

**COUNTY OF ALLEGHENY
PITTSBURGH, PA**

The Office of the Director of the **DEPARTMENT OF PUBLIC WORKS OF ALLEGHENY COUNTY** will receive Letters of Interest with current qualifications for providing energy services until 4:00 p.m., on December 14, 2007 for the following assignment:

**ALLEGHENY COUNTY DEPARTMENT OF PUBLIC WORKS
GUARANTEED ENERGY SAVINGS PROGRAM
IN ACCORDANCE WITH THE
PENNSYLVANIA GUARANTEED ENERGY SAVINGS ACT (ACT 57/77)
COUNTY PROJECT NO. ZB00-ER03**

Submit five (5) copies of your Letter of Interest to:

Thomas E. Donatelli, P.E., Director
Allegheny County Department of Public Works
Room 501, County Office Building
Pittsburgh, PA 15219

Place Letter of Interest with current qualifications in a sealed, opaque envelope with firm's name, the title and number of the Project, and the words "Letter of Interest" on the front. If you mail the Letter of Interest, insert the sealed, opaque envelope containing the Letter of Interest inside a separate mailing envelope.

The Director will receive Letters of Interest until the day and hour stated above. The Director will not consider any Letter of Interest received after the set day and hour and will return it to the addressee unopened. The firm is responsible for ensuring that the Director receives its Letter of Interest by the set day and hour.

The County will use Letters of Interest to prequalify firms for consideration for energy services. The County encourages responses from small firms, minority and women owned firms, and firms that have not previously worked for the County. Interested firms must purchase and review the following: Guaranteed Energy Savings Act, 62 Pa. Stat. §3751 to §3757; Master Report, Master List Buildings; DMG Study, Utility Expenditure by Building, 2006; Minimum Qualifications; and Allegheny County Guidelines for Consultant Services. These documents are available on disc in Room 504, County Office Building, Pittsburgh, Pa. 15219. The non-refundable charge for a disc containing these documents is \$30.00 including sales tax. The Contract Manager will accept a check or money order only, made payable to the "County of Allegheny" and will not accept cash nor extend credit. Interested firms may request to have these documents mailed. There is an additional fee of \$10.00 for handling costs for each mail request. The additional fee must be paid in advance.

The County will preselect or short-list three firms for consideration for this Project assignment based upon the following evaluation criteria: Experience, Record, Size, Workload, Related Work, and Office Location.

By a Request for Proposal the Department of Public Works will notify the top three short-listed firms to submit proposals. The County may invite each of these firms to make an oral Presentation. The County will base final selection of a firm for this assignment on the following evaluation criteria: Oral Presentation/Project Proposal, Organization, Design Ability, Experience, and Special criteria such as MBE/WBE participation, community involvement and other sensitive areas of Project development. The County's Minority and Women Disadvantaged goals for this Project will be 13% of the total price for MBE participation and 2% of the total price for WBE participation. Certification of MBE's and WBE's by the County is mandatory on or before proposal due date.

If short-listed, submit your firm's Proposal on the forms supplied with the Request-For-Proposal, and in accordance with the Allegheny County Department of Public Works current Guidelines for Consultant Services. The Director may reject any or all Letters of Interest/Proposals and may waive any irregularity in the Submission of Letters of Interest/Proposals. For any further information, please contact Deputy Director Joseph A. Hrabik, P.E., Esq. at 412-350-2456.

Thomas E. Donatelli, P.E., Director
Department of Public Works of Allegheny County