

RESOLUTION

R-2025- 163

**WHEREAS**, the Lawrence County Commissioners wish to solicit a Request for Proposal on Qualifications from interested firms for an energy savings performance contracting project which may include Facility and Energy Efficiency Improvements on Performance Contracting basis that is in accordance with Pennsylvania Act 77 of 2024, Act 39 of 2010, 163 of 2016 or other Pennsylvania legislation; and

**WHEREAS**, for the purpose of this RFQ, "ESCO" or Energy Services Company, refers to any company that is qualified to provide a turnkey energy conservation program that includes all services listed in the attached RFQ; and

**WHEREAS**, responses to this RFQ shall describe the "ESCO"'s capability to identify the need for, design, install, maintain, monitor and arrange the financing of a comprehensive facility improvements and energy conservation program; and

**NOW THEREFORE, BE IT RESOLVED BY THE LAWRENCE COUNTY BOARD OF COMMISSIONERS**, that:

1. Lawrence County intends to use this RFQ to qualify and select a firm to conduct an Investment Grade Audit and award contract(s) to perform facility improvements and cost effective energy conservation retrofits; and
2. Three (3) sealed paper quotes shall be submitted by July 22, 2025 at 3pm to the Lawrence County Courthouse, David Prestopine, 430 Court Street, New Castle, PA 16101 and one (1) electronic copy shall be submitted to dprestopine@lawrencecountypa.gov.

**APPROVED** this 8<sup>th</sup> day of July 2025

**VOTE:** YEAS 3 NAYS 0

**CERTIFIED** this 8<sup>th</sup> day of July 2025

Joseph Venasco  
Joseph Venasco, County Administrator

Orig: Comms.  
cc: Cont 7/8/25 (B)



# LAWRENCE COUNTY PENNSYLVANIA

LAWRENCE COUNTY, NEW CASTLE PENNSYLVANIA

**Request for Qualifications (RFQ)**

**For an Energy Savings Performance Contracting Project**

**DATE: July 8, 2025**

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## **I. PURPOSE OF SOLICITATION**

**Background:** The intent of this Request for Proposal on Qualifications (RFQ) is to solicit qualifications from interested firms. Lawrence County is requesting Qualifications from firms for an energy savings performance contracting project which may include Facility and Energy Efficiency Improvements on a Performance Contracting basis that is in accordance with Pennsylvania Act 77 of 2004, Act 39 of 2010, 163 of 2016 or other Pennsylvania legislation.

For the purpose of this RFQ, “ESCO” or Energy Services Company, refers to any company that is qualified to provide a turnkey energy conservation program that includes all services listed in this RFQ. Responses to this RFQ shall describe the ESCO’s capability to identify the need for, design, install, maintain, monitor, and arrange the financing of a comprehensive facility improvements and energy conservation program.

Lawrence County intends to use this RFQ to qualify and select a firm to conduct an Investment Grade Audit and award contract (s) to perform facility improvements and cost effective energy conservation retrofits

**Deadline:** Responses to this RFQ must be received by July 22, 2025 at the address below. Three (3) paper copies and one (1) electronic copy of the response must be sealed and delivered to:

Mr. David Prestopine, Controller

Lawrence County Courthouse

430 Court Street

New Castle, PA 16101

“Proposals Enclosed – Guaranteed Energy Savings Contract”

### **Please Note:**

Lawrence County reserves the right to reject as non-responsive any proposers that do not contain the information requested in Section VII and Attachment A of this RFQ.

- Additionally, Lawrence County reserves the right to reject as non-responsive and proposers which are not organized and formatted as described in this RFQ/
- Lawrence County reserves the right to reject any and all responses resulting from this RFQ. Late responses will not be accepted and will be returned to the submitting company unopened.
- Lawrence County is not liable for any cost incurred by any person or firm responding to this RFQ.

**Questions:** All questions will be answered by email to all bidders. Any and all questions regarding this RFQ and the program it represents must be submitted in writing to:

Mr. David Prestopine

Email: [dprestopine@lawrencecountypa.gov](mailto:dprestopine@lawrencecountypa.gov)

## II. BACKGROUND

Lawrence County has seven facilities for consideration of inclusion in the project.

Lawrence County proposes to address all energy and water/sewage utility uses in all of its facilities for this conservation program. Additionally, Lawrence County intends to upgrade outdated and obsolete building equipment and perform property improvements through the program.

Lawrence County anticipates a major reduction in annual utility costs through the implementation of this energy conservation program. The ESCO will provide a written guarantee of all utility reduction and provide assistance for services regarding financing (if requested by the Lawrence County) for the project. The contract life of the program is expected not to exceed 15 years. Lawrence County intends to structure the program's implementation schedule in a manner to minimize the programs financed capital needs.

Lawrence County requires that reductions in annual utility costs meet or exceed annual project expenditures. ESCO must guarantee energy savings. In the event that guaranteed energy savings do not meet the annual projections, a check will be written to Lawrence County to cover the shortfall.

