

## APPLICATION PROCESS

King County Procurement and Contract Services Section is soliciting energy service contractors or firms ("Firms") for inclusion in the King County Energy Service Contractor Registry ("Registry"). Under Chapter 39.35A RCW, Firms may be selected by King County to help identify, implement and/or finance energy, utility efficiency, and resource conservation projects on designated facilities or structures owned and/or operated by King County ("Energy Services"). The agreement between the County and the selected Firm shall be through the creation of an Energy Service Performance Contract ("Contract") for which payment to the selected Firm is conditional on achieving contractually specified costs savings on the Contract.

The County intends to utilize the Registry to establish a pre-qualified list of Firms capable of providing Energy Services. Firms placed within the Registry will be offered an opportunity to compete with other pre-qualified Firms by submitting proposals to be evaluated by the County through a Request for Proposal solicitation process. These projects will not be advertised.

Prospective Firms can apply for entrance to the Registry at any time. The Registry will be designated by categories and prospective Firms are encouraged to apply only for those categories they are qualified to perform. **Fill in the forms, submit all appropriate documentations and email the completed application to Darren Chernick at [Darren.Chernick@kingcounty.gov](mailto:Darren.Chernick@kingcounty.gov).**

In order to be placed within a category, a Firm must meet the following minimum requirements.\*

1. Applicable current Washington State Licenses (Contractor's license and/or Architecture/Engineering license);
2. Working knowledge of International Performance Measurement and Verification Protocols (IPMVP) on three (3) completed projects over the last eight (8) years. A completed project shall include the completion of an investment grade audit, design, construction, monitoring and verification.
3. Accident/injury experience factor from the Department of Labor and Industries of 1.0 or less for the past three (3) years. For out of state Firms, the equivalent safety rating from the appropriate regulatory body will be acceptable.
4. Commercial General Liability coverage of at least \$1,000,000 combined single limit per occurrence and for those policies with aggregate limits, a \$2,000,000 aggregate limit. Insurance is to be placed with insurers with a Best's rating of no less than A: VIII, or, if not rated with Best's, with minimum surpluses the equivalent of Best's surplus size A: VIII.
5. Professional Liability Errors and Omissions coverage of at least \$1,000,000 per claim/aggregate. Professional Liability, Errors and Omissions insurance may be placed with insurers with a Best's rating of B+; VII.
6. Performance and Payment Bonding capacity of at least \$500,000.
7. Annual gross revenues of \$1,000,000 or more per year for the last 2 years.
8. For each ESCO category applying for the Firm shall provide three (3) completed projects within the last eight (8) years where the value of the ESCO work for each project was at least \$500,000 and was preferably performed within the State of Washington. A completed project shall include the completion of an investment grade audit, design, construction, monitoring and verification.

\* **Please Note: Individual project requirements and proposer qualifications may be different than the Registry requirements described herein.**

# ESCO Registry Categories



Department of Executive Services  
Finance and Business Operations Division  
Procurement and Contract Services Section  
206-263-9400 TTY Relay: 711

**CATEGORIES** - Firms may apply for one or more of the following categories identified below.

**HVAC Systems and Equipment (Water/Air/Steam) Per ASHRAE**

*This category may include but not be limited to work in the following areas: Commercial/Industrial HVAC Systems and Components including, HVAC Piping & Pumps, HVAC Air Distribution, HVAC Cleaning Devices, Central Heating Equipment, and Decentralized HVAC Equipment, Radiant, Solar, and Geothermal, Facility Fuel Systems, Boilers and Chillers.*

**Power Systems and Equipment**

*This category may include but not be limited to work in the following areas: Medium Voltage, Wye and Delta 3 PH Power, Primary/Secondary Circuits, Grounding, Wiring and Cabling, Split Phase Service, Single Phase Voltages, High and Low Voltage Switchgears, Plugs, Sockets, Distribution Voltages, Electrical Vaults, Switches, Emergency Generators, Electrical Duct Systems, Transformers, Electrical Substations, Network Services, Protection Relays, and Low Voltage.*

