



REQUEST FOR QUALIFICATIONS

Comprehensive Facility Improvements: Energy Efficiency and Resilience

RESPONSE DEADLINE FOR PROPOSAL: **May 27, 2025**

Contact for Questions & Submission:

Megan Campbell

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The City intends to select a qualified Energy Service Company (ESCO) for the development, implementation, and monitoring of comprehensive facility upgrades and infrastructure modernization that provides sustained efficiencies, increased resilience, and cost savings for the City's operating budget.

1. Background

The City of Pleasanton has a population of approximately 80,000 residents in 24.2 square-miles. It is located at the intersection of I-580 and I-680 in eastern Alameda County. The City is bordered on the north by the City of Dublin and on the east by the City of Livermore. Land to the west and south of the City includes open space, agriculture, and permanently protected ridge lands.

The City owns and maintains 136 public facilities and associated infrastructure. Major City facilities include the Library, Senior Center, Fire Stations, Police Stations, City Hall, Public Works Operations Yard, Veteran Hall, Pleasanton Museum, Dolores Bengtson Aquatic Center, Firehouse Art Center, Tennis Complex, Sport Parks, Gingerbread Preschool. Major infrastructure includes Water Pump Station, Sewer Lift Station, Water Booster Station. A complete list of facilities will be provided at once the contract is awarded.

The City's [Strategic Plan](#), adopted in October 2023, includes the City's vision, mission, values, and high-level goals. The Strategic Plan includes five goals including Funding Our Future, Investing in Our Environment, and Safeguarding Our City. These goals will be achieved through associated strategies including implementing the City's [Climate Action Plan 2.0](#), adopted in February 2023, and developing an Asset Management Plan to address comprehensive long-term planning for maintenance, renovation, repair, and/or replacement

of infrastructure and public facilities. The Asset Management Plan is underway and anticipated to be completed in 2025.

2. Introduction

Aligning with the City's Strategic Plan, CAP 2.0, and Asset Management Plan, the City is seeking qualifications of an Energy Service Company (ESCO) for the development, implementation, and monitoring of comprehensive facility upgrades provide sustained efficiencies, increased resilience, and cost savings for the City's operating budget. The City is seeking a firm capable of providing a turnkey project from planning to implementation, monitoring and maintenance, and funding applications.

The City intends to implement a design-build program consistent with the provisions of California Government Code sections 4217.10-4217.18. Upon award, the selected provider will conduct a Citywide assessment for all public facilities and infrastructure as detailed in the scope below.

The City, at its sole discretion, may select the awarded respondent for subsequent phases of work. The City, at its sole discretion, also reserves the right to reject any or all bidders. The City may opt to issue a subsequent RFP for project implementation once the assessment and scope is completed.

3. Project Goals

Respondents shall support the City's goal by developing and implementing a project that accomplishes the following:

- Modernizes and upgrades aging infrastructure and facilities and improves utilization of technology
- Replaces assets at end of life
- Aims to achieve optimum performance and savings while maintaining building functionality and compatibility with existing equipment
- Achieves long-term financial savings
- Leverages all available funding sources to reduce project costs and provides comprehensive funding solutions
- Reduces greenhouse gas (GHG) emissions related to energy and water use
- Increases facility and infrastructure resilience in the face of extreme events
- Creates and/or bolsters community resilience hubs
- Considers relocation/creation of an Emergency Operations Center
- Promotes staff health, well-being, and operational efficiencies

- Provides training to employees on maintenance and repair of equipment and controls
- Educates the public on the benefits of energy conservation, resilience, and facility upgrades

4. Minimum Requirements

Respondents must meet the following minimum requirements to participate in the City's RFQ process:

1. Demonstrated experience in:
 - a. Successful development of energy efficiency measures and clean energy systems including design specification
 - b. Securing necessary project financing, as well as credits and incentives available through Federal, State, local, and utility company programs
2. Have three California public sector customer references for which the respondent has provided turn-key responsibility including guaranteed energy savings in the past five years. Of those five references, at least two (2) needs to have two (2) years of verified energy savings performance.
3. Current accreditation by the National Association of Energy Services Companies (NAESCO) as an Energy Services Provider (ESP) or Energy Services Company (ESCO)
4. Currently on the U.S. Department of Energy's (DOE) Qualified List of Energy Service Companies
5. Active General Contractor licensed in California
6. All engineers assigned to the City project must be California-licensed engineers
7. Minimum of \$10 Million in performance and payment bonding capacity or minimum 10% of the total project value, whichever is greater.
8. Local office within a one-hundred (100) mile radius of the City of Pleasanton. Trained staff, including technicians, engineers, and project managers also within the aforementioned radius.
9. No pending or recent litigation associated with the savings performance and/or measurement and verification (M&V) of a guaranteed energy savings project

