

RFP TEMPLATE, REVISED JUNE 2016

EPC Program Client: Prior to releasing your RFP, please insert your project-specific information in the [blue fields], and delete all red text. Note: [entity name] is the name of your public jurisdiction.

[Public Facility Owner logo]

REQUEST FOR PROPOSALS

**ENERGY PERFORMANCE CONTRACTING SERVICES
Investment Grade Audit and EPC Project Proposal**

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SECTION A: SELECTION PROCESS

1. GENERAL INFORMATION

[Entity name] seeks qualified Energy Service Companies (ESCO) to perform an investment grade audit (IGA) and develop an EPC Project Proposal. The [entity name] has executed a Memorandum of Understanding with the Colorado Energy Office (CEO)'s Energy Performance Contracting (EPC) Program and will follow its guidelines, practices, and procedures.

The goals of the project are to: (1) evaluate the [entity name]'s facilities for energy and water efficiency upgrades, renewable energy systems, and other measures as requested (2) conduct an IGA and provide a report that makes recommendations for possible projects, (3) support the [entity name]'s efforts in locating funding and/or financing of the proposed energy projects within the boundaries of Dodd-Frank and other regulations, (4) if retained, execute and implement an EPC. EPC execution includes guaranteeing energy and water savings through a specific scope of work, and measuring and verifying that the savings guarantee has been delivered. EPC implementation including construction and implementation oversight and management, commissioning, and execution of the measurement and verification (M&V) plan that meets or exceeds the requirements of the [entity name], enabling legislation, and CEO protocols.

While it is the desire of the [entity name] to enter into a long-term partnership with the awarded ESCO, [entity name] does not guarantee the award of an EPC to the chosen ESCO. An EPC award will be determined following acceptance of the project proposal.

2. TIMELINE

The following table provides the anticipated timeline for the completion of this RFP process.

Note: The dates listed in red are suggested. After consultation with Purchasing/Procurement, please insert your schedule.

Activity	Timeline
Issue RFP.	Day 1
Hold pre-proposal meeting and conduct site visit.	Day 14 and time
Proposals due	Day 28 and time
Review proposals. Selection Committee meets to develop shortlist. Arrange interview times.	Days 29- 42
Interview ESCOs.	Day 43
Select ESCO.	Day 43-44
Make recommendation to governing body.	?
Develop and execute IGA and Project Proposal Contract.	14 days after approval
ESCO commences IGA.	Upon execution

3. MINIMUM QUALIFICATIONS

[Entity name] intends to follow the CEO EPC Program's Secondary ESCO Selection Process to award a contract.

[Entity name] will only consider proposals from the CEO's list of pre-qualified Energy Service Companies (ESCOs).

4. SCOPE OF WORK

The [entity name] desires an aggressive energy and water savings program to result from the relationship.

The awarded ESCO shall evaluate [number of buildings to be audited] buildings and other facilities for energy and water efficiency upgrades, renewable energy systems, and other measures as requested. (Buildings and other facility information, including annual utility use and cost, may be found in Attachment A.) *Include information about any buildings or facilities slated for replacement, funding mechanisms, current projects underway in Attachment A.*

In addition, [entity name] has several specific projects to be included in the overall engineering review in addition to the firm's proposed buildings found in Attachment A.

Specific projects to be evaluated in the IGA process include: *Describe any projects that you have already identified for your buildings and describe your interests in deep energy retrofit planning, renewable energy technology evaluation, water and wastewater treatment plants, pools, recreation centers, occupant behavior change, etc. Include as many example projects as necessary.*

- [Example project 1 in {name of building(s)}]
- Example project 2 in {name of building(s)}

This does not limit the ESCO from suggesting other energy savings projects in the normal course of the contract.

In their ESCO Base Contract with CEO, pre-qualified ESCOs agree to abide by CEO's Standard IGA Pricing model. *The IGA Pricing Table tab in the CEO's Cost and Pricing Tool identifies the audit cost per square foot for typical public buildings listed in Attachment A, such as schools, courthouses, libraries, administrative offices and other types of commercial buildings. For other types of special systems or facilities as listed above, such as street lights, ball fields, or wastewater facilities, you and your selected ESCO will negotiate audit costs during IGA contract development.*

After the execution of the IGA contract, the chosen ESCO will then provide a comprehensive IGA report and EPC Project Proposal to make recommendations for possible projects based on the results of the

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IGA. Upon completion of the IGA and EPC Project Proposal, [entity name] may elect to enter into an EPC with the awarded ESCO for design, project management, construction, commissioning and measurement and verification services.

