
ATTACHMENT B

Response to this Request for Proposals

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IMPORTANT: Re-state the number and question prior to your response, following the same sequence.

1.0 OVERVIEW OF APPROACH TO ENERGY PERFORMANCE CONTRACTING

Provide a stand-alone overview, maximum of 5 pages, using any order or format to present your company as you wish. Include highlights on company background, market sectors served, company strengths and areas of expertise. Also include your general approach to performance contracting: typical phases for a project and ability to support each phase (Project Development, Energy Auditing, Performance/Savings Guarantee, Financing, Construction, Commissioning, Measurement and Verification, Client Staff/Occupant Training, Post-construction Maintenance Support),.

This overview has multiple purposes. It provides a good introduction of your firm to the evaluation committee, it can be used by EPCP participants to narrow-down which ESCOs to further consider for a specific project, and could be used in EPCP marketing materials. For ESCOs selected and under contract with the State Energy Office (SEO) Energy Performance Contracting Program (EPCP) for the as-needed list, this section will be posted on the SEO website to help participants develop a short list of potential ESCOs to further consider.

2.0 PROJECT HISTORY

2.1 Market Sector Involvement

Describe your company's expertise in each of the following market sectors.

- 2.1.1** State agencies
- 2.1.2** School districts – small (1-5 schools) or rural over 2 hours from major metropolitan area
- 2.1.3** School districts – large
- 2.1.4** Higher education facilities – universities and major colleges
- 2.1.5** Higher education facilities – community colleges and small/rural colleges
- 2.1.6** Cities/Counties – large
- 2.1.7** Cities/Counties – small
- 2.1.8** Other government entities – recreation centers, library districts, etc.
- 2.1.9** Multifamily buildings – high-rise or large buildings
- 2.1.10** Multifamily buildings – smaller scale multi-plex buildings
- 2.1.11** Multifamily buildings – mix of building types
- 2.1.12** Community-wide efforts – multiple entities in partnership, or other example
- 2.1.13** Specific building types – recreation centers, correctional facilities, hospitals, laboratories, etc.

2.2 Project List

List all Energy Performance Contracting projects developed and implemented by your firm within the past five years. Only include projects where work was directly conducted by your company. If it is relevant to list projects performed under contract to another firm, clearly identify the firm with overall responsibility for that project and the project's relevance to this RFP response.

Project Name	Facility Type	City & State	Project Size (Dollars)	Project Size (Square Feet)	Year Completed

2.3 Project References

Provide detailed information on Energy Performance Contracting projects your firm completed that can be used for references. Expand on the information provided in the previous section to give details on individual projects. Include the following information on each project as a minimum:

Project Identification: Owner name, city/state, facility type (hospital, school, college, city, county, etc.)

Contact Information: Names and contact information of owner(s) representatives who can serve as references

Project Type: Energy Performance Contract or other type

Project Size: Number of buildings and total project square footage

Project Dollar Amount: Total contract amount and the total project capital expenditure amount

Source of Funding: A description of the source of funding used for the project and the company's role (if any) in securing that funding

Project Dates: Actual dates of audit start and acceptance; Actual construction starting and ending dates

Contract terms: A description of the type of contract, financing arrangement, and contract term

Project Personnel: A list of the name(s) of individuals involved in the project, their role(s) and if these personnel will be assigned to the state's projects

Project Schedule: Indicate if project was completed on schedule and an explanation if not

List of Improvements: The types of retrofits and operational improvements implemented related to energy, water and other cost savings

Project Performance: The amounts of projected annual savings, guaranteed annual savings, and actual annual savings for each project in a table as shown below

	Projected Annual	Guaranteed Annual	Actual Energy	Actual Energy	Actual Energy	Actual Energy	Actual Energy

Units	Energy Savings	Energy Savings	Savings Year 1	Savings Year 2	Savings Year 3	Savings Year 4	Savings Year 5
kWh							
kW							
MMBTU							
Gallons							
(Other)							

Measurement and Verification: A brief description of the M&V approach for each project including which savings were stipulated, if any

Performance Guarantee: A description of the savings guarantee for each project and, if the guaranteed savings were not achieved, how the company compensated the facility owner for any annual shortfall (e.g. pay funds to meet the guarantee, etc.)

