

ATTACHMENT A

ESCO RESPONSE

GENERAL INFORMATION

Due Date:

Proposals must be *received* at the address below on or before October 21, 2016 by 4:00 PM. Late proposals will not be accepted and will be returned unopened.

Submit Proposal

Prepare and submit responses in accordance with instructions(see below).

Quantity: 7 Copies, including original.
1 Electronic version of Proposal in MS Word format.

- *Provide hardcopy responses on 8 ½ " x 11" sheets of paper. Font size should be no smaller than 10 point.*
- *Hardcopy responses should be submitted in a binder with tab separations clearly identifying each section and appendix. Include a table of contents which indicates the section and page numbers corresponding to the information included.*
- *Number and re-state each subheading or question, followed by your response. This improves clarity and makes it much easier to evaluate your proposal.*
- *Answer all questions or state "N/A" if not applicable.*
- *Number all pages sequentially.*

1. Qualifications and Capability of Firm [10 page limit, exclusive of attachments]

a. General Firm Information

- (1) Firm Name and Address. Provide full company name and business address, as well as mailing address of the responding firm. Include main telephone, fax, and toll free (if applicable) numbers for the firm.
- (2) Firm Contact Information. Names and titles of two principal contact individuals in responsible charge who will represent the firm throughout the RFP and contracting process. Include mailing address (if different from above), telephone number (and/or extension, if applicable), fax number, and email address for each person named.
- (3) Type of Firm. Indicate whether the firm is a corporation, partnership, sole proprietorship, or joint venture.
- (4) Federal Employer Identification Number.
- (5) Year Firm Established. Number of years has your firm been in business under its present business name.
- (6) Other Firm Names. Indicate all other names by which your organization has been known and the length of time known by each name.
- (7) Parent Company. If applicable, state name, address, former name (if applicable), and tax identification number.

- (8) Participating Division or Branch Offices. State division or branch offices that will participate in the development of the proposal, in its evaluation process, and/or in the conduct of any services provided (office name, and address).
- (9) Submittal. State that the submittal is being made by the parent company, subsidiary, division, or branch office, and indicate how the work will be allocated if multiple offices are involved. Establish the proximity of the primary office to the facilities identified for this energy performance contract.

b. Experience of Firm

- (1) Years in Energy Business. State the number of years your firm has been involved in the energy-efficiency related business. State the number of years your firm has offered performance contracting services.
- (2) Number and Value of Contracts. Indicate the number of energy savings performance contracts actually implemented by your firm, each year for the past 5 years, along with their associated dollar value. Include an estimate of the total value for all energy related contracts that are currently in force as of the submittal date. (NOTE: If this response is submitted for a branch office or division of a parent company, indicate only the number and value of projects that have been managed directly by the specific branch or division.)
- (3) Full-Time Personnel. Indicate the number of full-time personnel employed by your firm who are engaged directly or indirectly in energy performance contracting work. Provide a listing of personnel by primary discipline or function, counting each person only once.
- (4) NAESCO Accreditation and other Pre-Qualifiers. Is your firm accredited by the National Association of Energy Service Companies (NAESCO)? Is your firm pre-qualified for work through the U.S. Department of Energy or U.S. Department of Defense? Describe the relevance or importance of any accreditations or pre-qualifications with regard to this project.
- (5) Litigation. Certify that your firm is not currently under suspension or debarment by any state or the federal government and that your company is not in default of any taxes or loans. Has your firm been involved in any lawsuits, administrative proceedings, or hearings associated with the Occupational Safety and Health Administration (OSHA) or any other state or federal agency as a result of performance contracting work. If yes, identify the nature of the claim, the particulars of the case, and current status or ultimate resolution of the proceeding.

c. Scope of Services

- (1) Types of Services. Summarize the scope of services (auditing, design, construction, monitoring, operations, maintenance, training, financing, etc.) available from your firm.
- (2) Expertise in Systems. Describe your ability to offer services to upgrade mechanical, HVAC, electrical, monitoring and control, lighting, renewable energy, building envelope, water and sewer, as well as specialty systems associated with energy performance contracting.
- (3) Provision of Bonding and Insurance. Generally describe your capability to secure insurance policies and a Bond for the project.

d. Financial Information.