5. PRE-PROPOSAL CONFERENCE

Note that a pre-proposal conference will be held on the date and time identified in Section A.2. Timeline. The pre-proposal conference will begin at the [building name and full address]. During the pre-proposal conference, certain facilities may be visited.

This pre-proposal conference is [not?] mandatory; however, the [entity name] highly encourages interested firms to have representatives attend to get familiarized with [entity name], its facilities, subsystems, and current state of energy usage. *CEO recommends that this conference be mandatory.*

6. PROPOSAL DUE DATE

Proposals are due by the date and time identified in Section A.2. Proposals should be sent electronically to [entity's contact person's name, title, and email address].

CEO strongly recommends electronic proposal submissions. If your entity prefers hard copies, please request the proposals to be sent to your mailing address. Typically, entities request three copies of each proposal signed by the bidder or his/her duly authorized agent. Proposals should be submitted in sealed envelopes, and marked on the outside with "PROPOSAL: ENERGY PERFORMANCE CONTRACTING" and bidder's name. (Customize this process to comply with your entity's procurement requirements.)

7. SELECTION

The [entity name]'s EPC Selection Committee will review the proposals submitted by the stated deadline.

A project consultant assigned by the CEO EPC Program will provide the Selection Committee with technical assistance, but will not/ cannot participate as a member of the Selection Committee, nor engage in decision-making.

The [entity name] [will/may] schedule interviews with [number] firms. *Please reference your procurement procedures. Typically, agencies interview three candidates.*

[Entity name] anticipates conducting interviews on the date identified in Section A.2. Interviews will be held at [building name and address].

After the interview process, the committee will make a recommendation to the [entity's governing body]. The [entity name] reserves the right to waive any formality or any informality in the proposal

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award process. **[Entity name]** reserves the right to accept any proposal, in whole or in part, and to reject any or all proposals as necessary.

8. AWARD

After contract award, the **[entity name]** and selected ESCO will negotiate and finalize the IGA and Project Proposal Contract.

9. CONTACT INFORMATION

Questions regarding this Request for Proposal should be directed to: **[Name, title, organizational division, telephone, email, etc.]** no later than **[date and time]**.

SECTION B: SELECTION CRITERIA

Pre-qualified ESCO proposals will be evaluated on its written response to the following criteria.

1. MANAGEMENT APPROACH

1.1 Project Management and Coordination

Provide ESCO's organization chart (by name as available) for implementing and managing the proposed project, including the title of each individual shown and the lines of authority within the overall organization. Identify portions of the effort, if any, that are proposed to be subcontracted and provide the same information for subcontractor organization and personnel.

1.2 Appropriate Market Sector Experience/Expertise

Provide information that emphasizes ESCO's experience and expertise in our specific market sector. Describe projects/experience of the team members being proposed for this project. Each applicable project listed shall indicate which team members were involved, and the capacity in which they were involved.

1.3 Project Personnel and Staffing

Identify each individual(s) who will have primary responsibility for the following tasks: technical analyses, engineering design, construction management, construction, training, post-construction measurement and verification, and other services. Include a table to identify and describe the individual(s) who will have primary responsibility for each task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that you can provide.

- Column 1: Name and title. Indicate whether ESCO staff or subcontractor. If a subcontractor, indicate name of subcontractor firm. Indicate base location as: permanent office in Colorado, on assignment from other state, or out-of-state support.
- Column 2: Specify intended role and responsibilities for this contract and for possible EPC/implementation work, such as technical analysis, engineering design, construction management, construction, training, post-construction measurement and verification, support, or other services (specify).
- Column 3: Identify the estimated percentage of the individual's time that will be spent on this project.
- Column 4: Level of expertise, indicated by: number of years of relevant experience, and relevant supervisory responsibilities.

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	Name			
	Title		Percentage of	
	Staff or subcontractor?	Intended Role	Time on Project	Level of expertise
	Base location			
1				
2				
3				
4				
5				
6				

Include resumes/historical information for each member of the proposed project team. Include a list of their relevant projects during the last five years including role, type of project, project cost, and any other information to support their skills/knowledge.

2. PROJECT APPROACH

The expectation is that there will be schematic and design development phases where client input and approvals will be required prior to construction document development. Additionally, the client will provide design build design intent specifications for the major mechanical, electrical, plumbing and technology improvements that may be looked at for energy savings. The requirements of these specifications will need to be incorporated into the design documents and final construction.

2.1 Design

Discuss your firm’s design approach.

2.2 Product Selection

Discuss your firm’s product specification procedures.

