

## 1.0. Invitation

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Capital Region Water (CRW) requests the professional services and expertise from a qualified firm or project team to conduct an energy audit and baseline analysis in order to produce an energy management plan that provides a framework to implement short and long-term energy optimization opportunities. This is a critical first step for CRW in establishing a comprehensive energy management program aimed at reducing energy and increasing alternative energy usage while simultaneously enhancing system resiliency. This work is intended to create an energy usage profile for CRW and identify viable, practical conservation measures for integration into water and wastewater systems. Energy demand reductions, production of alternatives, and/or purchase of renewable energy is intended to mitigate potential environmental and public health consequences while insulating the community and customers from energy rate volatility.

## 2.0. General Information/Project Description

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Capital Region Water owns and operates the drinking water, wastewater and stormwater facilities and infrastructure for Harrisburg and portions of surrounding communities serving over 60,000 residents and businesses with drinking water and 130,000 with wastewater services. CRW desires to continually ensure the organization meets its shared commitment to sustainability as well as its strategic goals to protect public health and the environment and efficiently use resources. Limited energy efficiency improvements have been integrated in the past, including the addition of variable frequency drives and lighting upgrades. CRW also offsets a small portion of its energy demand through energy produced on-site via generation and recovery. Although far from producing the energy required for operations, CRW has strong preference to reduce that energy deficit. It's assumed much potential exists in reducing energy demand and better utilizing existing opportunities than offsetting through purchase agreements. CRW's first objective is to decrease demand by utilizing more intelligent design and operation to reduce outright energy need. Secondary objectives include increasing generation and potential energy as well as system (re)configuration to build resiliency under anticipated climate conditions and/or extended power outages.

Focus areas should include, but not be limited to:

- Mechanical systems: heating, ventilation and air conditioning (HVAC) systems, energy management and control systems, etc.;
- Biogas utilization, cogeneration and distributed generation;
- Existing process "waste" heat utilization (e.g., AWTF cryo-plant, cogen, etc.);
- Lighting systems and associated controls and strategies;

- Building envelope systems;
- Specialty solutions and systems specific to water and wastewater (e.g., solutions to address fats, oils and grease);
- Hydropower/hydropower potential on transmission and distribution pipes;
- Treatment capacity sizing: Consider scalability or modular design modifications when operating below design capacity;
- Emergency energy generation/demand balance; and
- Alternate fuels.

Capital Region Water seeks specific information on energy-consuming equipment/operations to aid in benchmarking CRW's energy baseline, feasible energy efficiency improvements for existing equipment and processes, and the necessary technical and financial details to evaluate the viability of any recommended energy conservation measures. The energy assessment and framework report is intended to be a collaborative process engaging both CRW staff and retained consultants.

#### Drinking Water System Overview:

CRW's primary drinking water source is the DeHart Dam and Reservoir located 20 miles northeast of the City of Harrisburg. The Susquehanna River serves as a backup supply. The water system dates back to 1839 with multiple upgrades and expansions over time to meet regulatory and service expectations. The system includes 25 miles of 42-inch and 36-inch diameter raw water transmission main, 203 miles of distribution piping between 4 and 42-inches in diameter, more than 1,600 hydrants, 5,340 valves, and the critical facilities below:

- DeHart Dam, Reservoir Control Building and Chemical Feed Facility
- Susquehanna River Intake and Raw Water Pump Station (Intake pumping capacity – 30-MGD; Pump Station capacity – 14,000-GPM with one pump out of service)
- Dr. Robert E. Young Water Services Center (20-MGD filtration facility)
- Gate House Pump Station (8,700-MGP capacity with one pump out of service)
- Union Square Industrial Park Booster Station (constant pressure of 750-GPM; fire pump at 1,000-GPM)
- Finished Water Reservoirs (Upper – 2 interconnected tanks storing 28-MG; Lower – 2, 6-MG tanks)

The Dr. Robert E. Young Water Services Center utilizes chemical addition, flocculation, coagulation, sedimentation, filtration, and disinfection to treat the raw water. The process trains contain two raw water flowmeters and two static mixers, four three-stage paddle wheel flocculators, four rectangular clarifiers, eight multi-media gravity filters, two 150 horsepower centrifugal blowers, chemical feed equipment, two backwash pumps, four finished water pumps, two finished water

flow meters. The 10-year average of electricity use for drinking water facilities is 3,598,634 kWh with the 10-year maximum being 5,027,245 kWh.

