

UNIVERSITY OF
ARKANSAS
COMMUNITY COLLEGE
BATESVILLE

Request For Proposals

*Energy Performance
Contracting
Services: Investment
Grade Audit & AEPC
Project Proposal*



Section 1 – SELECTION PROCESS

General Background & Purpose

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

As this project is being conducted through the AEPC program, Owner will only consider proposals from AEO’s pre-qualified list of ESCOs, which may be found at:

<https://www.adeq.state.ar.us/energy/incentives/performance.aspx>

Lead Contact Information & Inquiries

For inquiries regarding this RFP, please contact:

- *Mandy Walker, CPA/MBA*
- *Vice Chancellor of Administration and Finance*
- *870-612-2121*
- *Mandy.walker@uaccb.edu*

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

Inquiries must be submitted in writing or electronically to the Owner’s lead contact by *January 17th, 2022*. Inquiries received prior to this deadline will be answered and distributed via the AEO to all ESCOs who have stated a written interest in responding to the RFP.

Timeline

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

Issue Request for Proposals for EPC	<i>December 20th, 2021</i>
Hold Pre-Proposal Walkthrough/Meeting <i>(if necessary)</i>	<i>January 14th, 2022</i>
Deadline for Questions	<i>January 17th, 2022</i>
Anticipated Response to Questions	<i>January 19th, 2022</i>
Proposals Due	<i>January 28th, 2022</i>
Review Proposals	<i>February 2nd, 2022</i>
Interview ESCOs <i>(if necessary)</i>	<i>February 14th-18th, 2022</i>
Select ESCO	<i>February 21st, 2022</i>

Scope of Work

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

- Recommissioning and/or replacement of HVAC equipment
- Convert the current lighting devices to all LED lighting
- Building Envelope
- Water Conservation
- Integrated Centralized Building Control Systems

In addition to the aforementioned ECMs, the Owner is soliciting proposals to develop a net-metering facility. This facility will ideally produce solar energy purchased by the Owner in the form of a third-party ownership agreement (such as a solar services agreement or a lease) as authorized by Act 464 of 2019. Such an arrangement will allow the Owner, as a tax-exempt entity, to realize tax benefits heretofore unavailable. If an ESCO believes that an alternative procurement model such as outright ownership is preferable, detailed justification and analysis for such an approach should be provided.

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

Pre-Proposal Walkthrough/Meeting

To provide ESCOs with as much information as possible regarding the solicitation, Owner will hold a pre-proposal site walkthrough and meeting at 10:00a.m. on *January 14th, 2022* at *2005*

White Drive, Batesville, AR 72501, property owned by the Owner and designated as a possible location of a solar facility.

Submittal Instructions

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

*ATTN: Mandy Walker
University of Arkansas Community College Batesville
Independence Hall – 101D
2005 White Drive, Batesville, AR, 72501*

Evaluation and Selection

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

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

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

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

Owner reserves the right to reject any and all submissions and to waive any informality if deemed in the best interest of Owner to do so, as this solicitation does not commit Owner to award a contract.



Section 2 – SELECTION CRITERIA

Qualifications & Team Experience

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

1. Qualifications and experience of ESCO's personnel who will be involved on project. Identify primary responsibilities for each team member, as well as any additional resources ESCO expects to be able to provide to the project, such as navigating regulatory approvals.
2. Documented solar projects and/or EPCs completed in Arkansas or surrounding states.
3. At least three (3) client references.

Project Design

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

Product Selection & Bidding

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

EPC Financing

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

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

Financial Data

Given your ESCO's knowledge of the owner's facilities and energy usage and experience with both solar installations and the Arkansas market, please submit the following:

- Please provide a description of your firm's past experience delivering turnkey solar installations and/or fixed price/kWh Solar Service Agreements (SSAs)
- If your firm has executed SSAs in the past, how were annual utility escalators and buyout options considered?
- How would your firm use its past experience delivering turnkey solar installations to deliver best-value to the Owner for a project scope of the size stated above?

Project Management & Construction

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

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

Owner Engagement

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

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

Measurement & Verification

Measurement & Verification is unique in third-party solar agreements, as performance is intrinsically tied to an annual rate or lease payment. Describe your ESCO's approach to M&V with regard to the potential Scope of Work proposed by the Owner. Specifically:

1. What would be a reasonable M&V term for this proposed project scope? How often are reports delivered and discussed with the Owner? Owner would recommend a year of IPMVP Option B for a solar project. Does this seem reasonable?
2. What are your typical safety factors for the proposed project?

3. What does your ESCO consider a reasonable percentage cost for M&V relative to the overall project?

Project Personnel

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

Contract Terms

ESCO should provide a sample of general terms ESCO would expect to incorporate into a contract for solar project, as well as any other terms or conditions that modify or add to the AEO standard form of agreement.

General Conditions

To be considered, proposals must be received by 5:00 PM on *January 28th, 2022* in set forth in this solicitation. An incomplete submission will not be considered. All proposals must be received prior to the stated due date. It is the sole responsibility of the ESCO to ensure that the bid is received by the Owner on or before the stated due date. The Owner will in no way be responsible for any delays caused by any reason. ESCOs must read and complete every aspect of the solicitation if they intend for their response to be considered.

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

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

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

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



ATTACHMENT A – UTILITY INFORMATION

2020 Electric Utilities (Entergy)

<https://docs.google.com/spreadsheets/d/1XAEkUcwRwZcnCGo7OTQhK5a8BMogdKvI/edit?usp=sharing&ouid=110057431963496906437&rtpof=true&sd=true>

2020 Gas Utilities (Centerpoint Energy)

<https://docs.google.com/spreadsheets/d/1REDvMID34r1eBH54aXt4FL850WnwaknT/edit?usp=sharing&ouid=110057431963496906437&rtpof=true&sd=true>

2020 Water Utilities (Batesville Water)

https://docs.google.com/spreadsheets/d/1DLROyoTW7r26B9dX3ktYXbU_13wbLDVG/edit?usp=sharing&ouid=110057431963496906437&rtpof=true&sd=true



ATTACHMENT B: BUILDING AND FACILITY INFORMATION

https://docs.google.com/spreadsheets/d/1t5Cm-4j21_5e7pr9o3Sb_RJO4kHCk4dx/edit?usp=sharing&oid=110057431963496906437&rtpof=true&sd=true

University of Arkansas

Community College Batesville