**Controls (DDC, Analog, and Pneumatic Systems) Per ASHRAE**

*This category may include but not be limited to work in the following areas: Automation System including Op Work Station, Programmable Logic Controllers, Variable Frequency Drives, Security, Parking, Central Plant Controllers, Occupancy Sensors, CO<sub>2</sub> Sensors, CO Sensors, Humidity Controls, Temperature Controls, Lighting Controls, and Communication Network.*

**Lighting**

*This category may include but not be limited to work in the following areas: Exterior and Interior Lighting Design, including Energy Efficient Design, Natural Illumination Design, Lighting Software Design Tools, Light Dimming Design, and Lighting Controls.*

**Building Envelope**

*This category may include but not be limited to work in the following areas: Building Walls, Roof, Attic, Floors, Basement, Doors, Windows, and Skylights.*

**Industrial and Mechanical Process and Equipment**

*This category may include but not be limited to work in the following areas: Preliminary, Primary and Secondary Wastewater Treatment, High-Purity Oxygen Waste Activated Sludge Process, Wastewater Conveyance System Optimization, Oxygen Generation and Distribution, Digester Gas Powered Equipment, Digester Gas Scrubbing, Membrane Bioreactors, Industrial Heat Loops, Large Scale Heat Pumps, Anaerobic Digestion, Plant Distribution, Cogeneration, Odor Control, Aeration, Pumping, Grit Handling, Solids Handling, Dewatering, Boilers, Chilled Water, Compressed Air, Process Controls, Elevators, Escalators, Vehicle Washers, Lifts, Cranes, Compressors, and Vacuum Equipment.*

**INDIVIDUAL PROJECT EXAMPLES MAY BE USED TO QUALIFY FOR MORE THAN ONE CATEGORY.**



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### Bonding Requirements

Does the Firm maintain the capacity to provide a Performance and Payment Bond....  Yes..... No \*

for projects over \$500,000?

\* If **"No"**, please explain.

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### Gross Revenue Requirements

Does the Firm have annual gross revenues of \$1,000,000 or more per year for the ....  Yes \* ..... No

last two (2) years?

\* If **"Yes"**, applicant must submit with their application (a) most recent Federal Tax Returns demonstrating gross annual revenues \$1,000,000 for the last two years; or (b) a notarized affidavit countersigned by the applicant and a Certified Public Accountant verifying annual gross revenues. Applicant shall scan and upload their Federal Tax Returns or the Affidavit, as part of the application. Hard copies will not be accepted.

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### Accident/Injury Safety Requirements

Has the Firm maintained an accident/injury experience factor from the Department ...  Yes..... No \*

of Labor and Industries of 1.0 or less for the past three (3) three years? For out of state Firms do you maintain an equivalent safety rating from the appropriate regulatory body?

\* If **"No"**, identify your accident/injury experience factor or safety rating. \_\_\_\_\_

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### Project Experience (IPMVP) Protocols

Identify three (3) completed projects over the last eight (8) years where your Firm used International Performance Measurement and Verification Protocols (IPMVP) for the performance of work. A completed project shall include the completion of an investment grade audit, design, construction, monitoring and verification.

For each project indicate the name and location of project; name and phone number of owner's representative; nature of work performed; dates of performance; description of the IPMVP protocols used to perform the work; and the dollar amount of Firm's portion of the work.

**Attachment 1 Form ("Project Examples Form for IPMVP Projects") is attached to this application. Please use this sample form, or a similar format, to submit your descriptions.**

**Project Experience ESCO Contracts**

(Firms may apply for one or more categories)

**For each ESCO category applying for**, the Firm shall demonstrate past experience and competence in managing and/or performing three (3) completed projects within the last eight (8) years where the value of the ESCO work for each project was at least \$500,000 and was preferably performed in the State of Washington. A completed project shall include the completion of an investment grade audit, design, construction, monitoring and verification.

