

**JEFFERSON COUNTY
JEFFERSON COUNTY WATER AND SEWER DISTRICT (JCWSD)
JEFFERSON COUNTY, OHIO**

REQUEST FOR QUALIFICATIONS

Energy Savings Performance Contracting (ESPC) Services

Issue Date: May 30, 2024

Submission Due: July 11, 2024

Contact Person:
Michael Eroshevich
Director of Sanitary Engineering
Jefferson County Water & Sewer District
596 State Route 43
Wintersville, Ohio 43953





I. INTRODUCTION

A. Purpose

Jefferson County Water and Sewer District (JCWSD) is seeking proposals from interested and qualified Energy Services Companies (ESCO) (“Respondent”) for the following project:

Implementation of Guaranteed Revenue Enhancement and Water Loss Optimization using a Meter Replacement Project for the Jefferson County Water and Sewer District

The County will select the ESCO to enter into an Energy Savings Performance Contract (ESPC). Respondents should be capable of providing comprehensive performance contracting services that improve technology, infrastructure and system accuracy while reducing operating costs through guaranteed savings. The selection process will involve each Respondent responding to this Request for Qualifications (RFQ). JCWSD intends to negotiate and award a contract to one firm to provide the services and equipment under terms and conditions considered most favorable among those submissions offered, and which complies with O.R.C. 717.02. All interested firms may respond to the RFQ.

Respondents shall be willing and able to facilitate the financing for this project in accordance with all-applicable Federal, State and Local Laws. JCWSD will consider different financing approaches that provide low interest rates and that do not reduce the JCWSD bonding ability.

The RFQ is the first step in working towards a contract; however, the subsequent steps will be completed prior to initiating any form of contract. Responding to the RFQ will be completed at no charge to JCWSD.

B. Project Overview

JCWSD’s current water meter system contains approximately 7,800 water meters ranging from 5/8-inch x 3/4-inch to 6-inch. Approximately 7,600 of these serve residential customers, with the remaining serving commercial, industrial, institutional, and municipal end uses. The majority of meters, ~6,400, are located in outdoor meter pits. The remaining ~1,200 meters are inside homes. The meter population is rapidly aging, and approximately 10% of the transponders have died and are no longer reading consumption. The quantity of failed meters grows by about 90 meters per month.



JCWSD's main objective is to replace all existing meters with new in-type water meters that capture water consumption accurately. The intent is to upgrade the existing infrastructure, capture lost revenue, and produce utility/operational savings.

The primary goal of this ESPC is to reduce the volume of Non-Revenue Water by replacing increasingly inaccurate aging metering infrastructure with new water meters. The County would also like meter installers to gather data about service line materials in their system. The installer shall verify and record the material/type of upstream and downstream service connections prior to performing a meter replacement. The installer shall confirm via use of scratch and/or magnet test or other suitable detection method. The project may also include other operational and maintenance cost reductions, energy conservation measures, and revenue enhancement improvements to the municipal water systems, wastewater systems and other facilities and/or systems.

JCWSD anticipates that the project will consist of three phases:

- Investment Grade Audit and Project Development – An initial contract for the Investment Grade Audit (IGA) will be signed. The IGA will be developed with the selected ESCO. This investment grade audit will identify and evaluate 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.
- Construction, Implementation, Commissioning, and Financing - A project development agreement may be negotiated after the IGA. This would establish the project scope and costs and provides for construction and follow-up services to be provided during the financing term. A separate financing agreement may be developed.
- Post-Construction Guarantee/Monitoring Phase - After construction, the ESCO will offer a variety of services to verify and ensure savings are met.

C. Required Experience and Qualifications

The following are the minimum qualifications required to respond to this RFQ:

Respondent must be accredited by the National Association of Energy Service Companies (NAESCO).

Engineering and technical support staff that will be directly engaged in this project must possess training and experience specific in current technical practices and techniques in the field of water utilities: cost reduction, metering devices & products and all related operations, including but not limited to, software, billing, and hosting services.

