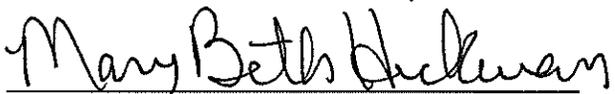


**CITY CLERK MEMORANDUM  
16-22**

DATE: August 15, 2016  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: ADDITION TO THE AUGUST 16, 2016 WORK SESSION AGENDA

Since the posting of the work session agenda on Thursday, August 10, city staff has one additional item to include on the August 16, 2016 Work Session agenda.

The City Manager has requested that the attached information be added to the work session agenda for review and discussion. There will also be an additional handout distributed immediately prior to tomorrow night's work session.

  
Mary Beth Hickman  
Mary Beth Hickman

Attachments:

City Council Memorandum 16-24  
Joint City/Schools Energy Savings Company Committee Summary Report  
Scoring of Proposals and Presentations

cc: Mark S. Watson, City Manager  
Kenneth R. Krushenski, City Attorney  
Department Directors  
Knoxville News Sentinel  
The Oak Ridger  
Oak Ridge Today  
BBB Communications Channel 12

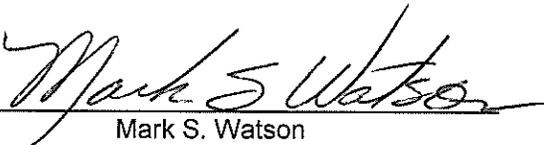
**CITY COUNCIL MEMORANDUM**  
**16-24**

DATE: August 15, 2016  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: ENERGY SAVINGS COMPANY SELECTION UPDATE

The City of Oak Ridge solicited sealed proposals from qualified Energy Savings Company (ESCO) firms and received four submittals. A joint City/ School Board ESCo selection committee was charged with determining the best company of the four submitting a proposal to provide these services. Over the course of three months the group evaluated the proposals, and following oral interviews with finalists came to a consensus on the firm best fit to meet the City's ESCo needs.

The following information is provided for City Council's review and discussion at the August 16, 2016 Work Session pertaining to the ESCo Committee recommendation:

1. Joint City/Schools Energy Savings Company (ESCO) Committee Summary Report
2. Scoring of Proposals and Presentations Report
3. Energy Solutions Group (ESG) Presentation

  
Mark S. Watson

Attachments (3)

# JOINT CITY / SCHOOLS ENERGY SAVINGS COMPANY (ESCO) COMMITTEE

## SUMMARY REPORT

August 12, 2016

The City Manager, Mark Watson, and the School Superintendent, Bruce Borchers, appointed seven voting members to form the Joint City / Schools ESCo Committee consisting of the following:

Bruce Applegate	City Staff
Pat Fallon	City Staff
Janice McGinnis	City Staff
Mary Casteel-Waters	School Staff
Allen Thacker	School Staff
Robert Kennedy	City Board (EQAB)
Paige Marshall	School Board

Non-voting participants involved with this project were Mark Watson, Bruce Borchers and Karen Gagliano; Cindy Will and Susan Fallon provided administrative assistance; and Tammy Dunn provided legal and contract guidance.

The City of Oak Ridge solicited sealed proposals from qualified ESCo firms and received four submittals. The ESCo Committee was charged with determining the best company of the four submitting a proposal to provide these services.

The ESCo Committee met four times from May 23, 2016 through July 13, 2016. Each member was asked to read each submittal so that discussions could be held on the qualifications of each company. Two of the companies submitting proposals were eliminated by the committee during the meeting on June 21, 2016.

The remaining two companies, Trane and Energy Systems Group (ESG) were asked to make oral presentations to the ESCo Committee on July 21, 2016. The written submittals and the oral presentations were scored during the ESCo Committee meeting on July 27, 2016 with the results calculated the next week and ESG being determined the best firm to provide these services. The results calculation worksheet is attached to this summary.

Representatives from ESG and the ESCo Committee will be in attendance at the August 16, 2016 work session. Based on the scoring of the submittal and oral presentation, the Joint City / Schools ESCo Committee recommends that the City of Oak Ridge enter into a contract for ESCo services with Energy Systems Group (ESG), Johnson City, Tennessee.

JOINT CITY / SCHOOLS ESCo COMMITTEE  
 SCORING OF PROPOSALS AND PRESENTATIONS  
 AUGUST 2016

	CRITERIA MAXIMUM	SUITABILITY	IMPLEMENTATIO N STRATEGY	LEADERSHIP	WILD CARD	NUMBER OF SCORERS
<b>ENERGY SYSTEMS GROUP (ESG)</b>						
Criterion 1: Firm Profile (max 10 points)	10	9.000	9.000	8.143	5.571	7
Criterion 2: Project Team (max 10 points)	10	7.286	7.286	8.143	3.429	7
Criterion 3: References (max 10 points)	10	9.000	9.000	9.000	5.143	7
Criterion 4: Technical Approach / Scope of Work (max 15 points)	15	9.000	8.143	8.143	5.571	7
Criterion 5: Financial Approach / Scope of Work (max 15 points)	15	7.286	6.429	5.571	1.857	7
Criterion 6: Project Management (max 10 points)	10	6.429	7.286	6.429	4.714	7
Criterion 7: Capabilities & Resources (max 20 points)	20	8.143	8.143	7.286	2.571	7
Criterion 8: Assurance (max 10 points)	10	9.000	6.000	7.286	1.286	7
TOTAL FOR SUBMITTAL	84					
TOTAL FOR PRESENTATION	88					

**GRAND TOTAL - ESG 172**

**TRANE**

Criterion 1: Firm Profile (max 10 points)	10	9.000	9.000	6.429	4.429	7
Criterion 2: Project Team (max 10 points)	10	3.857	5.571	5.286	2.857	7
Criterion 3: References (max 10 points)	10	8.143	9.000	9.000	3.000	7
Criterion 4: Technical Approach / Scope of Work (max 15 points)	15	7.000	5.286	4.714	3.000	7
Criterion 5: Financial Approach / Scope of Work (max 15 points)	15	7.286	5.571	4.714	1.857	7
Criterion 6: Project Management (max 10 points)	10	4.429	5.286	3.857	0.857	7
Criterion 7: Capabilities & Resources (max 20 points)	20	9.000	6.429	5.571	4.286	7
Criterion 8: Assurance (max 10 points)	10	7.857	5.714	7.286	2.571	7
TOTAL FOR SUBMITTAL	71					
TOTAL FOR PRESENTATION	83					

**GRAND TOTAL - TRANE 154**