- (1) Financial Statement. Attach your firm's most recent financial statement or annual report for each of the last three years.
- (2) Statement of Financial Conditions. Attach the most recent annual Statements of Financial Conditions, including balance sheet, income statement and statement of cash flows, dated

within the past twelve (12) months. Provide the name, address, and the telephone number of firm(s) that prepared the Financial Statements.

- (3) Accounting Firm Information. If these financial documents were not produced in-house, indicate the name, address and phone number of the firm(s) that prepared these financial statements.
- (4) Credit and Bonding References. Provide banking references including financial institution, address, contact person, telephone number, and specific information on your firm's credit that may be used to fund construction for large scale energy performance projects. Identify bonding references including company name, address, contact person, telephone number and information on your firm's maximum bonding capability.

e. Attachments for "Qualifications and Capability of Firm" Section

Label Attachments and list here including Attachment Name, Description and Location in RFP Response. Insert attachments here at the end of this section, or include elsewhere in a clearly marked location for easy reference.

2. Experience and Expertise [15 page limit, exclusive of attachments]

a. Project History.

List and describe briefly all guaranteed energy performance contracts and related energy savings projects currently under contract and/or managed directly by *your* firm within the last five (5) years. Include the project name, location, owner, type of project, project dates, contract value, and a brief description of the project scope. Clearly identify those projects that involve buildings similar in type, size or scope to the building(s) described in the technical appendices and in similar types of locations (rural or metropolitan).

If this response is from a branch office or division of a parent company, please list only projects that have been managed directly by the specific branch or division.

Projects that have been managed by individuals who will be specifically assigned to this project should also be included and clearly identified as such.

If you include projects/contracts managed by team members or subcontractors or by your employees while employed by other firms, ***clearly indicate*** the name of the company that was responsible for the project.

Attach an expanded project history for each project identified as being similar to this RFP and/or managed by one of the team members or subcontractors assigned to this project. Include the following information on each project history in the format indicated:

Project Identification. Name of project, location (city, state), owner, type of project or primary use (hospital, k-12 school, university, office building, etc.).

Project Dates. Actual construction start and end dates. Contract start and end dates.

Project Size. Number of buildings, total square footage, total contract amount and the total project capital cost.

List of Improvements. Type of retrofits and operational improvements related to energy, water and other cost savings.

ESCO Services Provided. Describe the scope of services your firm provided for the project.

Projected Annual Savings. State the projected annual energy, water and O&M savings (Therms, kWh, kW, Gallons, etc.).

Guaranteed Savings. State the amount of the guarantee. Also describe how the guarantee functioned, what specific measurement and verification (M&V) methods were utilized, and if your firm was required to pay funds to meet the guarantee.

Actual Annual Savings. State the actual annual energy, water, and other savings (Therms, kWh, kW, Gallons). Also describe if savings were measured or stipulated.

Contract Terms. Type of contract (shared-savings, lease purchase, guaranteed savings), contract term, and financing arrangement.

Source of Funds. Source of funds used for the project. If applicable, describe your firm's role in securing funds.

Technical Design Personnel. Include names, roles, and responsibilities of primary technical design and administrative personnel. Limit your response to those individuals, consultants, and other team members who will be directly involved with this project.

Project Schedule. Indicate if the project was completed on schedule. If not, please explain.

Measurement and Verification. Indicate methods employed to monitor, measure, verify, and report project performance and savings from improvements made.

Comments. Comment on any special features, services, conditions, etc.

References. Names and contact information (including telephone numbers) of owner's representatives who can serve as references. **Ensure that the information is current and accurate, and that the owner's representatives named are thoroughly familiar with this project and were actively involved in all phases of the performance contract.**

b. Personnel Information.

- (1) Qualifications and Experience. Describe the number and quality of staff you currently have to conduct technical analysis, engineering design, construction management, construction, training and post-contract monitoring. If needed, refer to resumes in the "Site Specific Approach" section below.
- (2) Areas of Expertise. List all areas of expertise related to potential energy and water improvements in facilities. Also describe the professional and skilled trades that your firm customarily performs with employees.
- (3) Technical Qualifications. Point out your firm's technical qualifications.
- (4) Subcontractors. Describe the nature of work generally conducted by consultants, Architectural/Engineering Firms, and other subcontractors. Identify any subcontractors with whom your firm routinely does business with in the execution of energy performance contracts.

c. Attachments for "Experience and Expertise" Section.