Engineering services must be available, and in compliance with AWWA standards, in the



fields of utility metering devices, utility service cost control, maintenance planning and execution, customer service, value engineering, training and project commissioning. Respondent should have enough completed projects within the last three (3) years that can demonstrate the vendor's ability and skill in establishing and maintaining mutually beneficial partnerships with customers.

Respondent shall not manufacture, distribute, sell, or otherwise have a vested interest in any water metering product or service. Respondent shall be vendor neutral.

Respondent must employ, at a minimum, one (1) Professional Engineer from the date of issuance of this RFQ.

The following information shall be included in the response to the RFQ.

Ohio Workers' Compensation Certificate

Certificate of Compliance with Affirmative Action Programs issued pursuant to Section 9.47, ORC.

If the Respondent is a foreign corporation, i.e., not incorporated under the laws of Ohio, a certificate of Good Standing from the Secretary of State showing the right of the Respondent to do business in the State; or, if the Respondent is a person or partnership, the Respondent has filed with the Secretary of State as the Respondent's agent for the purpose of accepting service of summons in any action brought under Section 153.05, ORC, or under Sections 4123.01 to 4123.94, inclusive, ORC.

An officer or a principal of the corporation, partnership or sole proprietorship shall print or type the legal name of the business entity on the line provided and sign the Official Statement by Respondent. All signatures must be original. The same procedure shall apply to the Submission of a joint venture, except that the signature and title of an officer or a principal of each member firm of the joint venture shall be required.

If an individual other than an officer or principal has been granted signature authority on behalf of the bidding entity, Respondent shall submit such delegation of authority with the Official Statement.



D. Point of Contact

For additional information regarding this document, please contact via email:

Michael Eroshevich
Director of Sanitary Engineering
Jefferson County Water & Sewer District
meroshevich@jcwatersewer.com

Any communications, such as regarding matters of clarification, must be made to the contact person listed above. All inquiries must be received on or before nine (9) working days prior to the submission deadline. If a response is deemed appropriate, JCWSD will forward the inquiry and response to all Respondents of record.

II. PROPOSAL PREPARATION AND SUBMISSION

A. General

Respondents shall submit an original and three (3) copies of their RFQ submission. The sealed RFQ shall include a statement signed by an official with the authority to contractually bind the Respondent located in the Appendix. The name and title of the individual signing the transmittal should be typed immediately below the signature. Attach the Delegation of Authority (if necessary).

Sealed Bids will be received by the Board of Commissioners of the County of Jefferson, State of Ohio, in their Office in the Courthouse, 301 Market Street, Steubenville, Ohio 43952, until 10:00 AM local time on Thursday, July 11, 2024, at which time the submissions received will be publicly opened and respondents announced. Submissions received thereafter will be disqualified and returned unopened.

Submittals must be clearly marked on the package "Request for Qualifications for a Performance Contracting Project." Submissions that are incomplete, do not follow the requested format, or are otherwise contrary to the guideline of this RFQ, may be rejected as non-responsive.

B. Pre-Proposal Meeting

A non-mandatory pre-proposal meeting will be held via Microsoft Teams on June 13, 2024 at 2:00pm. A transcript of the questions and answers will be distributed to all attendees and to bidders by Addendum(s). Verbal questions will be allowed at the meeting. However, questions of a complex nature, or questions where the bidder



requires anonymity, should be forwarded in writing to the Owner at least 24 hours prior to the meeting.

C. Questions Deadline

Any questions regarding this RFQ shall be directed via email to Michael Eroshevich, Director of Sanitary Engineering, Jefferson County Water & Sewer District, at meroshevich@jcwatersewer.com. All inquiries must be received on or before nine (9) working days prior to the submission deadline. Information obtained from any other source is not official. Inquiries and responses will be recorded and will be distributed to all bidders by Addendum(s).

D. Proposal Submission

RFQ submissions must be complete and correct in format. Clear and concise submissions are required rather than elaborate promotional materials. Respondents must address each item in the order described below. The Respondent is expected to respond to all items in as much detail as necessary for JCWSD and its resources to make an objective evaluation of the RFQ responses.

