

REQUEST FOR PROPOSALS

FOR TECHNICAL ASSISTANCE

FOR A STATE ENERGY PERFORMANCE CONTRACTING PROGRAM



The Energy Services Coalition offers a collection of model documents that represent Best Practices for state energy offices (SEOs) to launch and administer programs to increase energy efficiency through energy performance contracting. The documents draw from successful programs in various states and are continually updated to incorporate the latest strategies. They can be easily customized to meet the needs of any SEO or similar government department.

DESCRIPTION - RFP for Technical Assistance for a State Energy Performance Contracting Program

This model RFP is provided for an SEO to contract with technical consultants who will support the SEO's program to provide technical oversight services to clients and to provide added technical expertise for the SEO's program planning and development process.

This is a model document only and does not attempt to identify or address all circumstances or conditions you may encounter or desire. Consult with your legal counsel and procurement staff to adapt it to meet your needs.

REQUEST FOR PROPOSALS FOR TECHNICAL ASSISTANCE FOR A STATE ENERGY PERFORMANCE CONTRACTING PROGRAM

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I - ADMINISTRATIVE INFORMATION

Insert boiler-plate information supplied by the issuing procurement office. It typically includes: Contact information of issuing office; Schedule of activities (timeline); Pre-proposal conference information; Information for proposer on submittal and award process, modification, withdrawal, protest, confidentiality, etc., as well as requirements of all state contracts.

II. OVERVIEW

The State Energy Office (SEO) is soliciting proposals from consultants (Contractor) with expertise in energy efficiency of buildings to provide **Technical Consulting and Program Management Support** for its performance contracting program (the Program).

Program Description: The SEO is developing the Program to encourage and assist government decision makers throughout the state to achieve the many benefits of energy efficiency available through performance contracts. Performance contracting is promoted as an effective way for governments to achieve large-scale, comprehensive energy-saving projects. Other activities of the SEO that may further support this Program include educational/outreach activities, including

a constantly updated and expanded website, presentations at conferences and associations, personal contact with associations representing target audiences, workshops, etc. The SEO adopts many of the Best Practices set forth by the Energy Services Coalition, www.energyservicescoalition.org.

Individuals or Firms: Offerors can be individuals or firms. If offeror is a firm, selection will be largely based on the credentials of the lead individual proposed to serve as the consultant. It is desired that the lead individual handle all interaction with the program and perform all/most assigned work. The program deems this highly important, as a single individual's involvement will provide consistency of communication, and quality expertise and services in working with the program and its customers.

Independent Advisor: The consultant must be able to serve as an independent advisor. It is desired that the consultant and consultant's firm do not function in the capacity of, and do not conduct work with/for, ESCOs or other energy-related firms that conduct such work in this state for the audience targeted by the program (state and local government sectors), as the Program views it as a conflict of interest for consultants to provide the same services that they advise the Program customers to pursue.

Travel Expectations: The consultant will be expected to travel throughout the state to work with state and local governments and other Rebuild Colorado clients.

III. STATEMENT OF WORK

TASKS

Team Approach: The consultant must be willing to work in a team effort with the Program staff. Program staff may conduct some of the services.

Task Pre-Approval: The SEO will authorize each task before it is conducted to ensure efficient use of resources.

1. Program Management Support

Assist the SEO in developing the Program guidelines and procedures, including writing portions of the procurement/contracting documents and reviewing and editing drafts of the documents, as needed, and utilizing the Best Practices set forth by the Energy Services Coalition, www.energyservicescoalition.org.

Education/outreach

Process oversight

Program guidance

Tools/resources development

2. Technical Consulting

- Initial Consultation: Educate decision-makers and facilities or administrative staff to recognize the value and cost-savings that could result from a performance contracting project.
- Facility Owner Assistance: Discuss process and potential project with facility owners.
- Procurement/Selection of ESCO: Facilitate the procurement process for final selection of an ESCO.
- Project Development: Participate as customer's representative in meetings with the ESCO. Serve as trouble-shooter and communication facilitator throughout the process to ensure customer's expectations are appropriate and are met by contractor. Work in a tag-team approach with Rebuild Colorado staff and consultants to deliver optimum services to Rebuild Colorado clients.
- Investment Grade Audit Review: Review the Investment Grade Audit to assure stated markups from the proposed are applied, energy savings estimates are based on sound engineering approaches, and project cost estimates are reasonable.
- Monitoring and Verification Plan: Ensure a monitoring and verification plan is developed during the audit process, review the plan, and ensure the plan is later refined and incorporated into the performance contract.
- Contract Development: Advise the client on contract issues, offer negotiation tips, and ensure all issues are well-documented.
- Project Monitoring: Monitor project construction and project operation to assure the successful completion of construction and operation of the energy conservation measures.
- Monitoring and Verification Report Review: Ensure a monitoring and verification reports apply the process laid out in the plan, advise client if report can be accepted as accurate and advise on any issues to further explore.
- Dispute Resolution: Assist in the mediation of disputes between the Owner and the Energy Service Company that may arise, and/or identify if a dispute exists that needs further independent assessment.