5. Scope of Work

Phased Approach

The City anticipates a phased approach as outlined below:

Phase 1

- a. **Investment-Grade Audit (IGA).** Upon award, conduct a Citywide facility assessment (Investment-Grade Audit) identifying prospective energy efficiency improvement projects. The audit should evaluate comprehensive improvements in the following areas:
 - Heating Ventilation & Air Conditioning (HVAC) systems
 - Indoor environmental quality
 - LED Lighting: Interior & exterior lighting and controls, street lighting
 - Building envelope upgrades including roofing and windows
 - Electrical infrastructure improvements (i.e. switchgear, panels, etc.)
 - Irrigation system upgrades, leak detection and repair systems, pumping system improvements, and water system infrastructure modernization
 - Water & wastewater modernizations and efficiency measures
 - Building Automation System (BAS) installation, upgrade, or expansion
 - Solar, battery storage, and other renewable technology
 - Smart irrigation control systems
 - Electric Vehicle (EV) charging infrastructure
 - Microgrid technologies
- i. Analyze the information gathered and determine whether improvements can be implemented to reduce energy and water consumption, and/or increase efficiency, and/or improve facility resilience. ESCO must outline and commit to realizing specific cost savings with incentives and guarantees.
- ii. Identify suitable enterprise software programs that could be used for monitoring and reporting energy consumption and greenhouse gas emissions.
- iii. **Deliverable:** Provide the IGA and a detailed report summarizing the results.
- b. **Financial Analysis and Funding Plan.** The selected respondent will then develop a financial analysis and funding plan. It should include:
 - Cost (including the necessary infrastructure improvements required) and GHG reductions for each recommended measure.
 - Comprehensive funding plan that details the intended financing to be leveraged and funding for the project (e.g., local, State, and Federal grants, rebates, etc.). Each funding source should detail the method for applying for those funds, any

requirements or limitations such as matching funds from the City, and the estimated funds the City could receive.

- i. **Deliverable:** Provide a detailed financial analysis and funding plan.

If the proposed scope and funding plan meet the needs of the City, an implementation Professional Services Agreement (and necessary contracts) will be presented for Council consideration.

Phase 2

- c. **Implementation.** Once the City determines what projects to proceed with, City will present findings and recommendation to City Council for award of a construction contract. Respondent to provide support to City staff for reports and presentations to the City Council, as needed.

The City retains the right to all final decisions related to final project scope, project prioritization, and implementation. Further, the City reserves the right to award the construction projects in phases and is not required to award any or all of the projects recommended by the ESCO. All work performed in preparation for the construction phase shall be performed under a separate Professional Services Agreement.

- d. **Financing.** Assist the City in applying for and securing funding and financing detailed in Plan prepared during Phase 1.
- e. **Design and Construction.** If approved, all infrastructure improvements must be provided on a turn-key basis including all necessary permits, engineering, delivery, installation, commissioning, training, warranty service, and compliance with any applicable funding programs.
 - i. Develop an overall project delivery approach that is completed in consultation with key City staff and stakeholders.
 - ii. Comply with the Public Contract Code, Government Code, Labor Code, all applicable City codes, regulations, specifications and design standards.
 - iii. When hiring sub-contractors, place a priority on qualified local contractors.
 - iv. Manage and administer all sub-contractors' work and provide on-site construction management.
 - v. Oversee all construction activities, coordinating with the City's Public Works Department as necessary.
 - vi. Obtain all permits deemed necessary by the City's Building and Safety Division and schedule necessary inspections throughout process with the City.

