



Mayor Bill Peduto

## REQUEST FOR QUALIFICATIONS (RFQ#01-2015)

### Streetlight LED Upgrade Project GUARANTEED ENERGY SAVINGS CONTRACT

#### Submittal Information

**Submittal Deadline:**

February 27, 2015, 3:00 PM

**Contact:**

Name: James Sloss

Phone: 412-255-2150

Email: [james.sloss@pittsburghpa.gov](mailto:james.sloss@pittsburghpa.gov)

**Mailing Address:**

City of Pittsburgh  
604 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219

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## 1.0 Overview and Background

The City of Pittsburgh seeks qualifications from Energy Services Companies (hereinafter “ESCO’s”) to conduct a technical energy audit and implement a guaranteed energy savings contract, in accordance with the guaranteed energy savings contract requirements of the Guaranteed Energy Savings Act, 62 Pa. C.S. §3751-3757 for the City of Pittsburgh exterior street light upgrades.

The City of Pittsburgh intends to select only one (1) ESCO for the implementation of work. No plans or formal engineering specifications shall be issued as part of this RFQ. This RFQ, with any amendments, contains the only instructions governing the responses and material to be included therein; a description of the service to be provided; general evaluation criteria; and other response requirements.

The City of Pittsburgh may cancel this RFQ, or may reject in whole or in part any and all responses if the City of Pittsburgh determines that cancellation or rejection is in its best interest.

The City’s goal is to develop a long-term relationship with a qualified ESCO, so that the ESCO may perform the City of Pittsburgh’s guaranteed energy savings projects as needed throughout the course of the statutory contract term. This relationship and any subsequent projects during the contract term will remain subject to the best interests of the City of Pittsburgh

The contracting process will proceed as follows:

- Request for Qualifications Phase: An open Request for Qualifications issued to any ESCO wishing to conduct a technical energy audit and enter into a guaranteed energy savings contract with the City of Pittsburgh. An ESCO responding to this RFQ is hereinafter referred to as “Respondent”. The City of Pittsburgh’s Selection Committee will review the responses to the RFQ’s based upon the evaluation criteria identified in Attachment D and score each Respondent on its ability to undertake and deliver the project.
- Interview Phase: Respondents in the competitive and qualified range (“Qualified Providers”) will be invited for an oral interview with the Selection Committee. Following the Interview Phase the Selection Committee will select at least two (2), but no more than five (5) Respondents to submit a Proposal.
- Project Proposal Phase: Respondents invited to submit a Proposal will be responsible to develop and propose the replacement or modification of exterior street lighting fixtures to increase the energy efficiency of the lighting system including all project costs, the timetable for completing design, engineering and construction work, and

follow-up services to be provided. Respondents to the RFP shall provide a detailed description of services provided including any financing arrangements and term, the project energy and operation cost savings, maintenance services and any special conditions offered by the Respondent.

Based upon the Proposals, the Selection Committee will select the Respondent that best meets the needs of the City of Pittsburgh to negotiate a guaranteed energy savings contract with the City of Pittsburgh (hereinafter “Contractor” or “selected ESCO”). The City of Pittsburgh is not liable for the payment of any amounts to any Respondent until a guaranteed energy savings contract is negotiated and signed by authorized officers of the Contractor and the City of Pittsburgh, as required by law. If a guaranteed energy savings contract is entered into it will be a fixed price contract. A separate financing agreement may also be developed and negotiated prior to the start of the Construction Phase. A separate maintenance agreement may also be developed and negotiated prior to completion of the Construction Phase.

- Construction/Implementation/Commissioning Phase: Upon successful negotiation and approval, the Contractor shall design and prepare any and all necessary construction drawings, construction specifications and bid documents for the removal and replacement of street light fixtures currently in service and the procurement, installation, integration, and testing of replacement LED fixtures as established in the contract, within the timeframe outlined in the contract. Contractor shall provide new lighting commissioning services and training on new exterior lighting.
- Post-Construction Guarantee/Monitoring Phase: After construction, the Contractor will offer a variety of services to ensure savings are met, such as a savings guarantee, on-going staff training, follow-up monitoring, and contract maintenance services (if requested by the City of Pittsburgh).

