

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Mary Beth Bowman, Director
Amy Smith, Assistant Director for Procurement
Crystal Willis, Admin. Sect./Assistant Purchasing Agent



Submit bids to:
P.O. BOX 5757
NORTH LITTLE ROCK, AR 72119
501-975-8881 Phone
501-975-8885 Fax

COVER SHEET

RFQ Number: 15-3344 Date Issued: Wednesday, April 29, 2015

Date & Time Bid Opening: Tuesday, May 19, 2015 at 10:00 a.m.

The City of North Little Rock is seeking qualification statements for a:

Property Assessment Clean Energy (PACE) Administrator

For the North Little Rock Energy Improvement District

Specifications attached.

Please direct technical questions to Jill Ponder, Energy Service Manager at 501-975-4071.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

EXECUTION OF RFQ

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid, including conditions set forth and pertinent information requests.

Name of Firm: _____ Phone No.: _____

Tax I.D. #: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____, 2015

UNSIGNED COVER SHEETS STATEMENTS WILL BE REJECTED

RFQ #15-3344
Property Assessment Clean Energy (PACE) Administrator

The North Little Rock Energy Improvement District (“PACE District”) requests firms to submit qualifications demonstrating their ability to develop and administer an innovative program implementing Property Assessed Clean Energy (“PACE”) Financing. The City of North Little Rock, Arkansas established the PACE District to help create jobs, retain wealth and responsibly grow the local economy. The services required of the successful firm will include: company information, program structure, financing, program promotion, and reporting. Firms responding to this request must be qualified to do business and licensed in accordance with all federal, state, and local laws applicable within the City of North Little Rock, Arkansas. Responses will be evaluated by the PACE District in accordance with applicable law. The PACE District reserves the right to reject any or all responses and to waive irregularities therein. Any contract resulting from this Request for Qualification (“RFQ”) shall be limited to the PACE District and the successful firm. The City of North Little Rock will not be a party to any contract resulting from this RFQ.

The PACE District encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. We further request that whenever possible, majority contractors who require sub-contractors seek qualified small, minority, and woman businesses to partner with them.

Responses should be sent to: Commerce Department, 120 Main Street, North Little Rock, AR 72114 or PO Box 5757, North Little Rock, AR 72119. Please note that procurement documents change often. You should frequently review our solicitations for changes.

PROPERTY ASSESSED CLEAN ENERGY (“PACE”) PROGRAM NARRATIVE

1. INTRODUCTION

The City of North Little Rock, Arkansas – Energy Improvement District is interested in contracting with a company to provide services to establish and administer a financing program for private property owners to implement energy efficiency improvements utilizing Property Assessed Clean Energy financing. The program must consist of: the creation of a financing instrument for property owners with corresponding marketing, application and processing documents, verification and quality control procedures including contractor recruitment, training and management, and program data acquisition and reporting.

In an effort to create jobs, retain wealth and grow Arkansas’s economy the City of North Little Rock has created, by ordinance, Energy Improvement District that is authorized to create special tax assessments for financing renewable energy, energy efficiency and water conservation improvements on real property. This method of financing, enabled by Arkansas Code Annotated § 8-15-101 the “Property Assessed Clean Energy (PACE) Act”, will be implemented by the administrator on a city- wide basis through this program.

This program will be self-financed, with the program fees and financing costs charged to property owners covering any compensation and program costs.

To learn more about the PACE initiative please visit: <http://pacenow.org/about-pace/what-is-pace/#sthash.K1vqzWLw.dpuf>

2. INFORMATION THAT MUST BE INCLUDED IN ALL RFQ RESPONSES

Request for Qualification must adhere to the following outline.

<i>Proposal Section Number</i>	<i>Description</i>
1	Company Information
2	Program Structure
3	Financing
4	Program Promotion
5	Reporting

Firms must include the following information in any response to the PACE RFQ:

1. *Company Information* –

- a. Legal name and place organized.
- b. Location of headquarters and satellite offices that may be utilized during the project.
- c. Brief description of company history, including experience administering PACE Districts.
- d. Number of employees.
- e. Number of employees dedicated to the program administration.
- f. References.

2. *Program Structure* – Describe how your firm would administer a PACE Program in North Little Rock.

- a. Receive and Process applications.

- b. Establish minimum criteria to qualify for PACE financing.
 - c. Coordinate special assessment with Pulaski County.
 - d. Coordinate necessary approvals with mortgage lenders.
 - e. Set the criteria for energy surveys or audits to be performed on properties that are the subject of a project.
 - f. Verify proper installation of the improvement.
 - g. Ensure energy savings will exceed cost of special assessment.
 - h. Describe how this district and program could be expanded to include surrounding cities and counties.
 - i. Describe the expected time-line of program deployment and implementation.
 - j. Describe other program design details that you believe would help explain your anticipated program structure.
3. *Financing* - Describe your firm's program structure relating to financing and plans to recover administrative and finance cost associated with the program in a manner that is affordable.
- a. Identify and discuss anticipated source(s) of initial capital to fund PACE projects within the District.
 - b. Statement of financial commitment of funds or funding sources dedicated to forming the program.
 - c. Verify the stability and worthiness of financial participants and program lenders.
 - d. Estimate of the actual cost of PACE credit to property owners, with breakdown of all fees, interest, appraisal, closing, and other costs. Assume financing amount of \$100,000 for basis of estimate.
 - e. Describe the optimal length of time to carry the project with regard to cash-flow and the useful life of improvements.
4. *Program Promotion* – Provide your firm's development and implementation strategy to reach property owners in all asset classes. In particular, describe the following:
- a. Educational and training materials for those interested in participating in the program.
 - b. Local outreach through the web, local media, and other means.
 - c. Targeted marketing opportunities that provide the greatest program impact.
5. *Program Reporting* - Describe quality assurance and/or provide sample reports of data generated from the program operation.
- a. A detailed report outlining financial information which verifies that applicant will obtain energy savings that are of a sufficient amount to pay all and any debts and related cost.
 - b. Track overall program proliferation and performance.
 - c. Provide regular or ongoing reporting on the overall impact of program, including but not limited to:
 - Number of participants and average project size.
 - Economic development impact.
 - Funds disbursed.
 - Energy consumption reduction (actual vs. projected).
 - Effect on carbon inventory.
 - d. Provide quarterly reporting 14 days prior to quarterly Energy Improvement District Board meetings.

**TERMS AND STANDARD CONDITIONS
CITY OF NORTH LITTLE ROCK, ARKANSAS**

PLEASE READ CAREFULLY

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce and Governmental Relations.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Department of Commerce and Governmental Relations.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are: 1. Submitted after the bid's opening time. 2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
 - A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
 - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
 - C. A Performance Bond equaling the total amount of any bid exceeding \$10,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).
19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
24. Additional information or bid forms may be obtained from:
COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501) 975-8881 www.nlr.ar.gov

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, sealed bids must be submitted to the Commerce Department at 120 Main Street, North Little Rock, AR 72114 or PO Box 5757, North Little Rock, AR 72119