E. Proprietary Data

Submissions and any other information submitted by Respondent in response to this RFQ shall become the property of JCWSD. Respondent must clearly identify any proprietary information that the contractor does not want disclosed to the public. JCWSD and their consultants for the purpose of evaluation and contract negotiations will use data or information so identified. Disclosure of any proprietary information by JCWSD shall be in accordance with the laws and regulations regarding disclosure in force in the State of Ohio.

F. Reservation of Rights

JCWSD reserves the right to evaluate previously completed performance contract installations at the locations provided as referenced by the Respondent.

JCWSD reserves the right to accept in part or in whole any submission, waive any and all informalities, defects, or minor technical inconsistencies or delete any item/requirements from the RFQ or resulting contract when deemed to be in JCWSD's best interest.



G. Insurance Requirements

Certificate of Insurance (ACORD form is acceptable) and copy of additional insured endorsement. JCWSD reserves the right to request a certified copy of the Respondent's insurance policies.

H. Bonds

The Respondent, at its own expense, will be required to provide and maintain a performance bond and a payment. The bonding company shall have an A.M. Best rating of "A" or above.

Each Respondent will submit a letter from its surety's agent expressing its intent to issue the required bond if the Respondent is selected.

I. Independent Contractor

The successful Firm's status shall be that of an Independent Contractor and not an agent, servant, employee, or representative of the County in performance of the resulting contract. Under this Contract, no term or provision of or act of the Firm or County shall be construed as changing this status. The successful Firm shall be liable for the acts and omissions of its officers, states, employees, contractors, subcontractors and engineers, and the doctrine of Firm superior shall not apply as between County and the successful Firm, its officers, agents, employees, contractors, subcontractors and engineers, and nothing herein shall be construed as creating a partnership or joint enterprise between County and the successful Firm. All payments for performance under the resulting contract shall be made to the successful Firm.

J. Cost of Submission Preparation

JCWSD will not provide compensation to the Respondent(s) for any expense incurred by the Respondent(s) for Submission preparation, product evaluations, or demonstrations that may be made.



K. Proposal Schedule

JCWSD expects to undertake the selection process according to the following schedule:

Request for Qualifications Issued:	5/30/24
Pre-Proposal Meeting:	6/13/24
Questions Due:	6/20/24
Questions Answered:	6/27/24
Submission Deadline:	7/11/24
Contractor Selection and Negotiation:	7/12/24-9/5/24

III. SCOPE OF WORK

Investment Grade Audit and Project Development

The Investment Grade Audit will identify potential cost-saving measures, determine the cost and savings of each measure, and present a measurement and verification plan to validate future savings of each measure. A project proposal will present a bundle of measures that can be financed through guaranteed savings over the proposed financing term, including a cash-flow table.

Energy Savings Performance Contract

Through the Energy Savings Performance Contract, the ESCO proceeds to final design, construction, and commissioning of the improvement measures. Following satisfactory completion of the Investment Grade Audit, County will negotiate and develop an Energy Savings Performance Contract with the ESCO. The contract will define the final agreed upon list of measures, equipment and labor costs and guaranteed cost savings. It will document equipment specifications and warranties. It establishes the schedule and responsibilities of the ESCO and the County. It incorporates current state statutes and directives that directly relate to the ORC on Energy Savings Performance Contracting.

Financing Agreement

The ESCO may solicit financing companies on behalf of the County, although federal regulations restrict the ESCO's role in advising on financing. Alternatively, County may arrange financing independently. A separate financing agreement will be developed including ESCO payment schedules and lender financing terms and schedules.

Measurement and Verification (M&V)

In order to provide the performance guarantee, the ESCO is under contract to provide annual M&V services. The guarantee is required to cover the cost of this service. The County has the option whether to obtain financing for this portion of contract



IV. SUBMISSION FORMAT AND CONTENTS

Request for Qualifications (RFQ) submissions must be submitted in the format outlined in this document, referencing each respective section being addressed. Each submission will be reviewed to determine if it is complete prior to actual evaluation. JCWSD reserves the right to eliminate from further consideration any response deemed to be substantially or materially nonresponsive. The intent is that all submissions follow the same format to evaluate each fairly.

