



Southwest Garden Neighborhood Association

4950 Southwest Avenue – St. Louis, MO 63110 – (314)772-6082

www.southwestgarden.org

June 28, 2013

Request for Qualifications

For Professional Energy Auditor for *Sustainable Tower Grove - Power For People*

City of St. Louis

I. Summary

Sustainable Tower Grove is a Pilot Project for a Sustainable Energy Cooperative Purchase Program, where residential and commercial property owners can participate in purchasing specific technologies that assist with both renewable energy production (solar power) as well as energy efficiency (white roofs and energy audits). The program will significantly lower the economic barrier that exists for many to purchase these technologies, as well as provide a focused campaign to educate consumers on the technologies themselves and the economic benefits of a cooperative purchasing program. As part of the program, Sustainable Tower Grove is inviting proposals from qualified *Energy Audit companies* to be the sole contracted provider for design and execution for all Power for the People residential and commercial *Energy Audits*.

Qualified companies will be prepared to provide complete assessment, design and installation for all Power for the People residential and commercial property systems, within the program timeframe, provide project outlines and pricing, and be an active participant in all other relevant program aspects, including marketing, community outreach, and education (**See Attachment A: Scheduled Activities**).

The purpose of the Sustainable Tower Grove Pilot Project for a Sustainable Energy Cooperative Purchase is to promote renewable energy, educate community members on the features and benefits of alternative solutions. Pending the award of a City of St. Louis Sustainable Neighborhood grant, the project will provide the city and public with an interactive resource for determining the potential of alternative energy sources in the community and recognize participating properties for their energy conservation efforts and program participation.

II. Scope of Services and Desired Outcomes

The Tower Grove community is a well-established urban area experiencing a high level of renovation. The area is populated with older, relatively inefficient buildings, with property owners who have not yet realized the potential of renewable energy resources or are reluctant due to economic and market barriers. Sustainable Tower Grove aims to break these barriers through targeted grassroots promotion of our project. The Power for People team will educate property owners on the potential of their existing structures, the benefits of a community purchase offering, incentives and rebates available, as well as financing options. The overall objective of the *Energy Audit partner* is to provide professional service including pricing, audits, and education to the Tower Grove community, and act as an ambassador in partnership with Power the People. Prospective vendor's scope of work includes the following:

1. Provide discounted pricing or pricing structure for services utilized through Sustainable Tower Grove - Power the People project.
2. Attend public meetings in conjunction with the Sustainable Tower Grove - Power the People project. See Attachment A.



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3. Provide support for project marketing effort through printed materials, social media, and website.
4. Provide site assessment for property owners who register for Sustainable Tower Grove - Power the People project
5. Provide Proposals, and deliver *Energy Audit* for property owners who register for Sustainable Tower Grove - Power the People project
6. Facilitate property owners' application for utility, state and/or federal incentives and/or rebates for *Energy Audits* (as applicable)
7. Share data on *Energy Audits* contracted and executed in the Tower Grove community, prior to and during the Sustainable Tower Grove - Power the People project.
8. Attend and present data at the City of St. Louis Mayor's Sustainability Summit (Fall 2013) on *Energy Audits* contracted during the Sustainable Tower Grove - Power the People project.

III. Southwest Garden Neighborhood Association Obligation

In furthering completion of this project the Neighborhood will provide:

1. dates of all scheduled public presentations
2. access to all property owners who register for program
3. access to the GIS solar potential map of the Tower Grove community, to be contracted with URS' GIS specialist, Heather Milton (pending award of Sustainable Neighborhoods Grant).
4. inclusion of the selected vendor's company name and logo on all promotional materials, public service announcements, and a link to vendor's website on the Power for People online registration page.

IV. Schedule

The following is the schedule for the RFQ issuance and response; and the project's term.

Friday, June 28, 2013	SWGNA Issues RFQ
Monday, July 8, 2013	Vendors Submit Intent to Respond (LIR)
Tuesday, July 9, 2013	Questions Due
Thursday, July 11, 2013	RFQ Responses Due
July 12, 2013 – July 16, 2013	Proposal Evaluations
July 16-18, 2013	Interviews & Negotiations
Thursday, July 18, 2013	Winning Vendor Announced
July - September, 2013	Community Presentations
August 1 - October 1, 2013	Consumer Enrollment Period
Tuesday, October 15, 2013	Report to SWGNA; contracts signed, jobs complete, job leads pending; total energy savings identified
November, 2013 (date TBD)	Present data at Mayor's Sustainability Summit



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V. Expertise Required and Criteria for Selection

All proposals must include team members who are professionals certified and licensed in relevant industries. A selection committee will be convened by Southwest Garden Neighborhood Association (SWGNA) to review the qualifying proposals submitted. The criteria for selection of the potential successful candidate for this proposed project include, but are not limited to the following:

1. Specialized experience and technical competence;
2. Company experience successfully working on similar projects;
3. Capacity and ability to complete the project in a timely manner
4. Proof of vendor's liability insurance, workers compensation insurance or waiver.
5. Local firm participation preferred.

