

Wednesday  
October 23, 2013  
Gautier, Mississippi

**BE IT REMEMBERED THAT A SPECIAL CALL MEETING of the Mayor and Members of the Council of the City of Gautier, Mississippi was held October 23, 2013 at 4:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.**

**Those present were Mayor Gollott, Council Members Johnny Jones, Hurley Ray Guillotte, Casey Vaughan, Mary Martin, Rusty Anderson, Adam Colledge, City Manager Samantha Abell, City Clerk Cynthia Russell, City Attorney Charlie McVea and other concerned citizens.**

**October 23, 2013  
CALL FOR SPECIAL MEETING**

**WHEREAS**, there exists a certain matter which the below signed Mayor desires to handle prior to the next regular meeting; and

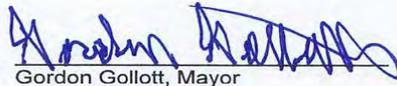
**NOW, THEREFORE**, the undersigned Mayor of the City of Gautier hereby calls for a Special Meeting of the Mayor and Council of the City of Gautier. Said meeting to be held in the Gautier Municipal Building, 3330 Hwy 90, Gautier, Mississippi, on Wednesday, October 23, 2013 at 4:30 PM. Special Meeting called in accordance with Section 21-3-21, Mississippi Code of 1972.

The agenda of said Special Meeting shall be as follows:

**AGENDA  
CITY OF GAUTIER  
October 23, 2013  
4:30 PM**

1. Approval of Bid Advertisement for an Energy Services Contract
2. Adjourn until November 5, 2013 at 6:30 PM

Approved:

  
Gordon Gollott, Mayor

Date:

10-22-13

Motion was made by Councilman Jones to approve the agenda order. Motion was seconded by Councilwoman Martin and unanimously carried.

Motion was made by Councilman Vaughan to close the meeting called by Mayor Gollott for October 23, 2013 at 5:00 PM. Motion was seconded by Councilwoman Martin and unanimously carried.

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Motion was made by Councilman Anderson to re-open Special Call Meeting by Mayor Gollott for October 23, 2013 at 5:10 PM. Motion was seconded by Councilwoman Martin and unanimously carried.

**October 23, 2013  
CALL FOR SPECIAL MEETING**

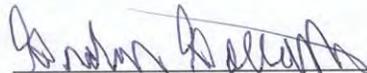
**WHEREAS**, there exists a certain matter which the below signed Mayor and Members of Council of the City of Gautier desires to handle prior to the next regular meeting; and

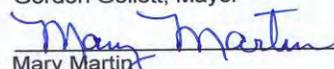
**NOW, THEREFORE**, the undersigned Mayor and Members of Council of the City of Gautier hereby calls for a Special Meeting of the Mayor and Council of the City of Gautier. Said meeting to be held in the Gautier Municipal Building, 3330 Hwy 90, Gautier, Mississippi, on Wednesday, October 23, 2013 at 5:10 PM. Special Meeting called in accordance with Section 21-9-39, Mississippi Code of 1972.

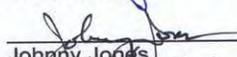
The agenda of said Special Meeting shall be as follows:

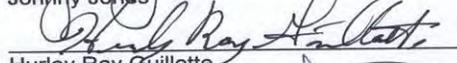
**AGENDA  
CITY OF GAUTIER  
October 23, 2013  
5:10 PM**

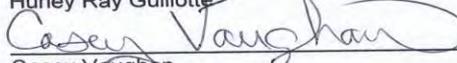
1. Approval of "Request for Proposal" to provide energy services under an energy services contract
2. Adjourn until November 5, 2013 at 6:30 PM

  
\_\_\_\_\_  
Gordon Gollott, Mayor

  
\_\_\_\_\_  
Mary Martin

  
\_\_\_\_\_  
Johnny Jones

  
\_\_\_\_\_  
Hurley Ray Guillotte

  
\_\_\_\_\_  
Casey Vaughan

  
\_\_\_\_\_  
Rusty Anderson

  
\_\_\_\_\_  
Adam Colledge

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 269-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to advertise for an Energy Services Contract to provide a comprehensive energy management for selected facilities owned or managed by the City of Gautier.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Jones, seconded by Councilwoman Martin and the following vote was recorded:

