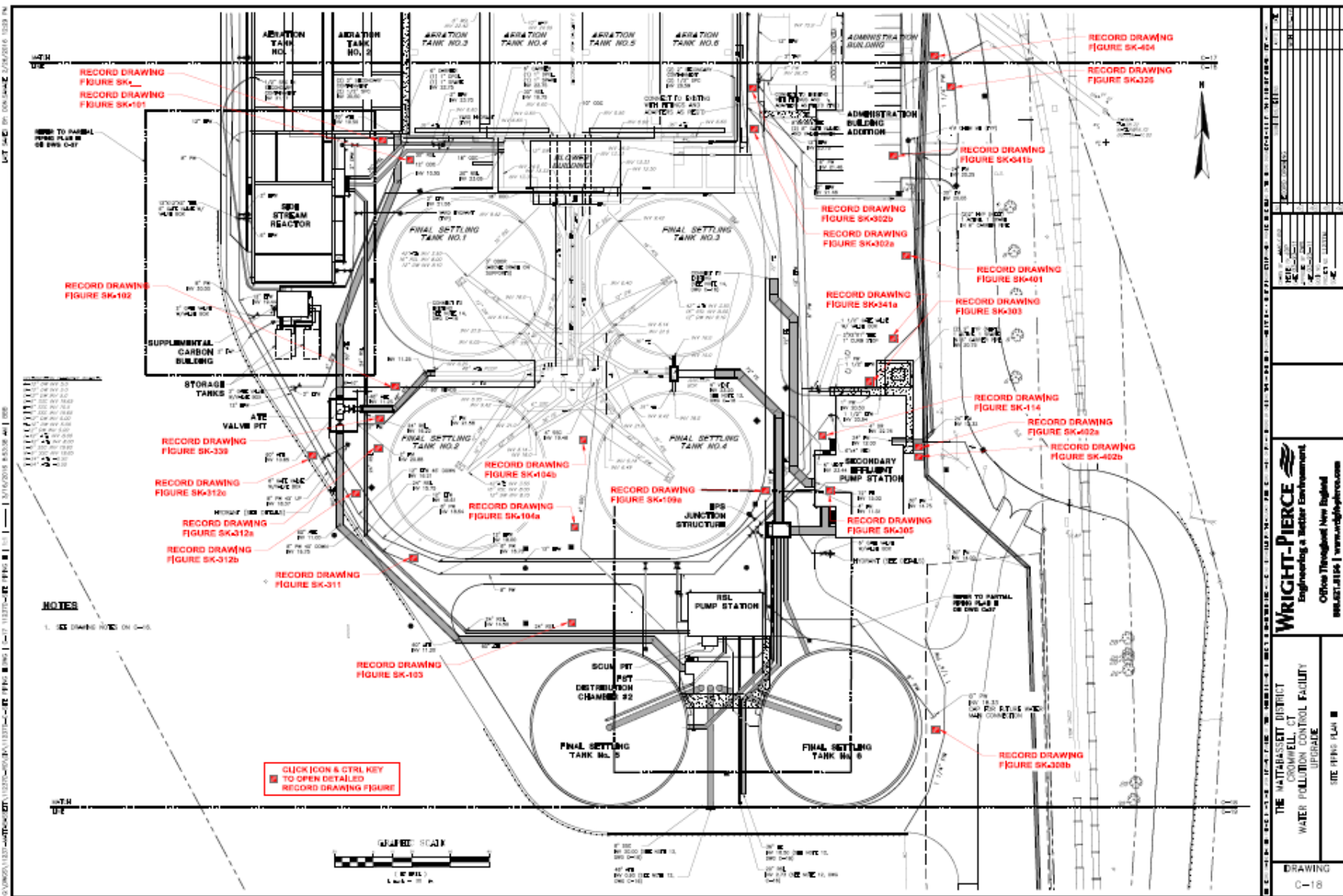
NOTES
1. SEE DRAWING NOTES ON C-10



CLICK ICON & CTRL KEY
TO OPEN DETAILED
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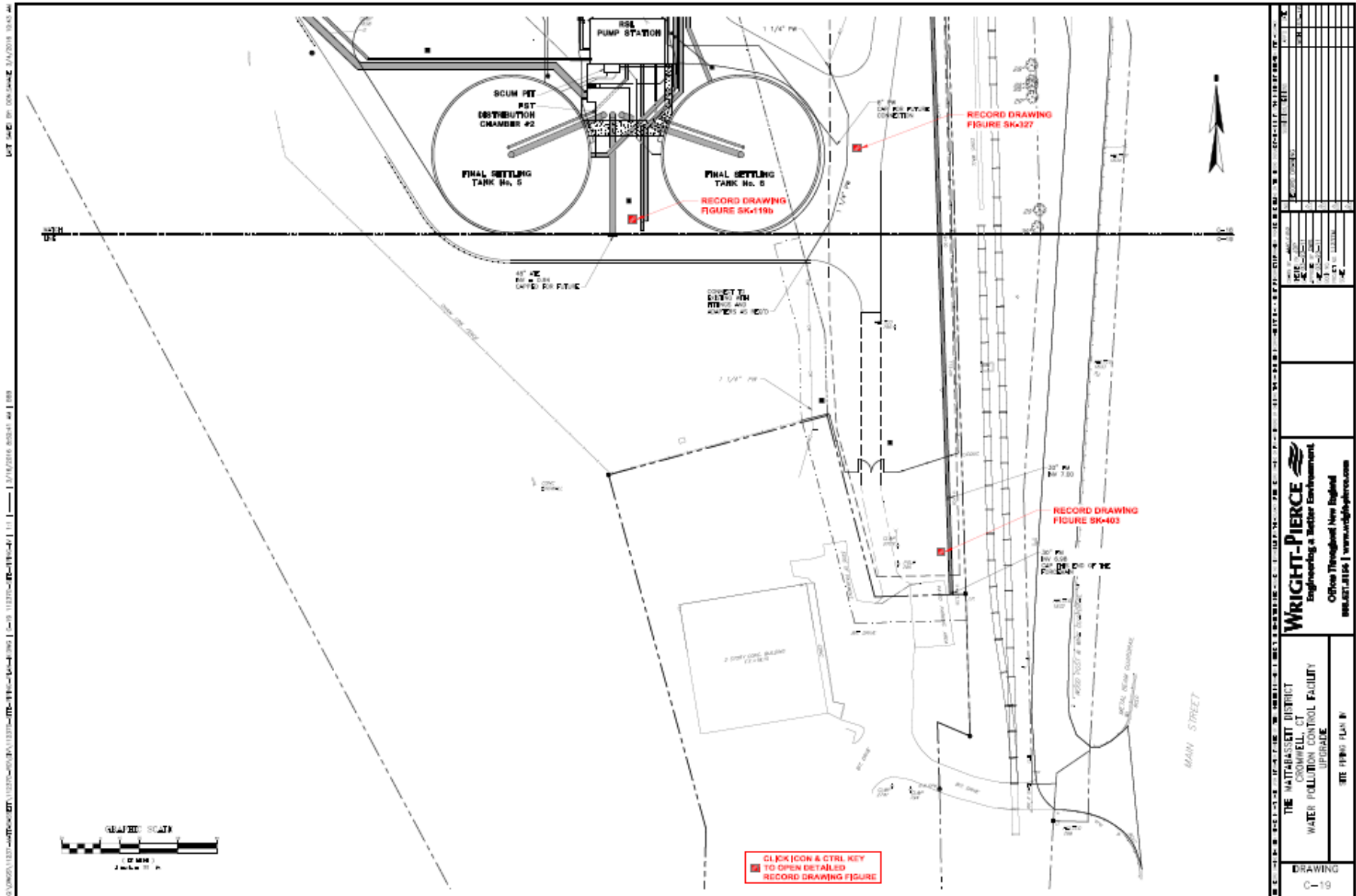
<p>DATE: 08/14/2013 10:58:11 AM PROJECT: WRIGHT-PIERCE DISTRICT WATER POLLUTION CONTROL FACILITY UPGRADE SHEET: 105g</p>	
<p>WRIGHT-PIERCE Engineering a better Environment Office: Throughout New England www.wright-pierce.com</p>	
<p>THE WRIGHT-PIERCE DISTRICT CROMWELL, CT WATER POLLUTION CONTROL FACILITY UPGRADE SITE PLAN - PLAN 105g</p>	
<p>DRAWING C-17</p>	

Request for Qualifications



<p>PROJECT NO. 1501000001</p> <p>DATE 11/15/10</p> <p>SCALE AS SHOWN</p> <p>PROJECT TITLE THE MATTHEW DISTRICT CROWMELL, CT WATER POLLUTION CONTROL FACILITY UPGRADE</p> <p>CLIENT STATE OF CONNECTICUT</p> <p>OWNER STATE OF CONNECTICUT</p> <p>DESIGNED BY WRIGHT-PIERCE</p> <p>DRAWN BY WRIGHT-PIERCE</p> <p>CHECKED BY WRIGHT-PIERCE</p> <p>DATE 11/15/10</p>	<p>WRIGHT-PIERCE</p> <p>Engineering a Better Environment</p> <p>Office Throughout New England</p> <p>BRISTOL 8154 www.wright-pierce.com</p>	<p>THE MATTHEW DISTRICT CROWMELL, CT WATER POLLUTION CONTROL FACILITY UPGRADE</p> <p>SITE PLAN</p> <p>DRAWING C-18</p>
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Request for Qualifications



<p>THE WATERBORO DISTRICT CROMWELL, CT WATER POLLUTION CONTROL FACILITY UPGRADE SITE PLAN PLAN #</p>		<p>WRIGHT-PIERCE Engineering & Insect Environment Office Throughout New England www.wright-pierce.com</p>	
<p>DRAWING C-19</p>		<p>DATE: 11/11/2016 TIME: 11:11 AM USER: [unreadable] PROJECT: [unreadable]</p>	

