



"A Planned Progressive Community"

Request for Proposals

Energy Conservation Project, Berkeley Missouri

PROPOSAL NUMBER: RFQ 24-950 | ISSUE DATE: July 26, 2024

The City of Berkeley is soliciting a firm to assist the City in reducing its energy usage and costs through implementation of energy efficient HVAC systems and solar panel installations. The City is open to additional suggestions as well.

Qualified firms should respond with five (5) hard copies and one (1) electronic copy of their qualifications to include the following information. Limit submissions to 15 single sided 8 ½ x 11 pages. Covers and tabs are not part of the page count. Please include:

1. General information about the company.
2. Key personnel of the firm and their experience and qualifications. Provide information for any subcontractors as well. Please be brief.
3. Five (5) examples of experience with related projects including ability to work within budget constraints and ability to meet schedules.
4. Any experience with the Ameren Biz Savers program or in getting Federal reimbursements.
5. Any experience with Missouri PACE loans.
6. References.
7. General cost estimates/examples from past projects.
8. Funding sources and financial partners.
9. Warranty information for materials used.

All submissions must be received by 12 p.m. CST, Wednesday, August 14, 2024 to the attention of:

Nathan Mai-Lombardo, City Manager

Reference Proposal No. RFP 24-950

The City of Berkeley

8425 Airport Rd.

Berkeley, MO 63134

Please direct RFP questions (via email) by Friday, August 9, 2024 to:

Nathan Mai-Lombardo, City Manager

nathan@berkeleymo.us

No verbal responses shall be authoritative. Responses to the questions will be posted on the City's website: www.berkeleymo.us.

No late proposals will be accepted.

PROJECT SCOPE

The City will provide any necessary information in order to do an energy audit of City facilities at the outset of this project.

A comprehensive plan to implement energy efficiencies in City buildings will be developed. This plan will involve retrofitting existing and properly planning new City facilities to be as energy efficient as is reasonably possible.

The City envisions the following sub-projects, at minimum:

1. New A/C and solar panels at Fire Station #1 (2024/25)
2. New A/C and solar panels at City Hall (2024/25)
3. Solar panels at the Police Station (2024/25)
4. Solar panels at the Pool House (2024/25)
5. A/C and solar panels at the new Public Works Warehouse (2024/25)
6. HVAC and solar panels at new Fire Station #2 (2024/25)
7. New A/C and solar panels at the new Civic Center (2025/26)
8. New A/C and solar panels at the new Public Works Complex (2026+)

Other changes and/or additions to the project(s) above may be developed now or in the future. These could include, but are not limited to:

1. Lighting and electrical systems, that could potentially include street, parking lot, and exterior facilities lighting.
2. Mechanical and HVAC systems.
3. Controls and sensors.
4. Alternative or renewable energy technologies.

The City has Capital funding available for some aspects of this project, but envisions financing all or most of the initial installation costs. The City requests help with establishing a financing partner, applying for Missouri PACE loans (if applicable), applying for Federal reimbursements (if applicable).

RFP SUBMISSION EVALUATION

City staff will evaluate all proposals. It is possible that interviews will be performed with a select number of contractors prior to formulations of a bid award recommendation to the City Council. Evaluation of the proposals shall be based upon, but not limited to, the factors listed below, not necessarily in the order of their importance:

- Experience, qualifications, and general abilities of the applicant
- Quality of the overall project approach
- Cost proposal
- Specified warranties and other after-service provisions
- Bonding capacity, insurance coverage, and other legal matters
- Quality of references, prior business experience with the contractor, or reputation of contractor with other local municipalities/clients
- Responsiveness to items as set forth in this RFP
- Any other relevant information as submitted by the applicant.

The City reserves the right to reject any and all proposals in whole or in part and/or not select a proposer. This RFQ does not commit City to interview candidates, award a contract, to pay any costs incurred by any proposer in preparing a proposal, to procure or contract any services or to adhere to any predetermined schedule or timelines of events.

MWBE GUIDELINES

Certified Minority/Women Business Enterprises (MWBEs) are encouraged to participate in this RFP process. MWBE's possessing letters of certification through the State of Missouri's Office of Equal Opportunity will be considered certified (<https://oeo.mo.gov/how-to-become-certified/>). Proposals received from certified MWBE's which are economically competitive with proposals received from non-WMBE proposals will be given additional consideration. Non-MWBE Providers are encouraged to seek mutually beneficial relationships with certified MWBE's. In addition, creative relationships resulting in an employment gain to economically disadvantaged residents will also be given further attention.

Minority Workforce Inclusion (MWI) Requirements

1. The City of Berkeley requires that all respondents demonstrate and document a good faith effort to meet or exceed 10 percent (10%) minority workforce inclusion (MWI) goal for all City projects with total project costs of \$500,000 or greater. As a matter of policy, all proposal packages submitted to the City must include an MWI narrative detailing how the respondent plans to meet the MWI goal of 10 percent (10%).
2. If awarded a project, the respondent will be asked to submit an MWI plan evidencing that 10 percent (10%) of the labor hours are fulfilled by minority workers. If this level is not feasible, then the respondent must document their efforts to reach this level.
3. MWI participation can be fulfilled by: 1. Employment level of minorities and/or women in the firm, 2. staffing of minorities and/or women on subcontractors.

PROPRIETARY INFORMATION

If a submission includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by the City solely for the purposes of evaluating submissions and conducting contract negotiations, provided all proposers understand and acknowledge that submissions made in response to this RFP may become matters of public record pursuant to Missouri law applicable to public entities and respondents shall be deemed fully aware of that possibility upon submission of a proposal.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

Any submission may be withdrawn or modified by written request of the respondent, provided such request is received by the City at the above address prior to the date and time set for receipt of submissions.

RIGHT TO REJECT

By providing a submission, it is understood by the respondent that the right is reserved by City to accept any submission, to reject any and all submissions as non-responsive and to waive any irregularities or informalities when to do so is in the best interest of the City.

COST OF PROPOSAL PREPARATION

The cost of preparing a response to this RFQ will not be reimbursed by the City.

PROJECT SCHEDULE

The proposed project schedule would be as follows (subject to change):

- RFQ deadline: Wednesday, August 14, 2024
- City Council award: No earlier than Monday, September 9, 2024 (Third read)
- Project initiation: Immediate after third Council reading