AYES:            Gordon Gollott  
                     Mary Martin  
                     Johnny Jones  
                     Hurley Ray Guillotte  
                     Casey Vaughan  
                     Rusty Anderson  
                     Adam Colledge

NAYS:            None

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 23, 2013.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Cindy Steen, Purchasing Agent  
**Through:** Cindy Russell, City Clerk  
**Date:** October 9<sup>th</sup>, 2013  
**Subject:** Bid Advertisement for an Energy Services Contract

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**REQUEST:**

The Purchasing Division requests approval to advertise for an Energy Services Contract. This advertisement will provide a comprehensive energy management for selected facilities owned or managed by the City.

**BACKGROUND:**

Scope of Work: this project seeks a broad range of services and capital improvements in order to reduce the consumption and related costs of energy use in the facilities. These services and capital improvements will be provided and financed through an energy services contract. Essential services and improvements sought are those that will reduce energy consumption in the City of Gautier's facilities, upgrade water metering system, improve building operations and maintenance, and aid in meeting environmental management responsibilities.

**DISCUSSION:**

The Purchasing Division requests authorization to advertise for an Energy Services Contract that will reduce energy consumption in the City of Gautier.

**RECOMMENDATION:**

City staff recommends that City Council approve advertising for an Energy Service Contract..

The City Council may:

1. Approve advertising for an Energy Service Contract; or
2. Disapprove advertising for an Energy Service Contract.

**ATTACHMENT(S):**

Advertisement

## REQUEST FOR PROPOSAL

Notice is hereby given that the City of Gautier, Mississippi will receive Request for Proposals at Gautier City Hall, 3330 Hwy 90, until 2:00 p.m. on \_\_\_\_\_, 2013 for the following:

***“PROVIDE ENERGY SERVICES UNDER AN ENERGY SERVICES CONTRACT”***

Complete packages shall include an original and five (5) identical copies of the Proposals, in a sealed package, clearly marked on the front of the package *Energy Services Contract*. All Proposals must be submitted no later than 2:00 p.m. CST, \_\_\_\_\_, 2013 to the Purchasing Office, Attn Cindy Steen, 3330 Hwy 90, Gautier, MS 39553, at which time all proposals will be opened and recorded. All proposals received after this time will be returned. Company qualifications will be submitted in accordance with Section 31-7-14 (1)(b) of the Mississippi Code.

Request for RFP packages may be obtained in writing from:

City of Gautier, Mississippi  
Attn: Cindy Steen, Purchasing Agent  
3330 Hwy 90  
Gautier, MS 39553  
Or telephone 228-497-3518

Electronic emails may be obtained by emailing Cindy Steen at [csteen@gautier-ms.gov](mailto:csteen@gautier-ms.gov).

Questions concerning this RFP shall be directed, in writing only, to Cindy Steen , 3330 Hwy 90, Gautier, MS 39553. 228-497-3518.

The City reserves the right to reject any and all bids and to waive any informality in the proposal accepted.

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Cindy Steen  
Purchasing Agent  
City of Gautier, MS

(SEAL)

Publication Dates:  
Mississippi Press:

## REQUEST FOR PROPOSAL (RFP)

Issued by

City of Gautier

For an Energy Services Contract

### INTRODUCTION

The City of Gautier seeks specific qualifications from interested companies that are capable of providing comprehensive energy management for selected facilities owned or managed by the City of Gautier. A description of these facilities is attached to this RFP.

Pursuant to Miss. Code Ann. § 31-7-14 (1)(b)(ii), the City of Gautier may select the most qualified proposal on the basis of experience and qualifications of the proposers, the technical approach, the financial arrangements, the overall benefits to the entity and any other relevant factors determined to be appropriate.

### GENERAL RESULTS DESIRED

The City of Gautier seeks a broad range of services and capital improvements in order to reduce the consumption and related costs of energy use in the facilities attached to this RFQ. These services and capital improvements will be provided and financed through an energy services contract.

