



**City of Yakima
Yakima Air Terminal – McAllister Field
129 N. 2nd Street
Yakima, WA 98901**

**LEGAL NOTICE OF REQUEST FOR QUALIFICATIONS
FOR ENERGY SAVINGS CONTRACT SERVICES**

The Yakima Air Terminal – McAllister Field (YKM) (Airport) is requesting Qualifications from qualified Energy Services Companies (ESCOs) for comprehensive energy management, distributed energy, and energy-related capital improvement services to its facilities as authorized under Chapter 39.35A RCW. A copy of the full Request for Qualifications (RFQ) may be obtained online at: <https://www.yakimawa.gov/services/engineering/engineering/rfps-rfqs/>.

All Qualifications must be submitted to the City of Yakima, City Clerk's Office at the address above in sealed envelopes marked, "**RFQ for Energy Savings Contract**", with the name and address of the submitter clearly marked. **Submittals are due by noon (12:00 pm) on March 27th, 2025.** The Airport reserves the right to waive irregularities, to accept and/or reject any or all proposals, and to make all decisions in the best interest of the Airport.

Questions regarding the submission of the SOQ or other questions regarding this SOQ can be sent to randy.tabert@yakimawa.gov or by phone at 509-576-6579.

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENERGY SAVINGS CONTRACT SERVICES

Issued by: Yakima Air Terminal – McAllister Field (YKM), City of Yakima

Yakima Air Terminal – McAllister Field (YKM) (hereinafter referred to as the Airport or Owner) is seeking Qualifications from Qualified Energy Services Companies (ESCOs) which are capable of providing comprehensive infrastructure and energy-related capital improvement services. **The Airport intends to construct a series of solar array canopies over rows of existing airport terminal parking stalls to achieve energy savings.**

PROJECT OVERVIEW

The Airport is interested in contracting for a full range of energy, distributed energy, and energy-related capital improvements at **Yakima Airport – McAllister Field (YKM)**, with the intent of installing a series of solar canopies over existing parking stalls (hereinafter referred to as project). These services and improvements are to be delivered with performance and guaranteed savings.

The Airport has secured a WSDOT Sustainable Aviation Grant and WSDOT Community Aviation Revitalization Board (CARB) Loan to fund the project, both of which are expected to be available for use on July 1, 2025. The estimated project budget for this portion of work is \$1.4M to \$1.6M.

The Airport's objective in issuing this **Request for Qualifications (RFQ)** is to provide a competitive means in which to select a single provider to fulfill all aspects of this project. The Airport may elect to implement further improvement measures in phases pursuant to the final contract. The work to be included in the contract may include upgrades to or replacement of equipment included in, but would not be limited to, the following systems: design and construction of solar array canopies, electrical, lighting, facility management, energy recovery systems, renewable energy generation, net-metering or other energy conservation measures that provide long term operating cost reductions.

The Airport has retained an on-call civil engineer to represent the interests of the Owner to procure the project. This civil engineer and owner's representative is expected to provide the following support separate from this solicitation: topographical surveying, airport planning/Airport Layout Plan (ALP) updates, FAA airspace/obstruction evaluation (Form 7460-1), environmental clearance, civil/site design, pavement design, storm drainage design, construction administration and oversight, and grant administration. These services would not be expected to be provided by companies responding to this solicitation.

SCOPE OF WORK

The successful proposer is expected to perform the following scope of work, including but not limited to:

- Partnering with the Airport and on-call civil engineer to formulate a plan, budget, and schedule for design and construction of the solar canopies.
- Assuring a guaranteed minimum annual energy and O&M savings.
- Design services to provide details and specifications of the solar canopies and any offsite or parking modifications such as pavement repairs, trenching, and restriping.
- Prepare and submit a glare study for FAA approval prior to commencing construction.

- Structural and electrical engineering.
- Coordinate with on-call civil engineer for topographic survey, site/civil design, and drainage design support
- Provide a traffic and pedestrian control plan to conform with state and local laws, accommodate ADA requirements, and achieve minimum walking path distances during terminal operations hours.
- Coordination with local power provider, Pacific Power.
- Construction quality control services.
- Coordination with on-call civil engineer for construction management and administration.
- Ongoing monitoring of energy and/or operational cost savings.
- Providing the Airport with a platform to monitor energy savings data on demand.

