



**THE VILLAGE OF  
Bratenahl**  
**Village of Bratenahl, Ohio**  
REQUEST FOR QUALIFICATIONS  
OF ENERGY SERVICE PROVIDERS FOR  
SELF FUNDING ENERGY EFFICIENCY IMPROVEMENTS

**A. GENERAL BACKGROUND AND PROJECT GOALS**

**Purpose**

The Village of Bratenahl (Owner) is requesting proposals of qualifications for the identification, design, and implementation of energy efficiency improvements on a self-funding performance-contracting basis in accordance with Ohio Revised Code 717.02. The Owner's objective in issuing this Request for Qualifications is to provide a means by which to select a single qualified provider to perform the implementation of a guaranteed savings contract. Final selection will be made in accordance with the policies and directive of the Owner and in accordance with statute.

The purpose for issuing this request is to identify and select a qualified provider, or energy services company, to perform the implementation of a guaranteed energy savings performance contract.

Suppliers shall be able to provide comprehensive design-build construction, building management and energy services, including, but not limited to, the performance of investment grade energy audits, the program design by in-house professional engineers, selection of energy conservation measures, and installation of energy efficient systems, ongoing support and training services, assistance in securing financing for the transaction, and accountability for system performance, measurement and verification, and cost of operations savings. Responses should be technically creative regarding modernization, energy conservation, energy management, maintenance, training, and overall service.

**General Information:**

- A. Show ability to provide comprehensive energy services for the Owner, which may include the installation of energy savings equipment and material. The specific nature of this equipment and material will be developed by the Selected Provider and the Owner.
- B. The Owner shall not incur any initial start-up costs. If selected, the qualified provider will provide a financial package, which will allow payments over a specified term not to exceed the lesser of 20 years or the average life of the energy conservation measures.
- C. If selected, the provider will be required to develop a technical audit. The provider will also be required to issue a savings guarantee with a reduction of energy and operating costs that are guaranteed and measured to cover the cost of the contract.
- D. The qualified provider will reimburse the Owner for the difference between the guaranteed savings and actual savings.

**1. Overview of Goals and Objectives**

The Owner expects to achieve the following goals and objectives by entering into a guaranteed energy services contract with the selected provider:

- 1. Reduce operating costs to reinvest in deferred maintenance areas.
- 2. Improve environmental conditions for employees and visitors to the facilities.
- 3. Improve maintenance and operation of the facilities.
- 4. Provide better working conditions in the identified facilities.
- 5. Preserve capital funds for other requirements.
- 6. Improve organization of financial records and budget transparency.

**Included Facilities**

The Owner desires to implement the performance-based contract at facilities owned and operated by the Village at the following facilities:

- a. Bratenahl Village Hall, 411 Bratenahl Road.
- b. Bratenahl Community Center: 10300 Brighton Road.
- c. Village Park - Outdoor Lighting and Electrical Improvements
- d. Street Lighting Improvements

**2. Qualification Process**

The selection of the qualified respondents will be based on the responses to this request and the ability of the provider to best meet the needs of the Owner. The Owner reserves the right to accept or reject any offeror’s qualifications based on its sole determination of its best interests. This request is not an offer to contract. Acceptance of qualifications neither commits the Owner to award a contract to any vendor, even if all requirements stated in this request are met, nor limits our right to negotiate in our best interests. The Owner reserves the right to contract with a vendor for reasons other than lowest price. After selecting an energy service provider, the Owner intends to negotiate a performance-based contract agreement with the selected provider.

**3. Selection Process and Timing**

The following process will be used to select the preferred energy services provider.

1 <sup>st</sup> Legal Advertisement	11/29/2024
2 <sup>nd</sup> Legal Advertisement	12/06/2024
Submission of Qualifications	01/10/2025
Selection/Notification to Provider (approximate)	03/31/2025

**4. Contact and Response Deadline**

In order to be considered, respondents must submit a complete and thorough response to this request. One original and four (4) copies (five (5) responses) must be submitted to the Owner at or before 12:00 p.m. eastern time on January 10, 2025. Responses must be submitted in a sealed envelope and clearly marked "ENERGY SAVINGS PROPOSAL." Responses must be received before the deadline and may be hand-delivered or delivered by overnight delivery service addressed to:

Village of Bratenahl  
411 Bratenahl Road  
Bratenahl, Ohio 44108  
Keith Ari Benjamin, Mayor

All submissions become the property of the Owner and will not be returned to the vendor. All costs associated with the submission preparation will be the responsibility of the submitting ESCO and will not be reimbursed by the Owner. NO EXTENSIONS TO THE ABOVE TIMELINE WILL BE GRANTED OR DISCUSSED.

**5. Response Preparation and Completeness**

An authorized representative of the offeror shall sign responses. All information requested must be submitted and organized using the number and letter format as listed below to assist the Owner in the qualification and evaluation process. Submission of e-mail responses will not be considered and will result in elimination of a response otherwise received timely and in accordance with directions. Failure to submit all information as requested may result in the requester requiring immediate submission of the missing information within 24 hours from the requested notification, reducing the score for that component of the response and / or elimination of the respondent from consideration. Emphasis should be placed on completeness and clarity of content. Inclusion of unrelated or unrequested materials that do not address the attached format shall be considered unresponsive. Qualifications received after the designated

deadline will be returned unopened. Should such qualifications be opened inadvertently the Owner reserves the right to retain a copy for the files of the Owner.

## **6. Confidentiality**

Upon receipt, the qualifications shall become the property of the Owner. Trade secrets or proprietary information submitted by an offeror must be so identified on each page on which it is found and shall not be subject to public disclosure. The Owner may obtain clarifications from the respondent or its contractors at any time.

