

City of Weslaco

"The City on the Grow"



David Suarez, Mayor
John F. Cuellar, Mayor Pro-Tem, District 2
David R. Fox, Commissioner, District 1
Olga M. Noriega, Commissioner, District 3
Gerardo "Jerry" Tafolla, Commissioner, District 4
Lupe V. Rivera, Commissioner, District 5
Fidel L. Peña, Commissioner, District 6

Leonardo Olivares, City Manager

CITY OF WESLACO Invitation for Proposal Based on Qualifications

The City of Weslaco hereby requests sealed Proposal based on Qualifications for the following:

Comprehensive Water Conservation Program (RFP/Q No.: 2013-14-07)

Sealed qualifications addressed to Homer Rhodes (Purchasing Office, Finance Department), will be accepted at the Weslaco City Hall, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m.** on **April 25, 2014** at which time they will be opened and read aloud. Please mark envelope,

"Comprehensive Water Conservation Program, RFP/Q No.: 2013-14-07"

An informative, non-mandatory Pre-Proposal / Pre-Qualification Conference meeting followed by a Walk-Through will be held at 1:30 pm on April 21, 2014 at Weslaco City Hall – Purchasing Conference Room C, located at 255 S. Kansas Avenue, Weslaco, Texas.

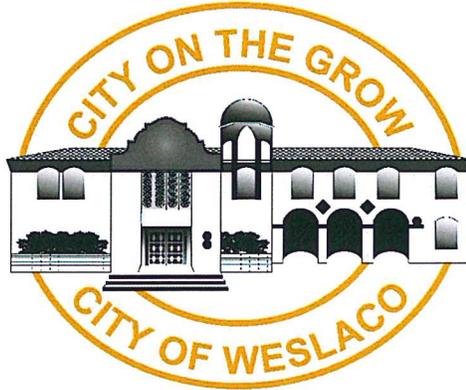
Potential Vendors/Respondents are advised that the documents can be downloaded from the City of Weslaco web page address: www.weslacotx.gov, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling 956.447.2240. Be advised that if your company is contemplating on submitting a proposal based on qualifications for this project you must submit a **"VENDOR'S NOTICE OF INTENT TO SUBMIT A PROPOSAL BASED ON QUALIFICATIONS"** form to the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company. **No electronic proposals will be accepted.**

The City of Weslaco reserves the right to accept or reject any or all RFP/Q's, to waive any informalities, and to accept the vendor to be the best and most advantageous to the City and to hold RFP/Q's for a period of forty-five (45) days without taking action, for the purpose of reviewing and investigation of vendor's qualifications prior to award. Submissions received past the aforementioned date and time will not be accepted by the Purchasing Office.

City of Weslaco

A handwritten signature in blue ink that reads "Homer Rhodes". The signature is fluid and cursive.

Homer Rhodes,
Purchasing Office / Finance Department
hrhodes@weslacotx.gov



VENDOR'S NOTICE OF INTENT TO SUBMIT A PROPOSAL BASED ON QUALIFICATIONS

If you intend to submit a Proposal based on Qualifications for the **Comprehensive Water Conservation Program RFP/Q No.: 2013-14-07** with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **April 25, 2014** so that you may receive any addendums to the specifications should the need arise.

**Homer Rhodes
City of Weslaco
Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: 956.447.2240
Fax: 956.969.8452
hrhodes@weslacotx.gov**

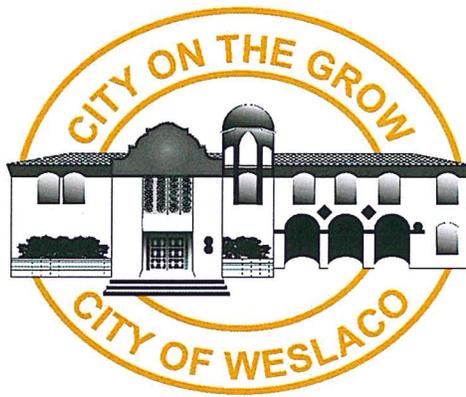
Name: _____ Signature: _____
(print / contact person)

Title: _____ Company/Agency: _____

Mailing
Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email Address: _____



CITY OF WESLACO
Invitation for Proposal Based on Qualifications
Acknowledgement of:

Addendum No. 1

Signature Date

Addendum No. 2

Signature Date

Addendum No. 3

Signature Date

Addendum No. 4

Signature Date

CITY OF WESLACO
REQUEST FOR PROPOSAL
BASED ON QUALIFICATIONS
FOR A CITY-WIDE
COMPREHENSIVE WATER CONSERVATION PROGRAM



RFP/Q No.: 2013-14-07

OPENING: April 25, 2014 @ 3:00 p.m.

