



Warren County Water & Sewer Department  
Energy Procurement Consulting Services

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## PUBLIC ANNOUNCEMENT – REQUEST FOR PROPOSALS

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### ENERGY PROCUREMENT CONSULTING SERVICES

April 07, 2024

Sealed proposals for professional consulting services for the procurement of energy generation services will be received by the Warren County Water and Sewer Department, Warren County, Ohio, 406 Justice Drive, Lebanon, Ohio, 45036, until 4:00 p.m., May 02, 2024.

Professional energy consulting firms are encouraged to submit their proposals for consideration during the County's review and selection process. The project general description, specific professional services required, and a description of qualifications required are as follows.

### PROJECT GENERAL DESCRIPTION

Warren County (County) is seeking proposals from energy consultants to provide professional electricity consulting services related to the procurement and delivery of electricity for its facilities, including the following departments:

- Water and Wastewater            approx. 90 accounts and 16 million kWh
- Engineer                            approx. 18 accounts and 360 thousand kWh
- Parks and Recreation            approx. 8 account and 400 thousand kWh
- Telecommunications            approx. 8 accounts and 472 thousand kWh

### Overview

The County seeks the services of a consultant to assist with the creation of one or more Request For Proposal ("RFP") for pricing of electric and/or natural gas supply for the major certified Ohio suppliers, evaluation of the proposals and to assist with the decision making process. Our current electric generation contract with Engie expires on August 31, 2024

### REQUIRED SERVICES

The scope of this project includes the following:

- Assist in the development of all documentation necessary to obtain proposals from Retail Electric Providers for the procurement of electrical power to the facilities operated by the County prior to current contract expiration.
- Review current electrical billings, meters, and identify current contract requirements and/or terms that are of concern to the County.
- Compile data from the County's electric bills on a customized excel spreadsheet for energy quote comparison.



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- Assist in the review/evaluation of the proposals and/or proposals for delivery of electricity to County facilities, which includes reviewing all quotes and contracts submitted to the County.
- The Consultant shall be present at the proposal opening and assist County staff in making a determination for which is the "best proposal" and whether accepting proposal prices are in the County's best interest.
- Meet with County staff to review electrical bids/proposal details such as company references; financial stability; pricing; pass thru fees; gross receipts tax; and other contract terms, etc.
- Provide an analysis/comparison/assessment of prices, products and contract business terms of the County's electric providers(s) and work with the County attorney and other staff as needed to negotiate preferred business terms with electric provider(s).
- The Consultant will provide to the County all energy procurement documentation, including:
  - Copy of proposal specifications
  - Copy of proposal advertisements
  - All responders to proposals, including their pricing
  - The Supply Contracts
- Provide guidance and updates on PJM Peak Demand Days during the term of the contract.
- Coordinate 1 hour meetings with County staff members to provide updates on current energy market activity and/or regulatory changes that are being considered at the State or Federal level. These meetings should occur 2 to 3 times a year.
- Assist in the enrollment process of all County energy accounts

## **REQUIRED QUALIFICATIONS**

Submittals should emphasize both the experience and capabilities of personnel who will manage and perform the Work. Submittals should indicate any major subcontractors proposed to be utilized on the Project.

Consultant shall demonstrate knowledge of energy markets and energy regulations in Ohio, PJM ISO, Dayton Power & Light Service Area (DBA AES) and Duke Energy Service Area.

Consultants entering into contracts with Warren County must be fully licensed for the type of work to be performed in the State of Ohio at the time of proposal receipt. Firms that are not fully licensed and certified shall not be found qualified.

Prior to the commencement of any work, Consultant shall obtain and maintain in force at its sole cost and expense, Comprehensive General or professional liability and Automobile Liability Insurance (covering use of owned, non-owned, or hired vehicles) providing single limit coverage of One Million Dollars (\$1,000,000) per occurrence Two Million Dollars (\$2,000,000) aggregate, with no interruption of coverage during the entire term of the Agreement.



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Consultant shall carry statutory worker's compensation insurance and statutory employer's liability insurance as required by law and shall provide County with certificates of insurance evidencing such coverage simultaneous with the execution of the Agreement.

## SUBMITTAL INSTRUCTIONS

1. **Receipt of Submittals:** Sealed submittals shall be received by the Warren County Water and Sewer Department, Warren County, Ohio, 406 Justice Drive, Lebanon, Ohio, 45036, until 4:00 p.m., May 02 2024. Envelopes containing the submittals must be sealed, addressed to Warren County Water and Sewer Department at 406 Justice Drive, Lebanon, Ohio 45036, and shall be clearly marked:

### ENERGY PROCUREMENT CONSULTING SERVICES May 02, 2024 @ 4:00 PM.

Any submittal may be withdrawn prior to the above scheduled submittal time or authorized postponement thereof. Any submittal received after the time and date specified shall not be considered.

2. **Addenda and Interpretations:** Questions regarding the information contained in this Request for Qualifications shall be submitted in writing and emailed to:

Warren County Water & Sewer Department  
ATTN: Jodi Davis  
(513) 695-1644  
Jodi.davis@co.warren.oh.us

and to be given consideration must be received at least five days prior to the proposal submittal date. All such interpretations and any supplemental instructions will be in the form of written addenda to the Request for Proposals, which if issued, will be posted on the Warren County Commissioner's website, no later than three days prior to the submittal date.