- vii. Include in all project scope deliverables adequate opportunity for review and approval by City and other authorities with jurisdiction prior to finalizing relevant deliverables and prior to issuance of any Notice to Proceed with construction.
 - viii. Undertake responsibility for CEQA compliance and for implementing any identified mitigation measures in connection with any project undertaken at any site.
 - ix. Assist the City in preparation and implementation of a broad-based community outreach plan. Public outreach may include a social media presence, presentations or kiosks at locations such as the farmers market, or any other methods deemed necessary.
- f. **Monitoring.** After the scope of work has been implemented, the selected respondent will be required to monitor cost and GHG savings performance for at least two years.

6. Contract Terms

Contract terms (contained in both the Professional Services Agreement and the CIP Agreement as applicable) may include, but will not be limited to:

- a. Life-cycle pro-forma of proposed energy improvements, including reasonable and fully documented annual energy, water, and operations and maintenance costs and savings. The City may choose to require a form of security from the successful proposer as a cost savings guarantee.
- b. Full documentation of project labor and materials costs, by measure, with negotiated and agreed-upon ESCO mark-ups, fees and profit clearly presented in an open-book pricing/cost structure. Payment and Performance Bonds will be required for construction.
- c. Timetables for completing engineering and construction work.
- d. Detailed description of services to be provided.
- e. Project key staffing assignments and guarantee of availability of assigned key staff to work on the project, including terms for liquidated damages in lieu of damages caused by unauthorized substitution or removal or change in role or level of effort of key personnel.
- f. Specific financing arrangements and terms.
- g. Reasonable guarantees of water and energy savings in annual and life-cycle kwh, kW, therms, gallons, acre-feet or other appropriate units.
- h. A detailed description of, and plan for, ongoing measurement and verification to quantify and document project water and energy and cost savings and performance.

- i. A requirement for a performance bond and/or decommissioning security guaranteeing that the facility will be either completed as planned or restored to the original condition in the event of default.
- j. A clause specifying who will be responsible for operating and maintaining the equipment to ensure cost savings and continued equipment optimal performance.

7. Proposal Requirements

Three hard copies and one electronic copy of the proposal shall be submitted in the format contained in the RFQ. The electronic file should be in searchable PDF format as a single document (optimized and compressed). The hard copy shall be submitted in a three-ring loose-leaf binder or report cover. It is critical that all responses follow the same format to allow equal and fair evaluation of each response.

Please note, proposals should be limited to 25 pages single-sided maximum (excluding resumes, table of contents, tabbed dividers, and sample contracts/agreements). Interested respondents should submit qualifications that address the following:

SECTION TABS

Qualifications should be divided by tab sections according to items in the index. This will assist the evaluating team in identifying items and information submitted with the proposal.

TABLE OF CONTENTS

The table of contents of the proposal should include a clear and complete identification of the materials submitted by tab section and page number.

COVER LETTER

A signed letter of interest (no more than two pages), stating the respondent's interest and qualifications in providing the services as outlined in the RFQ.

Tab 1: Background, Financial Capacity & Management Structure

- a. Provide general information on the respondent including: a brief history of the firm, key differentiating factors and areas of expertise, length of time performing services, and location of California offices.
- b. Provide a statement of the respondent's financial capacity and capability to perform to the terms of this solicitation request.
- c. Describe the management structure of the responding firm and include an organizational chart. Provide resumes for personnel to be used on this project and

- describe their qualifications and experience with projects of a similar size and scope.
- d. Affirm respondents' ability to meet all of the Minimum Requirements listed in Section 4 of the RFQ.

Tab 2: Litigation Disclosure

Describe any involvement as a party in any formal litigation, arbitration or mediation associated with savings performance on an energy savings contract or specifically related to an Investment Grade Audit (IGA) agreement in the last seven years under any previous or current firm names, along with a description of the nature and outcome of such litigation.

Tab 3: References

Provide detailed project histories for a minimum of three California public agencies which the responding firm provided turn-key responsibility for similar design-build energy and water modernization programs in the past five years. At least two of these must have a minimum of two years of verified energy savings. Describe the scope of work, start/completion date, services and equipment provided, project size, total project savings, and funding sources. Include customer's primary contact phone number and email.

Tab 4: Project Approach

- a. Describe respondent's approach to performing the IGA and identifying facility and infrastructure improvements.
- b. Describe the respondent's approach to managing the project implementation and procedures for minimizing occupant disruptions.
- c. Demonstrate the respondent's approach to construction and history of completing the work on time, within budget, and with scope.
- d. Describe the steps taken by the respondent during and after the turnover process to ensure successful project implementation.