DELIVERABLES

The Contractor shall prepare and develop the following deliverables for each client:

- Project tracking log (monthly) to report on activities and progress
- Other deliverables may include engineering studies on projects, written review of audit, written review of monitoring and verification results, table of cost analysis, etc. as indicated in the task list and as directed and approved by the SEO.

Deliverables must be produced to the satisfaction of the SEO.

TRAVEL

Travel will be necessary to visit the Program clients at their location (any location in the state) and to meet with Program staff for progress update meetings.

REIMBURSABLE EXPENSES

Mileage expenses will be reimbursed at the rate of \$_____/mile.

Lodging, meals, parking and other expenses will be reimbursed according to the SEO's procedures:

PROJECT SCHEDULE

This contract will be in force for a period of five (5) years unless cancelled according to the terms of the contract.

The schedule is highly variable. There could be several periods with little or no activity followed by a spurt of activity. The consultant will be actively involved in generating interest in the program so will be able to influence the level of activity and schedule. No commitment is made by the SEO to maintain consistent levels of work.

CONTRACT INFORMATION

This will be an indefinite quantity, minimum delivery contract. The SEO will execute a contract for a minimum of \$_____ that is intended for the initial period of the five-year contract for hourly compensation, travel and other reimbursements (the period will be determined by the need for such services). Additional funds may be added to the contract at the discretion of the SEO throughout the contract term, depending additional demand for services.

If additional hours are contracted for, the hourly rate will remain the same as in the original contract, however an escalation rate based on inflation and established by the SEO will be applied to all costs after each one-year contract period when initiated by contractor.

CONTRACTOR EVALUATION

The contractor selected from this Request for Proposals will be evaluated with respect to client satisfaction as well as to the satisfaction of the SEO that tasks are being performed accurately and in a timely, client-oriented manner. The SEO pre-approves all individual activities. The SEO will hold quarterly meetings to critique performance, discuss project updates, and decide on future activities.

IV. OFFEROR RESPONSE FORMAT

A. PROPOSAL FORMAT

Submit 5 copies of your proposal (4 copies plus original which is clearly marked as “original”).

At a minimum, the proposal package must contain the following components:

B. REQUIRED PROPOSAL ELEMENTS

Present proposals in the following identifiable sections as listed below. **Re-state the question or sub-heading above your response.**

All information included in the responses may be used to evaluate any component of the response.

PROPOSAL ELEMENTS

.Experience, Expertise and Capability (55 points. Each of the subcriteria, “a” – “e”, are of equal weight)

a. Approach.

- i. Firm. Describe the services you or your firm, if applicable, provide at this time.
- ii. Single Consultant. Indicate the percentage of work to be conducted by the lead consultant. Note that Rebuild Colorado seeks a lead consultant that will do 100% of the work, so that an individual consultant is involved in all aspects of a project (technical work as well as interaction with Rebuild Colorado and customer), in order to maintain consistency of communication and high quality of service. However, Rebuild Colorado will consider a team approach where proposed. In that case, describe the roles and percentage of workload for any other individuals planned for this work. Describe the management and communication approach to making the team function as a single consultant would.
- iii. Independence. Describe the nature of your business with respect to energy service companies that conduct work for Colorado’s state and local governments. Also describe the nature of your business with respect to other energy-related firms that provide product or services for Colorado’s state or local governments (energy engineering firms, engineering design firms, commissioning firms, schools energy management firms, vendors, etc.). Describe how you or your firm can truly function as an independent consultant for Rebuild Colorado, as OEMC considers it a conflict of interest for the selected firm to conduct work as or for a company that is engaged in the same types of businesses that Rebuild Colorado advises clients to pursue.

b. Experience - Technical.

- i. Resume. Provide an overview of the experience and qualifications of the lead consultant and attach a resume (2 pages maximum resume). Include academic background and degrees, professional designations (PE, CEM, etc.), and relevant work history. Include same information for any other individual if a team approach is proposed.
- ii. Building Energy Use. Describe your experience with energy use in government buildings (schools, universities, office buildings, recreation centers, water treatment plants, housing authorities, etc.)
- iii. Building Energy Systems. Describe the nature of your experience regarding building energy systems (analysis, specification, engineering design, operation & maintenance, installation, etc.). List the energy systems you have dealt with (lighting upgrades, boiler

replacements/modifications, evaporative cooling, etc.).

iv. Specialty Energy/Water Using Systems. List the specialty systems you have been involved with or are familiar with (pool systems, ice skating rink systems, water-saving retrofits, plants, distributed generation systems, water/sewage treatment plants, geexchange systems, etc.).

v. Energy Auditing. Describe your experience in identifying and evaluating energy-saving opportunities, evaluating energy cost savings, and estimating project costs.

vi. Performance Contracting Experience. Describe experience and direct involvement with performance contracting and ESCOs.

vii. Commissioning Experience. Describe your experience and direct involvement with commissioning.

