

Request For Qualifications

For:

ENERGY AUDITOR

TABLE OF CONTENTS

PAGE

GENERAL INFORMATION 3

PROPOSAL INSTRUCTIONS 5

PROPOSAL EVALUATION 7

EXAMPLE OF PROFESSIONAL SERVICE
AGREEMENT

ATTACHMENT

SECTION 1

GENERAL INFORMATION

1.0 Project Background

Kittitas County Maintenance Department is requesting proposals from Energy firms interested in providing professional services for two County owned facilities. Required services shall include conducting an Energy Audit, creating an O&M Plan, creating an Energy Management Plan, and creating a profile on EnergyStar Portfolio for each facility.

The professional capabilities of consultants directly involved with Energy Auditing services must include Professional Registration, where appropriate, and a demonstrable expertise in the specialized areas necessary to accomplish the services required. For these services, the consultant is expected to furnish all necessary field equipment and/or other supporting equipment and consumables.

1.1 Scope of RFQ

The Scope of Work to be performed by the consultant must be completed by **12/30/2025** and shall include, but not be limited to, conducting an Energy Audit, creating an O&M Plan, creating an Energy Management Plan, and creating a profile on EnergyStar Portfolio for each of the following facilities:

- A. Courthouse:
- B. Jail Facility:

Collect background information	<ul style="list-style-type: none">●Description of facility●Condition of building – envelop, system and maintenance status●Single-line floor plan●Occupant/visitor needs/wants●Previous energy audits or studies●Documentation for previously installed energy efficiency measures (EEM)	5/1/2025	Understanding of the building's existing state and occupants
Baseline energy data	<ul style="list-style-type: none">●Analyze utility bills, applicable rates, utility meters●Examine energy use by fuel type over at least two years●Determine major systems and their percentage of consumption●Building occupancy and scheduling●Equipment operations and scheduling●Persistent maintenance or comfort issues	6/1/2025	Baseline data gathered and preliminary analysis performed
On-site verification – energy auditor, staff	<ul style="list-style-type: none">●View the entire facility●Inspect and document all energy-using systems●Verify building's gross square footage		Comprehensive and detailed on-site energy audit
Proposed retrofits	<ul style="list-style-type: none">●Description of retrofit, its benefit over existing, savings calculations, and assumptions/barriers	9/30/2025	Description, methodology for

identified and evaluated	<ul style="list-style-type: none"> ● EEMs considered but disqualified ● Recommendations to improve existing system and operating conditions 		facility improvement measures
Cost, savings and financing	<ul style="list-style-type: none"> ● Maximum allowable project cost ● EEM savings projections ● Finance resources 	11/15/2025	Anticipated costs, savings, incentives
Construction/ Post construction	<ul style="list-style-type: none"> ● Proposed retrofit schedule and workplan ● Detailed measurement and verification plan 	12/30/2025	Schedule, workplan for implementation

1.2 Consultant's/Contractors Responsibilities

The selected Consultant will be required to assume responsibility for all services outlined in the proposal whether the Consultant or their representative produces them. The Consultant's person-in-charge of the project must have the experience necessary to complete the tasks outlined above.

The consultant/contractor must provide Professional Liability Insurance:

The Contractor and/or its Subcontractor and/or its consultant providing professional services shall provide evidence of Professional Liability Insurance covering professional errors and omissions. Such policy must provide the following minimum limits:

- \$1,000,000 per claim
- \$2,000,000 annual aggregate
- If insurance is on a claims-made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of the Agreement.

1.3 Payment Schedule

Payment for any agreement entered into as a result of this RFQ will be made monthly upon receipt of the Consultant's billing statement. The billing statement must include a summary of progress made through the date of billing.

SECTION 2 PROPOSAL INSTRUCTIONS

2.0 General Information

- A. The Consultant must submit a definite and specific proposal for the end results that are set forth in the RFQ. The proposal shall include a scope of work that describes the deliverables including an approximate schedule for each of the individual items described in Section 1.1 of this RFQ. The proposal must describe the qualifications of the Consultant, the intended performance of the Consultant on the activities prescribed, and the resources required to perform the activities. The selected Consultant must have demonstrated experience in the following:
- Working with the Public and Public Agencies.
 - Providing the best, most cost-effective solutions for energy improvement of facilities.
 - Knowledge of codes as it relates to Government buildings.
 - Familiarity and up to date with current ADA standards.
- B. All parts of the proposal shall be in a sealed envelope plainly marked "Energy Auditor Services", and show the name and address of the Consultant.