Tab 5: Funding Sources

Describe the respondent's experience with obtaining funding for California public sector infrastructure needs and sustainability programs. Please describe specific funding sources that the respondent has facilitated and successfully obtained including any funding solutions or approaches which may be unique or exclusive to the respondent.

Tab 6: Savings

- a. Describe the respondent's approach to projecting and proving utility savings.
- b. Describe the methodology and formulas utilized for reporting of the savings.
- c. Describe the respondent's approach to projecting and proving greenhouse gas emissions reductions.
- d. Provide a description of monitoring services after implementation.
- e. List any projects/customers in which the guaranteed savings was not met and how each was resolved.

Tab 7: Additional Benefits and Value Added Elements

Please describe any additional benefits that may result from program implementation and the respondent's added value elements in delivering the improvements.

Tab 8: Pricing

Include a cost proposal to accomplish Phase 1 (detailed in Section 5: Scope of Work) of a) Auditing City facilities and b) preparing the financial analysis and funding plan. Please also include a completed copy of Attachment 1: Pricing Proposal Form with the submittal.

Tab 8: Contracts and Forms

Provide sample contracts for an investment grade audit, project installation, Measurement & Verification (M&V) including terms and conditions.

All proposals must be submitted to the City of Pleasanton, City Clerk's Office, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566 **no later than Tuesday, May 27, 2025, at 2:00 p.m.**

8. Selection Criteria

All proposals will be reviewed by City Staff. The various significant criteria that will be considered in the evaluation process are summarized below. The City's final selection will not be dictated on any single factor or criteria including price.

- **Background:** This includes qualifications, experience, resources, litigation disclosure, financial solvency.
- **Project Team & Management Structure:** This includes amount of work self-performed, strength of proposed team, trainers, and management structure.
- **Experience & References:** This includes relevant past project experience

- **Project Approach & Understanding:** Understanding of project's critical components and approach to IGA, project management, implementation, training, etc.
- **Savings:** Approach to measure and verify savings.
- **Funding Sources & Cost:** Funding experience, funding sources, and overall cost to City.
- **Additional Benefits & Added Value:** Additional benefits resulting from the project.
- **Other:** Any other factors determined by the City to be relevant to the performance of these services.

As part of the evaluation process, an interview will be required.

As a result of this solicitation, the City intends to award a contract to the responsive bidder whose response conforms to the solicitation and whose bid presents the greatest value to the City, all evaluation criteria considered. The goal is to award a contract to the bidder that proposes the best quality as determined by the combined weight of the evaluation criteria.

The City reserves the right to reject any or all responses that materially differ from any terms contained in this solicitation or from any Attachments hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the City.

The City has the right to decline to award this contract or any part thereof for any reason.

9. RFP Timeline

April 24, 2025	RFQ Released
May 27, 2025, 2pm	RFQ Responses Due
June 2025	Respondent Interviews (At City's discretion)
June 2025	Respondent Selected
July 2025	Council Approval of Professional Services Agreement
July 2025	Notice to Proceed

The City desires that a contract be awarded by July 2025. However, all dates listed above are tentative and subject to change. Staff and the selected respondents will meet shortly thereafter to finalize the ultimate scope of work and timeline.

Staff Contact Information

Megan Campbell can be reached at mcampbell@cityofpleasantonca.gov.

Thank you for your interest in this project. Please do not hesitate to email if you have any questions or comments.

Attachments

Attachment 1- Pricing Proposal Form

PRICING PROPOSAL
Facilities Audit & Implementation

The undersigned respondent, having familiarized himself with the terms and conditions of the proposal documents, hereby proposes and agrees to perform the work to be done and to provide all labor and materials necessary to perform the work.

Name of Respondent: _____

INVESTMENT GRADE AUDIT (IGA):

Does the respondent require an IGA agreement be entered into before a scope of work, price and savings can be finalized?

☐ YES ☐ NO

If an IGA agreement is required, does it include exit fees and/or penalties in the event the City chooses to not implement the IGA findings?

☐ YES ☐ NO ☐ N/A

What is the respondent's price to complete an IGA?

\$_____per square foot

IMPLEMENTATION:

What is the respondent's overhead and profit fee for program implementation?

Overhead % _____

Profit % _____