Submissions that are qualified with conditional clauses, alterations, items not called for in the RFQ or irregularities of any kind are subject to disqualification by JCWSD. Each submission should be prepared economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Submissions will be evaluated on their responsiveness to the requirements and scope of this package and not on extraneous supplements.

The response to the RFQ shall be submitted in a three-ring or spiral-bound binding with specific tab sections as listed below. A further clarification of the contents for each of the sections follows the tab listings.

- A. Table of Contents
- B. Executive Summary
- C. Qualifications and Experience
- D. Partnering and Commitment to Customer
- E. Technical Approach
- F. Project Management Approach
- G. Financial Approach
- H. Firm's Workforce Development, Local Contractors, Outreach and Challenges
- I. Sample Information
- J. Appendices

A. Table of Contents

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

B. Executive Summary

RFQ shall include a concise abstract of no more than two (2) pages stating the Respondent's overview of the project. Please summarize the scope of services



(consulting, design, financial, operations, project management, guarantee, training, etc.) that would be offered by your firm for this project.

C. Qualifications and Experience

This section should provide an overview of the organizational philosophy for approaching this project. Include an organizational vision or mission statement if they have been developed, adopted, and embraced by the Respondent. Include information regarding Respondent's commitment to the public sector marketplace.

i. Firm Profile

Provide general information on the responding firm, including name, business address, local telephone number, officers of the firm, and contact person(s) for this project. Also provide a certificate of insurance detailing present coverage and limits, and a profile of the local office presence of the Respondent. Provide the year the Respondent's firm was established, and former firm name(s) if applicable. If the firm is a separate legal entity from a manufacturer, for example a distributorship or manufacturer's representative or engineering firm, specify the legal business classification of the responding firm, if any. Include relevant certifications described in Section C of this RFQ.

ii. Project Experience and References

Provide a minimum of five (5) Performance Contracting references for projects of similar size, scope, and complexity indicating the Respondents recent experience with government institutions, with special consideration for experience with similar projects in Ohio. Each reference shall describe the services provided, project cost, savings amount and benefits to JCWSD. Provide the reference's name, address, current telephone number, and contact person for each reference. Provide a brief description of the projects: type of facility, scope of work, duration of project, problems, successes, key vendor personnel involved with the project. References must be for projects where the Respondent is the prime contractor.

The Respondent shall describe their policy relative to projects that do not perform as specified. Give a specific example of a payout on a guarantee project. Show the Respondent's past record of projected costs and savings compared to actual performance improvements. Provide at least one reference with current phone number where the project did not perform as specified (if such a project exists). Give two (2) specific examples of projects at least two (2) years old where tracking information is available. Identify where the Respondent or its subcontractors have been in litigation over a performance-contracting contract.



iii. Training

Describe your firm's proposed approach to providing technical training for JCWSD personnel, noting training sites and methodologies. Include available programs for promoting water/energy awareness among the staff.

iv. Bonding, Warranties and Insurance

Provide the current bonding capacity; bond rating; and confirmation that firm is currently bondable for 100% of a payment and performance bond for construction of this project. A letter from a licensed surety as evidence of ability to bond shall be included in the Appendix.

Provide information detailing your firm's warranty policy (equipment and installation).

Confirm that the respondent will provide general liability insurance with limits of \$5,000,000 per occurrence and \$5,000,000 aggregate with the Owner as a named insured. Include a Certificate of Insurance in the Appendix.

D. Partnering and Commitment to Customer

i. Partnerships

Explain your firm's partnership concepts and give examples of other partnerships you have been involved in. Address the goals and objectives of the partnership and tell how your firm's experience with partnership programs will benefit the project, both in the long and short term.

ii. Benefits

Address the benefits JCWSD will receive by selecting your firm as a partner in lieu of the conventional bidding method, i.e. accountability, reduced engineering, risk management, controlled project cost, inventory, quality control, continuity, handling of submittals. Expand on each point.

iii. Corporate Commitment

State your commitment to an ongoing relationship with JCWSD once the construction and commissioning phases have ended. Develop your firm's strategies that will allow JCWSD to receive full benefit from corporate involvement and local branch representation. Develop and explain your corporate commitment to service during both the construction phase and after project completion.



iv. Problem Resolution Process

Address how your firm will staff, support, and respond to resolve issues relative to the project in a timely and efficient manner.