The successful respondent must secure a City business license, or where applicable, a formal City business license waiver, and demonstrate compliance with all applicable City tax and permitting requirements. Upon initial selection, SWGNA staff will negotiate with the top-rated firm. If a satisfactory contract with the top-rated firm cannot be negotiated, taking into account considerations including but not limited to price, qualifications, staffing and work project, SWGNA will terminate negotiations with that firm and undertake negotiations with the next-highest-rated firm. If negotiations with that firm are unsuccessful, SWGNA will undertake negotiations with the next-highest-rated firm until a successful contract has been negotiated.

The selection committee and SWGNA reserve the right to establish further criteria for evaluation of submissions and to request additional submissions. The selection committee and SWGNA further reserve the right to reject all or any portion of any team members.

VI. Submission Format

Submit two (2) identical hard copies and one (1) digital copy

Statements of qualifications should be formatted as follows:

1. Name and address of company. Include description of business, company's history, and areas of expertise.
2. Name and position of one person designated as the team leader, with full curriculum vitae and list of similar projects.
3. Reference for firm(s), key personnel to be assigned to Project, and list relevant licenses or certifications for each.
4. Proof of vendor's liability insurance, workers compensation insurance or waiver, City of St. Louis business license, or where applicable, a formal City business license waiver.
5. List of relevant projects in Project area: with date completed, references, including phone numbers of key client contact.
6. List of various audits offered by the company.
7. Sample pricing for either or both the Home Energy Score Program and Building Performance Institute Energy Audit for a typical residence: 1 to 5 residences, 6 to 15 residences, 16 to 25 residences, 26 + residences



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8. List expected timeline for company to respond and deliver site assessment, report audit findings, design efficiency upgrades, and report to property owners registering for Project.

All pages to be 8 ½ by 11 portrait mode, double sides and white only. Do not exceed fifty pages total. Type should not be less than ten point. Submittals should lay flat when opened. The front cover should indicate the vendor(s) submitting the RFQ.

VII. Local Business Participation

The City is committed to the growth and development of local disadvantaged/small businesses. This commitment will, in the long term, result in a stronger, more dynamic local economy, increased revenue for City government, and greater opportunities for City-based business enterprises and City residents to succeed in the private sector segment of the economy. The participation of local businesses is encouraged.

VIII. Living Wage Compliance

Any firms selected shall agree to comply with Living Wage Compliance Provisions and with the regulations for the entire term of any contract of agreement with the Southwest Garden Neighborhood Association, City of St. Louis, Missouri or any of its constituent agencies or authorities and shall submit the reports required by the regulations for each calendar year or portion thereof during with such contract or agreement is in effect. Copies of the Ordinance and Regulations may be obtained at <http://www.mwbe.org/livingwage> or by contacting Mr. Jack Thomas, Assistant Airport Director, DBE Program Management Office, P.O. Box 10212, St. Louis, MO 63145.

IX. Reservation of Rights

The City of St. Louis and SWGNA reserve the right to reject any or all responses for any reason at their sole discretion; to void this request and review process and/or terminate negotiations at any time; to select separate consultants for various components of the tasks proposed; to revise the scope of service and work plan and all other conditions or stipulations contained herein as convenient or necessary; to raise or lower available funds; to negotiate fees and billing rates; to establish further criteria for selection; to ask firms making responses to submit additional information or evidence of their qualifications and experience; to waive informalities in the responses; and to negotiate with submitter(s) as deemed beneficial to the interests of the City of St. Louis.

Allocation of necessary monies and the proposed contract(s) for consultant services will require subsequent approvals and are therefore not warranted to be let. The term of such contract(s) will be the subject of negotiation between various parties including the selected consultant(s).

By obtaining a copy of this Request for Qualifications (RFQ) and/or submitting a response to the RFQ, the respondent individually and collectively holds any member and/or employee and/or officer of the selection committee, SWGNA, and the City of St. Louis harmless from any and all claims and demands of whatever nature, and any and all loss, damage and liability, which may be asserted against or imposed



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upon any member of the selection committee, SWGNA and the City of St. Louis as a result of issuing this RFQ, conducting this selection process and subsequent negotiations, and letting proposed contract(s).

X. Non-Discrimination

Southwest Garden Neighborhood Association and the City of St. Louis are an Equal Opportunity Employer that does not discriminate on the basis of age, race, color, religion, sex, physical handicap, national origin or sexual orientation. Any vendor(s) contracted as a result of the RFQ shall not discriminate likewise nor be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this RFQ and any potential contract(s) that may result from it.

XI. Questions and Responses to This RFQ

All questions should be written and all respondents will receive written answers to all questions for which SWGNA choose to provide responses. Address questions and responses to:

Dana Gray, Executive Director
Southwest Garden Neighborhood Association
4950 Southwest Avenue
St. Louis, MO 63110
(314) 772-6082



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ATTACHMENT A:

Scheduled Activities

Wednesday, July 18, 7 pm, presentation at neighborhood meeting

Monday, July 22, 7 pm, presentation at neighborhood meeting

Wednesday, Aug. 7, 6 pm, presentation to business association members

Thursday, Aug. 15, 11 am, presentation to business association (CID) members

Tentative activities:

Thursday, Aug. 8, 6 pm, presentation to community

Thursday, Aug. 13, 6 pm, presentation to community

Wednesday, Aug. 21, 7 pm, presentation to landlord & developer association members

Monday, Sept. 9, 5:30 pm, presentation to business association members

Tuesday, Sept. 10, 6 pm, presentation to community

ATTACHMENT B: Map of Service Area for Sustainable Tower Grove- Power for People