Additional Comments: Comments on any special features, services, conditions, creative approaches, special needs of customer, etc. that may be relevant to the EPCP and clientele

3.0 QUALIFICATIONS

3.1 History and Focus of Company

3.1.1 **Structure and Evolution of the Firm.**

Describe how your company evolved, how long it has been in business under its current and any former names, and its corporate structure (corporation, partnership, sole proprietorship, joint venture, etc.) including identification of branch offices. For joint ventures include the structure of the joint venture and historical information on each member.

3.1.2 **Years in the Energy Business.**

State the number of years the company has been involved in the energy-efficiency related business.

3.1.3 **Years in Performance Contracting.**

State the number of years the company has offered energy performance contracting services.

3.1.4 **Number of Performance Contracting Projects.**

State the number of performance contracting projects completed by the company: Number under \$1 million in project cost; Number over \$1 million.

3.2 Financial Soundness and Stability of the Company

3.2.1 **Financial Soundness**

Describe the financial soundness and expected stability of the company.

3.2.2 **Profitability**

Describe the company's profitability with supporting documentation covering the past three years.

3.2.3 **Financial Reports:**

Provide the company's most recent 12-month audited financials including, at a minimum: Balance Sheet, Income Statement, Statement of Cash Flow, and Statement of Financial Conditions. Include the name, address, and telephone number of the preparer.

3.2.4 Bonding: Include responses to the following:

- 3.2.4.1** Current bonding rating
- 3.2.4.2** Current bonding capacity
- 3.2.4.3** Amount or percentage of bonding capacity currently obligated
- 3.2.4.4** Current bonding rate
- 3.2.4.5** Confirmation that the company is bondable for 100% of a payment bond on a project
- 3.2.4.6** Confirmation that the company is bondable for 100% of a performance bond on a project
- 3.2.4.7** Letter from a licensed surety as evidence of ability to bond for payment and performance

3.3 Industry Accreditations

Provide information on any accreditations by any industry organizations, such as the National Association of Energy Service Companies (NAESCO). Provide information on any pre-qualifiers for your firm, such as work through the US Departments of Energy or Defense for federal projects. Briefly describe the relevance or importance of the accreditation or pre-qualification to the work proposed in this RFP for SEO/EPCP clientele and the SEO/EPCP.

3.4 General Scope of Services

Provide a brief comment (25 words or less is preferred) for each of the items listed to illustrate the company's capability in each area.

3.4.1 Energy systems in buildings:

Mechanical/Electrical Systems

- 3.4.1.1** Lighting: indoor and outdoor
- 3.4.1.2** Heating
- 3.4.1.3** Ventilation and indoor air quality issues
- 3.4.1.4** Cooling
- 3.4.1.5** Control and building automation
- 3.4.1.6** Fuel switching
- 3.4.1.7** Central plant
- 3.4.1.8** Water-consuming

Renewables

- 3.4.1.9** Daylighting
- 3.4.1.10** Solar-electric
- 3.4.1.11** Solar thermal
- 3.4.1.12** Geothermal
- 3.4.1.13** Wind, small-scale or large-scale
- 3.4.1.14** Biomass
- 3.4.1.15** Distributed generation

Specialty Systems or Specific Building Types

- 3.4.1.16** Kitchen or laundry
- 3.4.1.17** Laboratories, clean rooms
- 3.4.1.18** Healthcare hospitals, nursing homes, clinics
- 3.4.1.19** Swimming pools and recreational facilities

3.4.1.20 Computer laboratories

Energy Management Services

3.4.1.21 Energy management

3.4.1.22 Utility bill auditing and bill payment

3.4.1.23 Energy Star Portfolio Manager, benchmarking

3.4.1.24 LEED for Existing Buildings

3.4.1.25 Commissioning/re-commissioning

Other

3.4.1.26 Transportation – fleet fuel management, etc.

3.4.1.27 Other

3.4.2 Project Development and Implementation

3.4.2.1 Energy auditing (identify potential energy-saving measures, determine savings projection based on standard energy engineering principles; estimate project costs; present package of measures with cash flow)