QUALIFIED PROVIDER

A Qualified Provider is a person or business experienced in the design, implementation and installation of energy cost savings measures, as described in Chapter 39.35A RCW. In addition, the Airport is requiring that the Qualified Provider have at least 5 years of experience in performance contracting. Qualification as an ESCO by the U.S. Department of Energy (DOE) and accredited by the National Association of Energy Service Companies (NAESCO) *is preferred, but not required*. Additional preferred qualifications for Qualified Providers include project team members with Airport Project Experience and LEED AP Certification.

REQUIRED CAPABILITIES

The ESCO must have the demonstrated technical and managerial capabilities to provide a comprehensive set of energy services including, but not limited to design, acquisition, installation, training and commissioning of new and/or existing energy systems as well as project monitoring, savings measurement, verification, operation and maintenance for all improvements and/or training of Airport staff on routine maintenance and operation of systems. Monitoring and verification services shall include appropriate measurement and timely reporting of the performance and savings from project.

OVERVIEW OF TERMS AND CONDITIONS

1. **Contract Term.** The duration of the contract will be mutually determined between the ESCO and the Airport based on authorizing legislation, final project scope and financial factors. No contract shall exceed 20 years in duration.
2. **Guarantee.** The project must result in a guaranteed minimum annual energy and O&M savings guarantee, as well as defined levels of occupant comfort, maintenance, monitoring, training or other services.
3. **Execution of Guaranteed Energy Savings Contract and Financing Documents.** The Airport will negotiate and execute the Guaranteed Energy Savings Contract with the selected ESCO and all financing documents required by the selected financing source. The ESCO to whom the contract is awarded shall give a sufficient bond to the Airport for its faithful performance. The ESCO shall also provide a written guarantee that either the energy or operational cost savings, or both, will meet or exceed within 20 years the costs of the energy conservation measure. The ESCO shall reimburse the Airport for any shortfall of guaranteed energy savings projected in the contract.

PROCUREMENT PROCESS

The Airport expects to undertake the selection process described below according to the following schedule:

	<u>Dates</u>
Advertisement and Issue RFQ	02/27/2025
Submissions by Providers	03/27/2025
Selection of ESCO	04/11/2025
Funding Available/Notice to Proceed	07/01/2025
Preferred Project Completion	12/31/2025

Note: The Airport will provide for an optional site visit for interested firms on March 13, 2025 by appointment. For additional information on facilities prior to submissions please contact Airport Director, Robert Hodgman at 509-833-0898 or Robert.Hodgman@yakimawa.gov.

Submission of Written Qualifications. ESCO's interested in providing the services requested, must respond in writing. All submissions become the property of the Airport and will not be returned to the ESCO. All costs associated with submission preparation will be borne by the submitting ESCO.

Airport reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to be the sole judge of the value and merit of the submissions.

INSTRUCTIONS TO PROPOSERS

Failure to complete any question in whole or in part, or any deliberate attempt by the proposer to mislead the Airport, may be used as grounds to find the proposing ESCO ineligible.

Submitting your Response

Your response should follow the outline under the "Content and Format" section below and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration. It will be the responsibility of the ESCO to submit three (3) copies of your submittal and one (1) Digital Media copy. Submissions should be addressed, sealed, and packaged with clear identification to read as follows:

**City of Yakima
Yakima Air Terminal – McAllister Field
129 N. 2nd Street
Yakima, Washington 98901**

The submittal shall be sealed and packaged with clear identification on the bottom back of the envelope to read as follows: "RFQ Energy Savings Contract Services"

The deadline for submitting your response will be no later than **12:00 pm on March 27, 2025**. Submissions received after that date and time will not be considered. No electronic submissions or electronic modifications to the submission will be considered. There will not be a public opening of submittals.

Questions or clarification may be directed to Airport Director Robert Hodgman, Airport Director, by email (robert.hodgman@yakimawa.gov) or at (509) 575-6149

1. Review and Selection of Finalists

The Airport will establish a Project Evaluation Team to review and evaluate the ESCOs written responses to this RFQ in accordance with the evaluation criteria identified below and consistent with the law. The Project Evaluation Team will check client references which will also be included in the evaluation. The Airport may select no more than two (2) ESCOs as finalists for interviews. The Airport reserves the right to forego finalist interviews and proceed direct to selection and negotiations with a single provider.

Responses will be evaluated based on the quality and completeness of the information provided in the following sections: (a) ESCO Profile (5 page limit), (b) general qualifications (10 page limit), (c) general approach (10 page limit), and (d) site specific approach and implementation (15 page limit). Failure to provide any of the requested information may result in disqualification.

