



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: OCTOBER 26, 2021

AGENDA ITEM SECTION: DISCUSSION ITEMS

AGENDA ITEM NO. : 3

AGENDA ITEM: RFP FOR ENERGY PERFORMANCE CONTRACTOR

ITEM BACKUP DOCUMENTATION:

1. DRAFT REQUEST FOR PROPOSALS FOR ENERGY PERFORMANCE CONTRACTING SERVICES

DRAFT

Village of Dobbs Ferry, NY

Request for Proposals for

***Energy Performance Contracting
Services***

Village of Dobbs Ferry, NY Request for Proposals

The Village is requesting proposals from interested performance contracting firms for the following project:

Implementation of an energy performance contract in the Village facilities identified in Appendix "A".

The objective in issuing this Request for Proposals (RFP) is to provide a competitive means by which to select a Qualified Provider with whom to negotiate a final performance contract(s) for a comprehensive program which will reduce costs and upgrade facilities in the identified buildings. The comprehensive program will include but not be limited to:

- (a) design and installation of energy efficient equipment and systems which will reduce energy consumption associated with all HVAC systems, boiler systems, building envelope, lighting, domestic hot water, and other energy using systems,
- (b) maintenance of HVAC mechanical equipment and installed systems,
- (c) retrofit of existing systems,
- (d) training of existing Village personnel in the operation and maintenance of existing and new equipment installed under the project,
- (e) complete energy audits,
- (f) monitoring of energy costs,
- (g) financing for the project,
- (h) support with available funding grants and utility rebates
- (i) a written guarantee that total program costs will be 100% covered through existing budgets and or additional revenues generated by the project.

Village of Dobbs Ferry, NY
Section I
General Information

1. Purpose

This Request for Proposals requires that firms demonstrate the experience, stability, expertise, and financial criteria required to provide the services of a performance contractor in the development and implementation of a comprehensive program for the Village.

2. Performance Contracting

For the purposes of this document, “Performance Contract” means a contract for services and equipment in which the payment obligation is guaranteed by the performance contractor to be equal to or less than the energy and operational cost avoidance, utility rebates, and overall project revenues available from the project under the term of the agreement. This does not exclude non-energy savings services or equipment supporting improvement of the building environment. A third-party guarantee by the performance contracting firm is not acceptable.

3. Eligible Offerors

Eligible offerors are limited to companies that can demonstrate successful performance contracting projects for a minimum of ten (10) years. A minimum of ten (10) references of performance-based contracts with public sector entities in New York shall be provided. The references shall include the following at a minimum:

- annual first party financial guarantee
- bundled energy retrofits
- ongoing support services
- and financing of program costs

Provide an executive summary of each project along with the applicable contact person for the reference (name, title, address, and telephone number). Responses from parties not meeting these eligibility requirements will not be considered.

4. Proposal Format

Proposal responses must be submitted in the format prescribed in this document. Each statement will be reviewed to determine if it is complete before evaluation. Statements not containing the information requested will not be considered. Statements will be evaluated per the materials and substantiating evidence presented in the response.

5. Inquiries

Questions shall be submitted in writing to:

Jeff Chuhta – jchuhta@dobbsferry.com

6. Evaluation Criteria

Evaluation will be made per the following criteria:

Experience and Background

Capabilities

Financial Solution

Project Implementation

Legal Approach

On-going Support Program

Guarantee Methodology

Village of Dobbs Ferry, NY
Section II
General Information

1. Submission of Written Proposals

The Village will review and evaluate the responses to the RFP in accordance with the evaluation criteria identified herein. Submissions must be submitted to:

Elizabeth Dreaper
Village Clerk
Village of Dobbs Ferry, NY
112 Main Street
Dobbs Ferry, NY 10522

no later than November 17, 2021 at 10am. Late responses will not be accepted.

2. General Requirements of Each Offeror

- Provide three (3) copies of your response
- Provide financial statements of your firm for the last three (3) fiscal years

3. Selection of Performance Contractor

The Village will issue a Letter of Intent (LOI) to the selected performance contractor for this project. The chosen contractor will conduct a comprehensive energy audit of the identified facilities (Appendix A) to develop a plan and final contract detailing all aspects of their proposed program.

Village of Dobbs Ferry, NY
Section III
General Information

All proposals must contain statements of descriptions of each of the following areas. Begin each section and subsection on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly at the upper right corner of each page. If any confidential and/or proprietary information is included, then each page containing such information must be so “stamped”.