Wastewater System Overview:

CRW owns and operates sewer collection and conveyance facilities as well as the Advanced Wastewater Treatment Facility (AWTF). The collection system is comprised of both separate sanitary and storm sewer facilities (250,800 feet of sanitary sewers and 152,000 feet of stormwater sewers) as well as combined stormwater/sanitary sewer facilities (457,000 feet of combined sewers). The conveyance system includes five pumping stations (Front Street, Spring Creek, City Island North, City Island South, and Market Street (stormwater)) as well as approximately 13 miles of sewer interceptors.

Operation of the 37.7 MGD AWTF commenced in 1959 and has since underwent several upgrades. The treatment process generally includes grit removal, primary clarification, secondary treatment utilizing a high-purity oxygen activated sludge process, and secondary clarification followed by disinfection. CRW recently completed final stages of a BNR upgrade project at the AWTF which began in March 2014. With the liquids process treatment complete, CRW is now addressing solids handling improvements, including primary digester and biosolids facilities. The AWTF utilizes the biogas cogeneration process to provide building heat and a source of revenue through the sale of energy. Two single-phase 400 kW biogas generators were installed in 1984 and produced a monthly average of 153,600 kWh in 2014 (73% run time) and 124,500 kWh in 2015 (77% run time). The 10-year average of electricity use for wastewater facilities is 13,316,507 kWh with the 10-year maximum being 14,623,760 kWh. Electricity demand after the completion of the BNR upgrade project may increase demand as much as 500,000 kWh per month.

Deliverable Schedule:

Capital Region Water anticipates about three weeks to negotiate an initial contract with the selected consultant. This contract will refine the scope of services, deliverables, and timeline. CRW anticipates an 8 to 10 month timeframe necessary to complete the assessment, baseline report and corresponding program plan. CRW commits to assisting the consultant in conducting an assessment and, to the extent possible, providing full and accurate information in a timely manner. Both CRW and the consultant need to acknowledge this to be an interactive process and commit to review at the 30%, 60% and 90% completion stages. Please provide any response and/or refinement to the deliverable schedule in the submitted qualifications package.

CRW will also attempt to provide appropriate information for consultant review, including but not limited to: Operations & Maintenance Manuals and/or associated SOPs, specification data, as

available, for equipment, recent engineering reports or facility evaluations, 12+ months of energy bills and access to CRW's ENERGY STAR Portfolio Manager, 12 months of operating data as found in monthly reports, and base maps of existing plant sites and consultant drawings.

### 3.0. Pre-Proposal Meeting/Site Visit

A non-mandatory pre-submittal meeting and site visit will be held on Friday, January 6, at 10:00 AM EST at CRW's Dr. Robert E. Young Water Services Center located at 100 Pine Drive in Harrisburg, PA. In anticipation of questions specific to wastewater operations, the meeting will resume at 1:00 PM at the Advanced Wastewater Treatment Facility (AWTF). The AWTF is located at 1662 South Cameron Street, Harrisburg, PA.

A maximum of two representatives are permitted to attend from each firm. Attendees must RSVP to Tanya Dierolf at [tanya.dierolf@capitalregionwater.com](mailto:tanya.dierolf@capitalregionwater.com) to receive specific directions and meeting information. The purpose of the pre-proposal meeting is to review the requirements of this RFQ and answer questions. Any oral response is considered tentative. Please submit written inquiries by 12:00 PM EST on January 13, 2017. Questions after this time will not be accepted. Responses will be posted at [www.capitalregionwater.com](http://www.capitalregionwater.com) by January 20, 2017.

### 4.0. Proposal and Selection Schedule

| Task                            | Date                             |
|---------------------------------|----------------------------------|
| RFQ Issued                      | December 19, 2016                |
| Pre-Submittal Site Visit        | January 6, 2017                  |
| Written Inquiries               | January 13, 2017 by 12:00 PM EST |
| Inquiry Response/Addenda Issued | January 20, 2017                 |
| Qualifications Due              | February 3, 2017 by 12:00 PM EST |
| Invitation to Propose           | February 24, 2017                |
| Proposals Due                   | March 17, 2017 by 12:00 PM EST   |
| Interview Period                | March 28-30, 2017                |
| Selection of Consultant         | April 26, 2017                   |
| Commence Work                   | May 2017                         |
| Submission of Preliminary Plan  | December 2017                    |
| Submission of Final Plan        | January 2018                     |

Capital Region Water anticipates three to four firms to be invited to submit detailed proposals with estimated costs for services. Interviews will be conducted with the firms/project teams selected to submit Proposals. CRW will notify all firms of the results of the selection process.