E. Technical Approach

i. Process Overview

Provide an overview of the process your firm uses to develop and implement an ESPC Meter Replacement Project that focuses on water loss optimization and reducing the volume of non-revenue water by addressing sources of real and apparent water loss.

ii. Baseline Calculation Methodology

Describe in detail the methodology your firm utilizes to compute the baselines of the various improvement measures.

- **Savings Projections.** Describe the approach to projecting the savings. Describe the methodology and processes used to project savings. Provide sample savings calculations with all supporting information. The sample calculations shall show cost, units, accuracy, and all assumptions made. Savings shall show how savings estimates consider interactive effects and the overall impact.
- **Adjustment to Baseline Methodology.** Describe the methods used to adjust the baselines due to such factors as weather and facility usage changes. Describe factors that would necessitate adjustment.

iii. Standards of Service and System Performance

Describe the method and documentation of standards of service and performance.

Describe the contract language to agree upon maintenance responsibilities, operational cost reductions, and other responsibilities in the guaranteed savings contract.

iv. Monitoring and Verification

Indicate your firm's approach to proving the financial and technical guarantees associated with the project. Describe the methodology, formulas, and reporting proposed for ongoing performance monitoring and savings verification, including the frequency of such efforts. The contract between JCWSD and the ESCO shall follow the International Performance Measurement and Verification Protocol (IPMVP), and the response shall state which IPMVP Option (e.g., Option A, Option B, Option C, or Option D) will be applied to each proposed improvement measure. Include any methods to be used to adjust for factors such as accuracy, change in use, or change system operation.



F. Project Management Approach

i. Organizational Chart

Provide an organizational chart that illustrates the structure of your team. Note all key personnel and sub-consultants.

ii. Key Personnel Resumes

Include a one-page resume, highlighting education, licenses, experience on similar projects and any other pertinent information, for each key team member assigned to the project.

iii. Overall Project Management Overview

Briefly describe your project management philosophy. Include any specific responsibilities, lines of communication, authority of the Respondent's management to control projects, typical procedures for identifying problems and preventing schedule setbacks and cost overruns. Include a sample timeline showing the necessary activities and schedules for implementation of the project. Address the means and methods by which new technology can be introduced to the project team, as it becomes available.

G. Financial Approach

i. Financing Source

Describe the financing mechanisms, including sources and types of financing that could be used to finance the Performance Contract over the term of the contract. Respondents shall be willing and able to help to facilitate the financing for this project in accordance with all-applicable Federal, State and Local Laws. The financing terms shall be limited to 30 years in accordance with Ohio Revised Code 717.02. JCWSD will consider different financing approaches that provide low interest rates and that do not reduce JCWSD's bonding ability. Clearly identify advantages, disadvantages and relative costs associated with each financing method proposed.

ii. Financial History

Respondents shall provide a copy of their most recent annual report and a copy of the current balance sheet. Publicly held companies should include a 10K or annual report. Provide State of Ohio's contractor license number and Federal tax ID Number. Provide financial statements for the parent company when the Respondent is not the parent



company. Include any additional information that pertains to the financial soundness of the Respondent's firm.

iii. Bonding References

Provide the following information concerning your Company's bonding: Name of bonding agent, largest privately financed and guaranteed Performance Contracting Project received in the last five years, state whether the Respondent's firm has had a bond invoked in the last five years and state the total bonding capacity and bonding limit.

iv. Guarantee Documents

Provide a copy of the performance guarantee documents to be used for this project. Describe the reconciliation process of the guarantee. Describe how the guarantee provisions work in the event that project results vary from projections. Also describe how excess savings can be documented. Third party guarantees are not acceptable. The Respondent shall describe and provide their guarantee documents.

v. Warranty Guarantees

Describe your firm's standard warranty and identify the components and terms of manufacturer's warranty. Identify the point of contact for warranty issues and their experience. Also provide the office location from which warranty and M&V activities will be managed and deployed for the program.

