

C.C.: 9-14-10
ITEM: AI 22911
20A-6

EXHIBIT A

QUALIFICATIONS/REQUIREMENTS

HIDALGO COUNTY REQUEST FOR QUALIFICATIONS

**“Professional Consulting Services for
Hidalgo County Energy Efficiency
and Conservation Strategy”**

RFQ No:

Hidalgo County Hidalgo County is seeking proposals from qualified firms interested in providing Consulting Services for the development of an Hidalgo County Energy Efficiency and Conservation Strategy . This project will be funded through a grant under the American Recovery and Reinvestment Act (ARRA). The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications for the provision of “**Professional Services for the Energy Efficiency and Conservation Strategy**” as specified herein. Statements of qualifications will be accepted until **9:30 A.M., Wednesday, _____, 2010. ANY RFP/Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFQ Number:

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent
Agent
Hidalgo County Purchasing Department
New Administration Building
2812 So. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing
Agent
Hidalgo County Purchasing Department
New Administration Building
2802 So. Business Hwy 281
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFP/Q Number, Name and Acceptance Date.

The following outlines the Request For Qualifications:

SECTION I GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, with a **Physical location of:** 2802 So. Business Hwy 281, **(Southeast Corner of Canton & Business Highway 281)** Hidalgo County New Administration Building, Edinburg, Texas, 78539. at 2802 So. Business Hwy 281, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN Wednesday, _____ 2010 at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, _____, 2010. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

REQUIREMENT FOR DISCLOSURE OF CONFLICT OF INTEREST:

A person, vendor, consultant or contractor required to file a conflict of interest must file an updated questionnaire **each** year that a contractual relationship or negotiation is pending with the County.

DISCLOSURE OF CONFLICT OF INTEREST: Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PARTICIPANT.**

PARTICIPANT'S AFFIDAVIT: Prior Contract award, respondents to this RFP/Q must submit a signed Participant's Affidavit (attached herein in **Exhibit E**) certifying that the submission is (1) not the result of Collusion as described in the Participant's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Participant's affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Participant's Affidavit.

NON-COLLUSION: Submitters, by submitting the signed Participant's Affidavit, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

NON-DISCRIMINATION: Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT: Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF STATEMENTS OF QUALIFICATIONS: Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT: Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS: It is the responsibility of the submitter to review the Request for Qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or request for qualifications procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFP/Q DELIVERY: Hidalgo County requires submitters, when hand delivering statements of qualifications, to make sure that it is stamped with date and time by the County Purchasing staff.

SIGNING OF QUALIFICATIONS: In order to be considered all submittals **must** be signed. Please sign the original in **BLUE INK**.

WAIVING OF INFORMALITIES: Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM: The term of the agreement will be through June 30, 2011 or completion of scope of work, with the County's option to renew for an additional one (1) year term under the same rates, terms and conditions.

Hidalgo County reserves the right to continue this agreement for an additional sixty (60) day grace period at the end of the agreement terms for unforeseen delay in award of the new request for qualifications.

All costs and expenses associated with the preparation and submission for (bids, proposal and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

DAVIS BACON ACT: All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

SECTION II-RFQ REQUIREMENTS

REQUEST FOR QUALIFICATIONS: The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP/Q. A total of **one (1) original and seven (7) copies** of the RFP/Q shall be submitted to the address on the cover letter.

CONTENTS: The required contents for the RFQ are presented below in the order they should be incorporated into the submitted document.

UNDERSTANDING OF THE PROJECT: This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

PROJECT OVERVIEW: Hidalgo County is seeking Statements of Qualifications from qualified engineering, environmental, and energy efficiency consultants interested in providing professional engineering and planning services for the Hidalgo County Energy Efficiency and Conservation Strategy. This project will be funded through a grant under the American Recovery and Reinvestment Act (ARRA).

FIRM QUALIFICATIONS:

- Must have at least five (5) years of demonstrated experience in performing energy audits and determining the energy efficiency of buildings for government entities
- Must have demonstrated experience in identifying energy efficiency management/retrofit options;
- Must have demonstrated experience in providing sustainability consulting services, energy conservation strategies, and/or greenhouse gas emissions reduction strategies for facilities;
- Must have demonstrated experience in developing strategies that include goals, strategies, policies, and specific recommendations
- Must demonstrate knowledge of Department of Energy Federal Grant Requirements
- Demonstrated experience in public outreach

Personnel and Staffing: The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

Required Certifications and Submittal: This section will contain any licenses and certifications for all assigned personnel and/or staff, as required by HIDALGO COUNTY, the

STATE OF TEXAS, the . The professional firm(s) should provided copies of their license(s), certificates and a copy of their Professional Liability Insurance in the response.