The timeline above is subject to change, although not anticipated. Upon mutual agreement between CRW and the selected consultant, a kick-off meeting with CRW will likely be scheduled for May 2017 with a final plan to be provided in early 2018.

## **5.0. Scope of Services/Scope of Work**

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Capital Region Water has outlined the scope of services below. This is the range of tasks CRW expects to be completed under the Energy Management Study and Optimization Program Plan as presented in the corresponding report. The baseline analysis and energy audit/assessment are critical first steps for CRW to identify and implement a variety of energy efficiency and renewable energy projects under a comprehensive energy management program aimed at reducing energy usage while simultaneously increasing system resiliency. The audit and associated report will create an energy usage profile and identify specific conservation measures evaluated for potential integration into CRW's infrastructure and operations. CRW is interested in formally defining and developing an Energy Management Program with articulated goals, objectives, and corresponding tracking metrics and performance indicators. Future design and construction services will be requested outside this project scope. Please reference, respond and critique the scope of services within the submittal qualifications.

### Task 1: Baseline Analysis and Benchmark Data Development

- a) Review current operational flows, loads, and utility usage records
- b) Evaluate CRW utility usage (electricity, natural gas, fuel oil, and water) and use the ENERGY STAR Portfolio Manager and/or other related software tools to document the current energy status of CRW to serve as a benchmark for drinking water and wastewater treatment efficiency, including consumption and greenhouse gas output
- c) Develop baseline performance benchmarks for current conditions, including energy performance, process performance, and operations and energy costs. Include metrics on energy used per unit of treatment
- d) Develop a plan for CRW to continuously monitor/verify energy and process performance to update data, including integration of Portfolio Manager and metrics to evaluate CRW performance. This may include additional monitoring capabilities, including greater SCADA integration.

- e) Develop an overall energy allocation chart of CRW's facilities and infrastructure to utilize as part of the larger benchmarking efforts (include breakdown of where the majority of CRW energy is going and relative proportions)

**Task 2: Comprehensive Energy Audit and Assessment**

- a) Conduct a comprehensive Investment Grade Audit based on analysis of energy usage, facility characteristics, weather data, and current/typical usage for benchmarking and metrics tracking and reporting
  - (i) Detailed facilities and operations review with Operations staff
  - (ii) Perform equipment efficiency tests as necessary
  - (iii) Develop an inventory of all energy use equipment by process
  - (iv) Evaluate critical building and facility systems
  - (v) Quantify energy usage according to specific functions/operations/buildings
  - (vi) Establish submetering, as needed, for major energy consuming systems and establish system operating characteristics and energy usage accordingly
  - (vii) As necessary, benchmark in comparison to similar facilities under similar weather and treatment conditions
- b) Document a clear inventory of energy consuming equipment and processes
- c) Provide detailed evaluation of operational efficiencies of major plant processes and a cursory evaluation of operational efficiencies of more minor sub-process areas

**Task 3: Evaluation of Optimization Opportunities**

- a) Perform energy optimization evaluations for major process areas, include a review of current operations to identify opportunities that will result in energy savings
- b) Develop a comprehensive list of near and long-term energy management/conservation measures and process optimization options for consideration and integration, including but not limited to process optimization, equipment improvements/replacements, power and process monitoring, and demand management, based on accurate modeling and life cycle costs analysis
- c) Provide a description of each energy conservation measure, including the potential for measurable and verifiable energy and cost savings
- d) Evaluate the possibility of additional controls and monitoring to manage and monitor real-time energy usage

**Task 4: Evaluation of Alternative Energy Upgrades**

- a) Evaluate potential alternative energy opportunities in order to identify and describe alternatives in equipment, processes, or operation that can be implemented or

considered to increase energy efficiency and/or to decrease traditional energy consumed per unit of treatment

