

**REQUEST FOR QUALIFICATIONS (“RFQ”)  
City of Auburn-School Department Facilities Audit  
Performance Based Facilities Upgrades and Infrastructure Improvement Projects  
Pursuant to Maine State Law 20-A M.R.S.A.**

**§15915 REQUEST FOR QUALIFICATIONS**

**DEADLINE for SUBMISSION: June 17, 2022 @ 5 p.m. EST**

**Article I. Qualifications**

Pursuant to Maine Statute 15915, Energy Service Companies, and 3<sup>rd</sup> party financing under section Title 20-A of the Maine Revised Statutes from 2019, The City of Auburn School Department (“COA”) requests qualifications from interested parties for an Energy Savings Performance Contracting project and/or infrastructure upgrade projects. It is the intent of COA to use this RFQ as a competitive means to enter into a contract or multiple contracts with the selected Performance Contractor for the design, installation, operation, maintenance and financing of energy conservation or combined energy conservation and related air quality improvements at all facilities that are part of COA. The contract shall include guarantees of performance as required by Title 20-A, section 15915.

Appendix A includes a listing of each school included in this scope of work with background information. Edward Little High School will not be part of a performance contract because a new high school is currently under construction, but it may be included in future HVAC maintenance contracts.

Interested Parties should submit qualifications in accordance with the following, utilizing our organizations rationale in requesting the qualification:

- **Background of Company:** COA is sensitive and responsive to the economic challenges faced by every Maine household. It is important for our School District to provide economic support in our local towns and communities. As such, we ask the following questions:
  - Where are your organizations corporate headquarters located? If your organization has a United States subsidiary, please only identify the specific address of your organization’s corporate headquarters.
  - How many HVAC/Building Control offices does your company have in the State of Maine?
  - Please list the addresses of those Maine HVAC/Building Control offices and the number of your company employees who work out of those Maine offices.
  
- **Demonstrated expertise/experience:** COA seeks a wide variety of experts to assist in the development of an extensive assessment and review of all aspects of the physical infrastructure of our schools. As each of the schools have different construction dates with building additions occurring at some of them at a later date, various upgrades will be required to ensure the entire facilities are code compliant, efficient, and meet the current and future demands of COA. With that in mind, COA wants to understand the make-up of your local team.
  - How many Maine licensed Mechanical/Electrical Professional Engineers (P.E.’s) work for your organization?
  - How many Maine licensed Professional Engineers or Architects do you intend to retain in the assessment of our buildings?
  - What is the dollar value of the assessment that your organization will expect to expend in the assessment of our buildings and the development of a master plan?
  - Discuss the demonstrated expertise and experience of your firm with projects completed under

Section 15915 of Title 20-A of the Maine Revised Statutes.

- In the event that your firm is selected, and your organization completes the comprehensive analysis/study and COA decides to not proceed with any of the projects identified with your company, what is the “break-up fee” that your organization will expect?
- After a contract is in place, approximately how long will it take your firm to complete the comprehensive analysis/study, including cost and financing recommendations?
- **Demonstrated expertise and experience in the maintenance of HVAC mechanical equipment:** COA is seeking 24/7/365 support of the various systems within the school facilities, including existing systems that will not be replaced and new projects and systems intended to be installed under the guise of the Performance Contract. This requires adequate numbers of personnel to provide preventive and corrective maintenance and system training to our operations personnel. Key to COA is knowledge of our building and existing systems.
  - How many of your organizations service/installation trucks in total are based in Maine?
  - How many dedicated Building Control Systems service/installation trucks in total are based in Maine?
  - Please provide the address for the control systems offices in Maine.
  - What is the maximum time for one of your service personnel to be on-site after receiving a phone call and determining that a site visit is required to fix the issue?
  - COA is interested in a building management system that is open protocol (non-proprietary). Please discuss the ability of other qualified vendors to provide long-term maintenance and support to the systems you will be proposing in your scope of work.
- **History of Your Company with Litigation or a Shortfall in Savings:** COA answers directly to community leaders and taxpayers who encourage our business relationships to always be with ethical and transparent companies. As the proposed projects will likely have a ten to forty-year life expectancy, our collaboration with companies requires us to do business with honest and ethical companies who are free from encumbrances of prior or current illegal acts including the taking or promise of bribes or performance related project issues. As such, please answer the following questions:
  - Within the last fifteen years, has your organization ever been involved in energy, water savings or HVAC projects (including Performance Contracts) where the project experienced difficulties and the client sued your organization as a result of these performance issues?
    - *If yes, please provide the details and outcome of the lawsuit and any settlement details*
  - Within the last fifteen years, has your organization ever been involved in energy, water savings or HVAC projects (including Performance Contracts) where the savings fell short of expectations or guarantees?
    - *If yes, please provide the details and outcome of the shortfall in savings*

