



**REQUEST FOR PROPOSALS**

**To Provide:**

**ENERGY PERFORMANCE CONTRACTING SERVICES  
Investment Grade Audit and EPC Project Proposal**

**May 14<sup>th</sup>, 2024**

**Town of Vail  
Environmental Sustainability Department  
Vail, Colorado 81657**

**Town of Vail RFP Energy Performance Contracting Services**

**REQUEST FOR PROPOSALS**

**by:**

**TOWN OF VAIL ENVIRONMENTAL SUSTAINABILITY DEPARTMENT**

**Proposals Due: June 21st, 2024**

**ADVERTISEMENT AND NOTICE OF INVITATION**

**REQUEST FOR PROPOSALS AVAILABLE:**

Request for Proposals, including response submittal requirements for: Town of Vail Energy Performance Contract will be available for download online at the following web address:

<https://www.vail.gov/business/bids-rfps>

All proposers who download the RFP must register with Cameron Millard at [cmillard@vail.gov](mailto:cmillard@vail.gov) to be added to the plan holder’s list and receive future updates. Failure to do so may result in disqualification. All questions shall be directed to Cameron Millard at the above e-mail address.

**RESPONSE INFORMATION:**

Proposals are due by 4:00 PM local time.....June 21<sup>st</sup>, 2024

E-mailed or delivered to:

Town of Vail Environmental Sustainability Department  
75 S. Frontage Rd. W, Colorado 81657  
Attn: Cameron Millard  
E-mail: [cmillard@vail.gov](mailto:cmillard@vail.gov)

RFP Questions deadline at 4:00 pm local time.....May 28<sup>th</sup>, 2024  
Question Responses Distributed.....June 4<sup>th</sup>, 2024  
Site Visit .....June 12<sup>th</sup>, 2024  
Proposal Due.....June 21<sup>st</sup>, 2024  
Interviews (Short-list) .....June 28<sup>th</sup>, 2024  
Contract Award (Anticipated) .....July 15<sup>th</sup>, 2024

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**SECTION A: SELECTION PROCESS**

**1. GENERAL INFORMATION**

The Town of Vail seeks qualified Energy Service Companies (ESCO) to perform an investment grade audit (IGA) and develop an Energy Performance Contract (EPC) Project Proposal. The Town of Vail has executed a Memorandum of Understanding with the Colorado Energy Office (CEO)'s Energy Performance Contracting (EPC) Program and will follow its guidelines, practices, and procedures.

The goals of the project for the Town of Vail include:

- Achieve significant carbon emissions reductions in line with Town of Vail Climate Action goals
- Ensure that utility bill cost savings achieve budget neutrality
- Improve building comfort, indoor air quality, security, durability, and ease of maintenance.
- Implement innovative and advanced technologies to further beneficial electrification and enable use of an increasingly clean energy supply.

The IGA and the Energy Performance Contract Project Proposal should (1) evaluate the town's facilities for energy and water efficiency upgrades, renewable energy systems, and other measures as requested (2) conduct an Investment Grade Audit (IGA) and provide a report that makes recommendations for possible projects that support the Town of Vail's stated carbon emissions reduction goals of a 50% reduction by 2030 and 80% by 2050 compared to 2014 levels, (3) support the Town of Vail's efforts in locating funding and/or financing of the proposed energy projects within the boundaries of Dodd-Frank and other regulations, (4) if retained, execute and implement an EPC. EPC execution includes guaranteeing energy and water savings through a specific scope of work, and measuring and verifying that the savings guarantee has been delivered. EPC implementation may include construction and implementation oversight and management, commissioning, and execution of the measurement and verification (M&V) plan that meets or exceeds the requirements of the Town of Vail, enabling legislation, and CEO protocols.

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### 2. TIMELINE

The following table provides the anticipated timeline for the completion of this RFP process.

<b>Activity</b>	<b>Timeline</b>
Issue RFP	<i>May 14<sup>th</sup></i>
Written questions due	<i>May 28<sup>th</sup></i>
Pre-proposal meeting(s) and conduct site visit.	<i>Week of June 12<sup>th</sup></i>
Proposals due	<i>June 21<sup>st</sup></i>
Review proposals. Selection Committee to develop shortlist. Arrange interview times	<i>June 28<sup>th</sup></i>
Interview ESCOs	<i>July 1<sup>st</sup>-July 12<sup>th</sup>-June 28<sup>th</sup></i>
Select ESCO	<i>July 15<sup>th</sup> (anticipated)</i>
Make recommendation to Vail Town Council	<i>TBD</i>
Develop and execute IGA and Project Proposal Contract	<i>Approx. 14 days after approval</i>
ESCO commences IGA	<i>Upon execution</i>

### 3. MINIMUM QUALIFICATIONS

The Town of Vail intends to follow the CEO EPC Program's Secondary ESCO Selection Process to award a contract.

