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SEMINOLE HOSPITAL DISTRICT
Request for Qualifications (RFQ) - Infrastructure Services
Due: November 26, 2012 at 2:00 P.M., CST
SECTION 1 ~ SCOPE & GENERAL INFORMATION

Request for qualifications for a design build construction firm to provide energy analysis, engineering design, implementation services, and financing assistance associated with repair, replacement, and/or construction of infrastructure. Services may include, but are not limited to,: commissioning, retro-commissioning, engineering and design, energy analysis and energy cost savings estimates, green house gas emissions reduction estimates, job creation estimates, state and federal government reporting as required during and after construction, cost estimates, construction management, guaranteed energy savings, ongoing measurement and verification as required, grant application development and submittal to state and federal government as needed. Seminole Hospital District intends to utilize this solicitation to investigate and potentially execute multiple phases of design build energy efficiency work. For the purpose of this RFQ, "Respondent" refers to any entity that is qualified to provide all of the services requested below. It is the intent of Seminole Hospital District to select and partner with the most qualified Respondent to provide design-build services.

The objective in issuing this Request for Qualifications is to solicit qualifications from interested firms that have the experience and capability in; successfully addressing existing hvac systems, developing and implementing energy efficiency projects, including financial management assessment, completing environmental questionnaires, state and federal reporting requirements, energy efficiency project implementation, delivery schedules and an energy efficiency conservation strategy.

This information may be required to be formatted as part of a Utility Assessment Report that can be submitted to representatives for the State Energy Conservation Office for review and approval. Respondent will be responsible for the development of a strategy, including its component activities, which are likely to result in maximum energy efficiency improvements, fossil-fuel emission reductions, economic benefits and total energy use reduction.

Respondent shall be able to provide the Hospital a comprehensive strategy to reduce costs and upgrade facilities and systems including: (a) detailed energy audits to establish energy consumption base line and estimated savings for accountability reporting (b) design and installation strategies for energy efficient equipment and systems in existing facilities and in new construction, (c) training of existing personnel in the operation and maintenance of installed systems, (d) training of staff on energy education and awareness (e) monitoring and accountability of project performance (f) leverage project funding, (g) commissioning and retro-commissioning, (h) additional services including but not limited to; (1) additional research on energy efficiency or sustainable initiatives. (2) Energy Star Portfolio Analysis (3) LEED Certification for Existing Buildings (5) retail electric portfolio review (6) procurement of other rebates and grants (7) providing financial feasibility or other special studies including energy efficiency and guaranteed savings services and agreements (8) installation of additional systems and equipment as requested by the Hospital (9) energy services for systems and equipment outlined in Texas Local Government Code 302.

Other Potential services that may be required of respondent:

1. Serve as the prime contractor who is responsible for all work performed on the project;
2. Provide design and engineering for energy efficiency projects including but not limited to HVAC systems, energy management systems, lighting systems, solar photovoltaic (PV) systems, water systems;
3. Provide construction management and project management for the installation of these measures in existing and in new facilities;
4. Ensure the project is 100% compliant with all ARRA Special Provisions including Buy American Act, Davis Bacon Act and National Environmental Policy Act if applicable;
5. Provide all subcontractor procurement and invoicing;
6. Provide all subcontractor management;
7. Ensure jobsite safety, provide safety reports and conduct safety audits;
8. Ensure proper permitting;
9. Provide quality control and audits;
10. Commission all installed systems;
11. Coordinate and participate in all required inspections;
12. Coordinate third party inspections;
13. Provide closeout documents including warranties, O&M manuals, Buy American Compliance documentation;
14. Provide continuous monitoring and accountability of project performance by measuring on all metrics required by associated grants and the Seminole Hospital District;
15. Provide web-based access to the systems' performance monitoring and educational outreach programs using a touch screen monitor or kiosk that is accessible to the community if applicable;
16. Leverage additional funding for the project by applying for any available utility rebates, incentives or grants on behalf of the Seminole Hospital District;
17. Provide training for the Seminole Hospital District personnel on the operation and maintenance of all installed systems;
18. Prepare and submit monthly reports on the progress of the project to the State Energy Conservation Office (SECO) and the Department of Energy (DOE) on behalf of the Seminole Hospital District;
19. Assist the Seminole Hospital District in preparing and submitting reimbursement requests to SECO on an as needed basis until all grant funds are withdrawn and the Seminole Hospital District is completely reimbursed;
20. Serve as a liaison between the Seminole Hospital District and SECO to answer any questions, provide any information and address any issues;
21. Organize public relations activities including press releases, project summary handout, ribbon cutting ceremony, etc.;
22. Participate along with the Seminole Hospital District in the SECO/DOE audit of the project as required;
23. Ensure that the project and the Seminole Hospital District adhere to all the requirements set forth by SECO in any grants used to fund projects;