- b) Evaluate the potential for greater resource recovery, specifically specialty solutions and opportunities specific to water and wastewater. Provide an evaluation of alternative energy strategies compatible with and/or complementary to cogeneration, hydropower potential, and specialty solutions specific to water and wastewater (i.e. biosolids management, fats, oils, and grease alternatives/high strength wastes to create potential energy). Although not the primary focus, it is expected this study will analyze potential benefits and drawbacks as well as how these sources could be integrated operationally.
- c) Provide an economic analysis of available renewable energy sources in order to fully utilize current plant sources or install new
- d) Evaluate near and long-term benefits by generating commodities such as alternative/renewable energy credits (AECs/RECs)

**Task 5: Energy Procurement, Utility Rate, and Demand Response Evaluation**

- a) Evaluate current and future energy costs and billing structures to identify energy procurement strategies that will minimize long-term energy costs and/or increase alternative energy consumption
- b) Produce an energy billing and rate structure evaluation and present alternative energy procurement options
- c) Review demand reduction strategies, including CRW's past participation in a demand response program, curtailment recommendations for major systems, and considerations for program enrollment

**Task 6: Report and Recommendations for an Energy Management Program**

- a) Prepare an energy management program report, including an executive summary, baseline analysis and benchmark results with key metrics and indicators, major and minor process evaluations, audit/assessment information, optimization recommendations, alternatives recommendations, rate and program recommendations, and a proposed roadmap or path to reduce energy usage, increase the use of alternative energies, and embed system resiliency
- b) Develop and present the framework and corresponding tools, including Energy Star Portfolio integration as appropriate, for a long-term energy management plan that will allow CRW to effectively manage energy usage and costs while lending itself to the identification of future energy management opportunities

- c) Develop a comprehensive list of energy conservation measures and process optimization options for consideration and integration
- (i.) Identify and prioritize a comprehensive list of energy conservation measures to enhance operations considering a broad spectrum of parameters including, but not limited to projected costs and cash flow analysis, performance, reliability, comfort, safety, additional benefits such as environmental protection and improved indoor/ outdoor air quality, etc.
  - (ii.) Develop a benefits-cost analysis that considers capital expenditures and operating costs, included projected energy savings, and incorporates alternative funding opportunities such as government incentives, energy rebate programs, and other creative solutions. Recommendations must consider operational reliability and flexibility in treatment process to minimize energy consumption and peak energy loads under various conditions. All recommendations must meet industry best practices and, as appropriate, work in coordination with outside entities (e.g. PPL for net-metering purposes or PJM or selected curtailment service provider in demand response).
    - i. Construction cost estimates based on industry data and manufacturer quotes
    - ii. ROI/energy savings calculation
    - iii. Government and/or utility incentives and other funding availability
  - (iii.) Present each cost savings opportunity as operational measures, energy conservation measures, or supply measures. In an appendices include energy calculations, equipment specifications, and cost estimates for each recommendation, including life cycle cost analysis and potential funding mechanisms
- d) Provide clear recommendations for near and long-term energy optimization projects and strategies for integration into the existing capital improvement plan and CRW's evolving asset management program. Determine the benefits, including energy and cost savings, of identified conservation measures. Cost comparisons should include capital, operation and maintenance expenses. Measurement and verification recommendations should accompany proposed measures to validate the anticipated savings over a specific period of time. Include any recommendations for potential financial incentives via an evaluation of grants, rebates, tax credits and other means of innovative financing solutions. The report and recommendations should serve as a clear roadmap for future investment and decision-making.



- e) Recognize that implementation of recommendations will occur through a phased approach. Offer recommendations on approach as well as potential financing strategies. Familiarity with grants, loans, rebates and other means of innovative financing is expected.
- f) CRW is willing to consider newer and more innovative technologies if reasonable promise exists. However, these technologies should be noted with a full explanation of weaknesses and, if appropriate, timeframe for viability, so that CRW can monitor these for potential incorporation.

This audit and optimization study is not intended to provide the level of detail necessary for bidding documents, but must be sufficiently detailed to identify viable processes, changes, and investments as well as the roadmap for implementation.

## **6.0. Submittal Requirements for Qualifications**

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Consultants are expected to include clear responses to the following information in their response for qualifications. It is CRW's desire to review uniform submittals in an efficient manner.