Respondents to this Request for Proposal (RFQ) shall identify their experience and qualification to design, install, and manage a major energy conservation project that involves energy conservation measure (ECM) retrofits which address the following building components and applications: lighting, space heating, ventilation, air-conditioning, building envelope, heat recovery, energy management systems, environmental system controls, motors, domestic water heating, fuel switching, air distribution systems, and water consumption systems.

Lawrence County is also interested in the respondents' experience related to programs designed to train building occupants and maintenance workers in energy conservation awareness.



### **III. SERVICES REQUESTED**

For this RFQ, Lawrence County is interested in Companies for the identification, engineering, design, installation, training, maintenance and financing of approved facility and Energy Conservation Measures (ESMs) in a fixed cost scenario for all of its facilities.

All ESM's considered shall be proven, commercially available and result in verifiable energy savings.

All equipment provided by the ESCO for this program shall have a history of successful operating experience in similar installations and shall be in new and unused condition, This equipment shall be state-of-the-art with readily available replacement parts.

## **IV. SELECTION PROCESS**

### **RFQ Qualifications Evaluation**

Interested ESCO's responding to this RFQ with a proposal must provide the information requested in Section VII and Attachment A. Lawrence County will evaluate submittals and choose an ESCO who meets the qualifications of this RFQ to develop an Investment Grade Audit.

### **Engineering Proposal**

Upon completion of the response evaluation, Lawrence County will select an ESCO to conduct an Investment Grade Audit. When approved by Indiana County, the IGA (Investment Grade Audit) will allow the ESCO to proceed with the energy analysis, feasibility study, conceptual engineering design and permitting plan for a comprehensive facility improvement and energy conservation program.

The ESCO will develop a program that meets Lawrence County's requirements. Lawrence County and the ESCO will sign the agreement, thereby requiring the ESCO to proceed. If during this phase, it is determined that the program options identified by the ESCO do not fall within mutually agreed upon acceptable financing requirements and project scope, the Investment Grade Audit will be terminated with no financial liability to Lawrence County. Shall it be determined that the project's feasibility is within the agreed-upon financing parameters and project scope and Lawrence County terminates the Investment Grade Audit for any reason, the Lawrence County agrees to compensate the ESCO a mutually-agreed upon amount for the engineering design and permitting effort incurred through termination. That amount will be stated in the Investment Grade Audit Agreement.

## **Negotiating and Signing of Contract**

Upon Completion of the Investment Grade Audit and the determination that the project is feasible and acceptable to Lawrence County, an Energy Savings Performance Contracting (ESPC) Agreement will be drawn up between Lawrence County and the ESCO. All Engineering design and permitting cost incurred by the ESCO under the Investment Grade Audit will be incorporated into the ESPC Agreement. Upon acceptance of the ESPC Agreement by the Organization's Administration, the ESPC Agreement will be signed and the program will commence.

## **V. SCHEDULE OF EVENTS**

The following time frame is expected to be followed during the procurement period of this RFQ. This is a tentative schedule, and dates are subject to change.

- Release of RFQ – July 8, 2025
- RFQ proposal received July 22, 2025 by 3:00 pm
- Invitation to Selected ESCO to develop Investment Grade Audit – approximately

Please note that responses to this RFQ must be received by 3:00 PM on July 22, 2025 at the address below. Three (3) hard copies and one (1) electronic copy of the response must be delivered to:

Mr. David Prestopine, Controller

Lawrence County Courthouse

430 Court Street

New Castle, PA 16101

“Proposal Enclosed – Guaranteed Energy Savings Contract”

## **VI. SELECTION CRITERIA**

**Qualification of all business entities that respond to this solicitation will be evaluated using the following selection criteria.**

### **Organization & Supplemental Information**

- Submission conforms to the requirements of this solicitation
- Supplemental information is pertinent to the goals and objectives of this procurement.

### **Personnel Qualifications**

- Quality of personnel assigned to this project and degree of pertinent experience.

## **Project Plan**

- Comprehensiveness and rational of the ESCO's project management plan.
- Method employed to establish baseline energy use in individual buildings and facility-wide
- Method of measurement and verification used to demonstrate energy use reduction and cost savings as guaranteed
- Explanation of your engineering methodology of selecting equipment
- Evidence that your financial plan demonstrates your ability to help meet or exceed our needs and goals.

## **Prior Project Performance**

- Experience with implementing the project plan you are recommending for Lawrence County
- Experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of ESMs, design, installation, operation, training, financing, savings verification, etc.)
- References from prior and current clients.

## **Business and Financial Qualifications**

- Business unit dedicated to providing facility improvements and guaranteed energy savings programs.
- Business unit dedicated to ensuring project performance
- Business must be at least 10 years in business

- Financial viability of entity proposed to provide technical and financial guarantees
- NAESCO Accreditation
- ESCO corporate headquarters must reside within the 50 United States
- Physical service location or branch office within 75 mile radius of Lawrence County with a minimum 10 full-time personnel in such office. PO Boxes and home offices do not qualify.
- ESCO shall provide audited financial statements including income statement, balance sheets and statements of cash flow for the two (2) most recent completed fiscal periods.