2. Professional Engineer Involvement

A registered professional engineer must, at a minimum, review and approve design work done under this contract. Firms will be required to provide a registered professional engineer licensed in the State of Washington for any work that is not completed by the Airport's on-call civil engineer.

Work expected to be performed by the Airport's on-call civil engineer includes topographical surveying, airport planning/Airport Layout Plan (ALP) updates, FAA airspace/obstruction evaluation (Form 7460-1), environmental clearance, civil/site design, pavement design, storm drainage design, construction administration and oversight, and grant administration.

3. As-Built Drawings

ESCO must provide reproducible "as built" and record drawings in electronic form and full size hard copies for all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals within 30 days of completed project installation. ESCO will be responsible for permits and associated paperwork and construction documents.

4. Bonding Requirements

By submitting each Qualified Provider agrees to Furnish a Performance Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the contract sum. Owner requires that the Bond Surety must carry a Best Rating of A and the Owner must approve the Bond Surety.

5. Insurance Requirements

Prior to the commencement of work, the ESCO must provide evidence of insurance for both the construction and operations phases of the project. The Certificate of Insurance shall be provided to the Airport and must list the City of Yakima, Yakima Air Terminal – McAllister Field, and Airport's On-call Civil Engineer (J-U-B ENGINEERS, Inc.) as additional insureds.

6. Subcontractor Approval

Airport retains the right to approve any ESCO selected subcontractor prior to its commencement of work on this project. Names and qualifications of subcontractors must be submitted at least two weeks in advance of subcontractor scheduled start date.

7. Hiring and Wage Requirements

If applicable, the ESCO will comply with all requirements for the payment of prevailing wages and minority and women-owned business enterprises.

8. Follow-up Maintenance, Monitoring and Training Services

The ESCO will be responsible for measurement and verification of implemented measures to ensure optimal performance as well as for ongoing training, however, Airport has the option to negotiate the extent of any contracted on-going maintenance service contract. Project savings will be verified and reconciled on an annual basis.

CONTENT & FORMAT

Submittals must be submitted in the format outlined in this section. Each submission will be reviewed to determine if it is complete prior to actual evaluation. The Airport reserves the right to eliminate from further consideration any submittal deemed to be substantially or materially unresponsive to the requests for information contained herein.

A. EXECUTIVE SUMMARY (2 page limit)

B. ESCO PROFILE (5 page limit)

1. General Firm Information- Firm name, mailing address, and phone number. Names, titles, and phone number of two principal contact persons. List any division or Branch Offices that will participate materially in the development of the submittal, in its evaluation process, and/or in the conduct of any services provided.
2. Type of Firm
3. Federal Employer Identification Number
4. Year Firm Established
5. Name and address of banks at which the firm has bank accounts (no more than two needed)
6. Entity Background
 - a. Years under present name- How many years has your firm been in business under its present business name as a Performance Contracting Company.
 - b. Former names- Indicate all other names by which your organization has been known and the length of time by each name.
 - c. Years in energy business- How many years has your firm been providing energy efficiency related business for facilities?
 - d. How many years has your firm offered performance contracting services?
 - e. Bankruptcy involvement- Has your firm, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? If yes, explain in detail the circumstances, date of the protection order was filed and the resolution of the case (or current status, if still ongoing)
 - f. Is your firm an accredited member of NAESCO?
 - g. Demonstration of airport project experience and samples of past projects with similar or related project scope.

C. GENERAL QUALIFICATIONS (10 Page Limit)

1. Provide a list of Guaranteed Energy Savings contracts completed by your Company, for five (5) performance contracts from airports, during the past five (5) years. Each reference shall, at a minimum, include the scope and size of each project, project cost, guaranteed savings, and the name and telephone number of a contact person. Please include references of similar facilities to the Airport. **If the firm's experience is from personal references when working with other companies, they will not be considered to be qualified. List only references where your company was the prime contractor.**
2. Energy Guarantee History- Briefly describe all energy performance contract guarantees that your firm has managed within the last five (5) years.
3. Personnel Information
 - a. Indicate the number of full-time personnel employed by your firm and those specifically that will take an active role on this project. Provide all energy related engineering qualifications such as LEED AP, or Certified Energy Manager, for the company's personnel assigned to this project.
4. Qualifications and experience
 - a. Include an organizational chart for all members of your company with specific responsibilities for performance-based facility modernization and energy services for public sector. Include a brief description and/or resume for each team member that will be actively involved in the proposed project.
 - b. Include any LEED® AP Certification or current Professional Engineering License for lead member(s) of the ESCOs project team.
 - c. Provide qualifications or team experience in working with airports.
5. Areas of Expertise
 - a. List all areas of expertise related to potential energy improvements in facilities and infrastructure located upon airports.
 - b. Include specialized area(s) of expertise in relation to airport specific project experiences that might be relevant to the project.
 - c. Also describe the professional and skilled trades that your firm customarily performs with employees.
6. Grants and Rebates
 - a. Identify grants you have applied for and received for your customers in the past two years.
 - b. Explain your approach to obtaining rebates.
 - c. Explain your experience with working with WSDOT Sustainable Aviation Grant program.
 - d. Explain your experience with working with WSDOT Community Aviation Revitalization Board (CARB) Loan program.