The Town of Vail will only consider proposals from the CEO's list of pre-qualified Energy Service Companies (ESCOs).

### 4. SCOPE OF WORK

The Town of Vail desires an aggressive energy savings and carbon emissions reduction program to result from the relationship.

The awarded ESCO shall evaluate 24+ buildings and other facilities for energy and water efficiency upgrades, renewable energy systems, and other measures as requested. (Buildings and other facility information, including annual utility use and cost, may be found in Attachment A.) Additional scope may be added to included Vail Recreation District buildings and facilities.

In addition, The Town of Vail has several specific projects to be included in the overall engineering review in addition to the firm's proposed buildings found in Attachment A.

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Specific projects to be evaluated in the IGA process may include:

- Solar + Storage at Donovan Pavilion Events Center
- Solar project at the Vail Public Library
- EV charging stations at Community Development, Donovan Pavilion, and other facilities
- Repair and/or replacement of solar inverter at Vail Village Parking Structure
- Controls for heat tape (de-icing cable) across all town facilities
- Ductwork and envelope improvements at the Vail Fire Station 3
- Envelope improvements at Community Development, Municipal Building, and others
- Improved security and lighting in the parking structures
- Snowmelt system projects such as VFDs and controls
- Submetering projects for buildings with high energy consumption
- Potential addition of Vail Recreation District buildings and facilities (See attachment A)

This does not limit the ESCO from suggesting other energy savings projects in the normal course of the contract.

In their ESCO Base Contract with CEO, pre-qualified ESCOs agree to abide by CEO's Standard IGA Pricing model.

After the execution of the IGA contract, the chosen ESCO will then provide a comprehensive IGA report and EPC Project Proposal to make recommendations for possible projects based on the results of the IGA. Upon completion of the IGA and EPC Project Proposal, the Town of Vail may elect to enter into an EPC with the awarded ESCO for design, project management, construction, commissioning and measurement and verification services.

### **5. SPECIAL PROCUREMENT STIPULATIONS**

The Town of Vail has target procurement requirements for the selected ESCO to adhere to when selecting subcontractors for the Investment Grade Audit and EPC project proposal. These requirements specific to our jurisdiction are listed below:

- There are no special procurement stipulations for this scope of work.

### **6. PRE-PROPOSAL CONFERENCE**

Note that a pre-proposal conference will be held during the date range identified in Section A.2. Timeline. The pre-proposal conference will begin at the Community Development building, 111 S. Frontage Rd. W. Vail, CO 81657. During the pre-proposal conference, certain facilities may be visited.

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This pre-proposal conference is **not mandatory**; however, the Town of Vail highly encourages interested firms to have representatives attend to get familiarized with the Town of Vail, its facilities, subsystems, and current state of energy usage.

### **PROPOSAL DUE DATE**

Proposal submissions are due by the date and time identified in Section A.2. Proposals should be sent electronically to Cameron Millard, Energy Efficiency Coordinator, [cmillard@vail.gov](mailto:cmillard@vail.gov), 970-477-3467(o), 970-412-3981(m)

### **7. SELECTION**

The Town of Vail's EPC Selection Committee will review the proposals submitted by the stated deadline.

A project consultant assigned by the CEO EPC Program will provide the Selection Committee with technical assistance but will not/ cannot participate as a member of the Selection Committee, nor engage in decision-making.

The Town of Vail will schedule interviews with up to 5 firms.

The Town of Vail anticipates conducting interviews on the date identified in Section A.2. Interviews will be held at the Community Development building, 111 S. Frontage Rd. W., Vail, CO 81657, or virtually via Zoom.

After the interview process, the committee will make a recommendation to Vail Town Council. The Town of Vail reserves the right to waive any formality or any informality in the proposal award process. The Town of Vail reserves the right to accept any proposal, in whole or in part, and to reject any or all proposals as necessary.

### **8. AWARD**

After contract award, the Town of Vail and selected ESCO will negotiate and finalize the IGA and Project Proposal Contract.

### **9. CONTACT INFORMATION**

Questions regarding this Request for Proposal should be directed to: Cameron Millard, Energy Efficiency Coordinator, Environmental Sustainability Department, [cmillard@vail.gov](mailto:cmillard@vail.gov), 970-477-3467(o), 970-412-3981(m), no later than May 20<sup>th</sup>, 2024.

**SECTION B: SELECTION CRITERIA**

Pre-qualified ESCO proposals will be evaluated on its written response to the following criteria.