2.3 Construction

Discuss your firm’s construction approach, including:

- Work plan development and coordination of identified client work requirements
- Communication with users and facilities personnel throughout process
- Methods of procedures submittals and approvals
- Support for client calendar and events
- Safety practices and procedures

2.4 Closeout

Discuss your firm’s approach to the following critical closeout activities:

- Systems Commissioning

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- Owner Training
- Post-Implementation Report, which is a reconciliation of the EPC savings guarantee with any modifications during project implementation.
- Provision of Record Documents – i.e. As-Built / Operation & Maintenance manuals

2.5 Measurement and Verification

Discuss your firm’s approach to measurement and verification. Describe how your team works with clients to identify and report on energy savings and/or potential energy savings shortfalls.

2.6 Other

Discuss your firm’s experience in other, supporting areas, such as:

- Staff Engagement
- Behavior Modification

3. COST AND PRICING

Note: In accordance to the Colorado Open Records Act, (CORA) C.R.S. § 24-72-201:206, it is advised that the issuer of this RFP share its procurement department’s policy on what will/will not be subject to public inspection.

3.1 IGA Pricing

The CEO has standard pricing for IGAs, based on the location and square footage of the public sector commercial building to be audited. (See following table.)

Standard IGA Pricing Table				
Tiered Pricing (\$/sq ft)		Total Facility Square Footage		
		Under 250K	250 – 500K	500K +
Distance from CEO 1580 Logan, Denver	Under 75 miles	\$ 0.250	\$ 0.225	\$ 0.200
	75 – 150 miles	\$ 0.275	\$ 0.250	\$ 0.225
	Over 150 miles	\$ 0.300	\$ 0.275	\$ 0.250

All ESCO’s submitting proposals will use CEO’s IGA pricing structure in their proposals.

Audit pricing for other facilities will be discussed and negotiated only after Notice of Apparent Awardee is issued. Do not make any reference to this pricing in the proposal. *In the case where there are buildings and facilities outside of a typical scope of work (e.g. baseball fields, pools, street lighting, wastewater treatment, etc.), you should include information for these facilities in your RFP. The estimated additional costs for performing the IGA on these facilities should not be included in the ESCOs’ proposal. Rather, this will be discussed and negotiated only after Notice of Apparent Awardee is issued.*

3.2 Project Pricing

Please use Attachment B Cost and Pricing Tool to identify the percentages proposed for this specific project that are equal to or less than the maximum rates stated in your Base Contract with CEO, based on the size, scope and location of the specific project.

You will send out with this RFP the CEO’s Cost and Pricing Tool as a separate Excel spreadsheet. That document is included in this Secondary ESCO Selection Toolkit, and also available on the CEO’s Public EPC Program webpage. Consider asking ESCOs to submit a range of costs. ESCOs will complete the Project Estimate Worksheet tab and return the spreadsheet with their proposals.

3.3 Annual Costing

Provide estimated anticipated costs for Warranty, Measurement and Verification, and other pertinent categories below and how they are determined and applied to a project. Costs for the project shall not exceed the maximums established in the table below.

Determination of annual costs may be challenging without knowing project scope; therefore, elaborate on how annual pricing is determined.

Category of Annual Cost	Total Annual Cost	How Price is Determined	Years Applied (One-time, Annual, etc.)
Warranty			
Measurement and Verification			
Other:			

4. BEST VALUE

Briefly describe how the company’s approach to performance contracting delivers best value for the investment. The responding company shall also describe any utility rebates or other financial incentives or grants it can potentially provide and/or facilitate.

ATTACHMENT A: BUILDING AND FACILITY INFORMATION

For each building you wish to include in the IGA, list or provide in table format:

- *the building name,*
- *type of building (if not identified in the name),*
- *gross square feet,*
- *age (original and any renovations/additions)*
- *annual utility use (therm, kWh, kW, kgal, mlb, etc.) and costs*
- *known maintenance issues,*
- *current projects underway,*
- *if slated for replacement or change in use or occupancy, and*
- *funding mechanisms*

Additional information about known maintenance issues may be provided to attendees of pre-proposal meeting.

Attachment A includes a draft version of IGA Exhibit B Location of Audit, which is finalized as part of the IGA contract.

ATTACHMENT B: CEO EPC COST AND PRICING TOOL

CEO's Cost and Pricing Tool, a Microsoft Excel workbook, is attached. Please read the **Overview and Instructions** and **Definitions** tabs before completing the spreadsheets. Return the completed workbook with your proposal.

Attach CEO's Cost and Pricing Tool, a Microsoft Excel spreadsheet, found in this Toolkit.