## **7. REQUEST FOR QUALIFICATIONS FORMAT AND SPECIFICATIONS**

Each company must provide company qualifications and financial strength as detailed below.

### **Executive Summary**

Responses shall include a summary overview of the respondent's qualifications, approach and other pertinent information. The binding authority in the management of the firm must sign the summary overview.

### **Company Qualifications and Financial Strength**

#### **Company Profile / Product Independence**

1. Provide information specifying legal business classification, state of incorporation, audited annual report and summary of financial strength.
2. If the firm is a factory owned branch, specify the legal business classification, state of incorporation and where legal contracts will be executed. Specific information about the business unit (the specific branch, division, or office responding to this RFQ only), project team and management dedicated to ensuring project performance as well as the ESCO will be evaluated. Inclusion of information or projects performed or developed outside of responding branch or office will not be considered.
3. Indicate whether the response is being submitted on behalf of a parent company (List any division or branch offices to be involved in this project); division (attach separate list if more than one is to be included); subsidiary; or branch office. Include the name, address, city, state, and zip code.
4. Address the firm's representation or affiliation with the manufacturing or installation of any line of related equipment, which may be utilized in this project. Specify what that equipment is and how it may impact the project.

#### **Project Team and Experience**

1. Provide a project team organizational chart including roles and responsibilities. Include concise resumes of specific project team members who will work on this project. Include resume(s) of a minimum of one (1) in-house Professional Engineer(s).
2. Briefly describe the relevant experience and qualifications for those team members who will be directly responsible for design and implementation of this project. Please include individual resumes as attachments for review.
3. Provide information on construction management capabilities with resumes.
4. Provide a reference list identifying at least three (3) municipal projects. This list should include the project name, location, and scope of work and owner reference including contact name and phone number.
5. Include one (1) project reference where the ESCO acted as the construction manager. This reference should include the project, name, location, and scope of work and owner reference including contact name and phone number.
6. Identify all projects that did not meet the energy guarantee or have resulted in litigation. Providers not listing all outstanding litigation on guaranteed energy savings performance contracts will be rejected without further consideration. Identify the reasons.

#### **Insurance and Bonding**

1. Include evidence that the firm is able to provide a 100% project value performance bond for its faithful performance of the installation.

2. As an indication of your firm's financial stability provide your firm's cost of performance and payment bond per thousand dollars of contract value.
3. Include evidence that the firm is able to provide and maintain for the life of the contract insurance in the amounts of:
  - a. Commercial and general liability in amount not less than \$1,000,000 each occurrence.
  - b. Comprehensive automotive liability in amount not less than \$1,000,000 each occurrence.
  - c. Workman's compensation insurance not less than \$1,000,000 each occurrence.
  - d. Excess liability not less than \$3,000,000.

**Technical Approach, Energy Efficiency and Energy Conservation Measures.**

1. Total turnkey project to include: project development, design, implementation, project management, financing, measurement and verification, and training.
2. Responses should include a detailed approach to meeting the goals and objectives for the facilities and operations (each approach should be separated by buildings, facilities and projects to provide suggested outcomes for each). Provide a measurement and verification plan in accordance with the international protocol, including the plan for execution, identifying responsible parties. Provide an overview of the technical approach that is used to identify, evaluate and recommend energy conservation measures (ECMs).

**Financial Approach**

The respondent should describe financial alternatives that will responsibly maximize the net economic benefit and minimize financial risk.

**A. Financing Sources**

Provide descriptions of the sources and types and costs of financing available and recommended for use in this program.

**B. Financial Cash Flow Analysis**

Provide sample cash flow analysis.

**C. Penalties and Other Costs.**

Indicate any penalties or other costs that will be assessed in the event the decision is made not to proceed with this project at any point prior to mutual approval of a Contract Agreement. Savings.

Describe the basis of cost of operations savings, its execution, and the methods of auditing. Financial Model.

1. Include the procedure for calculation of savings with related cost adjustments.
2. Include the procedure for handling excess savings.
3. Include the procedure for handling project delays and related cost adjustments.

**Services**

1. Describe how cost-effective maintenance strategies for the installed ECMs maximize savings performance. Identify and describe the roles and requirements of maintenance services.
2. Provide the estimated costs of annual reconciliation statements, measurement and verification and any required on-going services separated by buildings, facilities and projects.
3. Provide information on your firm's ability to provide gas, electric and/or other innovative energy services

**Other Benefits:**

Describe any other benefits your firm can bring to the energy services program.

## 8. Scoring Criteria

Category	Possible score	Company Score
Company Profile / Product Independence	5	
Project Team and Experience	10	
Technical Approach, Energy Efficiency and Energy Conservation Measures	25	
Financial Approach	25	
Services	20	
Other Benefits	10	
Insurance and Bonding	5	
	100	

## 9. Advertisement for Request for Qualifications

The owner will be receiving responses to this request from companies interested in providing an Energy Savings Program per Ohio Revised Code 717.02. The Vendor that is awarded the contract pursuant to Ohio Revised Code §717.02 (C) (2) (b) shall prepare an energy conservation report in accordance with Ohio Revised Code §717.02 (B).

Responses will be due by 12:00PM Eastern Time on 01/10/2025:

### Owner Contact

Keith Ari Benjamin, Mayor  
Village of Bratenahl  
411 Bratenahl Road  
Bratenahl, Ohio 44108  
[kbenjamin@bratenahl.org](mailto:kbenjamin@bratenahl.org)

Don Beirut  
Village Engineer  
Village of Bratenahl  
411 Bratenahl Road  
Bratenahl, Ohio 44108  
[bierut@cvelimited.com](mailto:bierut@cvelimited.com)