**1. MANAGEMENT APPROACH**

**1.1 Project Management and Coordination**

Provide ESCO’s organization chart (by name as available) for implementing and managing the proposed project, including the title of each individual shown and the lines of authority within the overall organization. Identify portions of the effort, if any, that are proposed to be subcontracted and provide the same information for subcontractor organization and personnel.

**1.2 Appropriate Market Sector Experience/Expertise**

Provide information that emphasizes ESCO’s experience and expertise in our specific market sector.

List in one table the Energy Performance Contracting projects developed and implemented by your firm in our specific market sector **within the past five years**. Only include projects where work was directly conducted by your company.

Project Name	Facility Type	City & State	Project Size (Dollars)	Project Size (Square Feet)	Year Completed

If your firm has EPC projects performed in our specific market sector by staff members of your team **within the past five years**, while they were an employee by another firm, clearly identify the firm with overall responsibility for that project, the individual’s name, and their role in the project.

Project Name/Prime ESCO/	Staff’s Name/Role in Project	Facility Type	City & State	Project Size (Dollars)	Project Size (Square Feet)	Year Completed

**1.3 Project Personnel and Staffing**

Identify each individual(s) who will have primary responsibility for the following tasks: technical analyses, engineering design, construction management, construction, training, post-construction measurement and verification, and other services. Include a table to identify and describe the individual(s) who will have primary responsibility for each task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that you can provide.

- Column 1: Name and title. Indicate whether ESCO staff or subcontractor. If a subcontractor, indicate name of subcontractor firm. Indicate base location as: permanent office in Colorado, on assignment from other state, or out-of-state support.



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- Column 2: Specify intended role and responsibilities for this contract and for possible EPC/implementation work, such as technical analysis, engineering design, construction management, construction, training, post-construction measurement and verification, support, or other services (specify).
- Column 3: Identify the estimated percentage of the individual’s time that will be spent on this project.
- Column 4: Level of expertise, indicated by: number of years of relevant experience, and relevant supervisory responsibilities.

	<b>Name</b>			
	Title			
	Staff or subcontractor?		Percentage of	
	Base location	Intended Role	Time on Project	Level of expertise
1				
2				
3				
4				
5				
6				

Include resumes/historical information for each member of the proposed project team. Include a list of their relevant projects during the last five years including role, type of project, project cost, and any other information to support their skills/knowledge.

**2. PROJECT APPROACH**

The expectation is that there will be schematic and design development phases where client input and approvals will be required prior to construction document development. Additionally, the client will provide design build design intent specifications for the major mechanical, electrical, plumbing and technology improvements that may be looked at for energy savings. The requirements of these specifications will need to be incorporated into the design documents and final construction.

**2.1 Design**

Discuss your firm’s design approach.

**2.2 Product Selection**

Discuss your firm’s product specification procedures.

**2.3 Construction**

Discuss your firm’s construction approach, including:

- Work plan development and coordination of identified client work requirements
- Communication with users and facilities personnel throughout process
- Methods of procedures submittals and approvals
- Support for client calendar and events
- Safety practices and procedures

**2.4 Closeout**

Discuss your firm’s approach to the following critical closeout activities:

- Systems Commissioning
- Owner Training
- Post-Implementation Report, which is a reconciliation of the EPC savings guarantee with any modifications during project implementation.
- Provision of Record Documents – i.e. As-Builts /Operation & Maintenance manuals

**2.5 Measurement and Verification**

Discuss your firm’s approach to measurement and verification. Describe how your team works with clients to identify and report on energy savings and/or potential energy savings shortfalls.

**2.6 Other**

Discuss your firm’s experience in other, supporting areas, such as:

- Staff Engagement
- Behavior Modification

**3. COST AND PRICING**

*Note: In accordance to the Colorado Open Records Act, (CORA) C.R.S. § 24-72-201:206, it is advised that the issuer of this RFP share its procurement department’s policy on what will/will not be subject to public inspection.*

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**3.1 IGA Pricing**

The CEO has standard pricing for IGAs, based on the location and square footage of the public sector commercial building to be audited. (See following table.)

Standard IGA Pricing Table				
Tiered Pricing (\$/sq ft)		Total Facility Square Footage		
		Under 250K	250 – 500K	500K +
Distance from CEO 1580 Logan, Denver	Under 75 miles	\$ 0.250	\$ 0.225	\$ 0.200
	75 – 150 miles	\$ 0.275	\$ 0.250	\$ 0.225
	Over 150 miles	\$ 0.300	\$ 0.275	\$ 0.250

All ESCO’s submitting proposals will use CEO’s IGA pricing structure in their proposals.

Audit pricing for other facilities will be discussed and negotiated only after Notice of Apparent Awardee is issued. Do not make any reference to this pricing in the proposal.

