

**Frio County Request for  
Qualifications No.**  
Frio County Courthouse  
500 East San Antonio Street  
Pearsall, Texas 78061

## **Frio County Request For Qualifications for Design-Build Contracting for Energy Services**

Owner is requesting qualifications from interested and qualified energy services contractors for a high-performance design-build projects. Owner plans to select the most qualified contractor for high performance design build projects in accordance with Local Government Code 262.023 which provides for the usage of Texas Government Code 2269 Subchapter G Design Build Contracts for Facilities.

The objective in issuing this request for qualifications is to solicit qualifications from companies that have the experience and capability to provide energy saving upgrades, facility modifications, HVAC (Heating, Ventilating and Air Conditioning), lighting retrofits, and general contracting for the existing facilities and systems.

The selected high performance design-build contractor shall provide the Owner a comprehensive program to upgrade and/or improve facilities which could include any of the following: (a) a detailed energy audit to establish energy consumption baseline (b) design and installation of energy-efficient equipment and systems, (c) sustainability measures including renewables, resiliency measures, battery integration, EV charging, etc. (d) training of existing personnel in the operation and maintenance of installed systems, (e) training of staff on energy education and awareness, monitoring and accountability of project performance, (f) financing for the project; and (g) the ability to provide additional services including but not limited to:

(1) energy efficiency conservation strategies, and general sustainable consulting services and additional research on energy efficiency or sustainable initiatives. (2) ENERGY STAR® Portfolio Analysis, (3) LEED® Certification for Existing Buildings (4) retail electric portfolio review, (5) providing financial feasibility or other special studies including energy efficiency and guaranteed savings services and agreements, (6) installation of additional systems and equipment, (7) services for systems and equipment as requested by the Owner.

The Owner reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value to the Owner, and hold the responses for a period of 120 days without taking action. Respondents are required to hold their responses firm for the same period of time.

All qualified firms interested in providing the specified high-performance design-build contracting services should respond with a written response to Owner. Final selection will be made in accordance with the policies and administrative directive of the Owner and other statutory provisions. Responses must be received at the Frio County Sheriff's Office located at **502 S. Cedar Street, Pearsall, Texas 78061 until 3:00 P.M., May 26, 2023**, after which time and date they will no longer be accepted. Late responses will not be considered. The Owner reserves the right to reject any and all qualifications and to waive all technicalities.

Responses may be mailed or hand-delivered (email or faxes will not be accepted) to:

Name: Frio County Sheriff's Office, Chief Deputy Sheriff Peter Salinas

Location: 502 S. Cedar Street, Pearsall, Texas 78061

## **SECTION I — GENERAL INFORMATION**

### **1) PURPOSE**

This request for qualifications (RFQ), requests qualifications from companies for high performance design-build contracting to develop strategic improvements at the Owner's facilities. Timely implementation of this effort is of the essence.

Owner proposes to address various facility deficiencies within the scope of this high-performance design build contract through one or multiple projects. Owner proposes to address building renovation needs at the county jail, sheriff offices, courthouse, and surrounding county facilities. Additionally, Owner intends to expand dispatch office areas, create a processing corridor, upgrade outdated lighting, HVAC, water conservation, ventilation system and other efficiency improvements through the program. Owner reserves the right to modify and or change this scope of work overtime as the project(s) progresses.

Respondents to this RFQ shall identify their experience and qualifications to perform energy analysis, design engineering, preparation of engineering plans and specifications, installation, commissioning, and management of a utility conservation project(s) that has involved utility conservation measures (UCM) which address facility components and applications.

### **2) High Performance Design-Build Contracting**

For the purposes of this document, "High Performance Design-Build Contracting" means a single contract with a design-build firm that provides improvements and upgrades for energy-efficient equipment and systems for existing facilities. "Design-build firm" means a partnership, corporation, or other legal entity or team that includes an engineer or architect and builder qualified to engage in building construction in Texas.

### **3) Energy Savings Calculations**

The high-performance design-build contractor shall, if requested by the owner, provide detailed energy savings calculations that can be verified using the International Performance Measurement and Verification Protocol (IMPVP).

### **4) Eligible Bidders**

To effectively manage the risk to Owner, the Owner requires a high-performance design-build contracting/service team with total capability to access, design, install, and support the installed systems. The dedicated team (subcontractors not included) will have a minimum specific experience providing energy-savings-based contracts. Preference will be given to a firm that can provide a total energy portfolio of services including areas affected by retail electric deregulations in Texas and have the ability to provide additional services as outlined above. Responses from other parties shall not be considered.

