

CITY OF FLINT
FINANCE DEPARTMENT - DIVISION OF PURCHASES AND SUPPLIES

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Dr. Karen W. Weaver
Mayor

Bryan Bond
Interim Purchasing Manager

March 29, 2019

TO: All Proposers

FROM: Bryan D. Bond, Interim Purchasing Manager
Finance Department - Division Dept. Purchases & Supplies

SUBJECT: Addendum #2 – Proposal #19000557 - “Energy Audit for City of Flint Facilities” – DUE DATE HAS BEEN EXTENDED UNTIL 5/16/19 – MANDATORY PRE-PROPOSAL WALK-THRU 4/10/19 @ 10:00 AM (EST)

This addendum has been issued to advise of the new extended due date, to set a new date to attend the **MANDATORY** pre-proposal walk-thru and to answer questions submitted by in order to assist in better preparing a thorough proposal response.

Q & A

- Selection Process
- a. Can you please advise as to who would be reviewing the responses? Assuming it would be a committee, positions would be sufficient. If not a committee, then how would responses actually be reviewed and a recommendation made?

The responses will be reviewed by a committee which will likely include members of DPW, Finance and City Management.

- b. Will interviews be held?

No.

- PDA - In your document, you refer to a Project Development Agreement (PDA). Can you confirm that your interest of entering into a “Project Development Agreement” is actually the same as negotiating an agreement for an Investment Grade Audit, to facilitate design and contract pricing for potential Energy Conservation Measures to be implemented at various City of Flint facilities?

It is not the same.

- Timeframe - Given the amount of time required to satisfy all phases involved with an Energy Based Performance Contract within a Local Municipality, is it fair to assume that your timeframe will be adjusted as necessary?

Yes, at the City's discretion. This addendum has set MANDATORY attendance for a pre-proposal conference walk-thru beginning at the DPW Administration Offices, 120 E. Fifth St. on 4/10/14 @ 10:00 AM

The actual due date has also now been extended until 5/17/19 @ 3:00 PM (EST) in the Dept. of Purchases and Supplies

- Energy Only - At the pre-bid meeting, it was stated that the City of Flint was interested in having any projects be "self-funded" through savings. Are those the only types of projects that will be considered or will the City consider capital type projects as well?

The City is currently looking for self-funded projects. Projects with additional capital may be considered.

- Funding - If the answer to question 4 is yes to capital intensive projects, how will the City of Flint be funding those types of projects

They City would be willing to consider all available funding options if those projects were being discussed.

- Will there be an opportunity to schedule a walk-through of the facilities?

Yes. 4/10/19 @ 10:00 AM

- What controls system is currently in place?

This will be addressed and located as part of the 4/10/19 walk-thru

- Please clarify what you would like submitted. The first page lists "please submit one (1) original and one (1) copy of your proposal". Page 9 lists "please submit two (2) hard copies (one original, one unbound) and one (1) electronic version". Does the original need to be bound and the copy unbound (usually it's the other way around)? Do you want an electronic version?

Yes we want an electronic version. Since the versions will likely be printed from the same file on your computer, feel free to bind or not bind the first or second one you print.

- It states on the first page that "new vendors should complete and submit a vendor application, IRS W9 form, and vendor payment authorization form with the City of Flint". It seems these will only be necessary for the selected partner as they look like 'payment type' of forms to get set up in Flint's system for payments. Are these required in order to respond to the RFP?

These are not required at the time of the RFP?

- Why do you require a LEED AP lead member for the audit team? If the City wants info on what it will take to convert their buildings into LEED Certified buildings, would hiring a LEED consultant to review the energy audit and provide information suffice?

A LEED AP consultant would be sufficient. Please specify if that is the route you would plan on using.

- On page 11, "Maximum allowable pages for your response is 30 pages (not including energy audit)". Do you want a sample audit attached as an addendum?

The energy audit does not count towards the 30 page limit, it does not need to be attached as an addendum, but you may if that is how you want to attach it to your proposal.

- Please clarify schedule. As it stands, the dates are too aggressive.

An updated schedule is attached.

- Fee Proposal, worth 25% is somewhat vague. Fee for what? Can you explain further?

That is the portion of the total score that the committee will attribute to the fees you would be charging towards/for the project and how they compare to other RFP's

- At the Wastewater Plant, is it for the building only or does it include process?

It includes the process as well.

- Is there a penalty for firms without an office in Flint?

There is not a penalty for not having an office in Flint but by ordinance those participants who have a bonafide tax record address in the corporate city limits or Genesee may be given a costing advantage for local preference over non-local submittals.

Thank you.



Bryan D. Bond
Finance Department - Division of Purchases and Supplies

A SIGNED COPY OF THIS ADDENDUM MUST ACCOMPANY ALL INITIAL DOCUMENT(S) PORTION(S) REQUIRED FOR SUBMISSION AS PART OF THE ORIGINAL PROPOSAL.

Proposing Vendor : _____

Name of Vendor's Agent : _____
Printed

Signed : _____

Date: : _____