Label Attachments and list here including: Attachment Name, Description and Location in RFP Response. Insert attachments here at the end of this section, or include elsewhere in a clearly marked location for easy reference.

3. Technical Approach [10 page limit, exclusive of attachments]

a. Audit

- (1) Technical Site Analysis. Describe your general approach to auditing a facility. What is involved? How is the Owner involved? Methodical approach utilized? Level of expertise involved? Information and resources needed from the Owner?
- (2) Sample Technical Audit. Submit a sample technical audit conducted by your firm for a similar project (as directed in the Proposal Submittal Information). *Only include the Executive Summary portion in the Attachment.*

b. Design/Construction

- (1) Engineering Design. Describe your firm's approach to the technical design of this project. Will your firm use in-house technical personnel or subcontractors?
- (2) Standards of Comfort. Describe standards of comfort and functionality that are generally used for light levels, space temperatures, ventilation rates, etc. in the intended facilities.

c. Engineering Analysis

- (1) Baseline Calculation Methodology. Describe in detail the methodology your firm normally uses to compute baseline of energy and water use as well as performance.
- (2) Adjustment to Baseline Methodology. Describe the method(s) used to adjust the energy, water and O&M baseline due to such factors as weather and facility use changes. Describe factors that would necessitate adjustment.
- (3) Savings Calculations. List all procedures, formulas and methodologies including special metering or equipment, which your firm will use to calculate energy, water and other savings. Include assumptions made in the calculations.
- (4) Dollar Savings Calculations. Describe the procedure to assign dollar values to the savings. Include energy savings as well as maintenance or material savings.
- (5) Cost Savings Guarantee Calculations. Describe your firm's procedures and schedule for measuring financial performance of projects. Describe how the guarantee provisions work in the event that project results vary from projections. Also describe how excess savings can be documented.

d. Attachments for "Technical Approach" Section

Label Attachments and list here including Attachment Name, Description and Location in RFP Response. Insert attachments here at the end of this section, or include elsewhere in a clearly marked location for easy reference.

4. Performance Contracting Approach [10 page limit, exclusive of attachments]

a. Approach

- (1) Differentiation of Your Firm. Describe particular characteristics of how your firm approaches performance contracting.
- (2) Management. Briefly describe your firm's approach to management of a performance contract.

b. Other Services

- (1) Training Provisions. Describe your firm's capabilities in providing technical training for facility personnel and experience on past projects. Describe your firm's involvement in developing training manuals for facility staff.
- (2) Testing and Balancing/Commissioning. Describe your firm's capabilities in providing Testing and Balancing of HVAC air and water systems. Do you have in-house services or use subcontractors? Describe your capabilities in providing commissioning services on projects. Do you have in-house services or use subcontractors?
- (3) Monitoring and Verification. Describe the methodology proposed for ongoing monitoring and savings verification of each recommended project's performance, including the frequency of such efforts. Note if an industry standard such as the *International Monitoring and Verification Protocol* is used and describe the preferred method.
- (4) Maintenance Contract. Describe the types of services that can be included in a maintenance contract if desired by the owner.
- (5) Energy Star Label. Describe your willingness and experience/capability to provide services and prepare an application to achieve the Energy Star Label on retrofitted buildings.
- (6) Emissions Reductions Reporting. Describe your willingness and experience/capability to calculate and report emissions reductions.

c. Construction Issues

- (1) Construction contracts. Describe how your firm would contract for construction services on this contract. What level work is anticipated to use local vendors?
- (2) Warranties. State the nature and term of typical warranties.

e. Attachments for "Performance Contracting Approach" Section

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5. Site-Specific Approach [10 page limit, exclusive of attachments]

a. Project Scope

- (1) Types of Services. Summarize the scope of services (auditing, design, construction, monitoring, operations, maintenance, training, etc.) you anticipate to be offered for this project.
- (2) Potential Projects. Based on your preliminary assessment of the information provided, describe any equipment modifications, installations or replacements at the facility that your firm would consider installing as a part of this project. Address energy, water and operation and maintenance opportunities. Also describe any special features, renewable technologies, or advanced technologies that might be applicable. Describe any special features or services associated with your proposed improvements that would add value to the Owner. Describe your approach to achieve compatibility (such as open systems) and/or standardization of equipment in the facilities to be addressed.
- (3) Benefits. Describe any specific benefits your firm can offer.