## **VII. RESPONSE FORMAT AND COMMENTS**

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. Lawrence County reserves the right to eliminate from further consideration any proposal which is deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the Owner is that all responses follow the same format in order to evaluate each respondent fairly.

Each Respondent will provide the Owner with three (3) copies of the RFQ response and one (1) electronic copy.

### **A)TABLE OF CONTENTS:**

1. Responses shall include a Table of Contents properly indicating the appropriate sections.

## **B)EXECUTIVE SUMMARY:**

1. Responses shall include a concise abstract of no more than three (3) pages stating the respondent's understanding of the owner's goals and objectives. The ESCO's submission should identify unique qualifications and capabilities for this project that satisfy these goals and objectives.

## **C)COMPANY BACKGROUND:**

1. Company Information/History of Organization
2. Provide verification of corporate headquarters residing within the 50 United States
3. Provide verification of 10 years in business
4. Provide NAESCO accreditation
5. Project Organization Chart
6. Resumes of individuals that will be working on the Lawrence County project.
7. Contractor Profile Form – Attachment A
8. Provide your two (2) most recent Annual Reports or Audited Financials

## **D)COMPANY EXPERIENCE:**

1. Provide a minimum of at least 5 references of Energy Savings Programs your organization has completed. Provide the owner's name, address, telephone number and contact person for each reference. Only references for projects which are complete through the installation of all equipment and systems are acceptable
2. Provide Case Studies of at least 5 projects you have completed. Case Study information shall include project costs, scope of work, and savings associated with the project.

## **E) FINANCIAL APPROACH**

1. Provide a detailed description on your firm's possible arrangements for financing of this project – what bank (s) are involved, responsibilities of each party and any special conditions associated with financing this project.
2. Provide a detailed description of the type of financial guarantees that can be offered through your organization and what is typically used by your organization. Specifically what methodologies, technologies, etc. are used to create baselines and overall savings objectives and reporting of the guarantee? What guarantees (IPMVP:A,B,C,D) are offered by your company and what will you recommend to Lawrence County? Provide sample bonding form and bonding limits.

## **F) SOLUTION DEVELOPMENT PROCESS**

1. Responses shall include your organization's solution development process. How will you audit the facilities and develop your solutions. At what level will Lawrence County be involved in the selection of measures? What is your process of forecasting future costs and how does that affect the guarantee?

## **G) PROJECT MANAGEMENT**

1. Responses shall include your organization's approach to project management. Specifically explain your ability to overcome obstacles and keep the project on-time. Explain your methodology of communicating with the client. How does your firm handle warranty issues? Provide a description of the services to be performed by full-time employees of the ESCO, i.e. which services are self-performed vs contracted.



## **H)LEGAL DOCUMENTS**

1. Provide a sample contract for both the project and the annual guarantee.

## **I) ON-GOING SUPPORT AND SERVICES**

1. **What ongoing services can your firm provide?** Describe your service capabilities and customer service department including hours of operation and emergency dispatch procedures. List no fewer than five (5) commercial references within 75 miles of Lawrence County to indicate the service quality of the responding firm. In the event your firm doesn't provide ongoing services, how do you propose to handle warranty issues or service needs? Each reference shall demonstrate local facility service and repair experience. Provide the owners name, address, telephone number, and contact person for each reference.
2. **Customer Satisfaction:** Describe the type of ongoing customer satisfaction reports available to the owner. Provide a sample report with owners name, address, telephone number and contact person. The owner may be contacted to verify accuracies.
3. **Environmental Services:** Describe your ability to provide professional environmental services, specifically in regard to Indoor Air Quality and Energy Star Certification
4. **Training:** Describe the type of training available to the Owner.
5. **Energy Auditing Services:** Describe how you would perform an energy audit.

## **ATTACHMENT A**

### **Energy Contractor Profile Form**

In paragraph format, please include the following information in the order it is requested ) This attachment is not intended to be used as a form).

#### **A. OVERVIEW OF FIRM**

- 1. Firm Name, Business Address, City, State, Country, Zip Code**
- 2. Names and titles of two contact people**
- 3. Please provide a statement of how many employees your firm has in the State of PA**
- 4. Outline your Company History**

5. What is your firm's Core Business: (as described in Business Journals).
6. If your firm manufactures/distributes a product (such as chillers, HVAC equipment, facility controls, etc.) and if such products are being recommended on this project, will you consider other manufacturers?

Describe a prior Guaranteed Energy Savings Program you have implemented and where this has occurred.

Describe the evaluation and bidding process used

Were the bidding tabulation sheets shared with the Owner?

7. Provide any corporate background on misconduct. Provide a list of all projects nationally where there was a criminal investigation, indictment and/or a conviction relating to the conduct of a performance contract. This includes officers and representatives of the company as well as public officials connected with the project.
8. Provide an explanation if a dispute with a client has ever gone to arbitration or litigation over a Guaranteed Energy Savings Agreement. What was the outcome?
9. Federal Employee Identification Number
10. Are you willing to provide an on-site tour of your firm?

