



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Mark Kohntopp
INTERIM DIRECTOR

ADDENDUM No. 1

**Sealed Bid # 11-5553
Request for Proposal
Energy Retrofit Contracting Services**

DATE: December 14, 2010

Page 1 of 7

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.
Include this original form inside your proposal package.

This Addendum consists of:

- **Minutes of the December 13, 2010 Pre-Proposal Conference**
- **Pre-Proposal Conference Attendee List**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 1

**Sealed Bid # 11-5553
Request for Proposal
Energy Retrofit Contracting Services**

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: December 20, 2010 by 5:00 pm
Any questions received after this deadline will not be considered.

**Cobb County Sealed Bid 11-5553
Request for Proposal
Energy Retrofit Contracting Services**

ADDENDUM #1 – DATED December 14, 2010

BIDDERS ACKNOWLEDGE RECEIPT OF ADDENDA BY INSERTING THEIR NUMBER AND DATE ON THE BID FORM. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION. ADDENDA FORM PART OF THE CONTRACT DOCUMENTS.

IN THE EVENT OF A CONFLICT BETWEEN THESE ADDENDUM ITEMS AND THOSE IN THE OTHER PARTS OF THE CONTRACT DOCUMENTS, THESE ADDENDUM ITEMS SHALL TAKE PRECEDENCE AND GOVERN.

Item # 1: Minutes from the pre-bid meeting held December 13, 2010:

I. County Bidding Requirements

Daphne Bailey, Cobb County Purchasing, outlined the general bid rules.

- ◆ **The bid must be received at Purchasing by 12 PM (noon) on December 28, 2010.** It will not be accepted after that time.
- ◆ Bids will be publicly opened 2:00 p.m. on December 30, 2010 at Purchasing. Bidders may attend the bid opening. It will not be broadcast.
- ◆ There should be 7 copies in addition to the original, with the original clearly marked.
- ◆ Please place the bid label provided on the outside of the bid package. If the label is not used, the bidder's name, with bid name, number and due date must be clearly visible on the outside of the package, since accidental opening would cause it to no longer be a sealed bid. If more than one package or box is used, clearly mark information on all packages and number packages as #1, #2, etc.
- ◆ A bid bond is not required for this RFP.
- ◆ Bid Exhibit A – Contractor Affidavit and Agreement, signifying compliance with the Georgia Security and Immigration Act, **MUST BE FULLY EXECUTED, NOTARIZED, AND RETURNED WITH THE BID.** Failure to include a fully executed Affidavit will result in the bid being deemed non-responsive. Note: The other compliance documents (Exhibits A-1 and A-2) will be required at the time of contracting with the successful bidder.
- ◆ All questions are to be sent to the Purchasing Department via facsimile @ 770-528-1154 or E-mail at Purchasing@ cobbcounty.org no later than 5:00 PM on December 20, 2010. Place the bid number and bid name on all correspondence.
- ◆ Minutes of this meeting, with an attendance list, will be provided via this addendum. All attendees should ensure they sign the attendance sheet.
- ◆ All addenda for this bid are available for viewing and downloading from the Cobb County Purchasing Dept. website, <http://purchasing.cobbcountyga.gov/> under the bid opportunities section for this bid. Plan holders of record will be notified of all addenda via email, however it is the responsibility of Bidders to view the website and all addenda, and to note addenda on their bid form.

II: Introductions – Cobb County Staff

In addition to Ms. Bailey, the following Cobb County staff were introduced: From Cobb County Property Management: Chuck Hunt and Scott Barfield; from the Cobb Sheriff's Office: Chuck Stoetzer and Mike Jones

III: Bid Review and Responses to Attendee Questions

A. Review of required bid submittals: Contractors should ensure they include in their bid the following:

- ◆ Bid Submittal Form – 1 page
- ◆ 3 page Bid Form in the Contractor’s Response – Attachment A
- ◆ GA. Immigration and Securities “Contractor Affidavit and Agreement – Exhibit A (pg. 26)
- ◆ Conflict of Interest and Officer’s Oath (Exhibits D and E, pgs. 30 and 31)
- ◆ Written responses to all sections of the Contractor’s Response, Attachment A. NOTE: Completeness of your response is critical.
- ◆ Pricing tables reflecting contractor markup and fees
- ◆ Sample audits: Two are required:
 - an complete technical audit/project proposal from a previous project that your firm actual presented in a project
 - The sample audit for a lighting retrofit at the Cobb Adult Detention Center per the requirements in Attachment A. Note that the intent of this audit is for the County to see how your markups and fees are applied and your general approach to work, guarantees, etc. The actual cost in your sample proposal will not be used for evaluation of the RFP.
- ◆ Note that the county will be on an accelerated timeline to review submittals, shortlist and interview possible candidates and take a recommendation to the Board of Commissioners, all in January. Please note the interview schedule for first week of January.