viii. Utility Bill Tracking. Describe your experience in utility bill tracking and analysis (tracking and monitoring utility bills, identifying utility bill errors or switching rate schedules, using commercial energy tracking software, identifying baseline consumption, assessing savings with respect to the baseline, etc.).

c. Experience - Marketing/Facilitation.

i. Schools/Government Experience. Describe your interpersonal and government relations skills, such as experience and ability in facilitating meetings and leading projects, involvement or familiarity with government decision-making practices and government procurement processes (competitive solicitations – RFPs, contractor selection process, contracts, other purchasing practices, budgeting processes, and any special regulations for multifamily housing authorities, state/local government, etc.)

ii. Client Facilitation. Describe your experience influencing decisionmakers and facilitating meetings of 5 or more people, identifying interests/concerns/barriers, discussing solutions, arriving at consensus and following through on activities.

d. Work Product.

Attach a sample energy audit that demonstrates your engineering work, writing skills, presentation of technical information, engineering calculations and cost estimating approaches. (Note: only two copies need to be submitted with the proposal but they should be separated out from the rest of the response.)

e. Capability.

i. Schedule. Describe your capability to complete this project, ability to conduct work and provide timely follow-up on projects as needs arise, recognizing that demand for services will vary significantly, and describe your flexibility in changing schedules and meeting anticipated needs of building owners.

ii. Travel. Describe your willingness and interest to serve the entire geographic area of Colorado. This effort will focus on state and local governments throughout the state. Typical trips will vary from 1 hour to 5 hours from Denver and could be one-day trips or include an overnight stay. Trips to any corner of the state will typically be 2-3 days long in order to serve the region in an economical way.

2. Costs (30 points)

.a. Hourly Rate. List the following for the lead consultant: Name, Title, Hourly wage. If the lead consultant is not proposed for 100% of the work, list above information for other staff and list the percentages of each individual.

.b. Hourly Travel Rate. List the hourly wage for travel time.

3. Oral Interview (15 points)

The lead individual proposed by the offeror will be required to attend the oral interview..

V. EVALUATION

A. EVALUATION PROCESS

Overview: This evaluation will be a two step process. In Phase I of the evaluation process, offerors' proposals will be evaluated on their technical experience and expertise, statement of costs and written communication skills. A total of 85 points will be assigned at this point. If the evaluation committee has any questions about the proposal, written clarifications will be requested before the proposal scores for Phase I are finalized. Top candidates will then move on to Phase II. Letters will be sent at this time to offerors who are disqualified from moving on to Phase II. During Phase II, each offeror will be asked to respond to a standard list of questions and up to fifteen additional points - based upon their oral communication skills - will be added to their Phase I evaluation scores. Changes in the Phase I score can be made during the Phase II process where the interview process clarifies elements of Phase I.

An evaluation committee will judge the merits of the written responses received in accordance with the evaluation factors described below in V., B. Evaluation of the written responses will constitute Phase I of the evaluation process.

If the committee decides that clarifications will be required from the offerors to evaluate the proposals, clarification letters will be faxed to the vendors. Vendors will be expected to respond in writing to the clarification request within three business days.

Based on the total scores after Phase I, the evaluation committee will invite the offerors with the top-scoring qualified proposals to participate in the Phase II oral presentations. The candidates participating in oral presentations will be limited to those with proposals that it considers as having a reasonable chance of receiving an award based solely on Phase I of the evaluation. Realistically this means candidates with scores no more than fifteen points lower than the leading candidate(s). Candidates who do not qualify for oral presentations will be notified at this point.

The oral presentations will allow offerors to respond to a standard list of questions and give the evaluation committee an opportunity to evaluate the candidates' oral communication skills. The evaluation of oral presentations will complete the evaluation process. Up to fifteen additional points will be added to each offeror's score after the oral presentation has been completed. Obviously, the people who will be assigned to this project will be expected to participate in the oral presentation. If a backup candidate is proposed, that person will need to be available for oral presentations as well.

The proposal(s) with the highest scores (after Phase I and Phase II of the evaluation process have been completed) will be recommended for award.

The recommendations of this committee will be forwarded to the Division of Finance and Procurement, State Purchasing Office, for review and approval.

The following evaluation factors will be used for Phase I, Evaluation of Written Proposals and for Phase II, Evaluation of Oral Presentations.

Phase I Evaluation Factors:

1. Experience and Expertise Related to Tasks (55 points)

Overall technical expertise and experience will be considered and the sample work products will be reviewed and evaluated.

2. Statement of Costs (30 points)

Costs will be evaluated with regard to skill level of individuals assigned to the project and the overall strategy for assigning personnel to projects to optimize cost efficiency and quality of work.

Phase II Evaluation Factors

1. Verbal Communication Skills (15 points)

Each offeror will be given an half hour to respond to a standard set of questions that each offeror will be asked. Offerors will be evaluated on their oral communication skills as well as their responses to the questions posed by the evaluation committee.