## **Article II. Schedule**

COA anticipates the following schedule, which is subject to change at COA’s sole discretion:

- a. RFQ released: May 18
- b. Written questions due: June 8
- c. Response to written questions provided: June 10

- d. Deadline to submit qualifications: June 17
- e. COA management to conduct interviews of qualified firms: TBD
- f. COA final selection of candidate: TBD

### **Article III. Scope of Work**

The Scope of Work is subject to modification at any time at the sole discretion of the Auburn School Committee and may include any or all of the following:

- a. Retrofit and installation of ventilation and/or heating and air conditioning systems.
- b. Electrical system upgrades.
- c. Retrofit and installation of new state of the art lighting systems.
- d. Facilities Master Planning.
- e. Comprehensive Facilities Audit;
- f. Building envelope upgrades (weatherization, window upgrades and roof upgrades).
- g. Retro Commissioning and upgrades of existing HVAC Systems.
- h. Financing.
- i. Financial guarantees.
- j. Building control system upgrades.
- k. Other energy conservation or cost savings measures as determined feasible.

COA may alter or amend this Scope of Work at its' sole discretion at any time prior to executing a contract with the contractor or contractors selected. Once a contract is executed, the Scope of Work may be amended in accordance with the contract documents.

### **Article IV. Terms & Conditions**

COA reserves the right to accept or reject any candidate on the basis of the qualifications submitted in the sole discretion of COA and to exercise its judgment in evaluating qualifications. COA reserves the right to request additional information from any candidate at COA sole discretion. COA reserves the right to waive any informalities or technicalities in submissions whenever it is deemed best for the interest of the City of Auburn School Department.

The selection of a candidate **does not** obligate COA to enter into a contract, provided however that any contract entered into between COA and a selected candidate shall be in a form entirely satisfactory to COA's authorized agents.

**Article V. Questions & Submission of Qualifications**

Questions regarding this RFQ must be submitted in writing via email to Derek Boulanger, City of Auburn at [dboulanger@auburnmaine.gov](mailto:dboulanger@auburnmaine.gov). All questions must be submitted no later than 5:00 pm on Wednesday, June 8, 2022. All responses will be provided in writing to all parties participating in this request no later than 12:00 pm on Friday, June 10, 2022.

Please submit (4) hard copies and (1) electronic copy of your response to the address below no later than 5:00 pm on Friday, June 17, 2022. Mark the submission "RFQ Response 15915". **NO PHONE CALLS PLEASE**

City of Auburn  
Derek Boulanger  
60 Court Street  
Auburn, Maine 04210

Candidates acknowledge that COA is a public entity, and any requests or agreements to maintain confidentiality of any proprietary information shall be limited to the extent allowed by public records preservation law.

**APPENDIX A**  
**Auburn School Department**  
**School Facilities Information**  
**Updated May 2022**

Facility	Address	Use	Square Feet	Initial Construction	Last Renovated	Student Capacity
East Auburn Community	15 Andrew Drive	Elementary	19,000	1928	2000	140
Fairview	397 Minot Avenue	Elementary	77,200	1956	1998	600
Park Ave	161 Park Avenue	Elementary	50,000	2006	2019	320
Sherwood Heights	32 Sherwood Drive	Elementary	77,250	1968	1998	520
Walton	92 Mary Carroll Street	Elementary	47,000	1934	1967, 2004	250
Washburn	35 Lake Auburn Avenue	Elementary	36,160	1950	2001	200
Auburn Middle School	38 Falcon Drive	Middle	85,400	1980		520
Edward Little (UNDER CONSTRUCTION)	77 Harris Street	High	280,000	2023		1200
Franklin	23 High Street	Alternative	16,570	1914	2021	100
RETC	80 Lake Street	K-12 Special Ed	15,000	1924		100