The City of Gautier seeks to maximize energy savings and related improvements. Within the framework of available financing, therefore, companies are encouraged to advocate the installation and implementation of improvements providing the greatest possible energy and O&M savings. Essential services and improvements sought are those that will reduce energy consumption in the City of Gautier's facilities, upgrade water metering system, improve building operations and maintenance, and aid in meeting environmental management responsibilities.

### REQUIRED SYSTEMS AND SERVICES CAPABILITIES

Company's must have the demonstrated technical and managerial capabilities to address a broad range of building energy systems and provide a comprehensive set of energy services. Energy systems include, but are not limited to, heating, ventilation and air conditioning systems, lighting, windows, insulation and energy management controls, life safety measures that provide long-term, operating-cost reductions, building operation programs that reduce operating costs, other energy-conservation-related improvements, including improvements or equipment related to renewable energy, water and other natural resources conservation, including accuracy and measurement of water distribution and/or consumption, and other equipment, services and improvements providing energy efficiency.

Energy services include, but are not limited to, an investment grade technical energy audit and report; the design, acquisition, installation, modification maintenance, commissioning, monitoring and training in the operation of new and/or existing energy systems which will reduce energy consumption associated with the heating, ventilation and air conditioning system, the lighting system, building envelope, water usage, and other energy using devices, as well as for savings which would not reduce consumption per se, but increase revenue and reduce operational cost, such as automated water metering systems.

### OVERVIEW OF TERMS AND CONDITIONS

Financial Review. Detailed financial projections of project benefits are dependent upon the scope of technical retrofits finally selected and installed. It is premature to place a major emphasis on projected financial benefits prior to the completion of a detailed engineering study and negotiation of the project

structure. During contract negotiations, the Company shall disclose cost markups. Open book pricing will be required, such that pricing information or bids on individual products and services will be available for review by the City of Gautier.

O&M Savings. Any O&M cost savings proposed by the selected Company during the engineered study phase will be rigorously reviewed to ensure those savings will be realized.

Investment Grade Technical Energy Audit Report. The technical energy audit report must include estimates of savings for each measure and must include an estimate of all costs including design, engineering, installation, maintenance, repairs and debt service.

## DESCRIPTION OF THE PROCUREMENT PROCESS

It is anticipated that the process for the procurement of these energy services will proceed in three stages.

- 1.) **SUBMISSION OF WRITTEN QUALIFICATIONS:** The City of Gautier through its designated representatives will review and evaluate the written responses to this Request for Proposal(RFP). Pursuant to Miss. Code Ann. § 31-7-14 (b)(ii), the City of Gautier will select the most qualified firm based on experience and qualifications of the firm. Pursuant to Miss. Code Ann. § 31-7-14 (1)(b)(iii), the City of Gautier will select the most qualified company to proceed into the technical audit stage.
  
- 2.) **SELECTION OF COMPANY TO DEVELOP PROJECT:** Based on the consensus of the Project Evaluation Team and approval by the City of Gautier, the best qualified company will be selected to conduct a complete Energy Analysis of the facility and propose contract terms concerning a complete set of proposed energy improvements, the timetable for completing engineering and construction work, a detailed description of services to be provided, specific financing arrangements and terms, and an estimate of energy savings, as well as special conditions offered by the company. The City of Gautier intends to negotiate a final Energy Services Contract for these services. If an acceptable contract cannot be reached within 90 days from the date of Company selection, negotiations with the second-ranked Company may be initiated.

**\*\*NOTE\*\*** - The selected company will be at full risk for development of the project. In the event, that the City of Gautier decides to not move forward with a project, no payment will be made for the engineered study performed.

## RESTRICTION OF CONTACT

From the issue date of this RFP until the City of Gautier selects a respondent for award, the contact person listed below is the sole point of contact concerning this RFP. Any violation of this condition may be cause to reject the offending Company's submission. If it is discovered that company has engaged in any violations of this condition, the offending company's response may be rejected or contract award rescinded. Companies must agree not to distribute any part of their submissions. An Company that shares information contained in its submission with other City of Gautier personnel and/or competing Company personnel may be disqualified.