Final selection will be made in accordance with the policies and administrative directive of the Hospital and other statutory provisions. Late responses will be returned and will not be considered. The Hospital reserves the right to reject any and all qualifications, and to waive all technicalities.

SECTION 2 ~ General Response Instructions

Respondents shall restrict all contact with the Hospital and direct all questions regarding this RFQ to the following point of contact. All questions regarding this RFQ must be submitted to the contact person below **via email no later than November 26, 2012 at 2:00 P.M., CST.** All questions will be combined and responded to in the form of an addendum prior to the **RFQ submittal deadline of November 26, 2012 at 2:00 P.M., CST.** Answers will be provided via email to all known Responder's as a written addendum to the RFQ. It is the Respondent's responsibility to verify the issuance of Addenda in regard to this RFQ.

Betsy Briscoe
CEO
209 NW 8th
Seminole, TX 79360
TEL: (432) 758-5811
E-Mail: BBriscoe@seminolehospitaldistrict.com

Contact with other Hospital employees, officials, or board members, by any Respondent, is not allowed throughout the entire selection process without express permission from the point of contact listed above. Any unauthorized contact may result in immediate disqualification of the Respondent.

Responses to this RFQ must be received **on or before November 26, 2012 at 2:00 P.M, CST** at the address indicated below and marked accordingly. Responses may be mailed or delivered in a sealed envelope (email or faxes will not be accepted).

Betsy Briscoe
CEO
209 NW 8th
Seminole, TX 79360

The envelope / package must be marked "Request for Qualifications – Infrastructure Services".

1. Return address of the Respondent shall be included on the outer envelope.
2. The submittal of a response will be considered by the Hospital as constituting a willingness by the Respondent to be considered to perform all the activities described in this RFQ.
3. Modified qualifications can be submitted up to the submission deadline to replace all or any portion of previously submitted information. The Hospital will only consider the latest version as part of its deliberations.
4. Responses can be withdrawn from consideration prior to the submission deadline by written request, on the potential Respondent's letterhead, submitted via email to Hospital contact person identified above.
5. Responses will not be opened and read aloud.
6. The timeline for specifications is noted below and followed by the detailed requirements.

a. Advertisement
November 11, 2012
b. RFQ Issued:
November 11, 2012
c. Last Date for Questions
November 19, 2012
d. Response Due Date
November 26, 2012

SECTION 3 ~ RESPONSE FORMAT and PREPRATION INSTRUCTIONS

Responses must be submitted in the format outlined in this section. Provide one (1) original and five (5) copies of your response totaling six (6). Each response will be reviewed to determine if it is complete prior to actual evaluation. The Hospital reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the Hospital is that all responses follow the same format in order to evaluate each response fairly. Qualifications will be evaluated in light of the material and substantiating evidence presented in the qualifications, and not on the basis of what is inferred.