## **2.0 Qualifications Submittal and Selection Process**

### **2.1 POLICIES**

- 2.1.1** All submittals shall become the property of the City of Pittsburgh and will not be returned.
- 2.1.2** Deadline extensions will not be granted.
- 2.1.3** Late submittals shall not be evaluated.
- 2.1.4** The City of Pittsburgh reserves the right to reject any or all submittals on the basis of being unresponsive to these guidelines or for failure to disclose requested information.

**2.1.5** The City of Pittsburgh shall not be liable for any costs incurred by Respondents in the preparation of submittals nor in costs related to any element of the selection and contract negotiation process.

**2.1.6** Communications Regarding This RFQ: Questions and requests for clarification on this Request for Qualifications must be submitted in writing. No verbal inquiries will be addressed. All communications with the City of Pittsburgh shall be as defined in this RFQ. Any other communications with City of Pittsburgh officials, the Selection Committee, or others associated with the Institution with regard to this Request for Qualifications is prohibited and may be grounds for disqualification.

**2.1.7** To the extent allowed by law, responses will be held in confidence by the City of Pittsburgh.

## **2.2 SUBMITTAL FORMAT**

**2.2.1** Prepare qualifications to respond to the items in the **Attachment C: Response to Request for Qualifications**. Follow the same sequence and submit a single digital copy of the response in PDF form.

**2.2.2** Deliver qualifications to:

City of Pittsburgh  
Department of Innovation & Performance  
604 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Attn: James Sloss

**No Later Than 3 p.m. February 27, 2015**

## **2.3 SELECTION PROCESS**

**2.3.1 Review of Written Qualifications.** Submissions must be prepared as described in **Attachment C: Response to Request for Qualifications**. Responses will be evaluated and scored in accordance to **Attachment D: Evaluation Criteria**. Qualified Providers within the competitive range will be invited to participate in the interview process.

**2.3.2 Interview.** Interviews will provide an opportunity for clarification of the written qualifications. The Selection Committee will ask questions of the Respondent on topics including but not limited to the Respondent's technical capability, experience, resources, staff, equipment, financial status. The interview is mandatory and confidential. Respondent's representatives at the interview should include individuals who will be *key*

points of contact and have *major* responsibility for contract negotiation, engineering and design, construction management and follow-up monitoring. Scores from the written qualifications may be modified based on clarifications.

**Date and Time:**

Interviews will be scheduled for the week of March 16<sup>th</sup>, 2015

**Location:**

City-County Building  
CitiStats Room, 6<sup>th</sup> Floor  
414 Grant Street  
Pittsburgh, PA 15219

**2.3.3 Final Selection.** Following the interview, reference checks will be conducted by the Selection Committee and the Selection Committee will select at least two (2), but no more than five (5) Respondents to submit Proposals. The Proposals will be in response to a written request for proposals (“RFP”) which will incorporate this RFQ and further define the parameters of the project. Proposals must include the information identified in the RFP and as necessary for the replacement or modification of exterior street lighting fixtures to increase the energy efficiency of the lighting system including all project costs, the timetable for completing design, engineering and construction work, and follow-up services to be provided. Respondent shall provide a detailed description of services provided including any financing arrangements and term, the project energy and operation cost savings, maintenance services and any special conditions offered by the Respondent. The City of Pittsburgh will select the best qualified provider that best meets the needs of the City of Pittsburgh in accordance with the criterion specified in Attachment D.

**2.4 SUBMITTAL SCHEDULE**

The following schedule has been established for this Request for Qualifications. Note that this schedule may be subject to change.

	<b>TASK</b>	<b>DATE/TIME</b>
<b>1.</b>	RFQ Published	<i>January 30, 2015 / 3 pm</i>
<b>2.</b>	Respondent(s)' Submission of Written Inquiries	<i>February 10-13, 2015 / 3 pm</i>
<b>3.</b>	Responses to Inquiries	<i>February 17-19, 2015 / 3 pm</i>