B. General Overview and Summary of Project and Expectations

- ◆ This RFP is essentially issued for a contractor to perform energy retrofits similar in nature to those in a typical Performance Contract, but with some changes in the scope and approach. Work processes will generally but loosely follow the Performance Contract model – to identify opportunities, perform technical audits and present project proposals, perform work and, where necessary, perform post-construction services. Some differences include anticipated reductions or deletions of typical periods of performance for the performance guarantee and associated M&V services following construction.
- ◆ Cobb County is looking for a partnership with a contractor to develop detailed project proposals and manage and perform work accepted through the project proposals.
- ◆ Federal grant funds will be used to fund all work. Available funding that will be available under this contract is currently estimated at \$1.3 mm. The actual contract will be negotiated for a “not to exceed” value based on anticipated funding availability at the time of contracting. Specific work orders will be issued based on specific technical audits and project proposals.
- ◆ Cobb County has pre-identified a number of lighting projects that will become Phase 1 of the work, indentified in Attachment A. Once we have firm pricing for these, we will work with the selected partner to identify and pursue additional work that may not be exclusively lighting but may include lighting or HVAC, system controls, retro-commissioning or other opportunities jointly identified.
- ◆ It is critical that our partner is aware of the requirements of ARRA and EECBG funded work and is willing to both abide by the requirements to pass them along to any subcontractors or suppliers as required. Davis Bacon, Buy American and Waste Stream Management are most critical, as are records keeping. NOTE: Cobb County’s Waste Stream Management plan is a guide only. Contractors will not be required to use listed firms, but will be required to adhere to the intent and spirit of the document.
- ◆ The Sample Contract referenced as Attachment E to the bid is still under development and review. It is being written to be a single contract providing for all work (as contrasted with two separate contracts typical of performance contracting). It is based on a combination of Cobb County’s standard Design-Build contract and the model Technical Audit Contract and Performance Contract from the Energy Services Coalition.
- ◆ Those wishing to participate in the tour of the Adult Detention Facility should meet in the back corner of the room when we adjourn to begin the tour.

C. Questions at the Pre-bid Meeting

- ◆ Q: On Page 7 of the RFP, the 3rd line states “where annual savings includes...”. This seems unclear.
A: The intent is that the guarantee should recognize all costs that would lower savings so that the net savings benefit to the county does not fail to account for any immediate or future costs for services.
- ◆ Q: On page 7 of Attachment A, it is typical that the fees for technical audits are paid only if the audit documents meet conditions, but the Owner does not proceed with the project. If the project is performed, it is typical no fee is paid for the audit.
A: That is what is anticipated. The sample contract is to address this, but you should anticipate this is will be a condition.
- ◆ Q: Re: The markup and fees tables in Attachment A. It is to be expected that some of the fees typical of a lighting project would be very different than those of, say, an HVAC project, due to the effort required. I am not sure how I should respond to this.
A: Your point is taken.
NOTE TO BIDDERS: Bidders may submit different rates for markups and fees based on different types of services, such as lighting retrofits, mechanical retrofits, professional services such as retro-commissioning, etc. The rates must be clearly identified as to application or end use so as to avoid any confusion when they are reviewed by the selection committee. If a single set of markups and fees is submitted it will be assumed that the submitted rates apply to all types of possible projects.
- ◆ Q: Explain the use of the DBE forms in the Bid (Exhibit C)
A: The County wishes to track its expenditures with the DBE business community. However there is no preference given to DBE firms during review and award of bids or RFPs.
- ◆ Q: What do you anticipate will be the funding available for lighting projects versus other possible projects:
A: We would anticipate well over 50% of funds will go to lighting, and the projects identified as Phase 1 projects in Attachment A will be contracted before other projects are considered. However we do not have a specific funding split at this time.
- ◆ Q: If a contractor spends significant time on site visits and preparation of a detailed sample audit of the Detention Center, will they be given preference in contractor selection?
A: Not specifically because of time invested. Sample audits that recognize costs and/or audit comments regarding unique features of the project might be given some minor additional consideration. However primary evaluation will be based on how the audit illustrates how the contractor would propose a project, the consistency and methods for applying the fees and markups they specify in their bid, and for any insights into how the parties might work together on developing projects. And specifically, the actual cost of the project presented in this sample will not be used in the evaluation since it is a demonstration proposal only.
- ◆ Q: If we cannot make the walk through of the Detention Center today, can we do so at another time:
A: Yes. Please contact Chuck Stoetzer at 770 630-3085 to arrange a visit.