*Work Plan (limit to 2 pages):* Provide a work plan summarizing your understanding and approach of the scope of services outlined above. This work plan will develop into a detailed understanding and approach if selected to propose for the project. The work plan should describe specific instructions for project execution including task deliverables, milestone descriptions, and client communication procedures. A work plan will be submitted to the CRW team for review and approval prior to commencing work. The work plan will be updated and revised as necessary during the project.

*Scope of Services (limit to 2 pages):* Please summarize the scope of services available through your firm and/or project team as well as your vision, ability and expertise in providing the required services. Describe your technical capability and expertise to address a range of systems and associated energy audit and conservation techniques under the development of a comprehensive program. Be sure to describe your service specific to drinking water and wastewater treatment (building/facility energy analysis, optimization evaluation, water/wastewater treatment equipment analysis, etc.). Please also include an explanation of why your firm is better qualified to provide these services compared to a competitor.

*Experience and Qualifications (limit to 6 pages):* Describe the project team's experience, abilities, and qualifications providing similar services as required in this request. Please provide a brief history and description of the firm. Include the firm name, address and contact information, year established, and the office location from which this project would be managed. Experience that

demonstrates a record of successful innovation and an integrated project approach will be well favored. In demonstrating experience, include the range of energy services and capabilities offered specific to each of the tasks above. Within the description include experience implementing and evaluating energy efficiency and renewable energy measures. It's expected any team will have professional engineering and energy staff, including, and not limited to, licensed engineers, licensed general contractors, licensed mechanical contractors, certified energy managers, certified auditors (ASHRAE), LEED and/or Envision accredited professionals. Clearly identify any subconsultants performing work outside of your firm, and include the name, scope of work, and qualifications for each subconsultant.

Please provide up to three specific projects implemented by your firm within the past five to eight years that demonstrate the delivery of similar services. Provide the project name, project date, description of services provided, key personnel involved in the work, and a contact person/project owner. No more than one example should be associated with an energy savings performance contract. For such projects, involving a guarantee of savings and associated measurement and verification, include for each project: project name, facility type and use, project description, location, size and operation details, project costs (installed project costs, financed amount, guaranteed annual and total savings), financing/funding source information, energy efficiency measures evaluated and implemented, project schedule (including construction dates, guarantee period, and any project delays), measurements and verification methods, project staff roles and responsibilities, and year completed. If possible, include the units and energy savings achieved over a five-year time period. Include contact information for an owner representative.

A sample Investment Grade Audit, including a sample energy savings contract may be included in an appendix. The completed Audit must include energy and economic calculations.

*Project Management (limit to 3 pages, including a 1-page organization chart):* Please provide information regarding the proposed project team and information regarding capabilities and experience of personnel directly assigned to the project. If your firm boasts additional qualifications (e.g., pre-qualified to work for the U.S. Department of Energy or NAESO or ESP accreditation), please include these accolades and description of relevance. Be sure to include any additional information or special expertise that may distinguish the project team from other firms.

**Project Manager** – Provide the name and contact information of the proposed project manager responsible for leading the project and all associated communications. The proposed project manager should have a minimum of eight years of experience, including experience evaluating and implementing energy efficiency and/or renewable measures with drinking water and wastewater utilities. Provide evidence of their ability to manage the implementation of an energy analysis and optimization plan. Please include a description of recent projects this person has managed similar

in scope and scale, including relevant dates and costs. Submit a one-page resume of this person that includes years of experience, education, professional certifications and affiliations, etc.

**Project Team** – List key team staff and roles and responsibilities of team members. Provide a one-page resume for each identified team member in an appendix. Provide a one-page organization chart summarizing roles and clearly identifying the Project Manager. Describe how the Project Manager will lead the project. Identify who will have primary technical responsibility for specific tasks within the scope of services.

*Estimated prices are NOT to be included with Qualifications. Pricing information is requested during the Proposal phase of the selection.*

## **7.0. References**

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Provide three reference letters from entities with whom work was performed similar in scope to the requirements of this RFQ. Please include current contact information for inquiries.

## **8.0. Submittal Requirements for Proposals**

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This is for invited proposers following CRW review of Qualifications and may be subject to change.