<b>4.</b>	Qualifications Submission	<i>February 27, 2015 / 3 pm</i>
<b>5.</b>	Qualifications Reviewed, Evaluated and Ranked	<i>March 2-10, 2015, 2014</i>
<b>6.</b>	Interviews	<i>March 16-20, 2015</i>
<b>7.</b>	RFP Issued	<i>March 27, 2015 / 3 pm</i>
<b>8.</b>	Qualified Provider(s) Written Inquiries	<i>April 7-10, 2015 / 3 pm</i>
<b>9.</b>	Responses to Inquiries	<i>April 14-16, 2015 / 3 pm</i>
<b>10.</b>	Proposals Due	<i>May 1, 2015 / 3 pm</i>
<b>11.</b>	Proposal Review Period	<i>May 4-8, 2015</i>
<b>12.</b>	Notice of Intent to Award	<i>May 15, 2015</i>
<b>13.</b>	Guaranteed Energy Savings Contract Presented and Signed	<i>June 2015</i>

### **3.0 Scope of Work**

#### **3.1 SERVICES**

Respondent must have the demonstrated capability in engineering and management to provide the necessary services described in this RFQ. Services may include but are not limited to the following:

##### Technical Energy Audit and Project Development Phase

- Design of new LED street lighting and other exterior lighting
- Implement exterior lighting Technical Energy Audit to quantify scope, evaluate costs and savings
- Design and implementation of lighting control system. Integration, security and reporting characteristics
- Develop project including financial analysis
- Develop monitoring and verification plan
- Demonstrate knowledge of utility billing structures as they relate to street lighting and other exterior lighting

- Demonstrate knowledge of ability to apply for and obtain any available rebates and incentives
- Solicit and arrange project financing

Construction/Implementation/Commissioning Phase

- Material procurement and purchasing
- Construction management
- Hazardous waste disposal or recycling
- Commissioning
- Follow municipal, county, and PennDOT guidelines, as required for project
- Provide staff training on routine maintenance and operation of systems

Guarantee/Monitoring Phase

- Provide continuing operations and maintenance for all improvements, if desired by the City of Pittsburgh
- Provide guarantee of performance and cost savings for the entire term of the contract
- Provide monitoring and verification for measurement and reporting of the performance and savings

**3.2 STREET LIGHTS AND OTHER EXTERIOR LIGHTING CONSIDERED**

The exterior lighting described in **Attachment E: Technical Project Profile** will be included in this project. Contractor will be required to verify the exterior lighting set forth in Attachment E during the Technical Energy Audit. The final list of exterior lighting to be retrofitted will be agreed upon, following the audit. The City of Pittsburgh reserves the right to reduce the scope of work, to conduct the work in phases or to segment work based on technological improvements.

The City of Pittsburgh anticipates the work being conducted in phases where the detailed scope of work can be developed at multiple times during the term of the performance contract. Based upon energy savings, the City of Pittsburgh anticipates replacing the cobra head style exterior lights prior to replacing the remaining decorative acorn style lights, but is open to a project schedule that results in the maximum cost savings for the entire term of the contract. The performance contract can be amended at any time during the initial performance contract term to address additional exterior lighting, if desired by the City of Pittsburgh.

## ATTACHMENT A: SPECIAL CONTRACT TERMS AND CONDITIONS

These sections describe the minimum conditions the City of Pittsburgh will accept from the selected ESCO. Part A-1 defines the **Scope of Services**, and Part A-2 defines **Key Contractual Provisions**.

### A-1 SCOPE OF SERVICES--TECHNICAL REQUIREMENTS

- A. **Professional Engineers.** All energy audits, feasibility studies, engineering, design, plans and specifications shall be prepared, reviewed and approved by Professional Engineers licensed within the State of Pennsylvania.
- B. **Equipment Standardization.** All similar equipment installed shall be of the same manufacturer for standardization of equipment City-wide, unless otherwise permitted by the City of Pittsburgh. The City of Pittsburgh reserves the right of final approval of any selected equipment or modifications proposed. Only prior reviewed and approved equipment and modifications will be permitted. Review and approval shall be conducted by the City of Pittsburgh in a timely manner. The City of Pittsburgh shall approve proposed equipment, materials, products, and installation plans, approve equipment specifications and installation plans for any proposed changes prior to the implementation of any modifications, have the right to make routine inspections and be present during any equipment and systems commissioning procedures conducted and prior to the issuing of the notice to City of Pittsburgh that it has installed and is considered substantially complete and commenced operating all of equipment and systems.
- C. **Monitoring and Verification Plan.** A monitoring and verification plan will be developed per guidelines in the energy performance contract.
- D. **Coordination.** Contractor will be required to work with current maintenance personnel, to coordinate construction and provide appropriate training in the operation of all retrofits. No equipment shall be installed that will require the hiring of additional personnel by the City of Pittsburgh.
- E. **Removal of Waste.** Contractor shall be responsible for the proper removal offsite of all packaging materials and all replaced or demolished materials or equipment.
- F. **Subcontract.** The City of Pittsburgh will have the right to reject any subcontractors submitted by Contractor. Contractor shall receive City of Pittsburgh approval in writing for any change in subcontractors that may be necessary to fulfill obligations of a guaranteed Energy Savings Program.

