

Date of Action:	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>Komits</i>	

**CITY COUNCIL ACTION MEMORANDUM**

**AM No. 13-01: Contract Award to Nortech in the amount of \$39,427 for Menard Sports Center Energy Audit/Energy Performance Services.**

Originator: Public Works Director

Date: January 17, 2013

Agenda of: January 28, 2013

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	1/17/13
X	Recreation & Cultural Services Director	<i>[Signature]</i>	1/24/13
X	Finance Director	<i>[Signature]</i>	1-19-13
X	Deputy Administrator	<i>[Signature]</i>	1-17-13
X	City Clerk	<i>[Signature]</i>	1/17/13

Reviewed by Mayor Verne E. Rupright: *[Signature]*

Fiscal Impact:  yes \$39,427

Funds Available:  yes

Account name/number: Menard Sports Center Building Improvements/340-4539-453.45-05

Attachments: Request for Proposal (5 pages)

Nortech Proposal Letter of Transmittal (1 page)

**Summary Statement:** The City received seven proposals in response to its November 5, 2012 Request for Proposal for the Menard Sports Center Energy Audit/Energy Performance Services contract. This project will complete an energy audit of the Menard Sports Center facility. The energy audit will include evaluating the building envelope, building HVAC, building lighting and controls, building electrical load, and other building components to identify energy conservation measures. This project will also propose energy use reduction improvements, including Energy Efficiency Measures and Energy Conservation Measures, complete a cost/benefit analysis, and provide a written report presenting findings and recommendations on improvements that will have a definite payback based on guaranteed energy savings.

The Request for Proposal evaluation was based upon 75 percent qualifications and 25 percent pricing. Nortech provided the best combined score for this project.

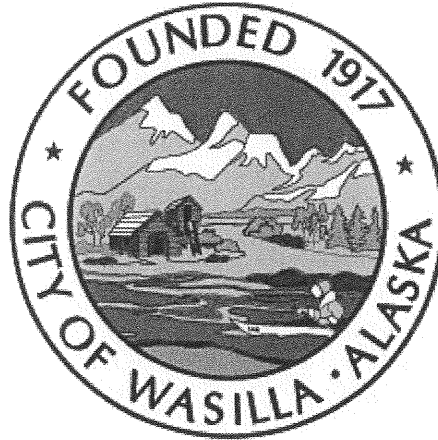
**Staff Recommendation:** Adopt AM No. 13-01.

# CITY OF WASILLA

• Purchasing •

290 East Herning Avenue • Wasilla • Alaska • 99654-7091

• Telephone 907-373-9010 • Fax 907-373-9011 •



## REQUEST FOR PROPOSAL

No. 1105-0-2012/AG

Menard Sports Center

Energy Audit/Energy Performance Services

## RELEASE DATE

November 5, 2015

## SUBMISSION DEADLINE

November 27, 2012 @ 2:00 p.m.

A firm that submits a proposal MUST be on the official City of Wasilla planholder list which is maintained at:

[http://www.demandstar.com/supplier/bids/agency\\_inc/bid\\_list.asp?f=search&mi=712050](http://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=712050).

Failure of a firm to be on the list will be cause for their proposal to be deemed non-responsive.

In addition, any copies of this proposal, attachments or addendums obtained from any source other than [www.cityofwasilla.com/purchasing](http://www.cityofwasilla.com/purchasing) or the City of Wasilla Purchasing Officer are not valid.

For additional information, please contact:

Archie Giddings, Public Works Director

(907) 373-9010

## **Energy Audit/Energy Performance Services Menard Sports Center**

The City of Wasilla is requesting proposals from qualified teams for the project described herein.

The following subjects are discussed in this RFP to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. General Requirements
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- Attachment A Contract for Professional Services

### **I. Introduction**

The City of Wasilla desires to identify and implement cost effective energy efficiency improvements to the Menard Sports Center, located at 1001 S. Mack Drive in Wasilla. Rather than separately hiring energy auditors, cost estimators, and various engineering professionals; the City wishes to contract with a single qualified team of firms and individuals that can complete all required work necessary to evaluate, cost estimate, recommend, and provide specifications to construct, install, and implement the most cost effective energy saving solutions.

The City envisions awarding a contract (Phase 1) for the systems evaluation and proposal of energy efficiency solutions, including a cost estimate and energy savings payback for the proposed improvements. If the City Council approves the proposed budget and scope of work, the City will award a second contract (Phase 2) to prepare bid specifications and to provide construction administration of the proposed improvements. All individuals/firms need to demonstrate through the submitted materials their ability to conduct general and/or investment grade energy audits that will form the basis for further investment in energy efficiency measures. The City will work with the selected firm(s) to determine the best project delivery system for the proposed improvements, whether design-bid-build or design-build teaming with a contractor or sub-contractors.

### **II. Scope of Service**

This project will complete an energy audit of the Menard Sports Center facility. The energy audit will include evaluating the building envelope, building HVAC, building lighting and controls, building electrical load, and other building components to identify energy conservation measures.

The project consists of furnishing all labor, materials, equipment, tools, and supervision necessary to perform the inspection and analysis of the facility, complete an energy audit, propose energy use reduction improvements, including Energy Efficiency Measures (EEM) and Energy Conservation Measures (ECMs relate to human behavior), complete a cost/benefit analysis, provide written report presenting findings and recommendations, prepare bid specifications and provide construction administration services for either a design-bid-build process or a design-build process.