For each project indicate the name and location of the project; name and phone number of owner's representative; dates of performance; nature of ESCO work performed; the dollar amount of Firm's portion of the work; and a description of the project savings provided to the owner.

**Attachment 2 Form ("Project Examples Form") is attached to this application. Please use this sample form, or a similar format, to submit your descriptions.**

I hereby acknowledge that all information submitted as part of this application is true and correct, and that there are no known personal and/or organizational conflicts of interest which are prohibited by law. Failure to provide true and correct information may result in the suspension or debarment from performing related work for King County. Send completed application and attachments to [Darren.Chernick@kingcounty.gov](mailto:Darren.Chernick@kingcounty.gov)

If you have any questions,  
email [Darren Chernick](mailto:Darren.Chernick@kingcounty.gov) or  
call 206-263-9321

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# Project Examples Form for IPMVP Projects (Attachment 1)



Department of Executive Services  
 Finance and Business Operations Division  
 Procurement and Contract Services Section  
 206-263-9400 TTY Relay: 711

For each project indicate the name and location of project; name and phone number of owner's representative; nature of work performed; dates of performance; description of the IPMVP protocols used to perform the work; and the dollar amount of Firm's portion of the work.

## Example 1

<b>Project</b>	<b>Name</b> _____	<b>Location</b> _____
	<b>Dates Of Performance</b> _____	<b>Dollar Amount Of Firm's Portion Of Work</b> _____

<b>Owner's Representative</b>	<b>Name</b> _____	<b>Phone</b> _____
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<b>Did The Project Include</b>	Completion Of An Investment Grade Audit..... <input type="checkbox"/> Yes ..... <input type="checkbox"/> No	Monitoring..... <input type="checkbox"/> Yes ..... <input type="checkbox"/> No
	Design ..... <input type="checkbox"/> Yes ..... <input type="checkbox"/> No	Verification..... <input type="checkbox"/> Yes ..... <input type="checkbox"/> No
	Construction ..... <input type="checkbox"/> Yes ..... <input type="checkbox"/> No	

<b>Project Details</b>	Nature of Work Performed.....
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Description Of The IPMVP Protocols Used To Perform The Work.....

# Project Examples Form for IPMVP Projects (Attachment 1)



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For each project indicate the name and location of project; name and phone number of owner's representative; nature of work performed; dates of performance; description of the IPMVP protocols used to perform the work; and the dollar amount of Firm's portion of the work.

## Example 2

<b>Project</b>	<b>Name</b> _____	<b>Location</b> _____
	<b>Dates Of Performance</b> _____	<b>Dollar Amount Of Firm's Portion Of Work</b> _____

<b>Owner's Representative</b>	<b>Name</b> _____	<b>Phone</b> _____
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<b>Did The Project Include</b>	Completion Of An Investment Grade Audit .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No	Monitoring.....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No
	Design .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No	Verification.....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No
	Construction .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No			

<b>Project Details</b>	Nature of Work Performed .....
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Description Of The IPMVP Protocols Used To Perform The Work.....

# Project Examples Form for IPMVP Projects (Attachment 1)



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For each project indicate the name and location of project; name and phone number of owner's representative; nature of work performed; dates of performance; description of the IPMVP protocols used to perform the work; and the dollar amount of Firm's portion of the work.

### Example 3

<b>Project</b>	<b>Name</b> _____	<b>Location</b> _____
	<b>Dates Of Performance</b> _____	<b>Dollar Amount Of Firm's Portion Of Work</b> _____

<b>Owner's Representative</b>	<b>Name</b> _____	<b>Phone</b> _____
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<b>Did The Project Include</b>	Completion Of An Investment Grade Audit .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No	Monitoring.....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No
	Design .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No	Verification.....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No
	Construction .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No			

<b>Project Details</b>	Nature of Work Performed.....
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Description Of The IPMVP Protocols Used To Perform The Work.....