3. **Requests for Additional Information:** The County may make such investigations as they deem necessary to determine the ability of the submitting firm to perform the work, and all submitting firms shall furnish to the County all necessary information and data for the purpose as the County may request.
4. **Discussions for Clarification Purposes:** Warren County may conduct discussions with firms who submit proposals for the purpose of clarifications or corrections regarding a submittal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.
5. **Project Schedule:** The following is the anticipated schedule for the evaluation of proposals and contract execution. The schedule is based on best available data and failure to meet any of the dates contained herein shall not affect the selection process.



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County Issues Request for Proposals	April 02, 2024
Qualifications Due to County	May 02, 2024
Select & Award Engineering Consultant	June 06, 2024
Negotiate Engineering Contract	June, 2024

**6. Selection Process:**

- a) The submittals will be evaluated by a Committee appointed by the County Commissioners which will:
  - 1) determine whether each submittal is responsive to the requirements of this request for proposals.
  - 2) evaluate and rank no fewer than three submittals based on which proposal is most advantageous to the county taking into consideration the selection criteria which shall include the firm and individual qualifications geographic information, capacity to perform work, project approach, past performance with Warren County, sufficient insurance, and familiarity with project. The evaluation form used by the Committee during the review process "Review Sheet" is included at the end of this request. In the event three qualified firms or less deliver a submittal, then the Committee shall still evaluate such firms based on the selection criteria stated herein.
  - 3) the Committee's written evaluations shall be presented to the County Commissioners.
- b) The Committee may hold interviews or discussions with any or all of the selected firms for the purpose of ensuring full understanding of, and responsiveness to the requirements specified in the request for proposals. Within a reasonable period of time after any and all discussions are complete, the Committee shall rank the proposals by one collective Review Sheet to determine which proposal is the most advantageous to the county, taking into consideration the evaluation factors and criteria listed in this Request for Proposals.. The Committee shall present a resolution to the County Commissioners requesting authorization for the Water and Sewer Department to enter into negotiations with the offeror whose proposal is most advantageous to the county.
- c) The Water and Sewer Department shall thereafter begin negotiations of a professional consultant services contract with the top ranked firm to perform the services at a compensation determined to be fair and reasonable to the County Commissioners. If a satisfactory contract cannot be entered into in a reasonable time, the County Commissioners, in its sole discretion, may terminate negotiations with the highest ranked firm and direct the Water and Sewer Department to begin contract negotiations with the next highest ranked firm.
- d) Warren County reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of this Request for Proposals [hereinafter "RFP"]; fails to meet the terms and conditions of this RFP, including but not limited to, the standards, specifications, and requirements specified in this RFP; or submits prices that Warren County considers to be



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excessive, compared to existing market conditions, or determines exceed the available funds of Warren County.

- e) Warren County reserves the right to reject, in whole or in part, any proposal that the county contracting authority has determined, using the factors and criteria Warren County has developed herein, would not be in the best interest of the county.

- 7. **Public Records Request of Proposals:** In order to ensure fair and impartial evaluation, proposal submittals and any related documents of other records that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of contract.
- 8. **Withdrawal of Submittal:** Any company may withdraw their submittal at any time prior to the award of a contract. The County may terminate negotiations with a firm at any time during the negotiation process if the company fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the County terminates negotiations with a firm, the County shall negotiate with the company whose submittal is ranked the next most advantageous to the County according to the factors and criteria published in this Request for Proposals.

To be considered, three sets of Proposals should be submitted by **4:00 p.m., Thursday, May 02, 2024** to:

Warren County Water and Sewer Department  
P.O. Box 530  
406 Justice Drive  
Lebanon, Ohio 45036  
513-695-1377



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## SUBMISSION

Submittals shall be limited to twenty (20) pages in length, excluding appendices, resumes, company brochures, and the like. Submittals shall be in sufficient detail to provide Warren County with the following information:

1. Firm and Individual Qualifications.
  - A. Firms Background – Provide description of firm and years of operation.
  - B. Project Team – Provide a description of the project team organization including an organization chart.
  - C. Project Team Qualifications - Provide qualifications and experience of key project team personnel.
  - D. Firm Qualifications - provide descriptions of a minimum of five similar projects completed within the last ten years. Indicate status of the projects (completed or ongoing), client references, and involvement of proposed project team staff.
2. Price
  - A. Provide detailed invoice with project hours listed to Warren County in one lumpsum.
3. Project Approach
  - A. Familiarity and Understanding of Project
  - B. Project Approach
  - C. Proposed Scope
  - D. Proposed Schedule which meets August 31, 2024 contract expiration with Engie.
4. Warren County Experience or Similar Project Experience
  - A. Provide descriptions of past and current projects performed for similar entities.
5. Geographic Information.
  - A. Number and location of offices in or near Ohio.
  - B. Location of office where this project will be performed.
6. Capacity to perform the work.
  - A. Size and availability of staff.
  - B. Projects in progress.
7. Insurance
  - A. Documentation of firm's Professional Liability Insurance Policy.



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SUBMITTAL REVIEW**

Name of Design Firm \_\_\_\_\_

Name of Reviewer \_\_\_\_\_

CRITERIA	RATING*	WEIGHT	RATING
1. Firm and Individual Qualifications	X	7	=
2. Price	X	5	=
3. Project Approach	X	3	=
4. Work with Warren County or Similar Entities in the Past	X	2	=
5. Geographic Information	X	1	=
6. Capacity to Perform Work	X	1	=
7. Insurance	X	1	=

\* Rating for as:  
1 = Poor      2 = Fair      3 = Average      4 = Good      5 = Excellent