D: Attendees at Pre-Bid

The attendee registration sheet for this pre-bid meeting is included with this Addendum.

END OF ADDENDUM #1

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL
 ENERGY RETROFIT CONTRACTING SERVICES
 SEALED BID #11 - 5553
 COBB COUNTY PROPERTY MANAGEMENT DEPARTMENT
 DECEMBER 13, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Scott BARRFIELD	CCPM	75282108	2148	Scott.Barrfield@coobbcounty.org
DOUG GRAY	EATON	678 254 1214	678 254 1239	DOUGUGRAY@EATON.COM
DOUG ZWERGON	CONSENSUS ENERGY	404 421 8544	4040	dougzed@gmail.com
Torrence Green	CC DG - MBE	4) 729 - 3023	404-393-9201	tgreen917@aol.com
Bridgett Jones Lewis	CC DG - MBE	678-471-2286	404-393-9201	bridgett@ccdg2009.com
Tom Davis	E. Sam Jones Distributor 4898 South Atlanta Rd. Smyrna GA 30080	404-351-3250	404-351-4140	tdavis@esamjones.com
Trevor Atkinson	E. Sam Jones	404-351-3250	" "	tatkinson@esamjones.com
Charles Stoetzel	COBB County Sheriff's Office	770 499 4624	770 499 1794	Charles.Stoetzel@COBB County.org

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL
 ENERGY RETROFIT CONTRACTING SERVICES
 SEALED BID #11 - 5553
 COBB COUNTY PROPERTY MANAGEMENT DEPARTMENT
 DECEMBER 13, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Mike Jones	Sheriff Dept	678-758-0027		michael.jones@cobbcounty.org
Cindy Overton	Sylvania Lighting Services 170 Seville Bridge Alpharetta GA 30022	678 602 2745	678-537-9390	Cynthia-Overton@sylvania.com
JIM BOBE	SIEMENS NOCROSS 1745 CORPORATE DR	770 617 1350	770 935 2000	JIM • BOBE @ SIEMENS • COM
BRAD VAN METER	Ameresco, Inc. 110 EDGEMOUTH ST. GREENVILLE, SC 29607	864 331-0793	864 233-4703	BUANMETER@AMERESCO.COM
Chuck Hunt	Cobb Co Prop Mgt	7-528-1061	-	chunt@cobbcounty.org
Tim Chamblee	Legacy Mechanical 1600 Roswell St suite 1 Smyrna Ga 30080	6-614-0758	7-432-1121	Timchamblee@legacyservices.biz jason.m.smith@jci.com
JASON SMITH	JCI	6 - 832 1715	6-252 0715	KELLY MITCHELL
KELLY MITCHELL	JCI	6-414-9754	-	@ JCI . COM
Daphne Bailey	Cobb County Purchasing	7) 528 8423		
John Noel	Energy + Environment	4-794-2023	4-794-2022	john@energyandenvironment.com
Jim Dore	Servidyne System	770-916-7707	770-916-7708	Jim.Dore@Servidyne.com

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL
 ENERGY RETROFIT CONTRACTING SERVICES
 SEALED BID #11 - 5553
 COBB COUNTY PROPERTY MANAGEMENT DEPARTMENT
 DECEMBER 13, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Rayna Giddings	JCI Northmeadow Pkwy Alpharetta, GA	404 309 8981		Rayna.giddings@jci.com
Candace Eldridge	Mayer Electric	770-447-2715		CELDRIDGE@MAYERELECTRIC.COM