- G. Open Book Pricing.** Contractor will be required to fully disclose all costs and fees associated with this project, including all costs of sub-contractors and vendors associated with this project. Contractor will maintain cost accounting records on authorized work performed under actual costs for labor and material, or other basis requiring accounting records. Contractor will provide access to records and preserve them for a period of three (3) years after final payment or as required by any financing agreement. Stated cost markups will be clearly applied. As part of the proposal, Contractor must complete and submit its fee schedule in the below format indicating its cost structure for all services.

DISCIPLINE/SERVICE	PERCENTAGE
Audit Costs (Design & Engineering)(1)	%
Project Management (includes site PM)(2)	%
Commissioning(3)	%
Overhead	%
Profit	%
TOTAL	%

**NOTES:**

1. Includes all engineering design, complete sets of drawings and specifications prepared in a typical public works AIA document format.
2. Includes, but not limited to, project management, supervision, overhead and profit, bonds, insurance, permits, taxes, temporary conditions and protections, office support (all correspondence and materials) and miscellaneous costs.
3. Commissioning includes verification and documentation to confirm operation of all systems by means of industry standards.

**A-2 CONTRACTUAL PROVISIONS:**

- A. Ownership of Documents.** All drawings, reports and materials prepared by Contractor in performance of the contract shall become the property of the City of Pittsburgh and shall be delivered to them as needed or within thirty (30) days after construction is completed and accepted by the Agency that the project is fully installed and operating.
- B. Licenses and Permits.** Contractor must secure all necessary licenses and permits and comply with all federal, state and local laws with respect to this project. All work completed under this contract must be in compliance with all applicable codes and appropriate accreditation, certification and licensing standards.
- C. Savings Guarantee.** Contractor 's will be required to guarantee energy and cost savings on an annual basis and over the term of the guaranteed energy savings contract. No credit for the achievement of savings above and beyond the annual guarantee will be credited to satisfy performance guarantees in future years of the contract. Annual reconciliation of the achieved savings will be required.

**D. Funding sources to support annual payment:**

The following payment sources will be considered in the audit:

1. Annual energy cost savings
2. Material/commodity savings, only in years when savings are achieved, including avoided costs such as lamp and ballast replacements, scheduled replacement of parts, etc.
3. The termination or reduction of services provided within the City of Pittsburgh maintenance contract.

The City of Pittsburgh will not consider savings related to in-house maintenance cost savings.

- E. Annual Savings Exceed Annual Costs.** To fund the project the City of Pittsburgh will require that the annual savings exceed annual payments each and every year while the performance guarantee is in effect. This means that excess savings in other years and interim savings during the construction period will not be allocated to meet shortfalls in any year. Annual payments include debt service, Contractor fees, maintenance services, monitoring services, and any other services included in the guaranteed energy savings contract.
- F. Annual Guaranteed Cost Savings.** An annual contractual guarantee will be provided as requested and negotiated with the City of Pittsburgh, up to the end of the contract term.
- G. Interim Savings during Construction Period.** Savings accrued during the construction period will not be allocated to the annual savings of any year.
- H. Excess Savings (beyond the guaranteed amount).** Excess savings will be retained by the City of Pittsburgh and will not be allocated to shortfalls in savings in other years.
- I. Project With Insufficient Savings.** The City of Pittsburgh shall have no payment obligations in the event that Contractor cannot identify a package of energy and other cost saving measures which, if implemented and as meeting terms listed in this RFQ, will provide the City of Pittsburgh with cash savings sufficient to fund the City of Pittsburgh's payments of all costs and fees associated with the guaranteed energy savings contract.
- J. Terms of Contract.** The term of the guaranteed energy savings contract will cover up to a 15 year period provided the cost-weighted average lifetime of the equipment exceeds the contract term as determined by the City of Pittsburgh.
- K. Type of Contract.** The guaranteed energy savings contract will be a fixed price contract. Any fee for the Technical Energy Audit and preparation of the project proposal shall be incorporated into the project costs in the guaranteed energy savings contract and paid

through the guaranteed energy savings contract funding mechanisms.