H. Firm's Workforce Development, Local Contractors, Outreach and Challenges

i. Workforce Development

Describe how Respondent has, in other programs, enhanced workforce development and provided employment opportunities.

ii. Potential Challenges

Describe potential challenges with the deployment of the Meter Replacement and how the Respondent will seek to resolve. Describe if the noted challenges have been faced by the respondent on previous projects and how the challenge was resolved during deployment.



I. Sample Information

i. Sample Investment Grade Audit

Provide a sample Investment Grade Audit for a Meter Replacement Program.

ii. Sample Savings Measurement and Verification Plan

Provide a sample Savings Measurement and Verification Plan for a Meter Replacement Program.

iii. Sample Energy Savings Performance Contract Documents

Provide a sample of the Respondent's standard contract documents that would be used for this project. Include the standard contract language used to agree upon responsibilities, savings, and other aspects in the contract.

J. Appendices

i. Official Statement by Respondent

The RFQ submission must contain a statement to the following effect, signed by an individual authorized to bind the Respondent: "The Respondent has read and agrees to the terms and conditions set forth in this RFQ. The terms and conditions set forth in the Submission will remain open for at least 120 days from the deadline for submission."

Submissions must be signed by a company official(s) authorized to commit to such submissions. Failure to execute, sign, and submit this form together with all required copies of the submission package will be a basis for disqualification.

ii. Supporting Data

Respondents are encouraged to organize any extended description of their qualifications, experience, or other lengthy documents germane to the requested information in the Appendix. Any extended documents should be summarized in the main body of the qualifications with supporting information included in appendixes.



V. EVALUATION CRITERIA FOR CONTRACTOR SELECTION

A. Completeness

Each response will be reviewed prior to the selection process for completeness and adherence to the format. The executive summary of each response will be read to give an overview. Then, each section will be graded on a pass/fail basis. A passing grade shall be given if the section: (a) provides the requested information and (b) demonstrates that Respondent has an adequate capability or experience as evidenced by their command of the subject matter. Emphasis shall be on completeness and clarity of content. Fancy bindings, colored displays, promotional material, etc., will receive no evaluation credit. Incomplete RFQ's and/or lack of adherence to format may disqualify respondent from further consideration.

B. Formal Evaluation

i. Evaluation Process

JCWSD will appoint a selection committee to formally evaluate each response. The evaluation process will grade the responses on their merit and responsiveness. The evaluation process may include verification of references and project team members, confirmation of financial information, and may include other information deemed important by JCWSD.

The RFQ submissions will be evaluated according to the criteria listed in Section V. The selection process follows these steps:

- Interested Respondents respond to this RFQ.
- The RFQ's undergo a review and evaluation by JCWSD.
- Interviews are performed with selected Respondents.
- Selection of a Respondent is made.

After the formal evaluation and selection of a Respondent, a Project Development Agreement will be executed.



ii. Grading Format

The following scoring system has been developed to assist in allowing objective evaluation of competing Respondents' qualifications. The selection committee will evaluate all materials submitted and rank the proposals using the following 100-point scale:

Criterion	Points
Qualifications and Experience	15
Partnering and Commitment to Customer	10
Technical Approach	25
Project Management Approach	15
Financial Approach	25
Firm's Workforce Development, Local Contractors, Outreach and Challenges	10
TOTAL	100

Each criterion shall carry a maximum score available, which will be factored by the strength of each Respondent's response in accordance with the following table:

0%	Criterion was not addressed, or the material presented was totally without merit.
20%	Criterion was addressed minimally, indicated little capability, experience, or understanding of topic.
40%	Criterion was addressed minimally, but shows some capability, experience, or understanding of topic
60%	Criterion was addressed adequately. Overall, a basic capability, experience, or understanding of topic
80%	Criterion was addressed well. Indicates some superior features.
100%	Criterion was addressed in superior fashion, indicating excellent or outstanding capability

C. Final Selection and Notification

Upon completion of the evaluation process JCWSD will then enter into a formal Project Development Agreement with the selected Respondent to proceed with a finalized detailed proposal.

After the selection of a Respondent JCWSD will notify each Non-Selected Respondent of their decision that they are no longer being considered for the project. The selected respondent should be prepared to make a presentation to the Board of Commissioners.