City of Weslaco
Request For Proposal & Qualifications
To Implement A Comprehensive
Water Conservation Services Program

- 1. PURPOSE OF SOLICITATION**
- 2. OWNER BACKGROUND**
- 3. SERVICES REQUESTED**
- 4. FACILITIES**
- 5. PROCUREMENT PROCESS**
- 6. EVALUATION CRITERIA**
- 7. SCHEDULE OF EVENTS**
- 8. RESPONDENT'S SUBMITTAL**

Owner Supplied Information

1. PURPOSE OF SOLICITATION

This solicitation is a Request for Qualifications (RFQ). The purpose is to solicit qualifications from energy services companies (ESCOs) that describe their capabilities to identify, design, install, maintain, monitor and arrange financing of a comprehensive water conservation program. This program includes the services listed in this request pursuant to the provisions of the Texas Law Local Government Code 302. For the purpose of the RFQ, "ESCO" refers to the any entity that is qualified to provide a turnkey water conservation program that includes the services listed in this request. OWNER intends to select an ESCO and to award contract to perform cost-effective water conservation retrofits.

2. OWNER BACKGROUND

CITY OF WESLACO TEXAS

255 South Kansas Avenue, Weslaco Texas 78596

3. SERVICES REQUESTED

OWNER proposes to address all water metering equipment needed in order to identify water conservation opportunities or verify water savings; or

Other water conservation-related improvements or equipment, including improvements or equipment related to nonconventional water sources or water reuse.

All water conservation measure must comply with current local, state, and federal construction, plumbing, and environmental codes and regulations.

OWNER anticipates a major reduction in annual water and operational costs through the implementation of this water conservation program. As a result of this process, the contract must provide for monitoring and

verification of, and a guaranteed water savings bond covering, utility and operational savings to be achieved. The ESCO shall demonstrate ability to finance the entire project. Owner intends to negotiate with selected respondent a repayment term not to exceed fifteen years. Owner also intends to repay for the program through realized cost savings as a direct result of the water conservation program.

Respondents to this Request for Qualifications (RFQ) shall identify their experience and qualifications to perform analysis, design engineering, prepare engineering plans and specifications, install, commission, monitor and verify savings, and manage a major water conservation project that has involved Automatic Metering Infrastructure (AMI), Automatic Meter Reading (AMR), and zero moving part solid state water meters, and integrated water leak detection. Such components and applications shall include: residential, commercial, industrial, and water usage credit meters with AMI/AMR compatible encoder registers capable of output that can be captured by transmitter units; Meter interface units (MIU)s capable of receiving information from the meter registers, and transmitting this and other relevant information to a reading device; A fixed radio AMR system with fixed location data collection units capable of capturing signals from the MIUs; The communication or data transfer system capable of transferring the data from the data collection units to a meter reading system control computer located at City of Weslaco City Hall, 255 South Kansas Avenue, Weslaco Texas 78596; A meter reading system control computer into which the data from the MIUSs and other information necessary to operate and maintain the AMI/AMR system may be input and stored; The software necessary to operate the system and communicate meter data to the City's customer information system; Technical and installation support to the City during system deployment; Documentation adequately describing the operation and maintenance of the AMI/AMR and metering system and its components, for use by City employees or

agents; Training sufficient to enable City personnel to operate and maintain the system; Technical support for the system over its expected life of 20 years, including on-site and telephone support for City personnel, patches and upgrade to the system software and firmware to ensure that the system continues to perform to design criteria, and an ongoing service contract to maintain reading system equipment. In addition to the AMI/AMR system, the vendor will be responsible to installation of automatic shut off valves on 5/8-inch and 3/4-inch water meters and integrated leak detection system compatible with the fixed radio AMI/AMR system.

4. FACILITIES

All City owned facilities shall be considered in this solicitation.

5. PROCURMENT PROCESS

A. Owner publishes RFQ.

This request for qualifications is the first step of a multi-step process aim at identifying one or more qualified performance contractors (ESCOs). This RFQ or notice of availability of the RFQ has been published. It will remain open for a period of nineteen days. This RFQ also details the requirements for response and deadlines and directions for submittal in subsequent sections.

B. Selection of Qualified Provider

A committee of OWNER staff has been formed to review responses submitted. Based on the selection criteria described in this document, they will select the most responsive and most qualified respondent.

C. Detailed Audit Contract

The OWNER will select one respondent to prepare and provide detail water audit at no cost to the City of Weslaco.

D. Negotiate Contract for Final Project Proposal

The Owner and selected respondent will negotiate a contract under which the OWNER and Respondent agree to a defined scope and OWNER agrees to pay a negotiated fee for performance of this work. The selected Respondent agrees to perform the detailed audit.