### **5) Format**

Qualifications must be submitted in the format outlined in this document. Each response will be reviewed to determine if it is complete prior to actual evaluation. Qualifications not containing the information requested will not be considered. Respondents shall use the prescribed format to clearly indicate their experience and qualifications, describe their technical approach to this project, and fully describe their proposed energy savings calculations. Qualifications will be evaluated in light of the material and substantiating evidence presented in the response, and not on the basis of what is inferred.

**6) Contract Responsibility**

The selected contractor will be required to assume total responsibility for all services offered in their response. The selected contractor will be considered the prime contractor and the sole point of contact with regard to all contractual matters. The agreement shall not be changed or canceled without prior written notification to Owner. The Owner intends to execute the project(s) in phases, each of which is to be negotiated independently and contractually executed via contract modification and commissioner court approval.

**7) Bonds and Insurance**

The successful respondent shall procure and maintain in effect during the life of the agreement commercial general liability insurance in amount not less than \$1,000,000 for each occurrence, comprehensive automotive liability insurance in amount not less than \$1,000,000, and workers compensation insurance in accordance with the Worker’s Compensation Act of the State of Texas to adequately protect the interests of Owner for all labor employed by the contractor. Evidence of required bonds and insurance shall be presented prior to execution of a contract. Insurance policies to be carried under the agreement shall not be changed or canceled without prior written notification to Owner.

**8) Taxes, Fees, Code Compliance, Licensing**

The high-performance design-build contractor shall be responsible for payment of any required taxes or fees associated with the execution of the contract. The high-performance design-build contractor shall be responsible for compliance with all applicable codes and statutes. All engineering, design, installation, and construction work shall be done by contractors licensed in the State of Texas.

**9) References and Proprietary Information**

Submission of a response deems permission to make inquiries concerning the respondent and its officers and to any persons or firms deemed appropriate by Owner. Any proprietary information that the contractor does not want disclosed to the public shall be so identified on each page in which it is found. Data or information so identified will be used by Owner solely for the purpose of evaluation and contract negotiations.

**10) Inquiries**

Questions that arise from respondents prior to qualifications submission shall be submitted in writing to Owner. Written questions can be emailed to **Chief Deputy Sheriff Peter Salinas at psalinas@friosheriff.org no later than May 26, 2023 by 3:00PM.**

**11) Schedule of Events**

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

<b>Request for Qualifications Issued</b>	May 4, 2023
<b>Submission of Qualifications Due</b>	May 26, 2013 by 3:00PM
<b>Contractor Selection</b>	May 30, 2013

## **SECTION II—RESPONSE FORMAT AND PREPARATION INSTRUCTIONS**

Responses must be submitted in the format outlined in this section. Provide six hard copies of your response and one electronic copy. Each response will be reviewed to determine if it is complete prior to actual evaluation. Owner reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of Owner is that all responses follow the same format in order to evaluate each response fairly. Qualifications will be evaluated in light of the material and substantiating evidence presented in the qualifications, and not on the basis of what is inferred.

The Request for Qualifications is limited to 50 pages using a minimum number 11 Arial font. Do not include additional documents as an appendix. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly.

### **1. Table of Contents**

Responses shall include a table of contents properly indicating the section and page numbers of the information included. This page is not included in the 50-page response limitation.

### **2. Executive Summary**

Responses shall include an abstract of no more than two pages on the information presented in the qualifications and the contractor's unique qualifications and services.

### **3. Background, Experience & Capabilities**

#### **A. Background and Firm Profile**

Provide general information on the responding firm, including: name, business location, local telephone number, and contact person for this project. Describe the firm's approach to high performance design-build contracting.

#### **B. Project Team**

List the members of the project team that will develop, design, project manage, install, and service the installed systems (do not include subcontractors). Provide a list of the firm's personnel to be used on this project and their qualifications. Indicate the following about the team that will be permanently assigned to this project: number of years in energy services contracting and a one page or less resume including education, experience, and any other pertinent information for each team member assigned to this project.

#### **C. References**

The respondent shall include references that shall indicate the ability to deliver a full range of energy services as the prime contractor. References shall be of the type and format described below:

##### *High Performance Design Build (or equivalent) Contracts—Five References*

Provide the owner's name, address, telephone number, contact person, and a brief one-paragraph overview of the services performed for each reference.

#### **4. Technical Approach**

##### **A. Needs Analysis**

Indicate the respondent's approach to performing detailed audits, identification and design of improvement measures, and a comprehensive solution that addresses all aspects of energy and operating costs.