2.1 Closing Date for Submittal of Proposals

The proposal must be received no later than 2:00 p.m. on March 26, 2025, at which time proposals will be opened and evaluated by the County.

Sealed proposals will be received by:

Cody Cupp
Kittitas County Maintenance Department
205 W. 5th Ave., Suite 10
Ellensburg, WA 98926
Email:
cody.cupp.ma@co.kittitas.wa.us
509-962-7509

2.2 Proposal Acceptance

The successful firm will be expected to enter into an Agreement specifying payment on an hourly rate basis, not to exceed a fixed amount.

2.3 Right of Award or Rejection

Proposals shall specifically stipulate that all terms and conditions contained in the RFQ are included in the proposal and accepted by the Consultant. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. The County may reject any proposal not in compliance with prescribed solicitation procedures and requirements and other applicable laws, and the County may reject for good cause any or all proposals upon the County's finding that it is in the public interest to do so.

2.4 Incurring Costs

The County is not liable for any costs incurred by prospective Consultants in the preparation or presentation of proposals.

2.5 Inquiries

Questions that arise during preparation of the proposal will be handled by Patti Stacey at the Kittitas County Maintenance Department and will be accepted by either email or phone. See section 2.1 for contact information. The proposal shall list a responsible person, with phone number, for contact if necessary during the proposal review process.

2.6 Technical Proposal Format

Four copies of the RFQ shall be submitted to the County. The RFQ must not exceed 10 pages. One page is defined as one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Proposals must include, at a minimum, the following items:

- A. The name of the person(s) authorized to represent the Consultant in any negotiations and to sign any Agreement that may result.
- B. A statement that the proposal recognizes and includes all terms and conditions of the RFQ.
- C. Signature of an authorized representative empowered to bind the Consultant.

SECTION 3 PROPOSAL EVALUATION

3.0 General Information

- A. The County will select the Consultant whose proposal is deemed most advantageous to the public. The County may enter into discussions with the top ranked proposers to get a best and final offer, and in those discussions, the County may not disclose information derived from proposals submitted by competing proposers.
- B. Proposals received will be evaluated by a panel of employees of the Kittitas County Maintenance Department.
- C. The County may cancel this procurement or reject any and all proposals in accordance with procurement laws.

3.1 Technical Proposal Evaluation

Evaluation of the proposal will be based, in part, on the following criteria:

- A. Description of the Consultant's firm, including organization, and type and scope of services provided. **10 Points**
- B. The names of the key professional persons who will perform the work, current assignment and location, and a current resume including a description of qualifications, skills, and responsibilities in the project. **20 Points**

- C. Proximity to Kittitas County. Consultants located within 1-hour travel time (60 miles) of Kittitas County are preferred but not necessary. **10 Points**
- D. Specialized experience and technical competence in public facilities or similar building types. **20 Points**
- E. Information addressing project understanding, the Consultant's proposed methodology, and a work plan for completing the work to be performed as described in Subsection 1.1 (Scope of RFP), what will be accomplished, and what resources will be required to each task on schedule. **20 Points**
- F. Experience and ability working with public agencies. **10 Points**
- G. A statement of experience with similar types of work, including specific examples of similar projects successfully completed, with client references including current contact information. Projects should be similar both in type and size. **20 Points**
- H. General appearance of the proposal and conformity to the above proposal instructions. **10 Points**

By submitting a proposal, the respondent to this RFQ authorizes past clients to supply information requested by Kittitas County within the scope of this Request for Qualifications.

3.2 Selection

A final selection will be made by the evaluation panel following review and ranking of the proposals. Said selection is not binding until the agreement execution.

3.3 Pre-Agreement Clarification

The apparent selected Consultant will be required to review its proposal with the County. The County reserves the right to require any clarifications or alterations it deems necessary in the Consultant's work plan, assignment of resources, or the project cost to clarify the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to agreement execution and will become part of the final agreement.

3.4 Agreement Execution

The County intends to enter into the Counties Standard Professional Service Agreement. An Example is attached.

The selected firm will be contracted by Kittitas County for a term beginning April 15, 2025 and ending December 31, 2025. **All items listed in the Scope of RFQ will need to be completed by 12/30/2025.**

Within seven (7) days of agreement on the negotiated cost, the Consultant/Contractor will be required to execute an agreement and meet all terms, including insurance requirements.

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