- L. **Termination.** The City of Pittsburgh shall have the right to not proceed with the guaranteed energy savings contract or the right to terminate the contract if it is unable to obtain sufficient financing/funding to make the payments required under the contract.
- M. **Payment and Performance Bond.** The Selected ESCO shall be required to provide payment and performance bonds in the amount of 100% of the total contract amount.
- N. **Prevailing Wage Rates.** The work performed under the contract shall be subject to the provisions, duties, obligations, remedies, and penalties of the Pennsylvania Prevailing Wage Act, Act of August 15, 1961, P.L. 981, as amended, 43 P.S. Section 165-1 et seq.
- O. **MBE/WBE Participation.** The City of Pittsburgh encourages the participation of minority and women-owned businesses in all City contracts. Please describe any MBE/WBE participation that may be part of work contemplated under the resulting contract.

## **ATTACHMENT B: PROPOSED PROJECT SCHEDULE**

The following shows the expected schedule for this project. This information may be modified by The City of Pittsburgh and/or updated during project development. Respondents to the RFP will be asked to revise and develop this schedule as part of the Proposal.

<b>Activity</b>	<b>Completion Date</b>
<b><u>RFQ/RFP Phase</u></b>	
<b>Contractor Pre-qualification, Selection and Award</b>	<b>June 2015</b>
<b>Technical Energy Audit and Contract Negotiation</b>	<b>August 2015</b>
<b>Audit, Final Report and Presentation</b>	<b>October 2015</b>
<b>Financing</b>	<b>November 2015</b>
<b><u>Guaranteed Energy Performance Contract Installation Phase</u></b>	
<b>Installation and Commissioning</b>	<b>March 2016</b>
<b>Institution acceptance of installation work</b>	<b>May 2016</b>
<b><u>Monitoring/Verification/Operations Phase (as negotiated with Institution)</u></b>	
<b>Monitoring/Verification of savings</b>	
<b>Operations and/or maintenance of installed equipment</b>	

## **ATTACHMENT C: RESPONSE TO REQUEST FOR QUALIFICATIONS**

Each Respondent is required to provide requested information in each category listed for evaluation. Provide your responses on in readable .pdf format, 50 page limit (the bond letter required in Section II.B, the certification documentation requested in Section V and the personnel resumes requested in Section VI.F do not count against the page limit). Font size 12 point Times New Roman. Please number and re-state each Section heading, followed by your response. Number all pages with Table of Contents starting as page i.

The Respondent must be the entity that will assume full responsibility for delivery of all services under the final contract and the entity that will guarantee the energy savings.

### **Section I: Executive Summary**

Provide a short and concise summary of why your firm is in a unique position to develop and implement exterior street light upgrade project for the City of Pittsburgh in accordance with the guaranteed energy savings contract requirements of the Guaranteed Energy Savings Act and as specified in Attachment A of this RFQ.

### **Section II: Corporate Background**

- A. Type of Firm** (corporation, partnership, sole proprietorship, joint venture); Name of parent company if applicable (include the name, main office address and parent company's tax identification number). Also include the address of the closest physical office relative to the project site and the number of employees working from that office and type of work performed out of that office. Name of current firm and number of years operating under this firm name; former firm names if applicable and corresponding years in operation. Structure of team if this is a joint venture. Proper registration with the Pennsylvania Department of State is a mandatory requirement.
- B. Financial Stability of Firm**
- 1. Financial Soundness.** Describe the financial soundness and stability of the firm.
  - 2. Bonding.** Current bonding capacity; bond rating; confirmation that firm is currently bondable for 100% of a payment bond for construction of this project and 100% of a performance bond for construction of this project. For this RFQ, the City of Pittsburgh requests a letter from a licensed surety as evidence of ability to bond for each of these categories assuming a 9.5 million dollar cost of construction.

**Section III: General Lighting Design and Installation Scope of Services Capability**

The following is a minimum scope of services required for this project. Add a brief comment for each item, 25 words or less preferred, to demonstrate your capability for each.