##### **B. Training**

Provide an overview of the training that will be provided to Owner personnel. The respondent will also include information about programs available for promoting energy awareness among staff.

##### **C. Project Management**

Indicate your firm's approach to managing the project. Include a timeline showing the necessary activities and schedule for implementation of the project. Describe the various responsibilities and coordination of your team members for effective project management including subcontractor selection and management.

##### **D. Savings Projections**

Indicate your firm's approach to estimating the energy savings associated with the project. Describe the methodology reporting of energy savings. Describe the processes and tools used to effectively estimate energy savings.

#### **5. Financial Approach**

##### **A. Financing Methods**

Describe the sources and types of financing the respondent may use to implement this project. Indicate the team's prior use and experience with this method of financing.

##### **C. Savings Calculations and Monitoring**

Indicate the IPMVP protocol that your firm will use to measure the energy savings associated with the project.

#### **6. Risk-Mitigating Strategies**

Describe any risk-minimizing strategies intended to protect the Owner.

#### **7. Additional Benefits**

Describe any other benefits Owner will realize through this contract using your firm's team.

### **SECTION III—SELECTION CRITERIA**

#### **1. Completeness**

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order.

#### **2. Formal Evaluation**

**A. Evaluation Process**

Owner elects to use a one step process for selection of the High Performance Design-Build Contractor using qualifications only. Owner will appoint a selection team to formally evaluate each response. The evaluation process will objectively grade the responses on their merit and responsiveness. Responses will be evaluated in light of the material and substantiating evidence presented in the response, and not on the basis of what is inferred. The evaluation process can include verification of team references, verification of project team resumes, confirmation of financial information, and any other information as deemed material to the final selection by Owner during this process.

**B. Grading Format**

Each section or subsection of the RFQ response will be considered a separate selection criterion and will be graded individually. The point value for each criterion shall be multiplied by the percentage grade to give the criterion score. All scores will be summed to give the grand total score. The maximum possible grand total score for the RFQ response is 100 points. Scoring will be summarized on the Formal RFQ Evaluation Form.

**C. Point Values**

<b>Experience &amp; Background</b>	<b>50 Total Points</b>
<i>Criterion</i>	<i>Point Value</i>
Firm Profile	15
Project Team	25
References	10
<b>Technical Approach</b>	<b>30 Total Points</b>
<i>Criterion</i>	<i>Point Value</i>
Needs Analysis	10
Training	5
Project Management	5
Savings Projections	5
Risk Mitigating Strategies	5
<b>Financial Approach</b>	<b>10 Total Points</b>
Financials	5
Savings Calculations and Monitoring	5
<b>Additional Benefits</b>	<b>10 Total Points</b>
<b>Grand Total</b>	<b>100</b>

#### D. Percentage Grades

Grade	Description
0%	Criterion was not addressed in the response or the material presented was totally without merit.
20%	Criterion was addressed minimally, response indicated little capability, experience, or understanding of topic.
40%	Criterion was addressed minimally, but response 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. The response indicates some superior features.
100%	Criterion was addressed in superior fashion, indicating excellent or outstanding capability.

#### E. Example

Firm Profile has a point value of 15 points. If Response A addresses the topic well (the definition of the 80% grade), the 15-point value for the criterion would be multiplied by 80%.

Point Value	Grade	Score
15	80%	12.0

#### 3. Final Selection/Notification

The grand total scores of the RFQ response summed. The respondent with the highest sum shall be selected. Owner will notify the selected firm.

#### 4. Development Study Proposal

Once a final selection has been made, the selected contractor will submit a development study proposal which, when approved by Owner, will allow the selected contractor to proceed with:

1. A detailed energy audit, engineering design, and financial analysis of Owner's facilities.
2. Grant and funding applications.
3. A high performance design-build contracting agreement, and the contractor will proceed to implement the proposed improvement measures.

**Owner High Performance Design-Build Contracting  
Formal Evaluation Form**

<b>Name of Respondent</b>			
<b>Section Name</b>	<b>Point Value</b>	<b>Percentage Grade</b>	<b>Score</b>
<b>Experience &amp; Background</b>			
Firm Profile	15		
Project Team	25		
References	10		
<b>Technical Approach</b>			
Needs Analysis	10		
Training	5		
Project Management	5		
Savings Projections	5		
Risk Mitigating Strategies	5		
<b>Financial Approach</b>			
Financials	5		
Savings Calculations and Monitoring	5		
<b>Other Benefits</b>			
Other Benefits	10		
<b>Grand Total Score (Possible 100)</b>			