# Project Examples Form for ESCO Projects (Attachment 2)



Department of Executive Services  
Finance and Business Operations Division  
Procurement and Contract Services Section  
206-263-9400 TTY Relay: 711

Category(s) applying for: \_\_\_\_\_

**INDIVIDUAL PROJECT EXAMPLES MAY BE USED TO QUALIFY FOR MORE THAN ONE CATEGORY.**

For each project indicate the name and location of the project; name and phone number of owner's representative; dates of performance; nature of ESCO work performed; the dollar amount of Firm's portion of the work; and a description of the project savings provided to the owner.

**Example 1**

<b>Project</b>	<b>Name</b> _____	<b>Location</b> _____
	<b>Dates Of Performance</b> _____	<b>Dollar Amount Of Firm's Portion Of Work</b> _____

<b>Owner's Representative</b>	<b>Name</b> _____	<b>Phone</b> _____
-------------------------------	-------------------	--------------------

<b>Did The Project Include</b>	Completion Of An Investment Grade Audit .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No	Monitoring.....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No
	Design .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No	Verification.....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No
	Construction .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No			

<b>Project Details</b>	Nature of ESCO Work Performed .....
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Description Of The Project Savings Provided To The Owner .....

# Project Examples Form for ESCO Projects (Attachment 2)



Department of Executive Services  
Finance and Business Operations Division  
Procurement and Contract Services Section  
206-263-9400 TTY Relay: 711

Category(s) applying for: \_\_\_\_\_

**INDIVIDUAL PROJECT EXAMPLES MAY BE USED TO QUALIFY FOR MORE THAN ONE CATEGORY.**

For each project indicate the name and location of the project; name and phone number of owner's representative; dates of performance; nature of ESCO work performed; the dollar amount of Firm's portion of the work; and a description of the project savings provided to the owner.

**Example 2**

<b>Project</b>	<b>Name</b> _____	<b>Location</b> _____
	<b>Dates Of Performance</b> _____	<b>Dollar Amount Of Firm's Portion Of Work</b> _____

<b>Owner's Representative</b>	<b>Name</b> _____	<b>Phone</b> _____
-------------------------------	-------------------	--------------------

<b>Did The Project Include</b>	Completion Of An Investment Grade Audit.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Monitoring .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Design .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Verification .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Construction .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

<b>Project Details</b>	Nature of ESCO Work Performed .....
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Description Of The Project Savings Provided To The Owner .....

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<b>Project</b>	<b>Name</b> _____	<b>Location</b> _____
	<b>Dates Of Performance</b> _____	<b>Dollar Amount Of Firm's Portion Of Work</b> _____

<b>Owner's Representative</b>	<b>Name</b> _____	<b>Phone</b> _____
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<b>Did The Project Include</b>	Completion Of An Investment Grade Audit .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No	Monitoring .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No
	Design .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No	Verification .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No
	Construction .....	<input type="checkbox"/> Yes .....	<input type="checkbox"/> No			

<b>Project Details</b>	Nature of ESCO Work Performed .....
------------------------	-------------------------------------

Description Of The Project Savings Provided To The Owner .....

## **SUBMITTAL INSTRUCTIONS:**

1. Once the Firm has completed all required information in the application above, please sign and pdf the application.
2. Email the completed application to Darren Chernick at [darren.chernick@kingcounty.gov](mailto:darren.chernick@kingcounty.gov).
3. Confirmation of receipt of the application by the County will be provided within approximately two (2) business days.
4. Notification will be provided by the County when a Firm has been approved for placement within a Category of the Registry within approximately two (2) weeks from receipt of a complete application.

If you have any questions regarding the application or this process, please feel free to contact Darren Chernick at [darren.chernick@kingcounty.gov](mailto:darren.chernick@kingcounty.gov) or 206-263-9321.