- A. Lighting design
- B. Energy auditing for proposed street lighting and other exterior lighting upgrades (identify potential new LED fixtures, determine savings projection based on standard energy engineering principles; estimate project costs; present package of measures with cash flow)
- C. Procurement, bidding
- D. Construction
- E. Commissioning of exterior lighting projects
- F. Project management
- G. Performance guarantee
- H. Equipment warranties
- I. Ability to facilitate financing
- J. Measurement and verification of savings
- K. Rebates and incentives
- L. Training of maintenance staff
- M. Maintenance capabilities

**Section IV: Street Light Project Experience & References**

The City of Pittsburgh wishes to understand the experience the Respondent has established performing streetlight projects in the last five (5) years. Describe your firm's experience in the past five (5) years performing **street lighting exterior fixture LED design and corresponding fixture selection(s)**. In this section do not list experience in guaranteed energy savings projects or other projects that did not involve street lights. Do include the following information:

- Name of institution served, location, name of contact, phone number and e-mail address,

- Scope of project(s), including number and type of equipment installed,
- Total cost of project construction, source of funding, including type of financing used and any grants/rebates, and any other specific terms of project
- Amount of projected savings, guaranteed savings and actual savings.

### **Section V: Performance Contracting Experience & References**

This section applies to all guaranteed energy savings contracts, with an emphasis on projects completed within the Commonwealth of Pennsylvania and large projects for municipal, state and federal governmental agencies.

Provide an overall description of your firm's commitment and level of experience with performance contracting. List any and all ESCO qualifications/certifications your firm possesses or maintains, for example identify if your firm is an accredited member of the National Association of Energy Service Companies (NAESCO), identify if your firm is a prequalified ESCO by the Pennsylvania Department of General Services, the U.S. Department of Energy, or the Department of Defense. Attach appropriate supporting documentation of the certifications. Describe your firm's experience in guaranteed energy savings contracts, include the following information for no more than ten (10) projects completed in the past ten (10) years:

- Name of institution served, location, name of contact, phone number and e-mail address,
- Scope of project(s), including number and type of equipment installed,
- Total cost of project construction, source of funding, including type of financing used and any grants/rebates, and any other specific terms of project
- Amount of projected savings, guaranteed savings and actual savings.

### **Section VI: Project Management and Staffing for this Project**

This section applies to this project, with an emphasis on local capability/service.

- A. Coordination.** Describe your firm's approach to managing this project. Include an organizational chart showing clear lines of communication and responsibility. Describe the transition and responsible parties from the sales to auditing phase, auditing to construction phase, construction to follow-up monitoring phase, etc.
- B. Construction Management.** Describe how your firm would work with current Institution management and maintenance personnel in order to coordinate construction.
- C. Subcontractors.** State whether work will be completed by the Contractor or by a subcontractor for each category (auditing, design, procurement/supply of equipment

from vendors or manufacturers, engineering, construction management services, installation, monitoring & verification, operations and maintenance, warranty/repair work). Describe how subcontractors are selected. Comment on your ability to competitively select subcontractors. Identify any subcontractors already selected.

**D. City Involvement.** Describe how you will engage the City of Pittsburgh in decision-making regarding project scope, lighting specifications, ongoing operational and maintenance strategies, etc., and how you incorporate Institution’s needs.

**E. Local Staffing and Support.** Describe extent of local staffing and support for the geographic region. Include basic job descriptions and capabilities of the local staff. Describe the relevance or importance of local presence with regard to this project. Identify whether your firm has a local, established operations (physical office location) available for training and demonstrate whether your firm has sufficient resources for engineering/technical support and can deliver 24 hour emergency repair services for the term of the guarantee.

**F. Personnel Information - Experience of Staff Assigned to this Project.** Identify the individual(s) who will have primary responsibility for each task and phase of the project in the Capability and Experience Profile (below). Attach resumes of all personnel assigned to this project.