INITIAL SCOPE OF SERVICES:

As part of its efforts to increase energy efficiency and promote energy conservation, Hidalgo County is requesting statements of qualifications and proposals for an Energy Efficiency and Conservation Strategy that will guide the County's energy efficiency improvements for, at least, the next five years.

The study will include, but not limited to the following:

- A review energy usage at various county facilities
- An analysis of energy efficiency at various county facilities
- Identification of possible retrofit options
- Short-term and long-term recommendations to promote energy efficiency and conservation
- Cost estimates for short-term and long-term recommendations
- Payback analysis
- A review of existing energy policies and a list of recommend policies to increase energy efficiency and conservation
- A strategy that will guide the county's efforts for energy efficiency and conservation for, at least, the next five years with recommendations on improvements, recommended timelines, and estimated costs per task
- Identification of possible funding sources
- Trainings that promote energy efficiency and conservation
- Public input

As part of this study, Hidalgo County seeks to further define the purpose and benefit of the project, identify potential partnership opportunities and identify funding sources for project implementation.

PARTICIPANTS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL: The fee will be negotiated after the ranking by Commissioners' Court of the top three most qualified firms.

SECTION III: SELECTION AND SCHEDULES

SELECTION PROCEDURES/EVALUATION SYSTEM: The evaluation consists of a 100-point scoring system. However, after the 100-point evaluation, Hidalgo County Commissioner's Court may elect to narrow the participating firms and request a presentation from a representative from firms.

- A. Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, score and evaluate the

written Statements of Qualifications (SOQ's) received in response to this Hidalgo County Request for Qualifications.

B. After the SOQ's have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking.

Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFQ.

NEGOTIATION PROCESS: The number one ranked firm will be contacted to submit a letter of engagement/contract for negotiations. If negotiations prove unsuccessful, Commissioner's Court will terminate negotiations with the firm and will contact the next highest ranked firm to open negotiations. The County of Hidalgo reserves the right to reject any and all RFQs.

TERMINATION OF SERVICES: Any contract awarded to a qualified firm will be in effect until (a) the contract expires or (b) performance of all services are completed, or (c) terminated by County with or without cause, with ninety (90) days written notice prior to cancellation.

RFP/Q SUBMISSION: An original and seven (7) copies of RFQ's shall be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
2802 So. Business Hwy 281
New Administration Building
Edinburg, Texas 78539

All RFQ's must be submitted by no later than 9:30 a.m. on Wednesday, _____, 2010.

EXHIBIT B

EVALUATION CRITERIA

REQUEST FOR QUALIFICATIONS

The submitter's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "SOQ Evaluation Form."

1. Firm(s) Qualifications (40)
The firm(s) should provide information on their applicable certifications, registrations and other pertinent information that demonstrates their qualifications to perform the services required.
2. Experience of similar services (40)
The firm shall have a minimum of five (5) years experience in performing similar contracts for counties, cities, and other clients as stated in the Request of Qualifications (RFQ) requirements. The provider shall designate experienced staff to completely and efficiently perform the services related to energy efficiency and conservation planning. Resumes of the key technical staff members, limited to two (2) pages per person, must be included in an appendix, as well as narrative descriptions of the projects proposed as similar work experience.
3. Understanding the Services and Methodology (20)
Firm should demonstrate knowledge of Department of Energy Federal Grants requirements. Must provide an outline of the firm's plan for servicing this project and contingency plans in the event that one or more key personnel are not available for any reason during the period of performance. The firm should provide as much background information as to its' experience in providing similar services to City, County, State, or any other governmental agencies. The firm must state the approach and/or methodology in achieving and rendering all services detailed and required.

SOQ's EVALUATION FORM

Selection Criteria	Range Points	Score
1. Firm(s) Qualifications		

The firm(s) should provide information on their applicable certifications, registrations, and other pertinent information that demonstrates their qualifications to perform the services required.

0-40

Comments/Rationale for Points:

2. Experience of Similar Services

The firm shall have a minimum of five (5) years of experience in performing similar contracts for counties, cities, and other clients as stated in the Request for Qualifications (RFQ) requirements. The provider shall designate experienced staff to completely and efficiently perform the services related to energy efficiency and conservation planning. Resumes of the key technical staff members, limited to two (2) pages per person must be included in an appendix as well as narrative descriptions of projects proposed as similar work experience.

0-40

Comments/Rationale for Points:

3. Understanding the Services and Methodology

Firm should demonstrate knowledge of Department of Energy Federal Grants requirements. Must provide an outline of the firm's plan for servicing this project and contingency plans in the event that one or more key personnel are not available for any reason during the period of performance. The firm must state the approach and/or methodology in achieving and rendering all services detailed and required.

0-20

Comments/Rationale for Points:

Provider: _____

Evaluator: _____ Date: _____