*Understanding and Project/Technical Approach (limit to 6 pages):* Please provide a detailed approach to the scope of professional services outlined above, include a review of specific tasks within the scope as well as a schedule. Describe your approach to an energy audit and development of a baseline analysis. Demonstrate an understanding and approach to designing a comprehensive energy management program related to energy efficiency and energy management at water and wastewater facilities, specifically to operations and treatment processes and the impact on energy consumption.

Please also provide insight into how the project team will ensure success, and monitor the schedule and task deliverables. Demonstrate any evidence of innovation to overcome challenges related to project management, financing, and operations, any mechanisms to further reduce costs or emissions over the expected payback period, or evidence of project upgrades enhancing infrastructure resiliency.

*Work Plan and Schedule (limit to 2 pages):* Provide a refined work plan and schedule as submitted within the Qualifications. Ensure this includes detailed, specific instructions for project execution including deliverable descriptions, staff assignments and responsibilities, milestone descriptions

and likely dates, assigned man-hour and dollar budgets by task, status (percent complete) tracking and reporting, change request procedures, client communication procedures, quality control plan or expectations, and project review assignments.

*Project Management (limit to 3 pages, including a 1-page organization chart):* Provide a refined organization chart as submitted within the Qualifications, noting changes of significance.

*M/W/DBE Participation:* As CRW is committed to diversity and inclusion, it is the intent of the organization to increase opportunity for minority, women and other disadvantaged business enterprise participation in professional services contracts. CRW is committed to nondiscrimination in the selection of a project team and to further ensure a level playing field on which minority, women, veteran, service-disabled veteran, and LGBT-owned business enterprises compete fairly and without barriers to participation. While CRW is not anticipating an established minimum participation level or MPL, a minimum 20% participation level is recommended. Proposals must demonstrate a commitment to minority business enterprises, women's business enterprise, and/or disadvantaged business enterprises by demonstrating the efforts made to solicit and confirm the participation of individuals and consultants in the project. An M/W/DBE plan should be submitted to complement the larger Proposal.

The participation plan must include the following:

- 1) Letters of Intent for all M/W/DBEs within the Proposal. Letters of Intent must be on appropriate letterhead and include:
  - a) The scope of services or supplies the M/W/DBE will provide;
  - b) The name, address, and telephone number of the primary consultant point of contact responsible for integrity in M/W/DBE participation;
  - c) The name, address, and telephone number of the primary contact person for the M/W/DBE; and
  - d) The signature of both the primary consultant and M/W/DBE primary contact person.
- 2) The appropriate certification for the M/W/DBE. Please review CRW's certification requirements at <http://capitalregionwater.com/mwdbbe>. In summary, CRW accepts valid certifications from the following entities:
  - a) Unified Certification Program (UCP);
  - b) Woman's Business Enterprise National Council (WBENC);
  - c) National Minority Supplier Development Council (NMSDC);
  - d) United States Small Business Administration (SBA) 8(a) Program;
  - e) Vets First Verification Program at [vetbiz.gov](http://vetbiz.gov);
  - f) US Business Leadership Network (USBLN);
  - g) National Gay & Lesbian Chamber of Commerce (NGLCC); and/or
  - h) Pennsylvania Department of General Services (DGS).

- 3) M/W/DBE Solicitation and Commitment Statement that is referred to as Exhibit 1 in CRW's M/W/DBE Plan at <http://capitalregionwater.com/mwdbe>. Please disregard bidding language that does not apply.

If the Proposal does not contain an M/W/DBE participation plan, then the Proposal must contain an explanation as to why it is not feasible to commit to M/W/DBE participation on the project. This explanation must also demonstrate that the consultant did not engage in discriminatory practices throughout the process of soliciting participation in the project.

At present, CRW's M/W/DBE policy applies to construction-related contracts; however, as stated, CRW is committed to assisting in the development of M/W/DBE enterprises to compete successfully in the marketplace outside of CRW's existing program.

*Cost Proposal:* Provide a not-to-exceed fee, including all expenses for each task within the Scope of Services. In addition to the fee, provide a fee schedule of hourly rates for all personnel identified as part of the project team. Also provide an expected distribution of time (by percentage) that personnel are expected to contribute to the work. This must include the dollar value of the commitment by participating M/W/DBEs and the associated percent allocation of the total cost.