1. Table of Contents

This section should indicate the section and page number of the information included.

2. Executive Summary

Statements shall include a concise abstract of not more than two (2) pages stating the respondent's overview of your response to this RFP.

3. Experience and Background

A. Offeror's Profile and Financial Stability

Provide general information on the responding firm, including name, business address, local telephone number, officers of the firm, and contact person for this project. Each firm should provide their bonding capacity and bonding rate. If the firm is a factory owned branch, specify the legal business classification, state of incorporation, provide the last three (3) years of audited annual reports, and summarize the financial strength and longevity of the firm. If the firm is a separate legal entity from the manufacturer, specify the legal business classification of the responding firm, describe the legal relationship between the responding firm and the manufacturer, provide audited financial statements of the local firm for the last three (3) years, and summarize the longevity and financial strength of the local firm.

B. Offeror's Experience

Provide references of similar projects including the completion date of installation, ongoing maintenance services and equipment provided, energy savings performance, value of guaranteed savings, project costs and financing description, contract term, benefits to the Owner, Owner's name and address and telephone number and contact person. A minimum of ten (10) New York public sector projects shall be included in this section in accordance with the requirements of section I, item 3 eligible offers.

C. *Offeror's Guarantee Experience*

Document the current quantity of guaranteed savings contracts and total dollar amount currently guaranteed by the firm. Provide supporting data to substantiate that the firm has the financial resources to financially guarantee the results of this project.

4. Total Capabilities

Provide a detailed description of the firm's total capabilities; include but do not limit descriptions to the follow areas:

- Existing facilities and proximity to the Village
- Technical solution capabilities including in-house engineering, design, and construction
- In-house maintenance and service of systems and/or equipment installed as part of a performance contract
- Project management
- Customer training programs
- Specialized capabilities, i.e. fire alarm, security, and indoor air quality

5. Financial Solution

A. *Project Financing*

Describe the source and types of financing the offeror intend to use to implement this project. Indicate the prior use and experience with this method of financing. Indicate whether your firm provides the financing or arranges through another entity. The financial package should allow for annual payments which will allow the Village to pay for the cost of the program within a mutually agreed upon time frame. Include a sample copy of all forms and or documents related to financing that the Village may be required to execute.

B. *Financial savings calculation methodology*

Provide a detailed description of the financial savings calculation methodology.

C. *Energy baseline calculation methodology*

Describe the process, methodology and procedures carried out by your firm in developing an energy guarantee baseline.

D. *Reconciliation of guaranteed sums*

Provide a detailed description of the reconciliation process, types of reports, schedules, etc. Include a sample comprehensive energy audit from one of the references listed in section 3-B of this response.

6. Project Implementation

Provide an overview of your proposed project team. Include a list of qualifications, certifications, licenses, etc. held by direct employees of your firm which will facilitate the implementation of this performance contract.

7. Legal Approach

Include a copy of a sample legal agreement and samples of all documents that will be required to be signed by the Village.

8. On-going Support Program

Provide details of an On-going Support Program available to the Village throughout the term of the contract, which will assist in meeting the goals and objectives set forth in the performance contract. The support services program capabilities shall demonstrate the ability to provide consistent, reliable, and quality service to meet the Village's needs. The qualified firm must have an in-house service department capable of directly supporting the Village. Outline your capabilities to provide training and ongoing support services as required to support the Village personnel and the equipment or systems installed under a performance contract.

A. *Local Program Support*

Provide documentation of the firm's local capabilities to support the services and technologies implemented by your firm. Include an overview of your local office and licensed HVAC service technicians in the area. A minimum of 3 licensed HVAC service technicians is required within a 100-mile radius of the Village. The licensed service technicians must be under direct employment by your firm. Include the name and licenses of the service technicians in this response.

THE VILLAGE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS, OR ANY PART THEREOF, AND TO WAIVE ANY INFORMALITIES AND/OR TECHNICALITIES THAT IS DEEMED TO BE IN THE BEST INTEREST OF THE VILLAGE.

APPENDIX A

Village of Dobbs Ferry, NY

List of Buildings

Public Library – 55 Main Street

Village Hall – 112 Main Street

Memorial Park Building – 105 Palisade Street

DPW Office – 1 Stanley Avenue

Ambulance Corps. Building – 81 Ashford Avenue

Ogden Engine Company – 198 Ashford Avenue

**Pool House and Offices at Gould Park (seasonal) – Ashford Avenue & Beacon Hill
Drive**

Embassy Club – 60 Palisade Street

Street Lighting