



**Responses to Inquiries and Questions from Potential Bidders
for:**

*REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
TO PROVIDE STUDIES OF THE POTENTIAL FOR
ENERGY SAVING IN DELAWARE*

*ISSUED BY:
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF ENERGY AND CLIMATE
1203 COLLEGE PARK DRIVE, SUITE 101
DOVER, DE 19904*

*CONTRACT NUMBER: **NAT12001-ENERGY_SAV***

Question 1.

- II. Scope of Services
- B. SCOPE OF WORK, Page 6, Task 1.4

Text of passage being questioned:

Task 1.4 – Estimate the amount of energy each measure could save in each consuming sector over a twelve-year timeframe and rank the contributions in order of cost per saved kWh for electricity, and separately, per saved million Btu for fossil fuels.

Question: Which fossil fuels does DNREC expect the contractor to address in Task 1.4?

Response: DNREC expects the contractor to address petroleum products and natural gas as fossil fuels.

Question 2.

- B. SCOPE OF WORK, Page 6, All

Text of passage being questioned:

The Contractor shall undertake the following activities to fulfill the objectives of this contract. These activities and tasks are not necessarily sequential and DNREC anticipates that the Contractor will be working on several activities and tasks concurrently.

1. Phase I – Preliminary Estimate of Efficiency Potential

Question: Will DNREC require the contractor to conduct cost-effectiveness testing of individual measures in Phase I, using one of the five standard tests, such as the TRC test?

Response: No. Phase I is designed to address the cost of saving energy from the consumer's perspective and is not expected to reflect utility avoided cost. Phase II, on the other hand, may apply "standard tests, such as the TRC test" in evaluating program alternatives.

Question 3.

II. Scope of Services

B. SCOPE OF WORK, Page 5, Paragraph 2, after numbered list

Text of passage being questioned:

DE&C expects to conduct the study in two phases, to allow for interaction with stakeholders and policy-makers as it progresses. The initial phase will address Questions 1-3 from among the objectives above at a level of detail and precision consistent with a "top-down" analytical approach relying on existing assessments of technologies' performance and cost and on aggregate economic data available from state and national sources. The result of this phase will be an early indication of the principal energy efficiency gaps and opportunities to close them, in the form of an efficiency "supply curve," which will inform program design and policy formulation.

Question: The RFP states that the contractor should conduct the Phase I analysis "at a level of detail and precision consistent with a "top-down" analytical approach relying on existing assessments of technologies' performance and cost and on aggregate economic data available from state and national sources. However, the referenced study report for Task 1.4 on page 9 of the RFP, presents a detailed study that used a "bottom up" approach for residential and a combined "top down"/"bottom up" approach for business. Can you please explain which level of detail DNREC expects in Phase I?

Response: DNREC is seeking the most detailed and robust estimates possible within the constraints of available time and resources, and the agency does not intend to prescribe the methodology to arrive at those estimates. The purpose of the statement above is to illustrate the realistic expectation of achievable precision and detail, given availability of data in Delaware, and not to dictate the analytical approach. The study referenced on Page 9

under Task 1.4 appears there as an illustration and as a possible source of data from another state that might find applicability in Delaware.

Question 4.

III. Required Information

1.1 Bidder Qualifications and Experience, Page 8

Text of passage being questioned:

The RFP on page 8 states that “bidders shall describe their firm and/or team's experience and capabilities in providing services similar to the EM&V services outlined in the Scope of Work. Bidders should highlight any experience with developing EM&V frameworks, market assessment studies, TRM development, developing uniform EM&V methodology for programs or measures, and with stakeholder groups.”

Question: Why is DNREC primarily interested in EM&V experience when the RFP is requesting that the bidder conduct a potential study?

Response: The referenced passage should read:
Bidders shall describe their firm and/or team's experience and capabilities in providing energy efficiency analytical services applicable to the tasks outlined in the Scope of Work. Bidders should highlight any experience with studies of energy efficiency potential, design and implementation of public energy efficiency programs, and interaction with stakeholder groups.
DNREC regrets the error.