D. GENERAL APPROACH (10 Page Limit)

1. Project Summary
 - a. Summarize the scope of services (auditing, design, construction, monitoring, operations,

maintenance, training, financing, etc.) that would be offered for this project. Include a brief description of your firm's approach to management and specific benefits your firm can offer the Owner.

2. Training Provisions

- a. Describe your firm's capabilities in providing technical training for Owner's facility staff and experience on past projects. Describe your firm's involvement in developing training manuals for facility staff.

3. Engineering Design

- a. Describe your firm's approach to the technical design of the project.

4. Measurement and Verification

- a. Describe the methodology available for ongoing monitoring and savings verification of project performance. Specifically state whether your company would adhere to the International Performance Measurement and Verification Protocol (IPMVP).

5. Maintenance Contract Flexibility

- a. Describe the types of services included in the maintenance contract. Comment on whether the owner's maintenance staff can perform some of these duties if desired and describe any impact on the guarantee (these could include programming and maintaining the control system, installing lighting retrofits, maintaining HVAC equipment, etc.). Describe the required length of the maintenance contract and the relationship with the guarantee in the event the Owner chooses to terminate the maintenance contract prior to the end of the performance contract.

6. Manufacturer Agreements

- a. Explain whether your company, parent company or any division thereof manufactures or maintains contractual agreements to sell, or otherwise represents, specific brands of facility systems or equipment.

E. SITE SPECIFIC APPROACH & IMPLEMENTATION PLAN (15 Page Limit)

1) Site Specific Approach

- a) Describe typical energy conservation measures (ECMs) which your firm may recommend as part of an energy performance contract in the Airport.

2) Standards of Comfort

- a) Describe standards of comfort and functionality that will be used for light levels, space temperatures, ventilation rates, etc. in the intended facilities. Also describe how those standards will be maintained throughout the contract term.

3) Construction Management

- a) Describe how your firm would work with the Owner, civil engineer representative, and maintenance staff in order to coordinate construction, avoid conflicts, and keep the existing parking facility operable to maximize vehicular and pedestrian access.
- b) Describe your flexibility and/or limitations regarding Owner's monitoring and installation

and performance of ESCO projects, Owner's integration of other identified capital needs with ESCO projects that may or may not contain energy and water savings opportunities.

4) Project Financing

- a) Describe your firm's approach to providing maximum benefit within the proposed project of \$1.4M to \$1.6M.
- b) Describe the mechanics of the financing arrangement, equipment ownership, responsibilities/liabilities of each party, security interest required and any special terms and conditions that may be associated with financing this project.

COMPLIANCE

All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations including all building codes and appropriate accreditation, certification and licensing standards. Work must be in accordance with sound engineering and safety practices, be installed in a workmanlike manner and be in compliance with all Airport regulations relative to the premises. The ESCO and its subcontractors will be responsible for obtaining any and all required governmental permits, consents and authorizations, and for payment of any and all state and Airport required taxes and fees which result from this contract.

CONTRACT NEGOTIATIONS

The Airport will attempt to negotiate and contract for services described in this RFQ solicitation with the most qualified firm. If an agreement cannot be reached, there may be an attempt to negotiate a contract with the second qualified firm.

COST FOR PREPARATION

The Airport is not liable for any cost incurred by the respondent in preparing or submitting, or in preparing the contract or for any finder's fee.

LEGAL REQUIREMENTS

The City of Yakima, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by contacting the City.

The City of Yakima, in accordance with Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Qualified disadvantaged, minority, and women-owned consultants are encouraged to respond. The City of Yakima is an equal opportunity employer.

PUBLIC RECORDS

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in "The Public Records Act," RCW Chapter 42.56. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFQ, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the proposal that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described as such. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.