This Cost Proposal should be submitted as a separate, sealed document from the Proposal documents and clearly identified as the "Cost Proposal". The Cost Proposal will be opened after the technical evaluation, but will be considered in a final selection.

## **9.0. Submission of Qualifications and Proposals**

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- Please provide a summary in response to the request above. Please follow the format of this RFQ when submitting Qualifications. One-page resumes should be attached in an appendix.
- Submit Qualifications, clearly labeled "Qualifications Enclosed – Professional Services for Energy Management" by 12:00 PM EST on Friday, February 3, 2017.
- If selected to propose, Proposals must be received by 12:00 PM EST on March 17, 2017.
- Please submit electronically in PDF format via email to [tanya.dierolf@capitalregionwater.com](mailto:tanya.dierolf@capitalregionwater.com) and mail two (2) hard copies to:  
Attention: Tanya Dierolf, Sustainability Manager  
Capital Region Water  
212 Locust St., Suite 500  
Harrisburg, PA 17101
- Please ensure hard copies are printed double-sided using a minimum of 11-point font.

*Please note: No substantive changes are anticipated to be made to the consultant team between the Qualifications submittal and the Proposal submittal. If changes are made, these must be clearly noted within the Proposal. If awarded the contract, the consultant team must notice any anticipated staffing assignments to CRW as it's expected any replacement will be of equal or greater qualification to the predecessor and meet M/W/DBE expectations.*

## 10.0. Selection Criteria

An evaluation committee will review and score Qualifications based on the response to content requirements. It is the intent of CRW to review Qualifications within two to three weeks of receipt. Qualifications will be evaluated based on the following criteria and weighting relevance:

| <i>Evaluation Criteria</i> | <i>Weight</i> |
|----------------------------|---------------|
| Understanding/Approach     | 25            |
| Scope of Services          | 25            |
| Experience                 | 30            |
| Project Management/Team    | 20            |

After review of Qualifications, three to four firms will be invited to submit Proposals. CRW anticipates conducting one-hour interviews (30-min presentation, 30-minute question/answer period) with firms prior to recommending award to CRW's Board. Firms should be prepared to interview March 28-30, 2017.

Final selection will consider Qualifications, Proposals and the presentation/responses provided during the interview. Consultant teams will be evaluated based on the following criteria and weighting relevance:

| <i>Evaluation Criteria</i> | <i>Weight</i> |
|----------------------------|---------------|
| Understanding              | 20            |
| Project/Technical Approach | 25            |
| Project Management         | 20            |
| M/W/DBE Participation/Plan | 20            |
| Value                      | 15            |

*Please note: Proposals will first be evaluated for technical viability and then consideration of M/W/DBE participation and total value, including cost.*

## 11.0. General Terms and Conditions

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- CRW reserves the right to reject any and all Qualifications/Proposals and to select the Proposal that it determines to be in the best interest of CRW.
- CRW reserves the right to require any firm to submit additional information deemed necessary for evaluation of Qualifications/Proposals.
- All submittals shall become property of CRW and will not be returned. Late submittals will not be evaluated.
- Proposals will remain in effect for CRW review and approval for 60 days from corresponding deadline.
- CRW reserves the right to negotiate any associated contracts and associated scope of work. The actual extent of services under any contract as a result of this RFQ is to be determined and subject to the approval of CRW's Board of Directors and is effective only upon their approval. The scope of work may be reduced or the work conducted in phases.
- Consultants are encouraged to add to, modify, and/or clarify tasks as appropriate to deliver a high quality product at the most reasonable expense. Any and all changes must be communicated in writing and are subject to CRW approval.
- If consultant incorporates CRW branding into the Qualifications/Proposal response, brand standards should be met. Please see <http://capitalregionwater.com/media-kit/> for additional information.

## 12.0. Resources

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For additional insight, please see CRW's 2017 Budgets and Consulting Engineer's Annual Reports at <http://capitalregionwater.com/investor-kit/#sthash.VPdMRkxj.dpbs>.

If there are any questions regarding this Request for Qualifications, please contact Tanya Dierolf via email at [tanya.dierolf@capitalregionwater.com](mailto:tanya.dierolf@capitalregionwater.com) by January 13, 2017 by 12:00 PM EST. Phone calls will not be accepted.