



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> September 27, 2022	<b>ITEM TIME:</b>
--------------------------------------	-------------------

<b>FROM:</b>	J. Kennedy/J. Stepan
<b>TODAY'S DATE:</b>	September 14, 2022
<b>AGENDA TITLE:</b>	RFP 766 Facilities Energy Assessment 2022 Approval

**CHECK ONE THAT APPLIES TO YOUR ITEM:**

**X ACTION ITEM**

**DIRECTION**

**INFORMATION**

**I. DESCRIBE THE REQUEST OR ISSUE:**

Request the Board of County Commissioners approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to The Cadmus Group LLC in the amount not to exceed \$43,138.

**II. MOTION:**

Motion by the Board of County Commissioners to approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to The Cadmus Group LLC in the amount not to exceed \$43,138.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE** *(if applicable):*

**CURRENT BUDGETED AMOUNT: \$75,000**

**PROPOSED EXPENDITURE: \$ \$43,138**

**FUNDING SOURCE: FM POOL BP 50530303 801200**

**SUPPLEMENTAL BUDGET NEEDED: YES  NO**

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

None



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

The Routt County Purchasing Department sent out RFP 766 Facilities Energy Use Assessment 2022 to 7 vendors, advertised for 3 weeks in the Steamboat Pilot and posted on the Routt County Website. We received three proposals:

Consultant	Price
Cadmus Group	\$43,138.00
Harris Energy Solutions	\$68,688.77
Noresco	\$77,334.00

Facilities and Purchasing conducted interviews with all three firms and found Cadmus Group to be the most experienced with facilities our size, familiar with Colorado Mountain Towns and the most cost effective for this project. We expect to kick off the data gathering this fall, with a full energy assessment report completed early in 2023.

### VI. LEGAL ISSUES:

None

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

### VIII. SUMMARY AND OTHER OPTIONS:

Recommend the Board of County Commissioners approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to The Cadmus Group LLC in the amount not to exceed \$43,138.

### IX. LIST OF ATTACHMENTS:

PSA Exhibit A: Cadmus Group Proposal