E. Submittal of Final Proposal

The successful respondent will provide a final proposal for the OWNER water conservation project. The final proposal will include the completed water audit report, documentation of potential water and operational savings, and all associated implementation costs. It must also include the Measurement and Verification Plan to be used to track water and cost savings in addition to providing for monitoring and verification of, and a guaranteed water savings bond, covering utility and operational savings to be achieved.

F. Review and Recommendation of Final Proposal

The OWNER review committee will review the final proposal and (1) accepts the proposal; (2) accept the proposal with exceptions for revision or modification; (3) reject the final proposal.

G. Negotiate Master Performance Contract

The Successful respondent and the OWNER will negotiate a master contract that will include authority to proceed with final design and installation or construction and cover payment schedule for ESCO.

H. Perform Project

If the project proposal and contract are approved, the ESCO may proceed with the detailed project engineering design and construction.

6. EVALUATION CRITERIA

Qualifications of all business entities that respond to this solicitation, including any subcontractors to be utilized, will be evaluated using the following selection criteria.

A. Business Qualifications (20 POINTS)

Business unit dedicated to water services

Years in business (as an ESCO or provider of the services being offered for this program)

Annual Revenues

General project track record

Services to be provided for this project

Affiliation with all subcontractors listed in their response

Office Location in the County (P.O. Boxes are not acceptable) for at least one year

Proof of current Texas Professional Engineering Registration

Specific experience with projects of a comparable nature

B. Personnel Qualifications (20 POINTS)

Background and professional qualifications of personnel assigned to this project and degree of pertinent experience based on resumes of specific staff assigned to this project, descriptions of their specific responsibilities, directly related experiences, and references. Indicate only staff to be directly involved with the project. Include sub-contract personnel.

C. Financial Qualifications (20 POINTS)

Financial viability of:

- 1. Entity proposed to provide technical and financial guarantees;**
- 2. Total level of business activity in the state in annual revenues**
- 3. ESCO will provided audited financial statements including statement, balance sheets and statement of changes for three (3) most recently completed fiscal years.**
- 4. Financing capability and lines of credit will be evaluated. The ESCOs will provide information that documents sources of proposed financing and specific projects that have used proposed financing sources.**
- 5. Willingness to adhere to the OWENER'S standard contract terms and conditions.**

D. Project Management Qualifications (20 POINTS)

Ability to assign responsibility and coordinate the detailed energy audit project construction for management of the following project phases:

- a) Detailed water audit**
- b) Engineering and design**
- c) Procurement**
- d) Construction**
- e) Commissioning**
- f) Monitoring and verification**
- g) Operations and Maintenance**

Ability to adhere to project schedules and complete all phases of the performance contracting program process in a timely manner.

E. Experience (20 POINTS)

Experience with implementing similar water conservation projects on a performance contracting basis.

Experience with the full range of responsibilities contemplated for this project (e.g. design, installation, operation, training, financing, savings verification, etc.)

Performance on prior projects, including data on projecting, achieving monitoring and ascertain accuracy of projections.

7. SCHEDULE OF EVENTS

The following time frame is expected to be followed when evaluating responses to this RFP/Q:

Monday April 7, 2014	1 st Publication Notice of RFP/Q
Thursday April 17, 2014	2 nd Publication Notice of RFP/Q
Monday April 21, 2014	Pre-Proposal Qualifications Meeting
Friday April 25, 2014	Deadline and Opening of RFP/Q at 3:00 p.m.
	Review & Selection by City Staff
Tuesday May 20, 2014	Tentative Award Date by City Commission

Please note that responses to this RFP/Q must be received on April 25, 2014 by 3:00 pm local time at the address indicated below. Five (5) copies of the response must be sealed and delivered to:

***Attention: Homer Rhodes, Purchasing Office
City of Weslaco
255 South Kansas Avenue
Weslaco Texas 78596***

OWNER reserves the right to reject any and all responses resulting from these RFP/Q. Late responses will not be accepted and will be returned to the submitting company unopened. OWNER is not liable for any cost incurred by any person or firm responding to this RFP/Q.

OWNER reserves the right to reject as non-responsive any responses that do not contain the information requested in this RFP/Q and on the forms contained in the this RFP. Additionally, OWNER reserves the right to reject, as non-responsive, any responses that are not organized and formatted as described in this RFP/Q.

Please direct any questions via email regarding this RFP/Q and the program it represents to:

hrhodes@weslacotx.gov

8. RESPONDENT'S SUBMITTAL

A. Corporate Background and Experience

Describe your firm's organizational structure, including and limited partnerships and how they are applied to this proposed project.

How many years has your firm been in business under its present name?

Indicate all other names by which your firm has been know and length of time known by each name.

Include the address of your firm's website, if applicable.

Describe your firm's general approach to performance contracting.

List any past or present litigation.

List any contracts terminated prior to completion.

List any previous business names and the above information related to those names.

B. Key Project Personnel

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

Professional resumes for key personnel and their responsibilities for the duration of the contract.

Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.

Clearly identify who will have primary technical responsibility for the water audit, engineering, and design work, contract negotiation, construction management, training, and performance monitoring.

Provide an organizational chart that clearly describes your firm's organization with supervisory reporting.

C. Performance Contracting

State how many years your firm has been in performance contracting business. Describe the complete range of services and capabilities your firm offers: such as engineering, design, auditing, AMI/AMR and energy equipment selection and installation, operation and maintenance, commissioning, monitoring and verification, and training.

List all services which your firm performs with your own employees.

What type of services is usually subcontracted?

Describe the process of subcontractor selection.

D. PROJECT TEAM ORGANIZATION

Identify the services, name of the firms involved, and the principal contract for each service subcontracted for this project that have already been identified.

E. Project Management Plan

Include a plan describing how your firm will manage subcontractors.

Describe the process that will be used for the assignment of tasks, project scheduling, and budget control, as well as capacity to provide all services required for construction and implementation of this project on a performance-contracting basis.

Provide specific information on management of the following project phases:

- 1. Detailed water audit**
- 2. Engineering and design**
- 3. Procurement**
- 4. Construction**
- 5. Submittal of as built drawings, equipment manuals, and warranties**
- 6. Commissioning**
- 7. Monitoring and verification**
- 8. Operations and maintenance, if required.**

Provide a timeline indicating necessary activities with a suggested schedule for implementing the detailed audit and project development plan through the procurement process, as referenced in the Owner Supplied Information.

F. CORPORATE FINANCIAL INFORMATION

The ESCO will provide audited financial statements including income statement, balance sheets and statements of changes for three (3) most recently completed fiscal years. If audited financial statements are not available, provide evidence of the level of third party review of the financial statements. ESCOs shall also provide documenting source(s) and levels of financing (e.g. a letter from a financial institution describing a relationship with the ESCO)

The ESCO shall provide a letter from its surety company demonstrating willingness to provide a Payment and Performance Bond associated with construction projects equal to one hundred percent (100%) of the estimated total implementation cost of this project. This cost include construction costs and equipment purchased under this solicitation of an estimated () million project. Provide a copy of an actual bond.

G. RISK MITIGATION STRATEGIES

Describe any risk minimizing strategies intended to protect the OWNER.

H. PERFORMANCE CONTRACTING REFERENCES

Discuss your project team's experience with AMI/AMR system and water conservation project similar (no more than three).

List four (4) references within the past five years indicating experience in conducting comprehensive water audit and guaranteed savings programs of a similar nature to this project. Include the following specific information for each project:

- 1. Project title and location**
- 2. Name, address, and phone number of Owner's representative**
- 3. Nature of your firm's responsibility**
- 4. Scope of work including types water conservation measures evaluated and installed with type of equipment**
- 5. Total dollar contract amount and term in years**
- 6. Type of contract (guaranteed savings, shared savings, direct cost, etc.)**
- 7. Source of Project Funding**
- 8. Projected and actual project start and end dates**
- 9. Project annual savings (dollars and gallons)**

10. Actual and measured annual savings (dollars and gallons)

I. SAVINGS CALCULATION

The water savings calculation must be prepared using standard acceptable practices. Changes to the estimated water savings can occur as a result of the installation of additional water meters, implementation of drought contingency and water conservation plans, and weather fluctuations.

Describe the methodology for calculating baseline water consumption for similar projects. If proprietary software is used provide a copy of the manual.

J. OPERATIONAL SAVINGS VERIFICATION

If operational (non-water) savings are to be incorporated within the proposed project please explain how these savings are calculated. If they are guaranteed, explain how they are covered under contract.

Explain how you monitor and verify that operational savings have been realized and in the event that they are not realized, what actions you take to rectify the shortcomings.

K. FINANCIAL GUARANTEES

Explain in detail how you will guarantee the savings associated with this project.

L. EQUIPMENT AND TRAINING

Demonstrate expertise in AMI/AMR operations and training in terms of successfully completed projects. Specifically the following areas:

- 1. Types of training**
- 2. Location of training**
- 3. Frequency of Training**
- 4. Training provided by your personnel**
- 5. Training provided by others**

M. PROJECT FINANCING AND INCENTIVES

Financing capability and lines of credit will be evaluated. The ESCO will provide information that documents sources of proposed financing and specific projects that have used proposed financing sources.

Explain how the ESCO can finance the project on its own.

Disclose any relationship, fee or incentive the ESCO might have or receive related to this financial institution or transaction.

N. CONTRACT TERM AND CONDITIONS

While the OWNER expects respondents to adhere to their standard contract terms and conditions, identify any contract provisions that the ESCO takes exception to.

State any additional terms and conditions that your firm would include particularly any the ESCO considers non-negotiable.