3.4.2.2 System design engineering: mechanical, electrical, etc.

3.4.2.3 Procurement, bidding

3.4.2.4 Construction

3.4.2.5 Commissioning of projects and retro-commissioning of existing buildings

3.4.2.6 Project management

3.4.2.7 Identification of asbestos and other hazardous materials and abatement, recycling or disposal as applicable

3.4.3 Core Performance Contracting Services

3.4.3.1 Performance guarantee for every year of the financing term

3.4.3.2 Insurance per contract requirements

3.4.3.3 Equipment warranties

3.4.3.4 Ability to facilitate financing including a municipal, tax-exempt lease purchase

3.4.3.5 Measurement and verification of savings

3.4.3.6 Training: maintenance staff and occupants

3.4.4 Support Services:

3.4.4.1 Marketing and promotion of the SEO Energy Performance Contracting Program

3.4.4.2 Long-term maintenance services on energy systems

3.4.4.3 Application for an Energy Star Label and LEED certification.

3.4.4.4 Calculation and reporting of emissions reductions

3.4.4.5 Assistance to the facility owner with preparing annual reports for the SEO EPCP.

4.0 TECHNICAL APPROACH

4.1 Technical Energy Audit

Under separate cover, provide a sample audit representative of an energy performance contracting project in a government facility. (See RFP for proper delivery media.)

In response to this section, provide a brief description of the audit, detailed energy and economic calculations, and verification that the sample audit was conducted by current members of the company's team proposed for this work. Provide a description of the process your company uses for a typical audit in the types of facilities that will participate in the EPCP. Note any changes that will be made to comply with requirements for the EPCP. (Provide the sample audit in the media described in the RFP. Include an introduction repeating the response for this section.)

4.2 *Standards of Comfort*

A description of the standards of comfort the company generally uses for light levels, space temperatures, ventilation rates, etc. in the facilities intended for the SEO/EPCP and any flexibility for specific Facility Owner needs. Note any changes that will be made to comply with requirements for SEO/EPCP.

4.3 *Baseline Calculation Methodology*

A detailed description of the methodology normally used by the company to compute the baseline of energy and water use for a facility. Include a discussion of how the Facility Owner is engaged for development of and agreement on the baseline. Note any changes that will be made to comply with requirements for SEO/EPCP.

4.4 *Adjustments to Baseline*

A discussion of typical factors that can impact the calculated baseline and the company's general approach to adjusting the calculated baseline if one or more of these factors are present. Include how the Facility Owner is involved for agreement on any adjustments. Note any changes that will be made to comply with requirements for the EPCP.

5.0 MANAGEMENT APPROACH

5.1 Project Management and Coordination

5.1.1 *Organizational Structure*

Show a typical/generic organization chart for implementing and managing a project. .

5.1.2 *Local Staffing and Support*

List the office location (city and state) for personnel proposed for projects under the SEO/EPCP. Describe the extent of local staffing and support for the each phase of a typical SEO/EPCP.

5.1.3 *Approach to Subcontracting*

Describe the types of services (both professional and construction services) that your company offers in-house and the services typically offered through subcontractors.

5.2 Personnel and Staffing

Provide a table to show your personnel pool of individuals who will potentially be assigned responsibility for each task and phase of a project under the SEO/EPCP. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

Name	Title	Staff or Subcontractor	Potential Role	Academic/ Professional Qualifications	Level of Expertise	Base Location

Potential role: technical analysis, engineering design, construction management, construction, training, post-construction measurement and verification, support, and other services.

Level of expertise: years in industry or other brief description

Base Location: Permanent office in the state; On assignment from other state; Out-of-state support.

6.0 COST AND PRICING

Responses to this section only will remain proprietary.

The SEO/EPCP intends to establish acceptable maximum audit costs, markups, and fees for the SEO/EPCP. These will be the maximums that may be applied in any Technical Energy Audit and Project Development Contract or Energy Performance Contract developed and executed under the SEO/EPCP. Each responding company shall provide its proposed maximum cost for performing a Technical Energy Audit as well as schedules illustrating proposed maximum project markups and fees for pre-defined categories.

ESCO audit costs, markups, and fees for individual Energy Performance Contract projects shall not exceed the maximums established in the ESCO Contract.