**3.2 Project Pricing**

Please use Attachment B Cost and Pricing Tool to identify the percentages proposed for this specific project that are equal to or less than the maximum rates stated in your Base Contract with CEO, based on the size, scope and location of the specific project.

**3.3 Annual Costing**

Provide estimated anticipated costs for Warranty, Measurement and Verification, and other pertinent categories below and how they are determined and applied to a project. Costs for the project shall not exceed the maximums established in the table below.

Determination of annual costs may be challenging without knowing project scope; therefore, elaborate on how annual pricing is determined.

Category of Annual Cost	Total Annual Cost	How Price is Determined	Years Applied (One-time, Annual, etc.)
Warranty			
Measurement and Verification			
Other:			

**4. BEST VALUE**

Briefly describe how the company’s approach to performance contracting delivers best value for the investment. The responding company shall also describe any utility rebates or other financial incentives or grants it can potentially provide and/or facilitate.

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**ATTACHMENT A: BUILDING AND FACILITY INFORMATION**

Building Name	Gross sq. ft.	Age	Annual kWh	Annual therms	Known Issues	Projects Underway
Municipal Building (office, police, etc)	49,000 (Police dept. = 31,325 sq. ft)	53	428,172	21,650	Duct work, missing insulation, comfort issues (overheating in PD, cold in winter)	New RTUs this summer & ductwork
Community Development (office)	7,000	50	78,902	7,146	Envelope & comfort issues	Possible remodel in future
Donovan Park Pavilion	6,000	12	122,406	23,260		Solar+Storage study completed
East Vail Fire Station 1	7,150	43	74,768	12,259		Remodeled
Main Vail Fire Station 2	7,500	48	92,859	4,128		Remodeled
West Vail Fire Station 3	15,000	13	158,352	15,975	Attic insulation and ductwork in poor condition, has snowmelting boilers	Remodeled in 2012
Library	17,400	40	170,213	36,150	HVAC issues	Air handler replacement scheduled
Lionshead Transportation and Welcome Center	6,643	12	76,050	26,370	Has some snowmelting	Remodeled
Lionshead Transportation Center Parking Structure	400,950	30	381,097	55,051	Includes snowmelt plant	
Public Works Admin (office)	5,075	40	24,437	6,506	Comfort issues	
Public Works Shop & Bus Barn	67,900	45	350,220	89,192	Newly remodeled shop in 2022	
Buzzard Park Housing (24 units)	57,526	26	60,480	(all-electric)	Possible HVAC issues	
Town Manager's Residence	3,270	40	15,198	1,576	Air leakage, inefficient HVAC, comfort and other issues	
Vail Transportation Center Parking Garage (TRC)	510,755	44	1,590,000	606,290	Security, high energy consumption, LED lighting is 10+ years, has large snowmelt boilers	
Vail Transportation Terminal Building		44	n/a (part of TRC)	n/a (part of TRC)	Comfort issues	
Information Center	1,525	10	n/a (part of TRC)	n/a (part of TRC)	Recently remodeled	
Ski Museum	3,900	20	n/a (part of TRC)	n/a (part of TRC)	Faulty inverter for TRC solar located in ski museum	
Stephens Park Restrooms	400	30	5,831	n/a		
Ford Park Restroom	400	9	7,732	n/a		
Bighorn Park Restroom	400	35	1,704	n/a		
Donovan Park Restroom	1,200	22	33,278	3,679	Has snowmelt boilers	

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Buffehr Creek Restroom	400	25	5,473	n/a		
Wall Street Restrooms	800	20	73,231	n/a	High electrical consumption	
Checkpoint Charlie	400	25	5,000	10,267		
TOV Snowmelt System	Covers 12 acres of streets and sidewalks	18	n/a	(978,199)	Electric use is not submetered but part of TRC and other buildings.	
Vail Rec District Gymnastics Center	9,000	22	Not available	Not available	Not a TOV operated building, but could be included in IGA	
Vail Tennis Center	3,600	40	Not available	Not available	Not a TOV operated building, but could be included in IGA	
Golf Club	22,000	15	Not available	Not available	Not a TOV operated building, but could be included in IGA	

**ATTACHMENT B: CEO EPC COST AND PRICING TOOL**

CEO’s Cost and Pricing Tool, a Microsoft Excel workbook, is attached. Please read the **Overview and Instructions** and **Definitions** tabs before completing the spreadsheets. Return the completed workbook with your proposal.

*Attach CEO’s Cost and Pricing Tool, a Microsoft Excel spreadsheet, found in this Toolkit.*

**ATTACHMENT C: EXAMPLE AGREEMENT FOR PROFESSIONAL SERVICES (PSA)**