### **III. General Requirements**

The following information is presented as a general guideline for the preparation of the proposals. It is not intended to be an exhaustive list of project requirements.

Proposals which do not address the items listed in this section may be considered incomplete and may be deemed non-responsive by the City. Every respondent to this RFP must reply to each of the items set forth below in a clear and concise manner. Responses must be in the same order as listed below. Brevity is preferred. Pay attention to specific request for information. All proposals shall be single bound in 8 ½" x 11" format; with one (1) original and three (3) copies required. The submittals shall be organized in a manner that will enable the Proposal Review Committee members to quickly access pertinent information. In consideration of the reviewer's time, every effort should be made to avoid duplicating the information presented in the submittals. Questions regarding the proposal are to be directed to Archie Giddings, Public Works Director at (907) 373-9018.

### **IV. Proposal Format and Content**

#### **PROPOSAL FORMAT**

- A. Letter of Transmittal (1 page). The letter shall identify the project for which the proposal has been prepared; briefly state the firm's understanding of the services to be provided; make a positive commitment to provide the services specified; and give the name, title, address, and phone number of the person(s) authorized to make representations for the firm/team. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm/team.
- B. Narrative
  - 1. Brief description of the team firm(s) or individuals including their experience. Brief resumes of the lead personnel and of the key technical and relate that experience to this project. Include the portion of this contract each person would be working upon. (3 pages maximum)
  - 2. Provide a list of relevant projects completed by or under the direction of the individual or firm submitting the proposal. Provide three client references. (2 pages maximum)
  - 3. Describe your understanding of the project, suggest a work plan and schedule you intend to follow in order to complete the project in a timely manner. (2 pages maximum)
- C. Cost Proposal and Fee Schedule
  - 1. Submit a cost estimate to perform the pre-construction services (Phase 1) based on the scope of services and general requirements previously described. (1 page maximum)
  - 2. Provide an exact statement of the services to be provided within the fee proposal and fee schedule (Phase 1) to be used in billing for services. (1 page maximum)

Submit one (1) original and three (3) copies of the Proposal in an opaque envelope marked as follows:

ENERGY AUDIT/ENERGY PERFORMANCE SERVICES

MENARD SPORTS CENTER

PROPOSAL DATE \_\_\_\_\_

The Proposals shall be addressed to: City of Wasilla  
Public Works Director  
Archie Giddings  
290 E. Herning Avenue  
Wasilla, Alaska 99654

**Proposals shall be received at the office of the Public Works Department until 2:00 p.m.,  
November 27, 2012.**

## V. Evaluation Criteria and Selection Process

A selection committee will evaluate the proposals and make a recommendation to the Mayor based on the highest scored proposal.

The committee will use the following criteria in deriving a score for each proposal:

- a. Qualifications and Experience of the Firm/Team.  
As presented in the proposal. 25 points maximum score.
- b. Qualifications and Experience of the Project Manager.  
The project manager is the person who will actually be directly involved in managing the day to day activities. The project manager is not the principal-in-charge unless the principal is actually formulating the work.  
25 Points maximum score.
- c. Quality of Proposal.  
Does the proposal express a clear understanding of the scope of work? Does it contain all information requested in the RFP? 25 points maximum score.
- d. Fee Proposal (Phase 1 services only).  
The fee proposal points shall be awarded based on the following formula:

$$\frac{\text{Lowest Sum Proposal}}{\text{Proposer's Sum Proposal}} \times 25 \text{ points} = \text{Fee Proposal Points}$$

TOTAL POSSIBLE POINTS = 100



**ENVIRONMENT, ENERGY, HEALTH & SAFETY CONSULTANTS**  
Anchorage: 3105 Lakeshore Drive, Suite A106, 99503 907.222.2445 Fax: 222.0915  
Juneau: 5438 Shaune Drive, Suite B, 99801 907.586.6813 Fax: 586.6819  
Fairbanks: 2400 College Road, 99709 907.452.5688 Fax: 452.5694  
info@nortechengr.com www.nortechengr.com

**LETTER OF TRANSMITTAL  
MENARD SPORTS CENTER  
No. 1105-0-2012/AG**

**Statement of Understanding**

The **NORTECH** project team of energy auditors, cost estimators and design professionals has the qualifications, experience, and expertise to complete an Investment Grade Audit (IGA), as well as providing design, construction administration, commissioning and measurement and verification services required for implementation of energy efficiency measures identified during the energy audit.

**Statement of Commitment**

**NORTECH's** experience has been that our energy consulting services pay for themselves in the form of reduced utility costs, increased energy savings and improved building operations. Our goal is to identify and implement high-ROI energy efficiency measures that will reduce the energy use and the cost associated with the operation of the Menard Sports Center.

**Authorized Representatives**

John Hargesheimer  
President, CEO  
2400 College Road  
Fairbanks, AK 99709  
(907) 452-5688

Peter Beardsley  
Principal  
2400 College Road  
Fairbanks, AK 99709  
(907) 452-5688

Dave Scherer  
Sr. Professional  
3105 Lakeshore Dr, Ste 106  
Anchorage, AK 99517  
(907) 222-2445

I hereby submit this proposal for professional services to:

City of Wasilla  
Public Works Director  
Archie Giddings  
290 E. Herning Ave  
Wasilla, Alaska 99654

Dave Scherer, PE  
Sr. Professional

