

**City of Evansville, Wisconsin
Request for Quotes**

**Investment Grade Audit
2024**

The City of Evansville, Wisconsin is soliciting quotes from vendors interested in completing an Investment Grade Energy Audit for several municipal facilities.

Interested vendors shall provide the city with a quote using the attached fully executed QuoteForm.

All quotes may either be provided in hard copy enclosed within a sealed envelope and clearly labeled "Investment Grade Audit" or emailed to j.sergeant@evansvillewi.gov by the deadline noted below.

Deadline for receipt of quotes is **2:00 p.m. Friday, December 2, 2024**

Interested parties should contact:

City of Evansville
31 S Madison Street
PO Box 53536
Evansville, WI 53536
Call 608-882-2285 or email j.sergeant@evansvillewi.gov

The City of Evansville reserves the right to contract with the Bidder that has been determined to be in the best interest of the City after full consideration of cost, schedule and overall value. The City of Evansville also reserves the right to reject any or all quotes and the right to adjust the schedule as may be required.

Scope of Work

Buildings

- City Hall
- EMS Offices
- EMS Garage
- City Garage
- Aquatic Center
- Police Station
- Library
- Municipal Services Campus (X3 Buildings)
- (5) wastewater lift stations
- (3) Water wells

Audit

Level 1 - Assessment Report

- Conduct a preliminary walk through of the facilities
- Provide a review of the major facilities components including but not limited to:
 - o Lighting (indoor and outdoor)
 - o Heating, Ventilation, and Air Conditioning (HVAC) systems
 - o Building Control System

- o Hot water systems
- o Roofing & Fenestration and building shell
- o Renewable/Solar
- Provide an assessment Report which includes:
 - o Table breakout of all project ideas with simple economics including total project costs and return on investment (ROI)
 - o Brief narrative of each facility and Energy Conservation Measures (ECMs)
 - o Complete a utility rate analysis of the facilities electric, gas, and water usage covering one to three years of data

Level 2 - Feasibility Study

- Provide a more detailed project budget and savings analysis via the use of industry best practices regarding the employment of instrumentation and recording durations so as to achieve an accurate and faithful characterization of energy use
- Conduct a demand (kW) utility usage review for savings
- Complete both Long and Short Term Operational & Maintenance and savings analysis for each project
- Develop a measurement and verification (M&V) plan for each measure

Level 3 - Investment Grade Audit

- Finalize the scope of work
- Develop bid documents and facilitate solicitation of bids, or develop a solicitation for a performance contract for each **selected** project
- Negotiate final pricing and terms for each project chosen
- Develop a construction or an energy savings performance contract (ESPC)

Quote Form

Total not to exceed cost for the IGA \$ _____

Cost per meeting with decision making body \$ _____

Signature of Official: _____

Name (Print): _____

Title: _____

Firm: _____