**CAPABILITY AND EXPERIENCE PROFILE**

List Name and Title	Primary roles & responsibilities	Years of experience in intend role	Years employed with an ESCO	No of Street Light projects implemented while in this role	List most recent Street Light project in intended role
<b>PROJECT MANAGEMENT</b>					
<b>ENGINEERING/DESIGN</b>					
<b>CONSTRUCTION MANAGEMENT</b>					
<b>TRAINING</b>					

<b>COMMISSIONING</b>					
<b>MEASUREMENT &amp; VERIFICATION</b>					
<b>O&amp;M SERVICES</b>					

## ATTACHMENT D: EVALUATION CRITERIA

### D-1 QUALIFICATIONS

Responses to this RFQ will be evaluated based upon the completeness and quality of the information provided by the Respondent. The City of Pittsburgh has identified the following scoring weights for each section:

**Ability to Follow Instructions** **10%**

Specific formatting instructions are provided in this RFQ for submittals. The format in which responses are received will serve as an indication of the Respondents' ability and desire to follow instructions and establish a good working relationship with the City of Pittsburgh. Failure to provide any of the requested information may result in disqualification.

**Experience:** **60%**

- Qualifications and experience of Respondent and Respondent's key personnel having implemented at least one (1) completed LED streetlight conversion project similar to the one anticipated to be delivered to the City of Pittsburgh within the past five (5) years.
- Qualifications and experience of Respondent and Respondent's personnel with implementing guaranteed energy savings contracts and having implemented at least two (2) guaranteed energy savings projects with the Commonwealth of Pennsylvania in the past ten (10) years.
- Reliability and performance on past projects, project references and client contact information.

**Project Management and Project Team** **30%**

- Demonstration that Respondent has a proven project management team to coordinate project processes from design through construction such that the process is seamless. Respondent should be able to identify a single point of contact throughout the process. Ability to effectively manage project construction and complete the project on schedule. Clear assignment of responsibility for various project tasks to specific individuals.
  - Demonstrated financial stability and soundness of Respondent.
  - Extent of local staffing and support.

The Selection Committee recognizes it is premature to place a major emphasis on projected financial benefits during the qualification phase. Therefore, the emphasis of the RFQ Phase will be on experience and qualifications and no emphasis will be placed on any cost information provided in response to the RFQ.

## D-2 INTERVIEWS

Respondents deemed by the Selection Committee to be Qualified Providers will be invited for an oral interview. The RFQ scores will be modified based on clarifications to responses provided in the interview.

## D-3 FINAL SELECTION

The Selection Committee will select at least two (2), but no more than five (5) Respondents to submit a Proposal. Final Selection will be based upon the following scoring weights for each section:

**Qualifications (based upon the RFQ score) 50%**

**Technical Approach, Cost and MBE/WBE Participation 50%**

- Quality of Utility Bill Analysis and Development of Baseline Data
- Quality of Field Survey Data
- Quality of Energy Savings Data and approach to Energy Conservation Measures
- Quality of proposed commissioning plan
- Quality of proposed training for City of Pittsburgh staff
- Quality of ongoing support available to the City of Pittsburgh (including proposed maintenance support plan if identified by the City of Pittsburgh in the RFP)
- Demonstration that cost approach consists of a markup on top of competitively bid subcontractor hard costs - secured through transparent competitive bidding amongst multiple equipment, fixture, monitoring and controls manufacturers, and labor subcontractors. Special consideration shall be given to a Respondent for convincing the City of Pittsburgh that the Respondent can drive down the costs of equipment, fixtures, monitoring and controls systems, and labor by bidding to multiple vendors and subcontractors.
- Demonstrated ability to arrange for project financing
- Total financial benefit to the City of Pittsburgh
- MBE/WBE participation.

The Selection Committee will contact references to complete the evaluation. With quality references, the City of Pittsburgh will select the highest scoring qualified provider that best meets the needs of the City of Pittsburgh and apparent awardee will be notified of selection; otherwise, the same process will be used with the second-ranked Contractor.

## **ATTACHMENT E: TECHNICAL PROJECT PROFILE**

The tabled information contained in this Technical Facility Profile is provided to inform Respondents about the scope of the project including approximate counts, wattages, types and locations of existing street lighting fixtures. The information in the tables was taken from an inventory of City owned exterior lights completed in 2014. The tabled information is complete, however, the Contractor will be responsible for verifying the accuracy during the Technical Energy Audit. In October of 2014 the City of Pittsburgh used approximately 2,125,167 Kwh for 40,437 street lights and paid approximately \$87,982.92 for supply and \$112,819.23 for distribution. The City of Pittsburgh has High Pressure Sodium Roadway Luminaires. Additional information will be provided and available to Respondents invited to submit a proposal.