6.1 Markups

Provide your company's proposed maximum allowable markups in the schedule below for each category listed on the schedule. Markups are requested, not margins. This format is required and must be completed in its entirety.

Markups represent a percentage added to the base cost for the project (the use of margins in lieu of markups is not acceptable). Use only the categories provided. Ranges for markups are not acceptable.

MARK-UPS		
<i>CATEGORY OF MARK-UP</i>	<i>MARK-UP APPLICATION</i>	<i>% MARK-UP</i>
Overhead		

Profit		
Labor – Internal		
Equipment Purchased		
Materials Purchased		
Subcontract Labor		
Subcontract Material		

Clearly describe how self-performed work will be charged (billed hourly, billed as a markup of equipment and labor costs, etc.). If self-performed work will be billed hourly, include markups proposed to be applied to the hourly rate.

If a proposal is from a joint venture partnership, include proposed maximum allowable markups in the schedule format above for each participating company.

6.2 Fees

Provide your company’s proposed maximum allowable fees in the schedule below for each category listed on the schedule. This format is required and must be completed in its entirety. Use only the categories provided. Ranges for fees are not acceptable. If a proposal is from a joint venture partnership, provide proposed maximum allowable fees in the schedule format below for each participating company.

FEES		
<i>CATEGORY OF FEE</i>	<i>HOW DETERMINED AND USED</i>	<i>YEARS APPLIED (One-time, Annual, etc.)</i>
Technical Energy Audit and Project Development	\$ _____ per Square Foot	One time
Solicit & Evaluate Project Financing Proposals		
Design	(Example) ____% of _____	
Contingency		
Permits		
Performance Bond		
Project Management		
Commissioning		
Training		
Monitoring and Verification		
Warranty Service		
Maintenance on Installed Measures		

Provide the proposed maximum fee for Technical Energy Audit and Project Development on SEO/EPCP projects on a cost per square foot basis. The company agrees that the proposed maximum fees shall incorporate its responsibility to adhere to and complete the full scope of work as presented in the Standard Technical Energy Audit and Project Development Contract.

For each fee category listed on the schedule describe how that fee is determined, how the fee is charged to the project and when it is applied. For example, fees might be based on a percentage of project cost. Markups on fees are not allowable under the SEO/EPCP.

6.3 Contingency

Describe your company's typical level of contingency budget for lighting, electrical, mechanical, controls projects, and other projects and how it proposes to apply contingency to cover changes in work scope and subcontractor change orders. Note that all unused contingency funds will revert to the Facility Owner or be applied to additional work scope through a change order approved by the Facility Owner.

6.4 Equipment/Labor Cost Competition

Describe your company's process to solicit bids on equipment/labor or to ensure price/cost competition and the best value for the Facility Owner.

6.5 Open Book Pricing

Open book pricing is full disclosure by the contractor to the Facility Owner of all costs and markups for materials, labor, and services received during the project development, implementation, and performance period phases. Open book pricing will be required such that all costs, including all costs of subcontractors and vendors, are fully disclosed. Describe your company's approach to open book pricing and its method for maintaining cost accounting records on authorized work performed under actual costs for labor and material, or other basis requiring accounting records.

7.0 SEO/EPCP PARTICIPATION AND COMPLIANCE

This section will not be included in the information made available on the website for Facility Owners to review:

7.1 Marketing and Promotion of EPCP

Briefly describe your firm's proposed approach to promoting and marketing the EPCP both in concert with EPCP and in your individual marketing efforts for Energy Performance Contracting. Include any assistance you could provide to the EPCP for Facility Owner association conferences, trade shows, etc.

7.2 Compliance with EPCP Requirements

State your firm's commitment to adhere to the following:

7.2.1 ESCO Contract

Following requirements of the **Base Agreement ESCO Contract (Attachment A)**

7.2.2 Technical Energy Audit and Project Development Contract

Using the SEO/EPCP **Technical Energy Audit and Project Proposal Contract (Attachment F)**, customizing only the project specifics presented in the schedules.

7.2.3 Energy Performance Contract

Using the SEO/EPCP **Energy Performance Contract (Attachment G)**, customizing only the project specifics.

7.2.4 RFP for Financing

Using the RFP to solicit bids for financing as provided in **Financing Bid Package (Attachment H)**.