



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

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[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**REQUEST FOR INFORMATION
RFI #20-2006
COUNTY ENERGY AUDIT**

March 2, 2020

This is a **Request for Information (RFI)** and it is neither a Request for Bid (RFB) nor a Request for Proposal (RFP). This request is for information and planning purposes and shall not be construed as a solicitation or as any kind of obligation on the part of Sedgwick County. A solicitation for services has not been developed yet, so please do not request a copy of a solicitation at this time. This Request for Information (RFI) is intended to gain information from providers regarding the services described in this document. Providers may also be contacted to discuss their responses.

Any information collected through this RFI process may or may not be used in the future to develop a solicitation for proposals or bids. Providing a response to Sedgwick County does not in any way give an advantage to any particular provider.

Sedgwick County will not award a contract on the basis of responses nor otherwise pay for the preparation of any information submitted or the County's use of such information from this request. Sedgwick County will not critique responses and the RFI should not be used by interested parties to market their products/services. Proprietary information is not being solicited; however, if proprietary information is submitted it will be subject to open records statutes. Responses will be separated from and have no bearing on subsequent evaluations of proposals submitted in response to any resulting RFB or RFP process.

Firms interested in submitting an e-mail response should do so by or before **Monday, March 23, 2020 by 5:00 P.M. CDT** to Joe Thomas at joseph.thomas@sedgwick.gov Late responses will not be accepted.

Sincerely,

Joseph Thomas

**Joe Thomas, CPSM, C.P.M.
Director of Purchasing**

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I. About this Document

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II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking information pertaining to conducting energy audits on selected county owned properties. The county is also interested in renewable energy solutions. In particular, reviewing a solar component option for one of our facilities. An energy audit is a systematic assessment, survey and analysis to determine a property's energy needs and identify opportunities to reduce energy expense and carbon footprints based upon the observed current physical conditions of a property and other associated information. This shall include but not be limited to, a survey of real operating conditions, the building envelope, common areas, lighting, HVAC systems, water heating and other appliances, and analysis of energy bills.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide energy audits for numerous county owned facilities and a solar energy component for one of these facilities. The following objectives have been identified for this request:

1. Acquire information pertaining to requirements presented in this document.
2. Recommend methodology or methodologies for meeting these objectives.
3. Provide recommendations for renewable or alternate energy sources.

IV. Scope of Work

There are 3 categories of locations that we will be evaluating in regards to energy audits, recommendations, and alternative energy source (solar component):

- 24/7 operations (6 locations)
 - Adult Detention Facility 141 W. Elm
 - Jail Annex 701 W. Harry
 - Adult Residential 622 E Central
 - Crisis 635 N. Main
 - Juvenile Detention 700 S. Hydraulic
 - Juvenile Residential 881 S. Minnesota
- High profile or large consumers (9 locations)

- Main Courthouse 525 N. Main
- Historic Courthouse 510 N. Main
- Munger Building 538 N. Main
- Ronald Reagan Building 271 W. 3rd St. N.
- Public Safety 714 N. Main
- Regional Forensic Science Center 1109 N. Minneapolis
- Public Works Admin 1144 S. Seneca
- EMS Admin 1015 Stillwell
- COMCARE 905 N. Main
- Solar component (1 location)
 - Extension Office 7001 W. 21st N. or other location recommended by vendor

A. [Request for Information Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Section at (316) 660-7265 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	March 2, 2020
Questions and Clarifications submitted in writing by 5:00 pm	March 9, 2020
Questions Answered by 5:00 pm	March 10, 2020
Request for Information due Date on or before 5:00 pm	March 23, 2020

V. [Required Response Content](#)

Responses shall be submitted using the suggested format as follows:

Part A – Introduce Your Organization

Please tell us who you are and provide your contact information. Who owns your organization? What is your level of interest?

Part B – Capabilities and Experience

Does your organization have the appropriate experience and capabilities to address the County’s Project Objectives? Please include description of prior training and experience in evaluating energy needs, identifying energy related costs savings and knowledge of applicable energy and environmental standards as well at the local jurisdictional codes and requirements related to the county properties.

Part C – Comments on the Scope of Services

Please provide details regarding all items listed and provide any additional information that would distinguish your organization in addressing the needs of the County in providing energy audits and recommendations for renewable energy solutions.

Part D – Responses to the Following Questions

Please respond to the following questions and provide additional information pertinent to this RFI:

- What different approaches do you recommend besides what is listed that you have found to be effective?
- How will you conduct an energy audit for the buildings identified in this document? Please include timelines for each phase and the steps you would take.
- Identify the data that you will report on a monthly, quarterly and annual basis to Sedgwick County to measure performance and outcomes.
- Do you have suggestions that would allow the County to gain the most innovative service while minimizing the overall cost?
- What is your approach to problem solving?
- List of all applicable licenses, certifications and designations.
- Provide examples of agencies or customers currently utilizing your services.
- Include a brief sample energy audit.

SUBMITTALS are due NO LATER THAN Monday, March 23, 2020 by 5:00 P.M. CDT.