Question 5.

III. Required Information

1.4 Client References, Page 9

Text of passage being questioned:

Bidders shall provide four references from previous (or current) clients. References should include specific services provided, company name and location, contact name, contact title, telephone number and, where available, email address. In the event the bidder is forming a new organization to bid on this proposal, the bidder should provide relevant references for key personnel. References should be provided in the form in Attachment 4.

Question: Section 1.4 “Client References”, on page 9, requests four references, but “E. Attachment 5 Business References” (p. 34) indicates three references are needed. Which is required?

Response: The first sentence of the passage should read:
*Bidders shall provide **three** references from previous (or current) clients.*

(emphasis added)
Again, DNREC regrets the error.

Question 6.

Question: Will the successful bidder be provided with the most recent annual avoided energy and capacity costs for electricity and for each fuel type analyzed? Or will the contractor be responsible for developing the avoided energy costs?

Response: DE&C is not in possession of complete avoided energy and capacity costs and is seeking assistance in acquiring such data, as they might be needed, especially for Phase II, from utilities and other energy suppliers. That said, DE&C anticipates limited need for avoided supplier cost data in estimating the magnitude of potential energy savings as a function of the cost of achieving them in Phase I.

Question 7.

Question: Because EIA information is typically dated, will the successful bidder have access to recent actual electric and natural gas sales and recent forecasts in Delaware? If so, will Delaware-specific data be provided to support disaggregation of the sales forecast by major end use, sector (residential, commercial, industrial), and building type?

Response: Electric and gas sales data for Delaware reside with several utility companies operating under multiple regulatory arrangements. DE&C anticipates that among its roles will be to facilitate access to disaggregated sales data by the selected Contractor.

Question 8.

III. Required Information

B.3. Proposed Budget, Page 10

Text of passage being questioned:

Bidders shall propose a sample budget for each Activity and its associated Tasks in the Scope of Work for Phase I (date of contract execution to April 30, 2013) using the budget templates in Attachment 8. In Table 8- 3, bidders shall list staff, hours and, billing rates. In Table 8-4, bidders shall provide budget estimates of Potential Study activities to July 31, 2013.

Question: To provide the DE&C with a responsive budget and project timeline, please confirm the following:

- It is DE&C's expectation that Phase 1 deliverables will be submitted on or before March 30, 2013

- Terms and conditions of the Phase 1 contract extend to July 31, 2013 in order to accommodate unanticipated changes in work scope
- Assuming Phase 2 is commenced; approved work efforts would begin no earlier than April 1, 2013 and shall be completed by December 31, 2013.

If not confirmed, please explain your expectations for deliverables and contractual end dates.

Response: The interpretation above is correct, with the exception that the start and completion dates for Phase II are subject to adjustment by mutual agreement between the DE&C and the selected Contractor in light of the plan and budget proposed in Task 1.7.

Question 9.

III. Required Information

A.2. Professional liability insurance:, Page 8

Text of passage being questioned:

2. Professional liability insurance:

Provide evidence of professional liability insurance in the amount of \$1,000,000.00/\$3,000,000.00

Question: Given the size and nature of this project, is the State willing to waive the requirement for professional liability insurance? If not, can you explain the rationale for requiring this insurance for a planning study of this type?

Response: Section IV.B.20, Exceptions to the RFP, on Page 18 states: "Any exceptions to the RFP, or the State of Delaware's terms and conditions, must be recorded on Attachment 3. Acceptance of exceptions is within the sole discretion of the evaluation committee."
The passage above should read as follows, consistent with Section IV.D.5.f.3 on Page 24. This provides some flexibility in meeting the insurance requirement.

2. Liability Insurance:

- 2.1 Provide evidence of general commercial liability insurance in the amount of \$1,000,000.00
 - 2.2 Provide evidence of one or more of the following in the amount of \$1,000,000.00/\$3,000,000.00:
 - Medical/professional liability insurance;
 - Miscellaneous errors and omissions insurance; or
 - Product Liability insurance
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