Direct all inquiries concerning this RFQ to:  
Cindy Steen - Purchasing Agent  
3330 Hwy 90  
Gautier, MS 39553

(228) 497-3518  
 SUBMITTAL FORMAT

Companies who wish to be considered by the City of Gautier must submit an original and \_\_\_5\_\_\_ copies of their submission. All submissions become the property of the City of Gautier and will not be returned to the company.

The City of Gautier reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in its best interest to do so. All costs associated with submission preparation will be borne by the submitting company.

PROPOSED PROJECT SCHEDULE

The following schedule is the proposed schedule, and may change during the project.

Activity	Dates
Advertise/Issue RFQ	Weeks 1-4
Responses Due	Week 5
Selection of Company	Week 6
Detailed Audit	Weeks 6-14
Audit Review & Contract Negotiations	Weeks 15-17
Contract Approval	Week 18
Secure Financing	Weeks 19-22

## EVALUATION CRITERIA

The criteria listed below will be used in the evaluation of written submissions. These criteria will be applied and interpreted solely at the discretion of the City of Gautier. Written responses should include all necessary information that is pertinent to these evaluation criteria. Additional information required for the proper assessment of written submissions may be requested from the company at the discretion of the City of Gautier. The criteria are not ranked in order of importance.

### Experience

Experience of personnel involved in this project.

Documented success of previous projects.

Ability to manage construction and complete all phases of the project on schedule.

### Project Management

Clear assignment of responsibility for various tasks to specific individuals.

Quality of approach to project management

Clarity, organization, and level of detail in written submission.

### Technical Approach

Quality of understanding the project goals

Reliability of equipment proposed

Quality of training for facility staff.

Quality of Implementation Plan.

### Financial

Financial soundness and stability of the Company.

Reasonableness of proposed cost.

Demonstrated ability to arrange project financing.

The establishment, application, and interpretation of the above criteria shall be solely within the discretion of the City of Gautier. The City of Gautier reserves the right to reject any and all submissions.

## CONTRACT TERMS AND CONDITIONS

The minimum conditions the City of Gautier will accept from the selected company are described below. This section defines the scope of services related to the technical requirements that will be included in any final contract. It also defines the key contractual provisions.

### 1. Scope Of Services (Technical Requirements)

The Scope of Services must be included in any contract the City of Gautier enters into, and must include the following items at a minimum:

- a. Investment Grade Technical Energy Audit and Report. The City of Gautier's proposed contract scope will align with the scope proposed in the engineered study. If the City of Gautier decides not to enter into a contract after the audit report has been accepted, the City of Gautier will not be responsible for reimbursing the company for the study.
- b. Standards of Comfort. Specific standards of comfort, safety and functionality will not be degraded from the existing condition and/or shall meet minimum established industry standards.
- c. Professional Engineer Involvement. A registered professional engineer must, at a minimum, review and approve design work done under this contract.
- d. Limitations of Liability - Liabilities will not be limited under the terms of the contract.
- e. Annual Interest Rate. The annual rate of interest paid under any lease-purchase agreement entered into by the City of Gautier shall not exceed the maximum interest rate to maturity on general obligation indebtedness permitted under §75-17-101 of the Mississippi Code.
- f. Construction Management. The company will be required to work with current building management and maintenance personnel in order to coordinate construction and provide appropriate training in operations and maintenance of all installed improvements. No equipment or other improvements will be installed that would require the City of Gautier to hire additional personnel unless contract negotiations produce an explicit exemption for a specific installation.
- g. Equipment Standardization. All equipment installed shall be of the same manufacturer for standardization of equipment city wide, unless otherwise accepted by the City of Gautier.
- h. Maintenance Manuals. At least 2 maintenance manuals for each site will be provided for all equipment replacements and/or upgrades at each location. Manuals are subject to approval of City of Gautier.
- i. As-Built Drawings. Where applicable, Company must provide mylar, reproducible "as built" and record drawings (or such electronic equivalents as may be agreed to with the City of Gautier) of 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 completion of installation.
- j. Maintenance Services. . Maintenance services shall be negotiated between the City of Gautier and the selected company and described in the detail in the final contract.