Response Preparation

1. The Request for Qualifications is limited to no more than 30 pages.
   a. Each printed page front or back counts towards the 30 page limitation excluding cover sheet, table of contents, insurance documents, and tabs. Financial information may be submitted electronically and is not included in the 30 page response limitation.
2. Qualifications shall be printed on letter-size (8-1/2" X 11") paper and assembled with simple binding.
3. Additional attachments shall NOT be included with the Qualifications. Only responses provided by the Respondent to the questions identified in this RFQ and in the oral interview, if any, will be used by Hospital for evaluation.
4. Separate and identify each required section of the response by use of a divider sheet with an integral tab for easy reference.
5. Number all pages of the response sequentially using Arabic numerals (1, 2, 3, etc.).

Response Format

1. Table of Contents
   a. Responses shall include a table of contents properly indicating the section and page numbers of the information included.
   b. This page is not included in the 30 page response limitation.
2. Executive Summary
   a. Responses shall include an abstract of no more than two (2) pages on the information presented in the qualifications and the firm's unique qualifications and services.
3. Background, Experience & Capabilities
   a. Background and Firm Profile - Provide general information on the responding firm, including; name, business location, local office, local telephone number and contact person for this project.
   b. Experience - The respondent shall include references which shall indicate the ability to design and deliver a full range of consulting, grant application, design, implementation, funding and cohesive energy efficiency strategies. References shall be of the type and format described below:
   Four (4) References - Provide the owner's name, address, telephone number, and contact person and a brief overview of the services performed for each reference.
   c. Capabilities - Describe your firm's approach to developing the information and recommendations for the work requested in this Request for Qualficiations. Include a plan describing how your firm will select and manage subcontractors. Describe the processes that will be used for the assignment of tasks, project scheduling, and budget control, as well as capability to provide all services required for construction and implementation of projects on a design build basis.
4. Personnel Qualifications
   a. Provide professional resumes for key personnel and their responsibilities for the duration of the project. In each resume, indicate the education and professional licensing of each person as it relates to this project. Also include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.
   b. Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting for this project.
5. Financial Approach
   a. Provide audited financial statements including income statements, balance sheets, and statements of changes for the three (3) most recently completed fiscal years. If audited financial statements are not available, provide evidence of the level of third party review of the financial statements.
   b. Describe the sources and types of funding the respondent has identified to implement this project.
   c. Accountability measurement and metrics - Indicate the Protocol that your firm will use to measure performance of the recommended project.
6. Risk Mitigating Strategies
   a. Describe any risk minimizing strategies intended to protect the Owner.
   b. Hospital requires the prime contractor of this project to carry Errors and Omission Insurance to protect the Hospital. Please provide a copy of your company's insurance certificate reflecting this insurance coverage.
7. Additional Benefits
   a. Describe any other benefits Owner will realize through this contract using your firm's team.

SECTION 4 ~ SELECTION CRITERIA

1. Completeness
a. Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order.
2. Evaluation Process
   a. Owner will appoint a selection team to formally evaluate each response. The evaluation process will objectively grade the responses on their merit. Responses will be evaluated in light of the material and substantiating evidence presented in the response, and not on the basis of what is inferred. The evaluation process can include verification of team references, verification of project team resumes, confirmation of financial information, and any other information as deemed material to the final selection by the Hospital during this process.
3. Final Selection/Notification
   a. The Hospital will notify the selected firm by telephone and writing unless short list and/or oral interviews are required.
4. Development Study Proposal - Upon selection, firm will submit a development study proposal which, when approved by Hospital, will allow the firm to proceed with:
   a. Developing an energy efficiency project, including financial management assessment, completing environmental questionnaires, state and federal reporting requirements and delivery schedules as well as an energy efficiency conservation strategy.
   b. Company will be responsible for the development of a strategy, including its component activities, which are likely to result in maximum energy efficiency improvements, fossil-fuel emission reductions, economic benefits and total energy use reduction.
   c. Preparing grant and funding applications as required.
   d. Prepare and implement a Design Build Energy Services Contracting Agreement which may include guaranteed energy savings to implement the proposed improvement measures with an associated timeline for the work.

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