b. Relevant Experience to Apply to This Project

- (1) Areas of Expertise. List all areas of expertise related to potential energy and water improvements in facilities. Include specialized areas of expertise in areas that might be relevant to the project. Also describe the professional and skilled trades that your firm customarily performs with in-house employees.
- (2) Experience in Similar Projects. Identify projects your firm has completed that are similar in size, scope, facility type, and retrofit opportunity and present as follows:
 - Estimated size of this project (square footage)
 - Number of similar-sized projects completed
 - In the US: ____
 - In a multi-state region including Delaware: ____
 - In Delaware: _____
 - Number of similar type projects completed (building type): _____

Reference projects in the “Experience and Expertise” section if needed.

c. Project Management

- (1) Management Approach. Briefly describe your firm's approach to managing this project. Include an organization chart describing the interrelationships of all members on the project team, including consultants and other subcontractors.
- (2) Qualifications and Experience of Staff Assigned to this Project. Identify the individual who will have primary responsibility for each task and phase of the project. Attach resumes for all members of the proposed project team. Each resume should include the individual's name, title, intended role and responsibilities for the duration of the contract, educational background, specific qualifications related to role and responsibilities, past relevant experience, number of years of relevant experience, supervisory responsibilities (if applicable), list of projects individual was associated with during the last five (5) years including type of project and project cost and resume. Tasks and phases to address include technical analysis, engineering design, construction management, construction, commissioning, training and post-contract monitoring. Indicate the percent of time each person is available to work on this project.
- (3) Registered Architects and Professional Engineers. In addition to the “Qualifications and Experience” information provided above, verify that individual(s) who will have the engineering responsibility to review and approve all design work for the project are currently licensed as a Registered Architect or Professional Engineer in the State of Delaware. Include current Delaware license numbers and expiration dates for each individual who will be approving design documents.
- (4) Subcontractors. Describe the nature of work that will likely be conducted by subcontractors. Attach a SF-255 or SF-330 Form for each subcontractor, including consultants and Architect/Engineers, your firm proposes to use to perform work under this RFP. Describe your willingness to use local subcontractors or subcontractors specified by the Owner.

d. Technical and Construction Issues

- (1) Construction Management. Describe how your firm would work with current building management and maintenance personnel in order to coordinate construction and avoid

conflicts with the building's operation and use. Describe your flexibility and/or any limitations regarding possible Owner activities such as: management of additional energy and water projects, monitoring of installation and performance of ESCO projects, integration of other identified capital needs with ESCO projects which may or may not contain energy and water saving opportunities.

- (2) Project Schedule. Propose a preliminary project schedule.
- (3) Operations and Maintenance. Describe any major changes in operations or maintenance of the facilities that your firm foresees based on the information provided. Briefly describe the maintenance responsibilities of your firm and the Owner. Describe how your firm would provide appropriate training in operations and maintenance of installed improvements.
- (4) Standards of Comfort. Describe standards of comfort and functionality that you would propose for light levels, space temperatures, ventilation rates, etc. in the intended facilities. Also describe how those standards will be maintained throughout the contract term.

e. Attachments for “Site Specific Approach” Section.

Label Attachments and list here including Attachment Name, Description and Location in RFP Response. Insert attachments here at the end of this section, or include elsewhere in a clearly marked location for easy reference.

6. Cost and Pricing [10 page limit, exclusive of attachments]

a. Cost of Audit.

- (1) Describe your approach to auditing a facility. Ensure that your approach is consistent with the approach and requirements included in the SEU Guidebook. See here for more info: <http://www.energizedelaware.org/2016-Performance-Contracting-Bond-Issue/>

- (2) State the anticipated total fixed cost of the Investment Grade Audit (IGA).

This cost will be evaluated on the basis of reasonableness, so an unrealistically high or low cost will be devalued in the evaluation process.

b. Best Value.

- (1) Describe how your approach to performance contracting delivers best value for the investment. This is an opportunity to point out how your company may be able to deliver a more cost-effective overall project due to corporate structure, relationships with vendors, depth of experience and expertise, local relationships and experience, experience in similar types of facilities, knowledge of particular retrofits, etc.
- (2) Describe any utility rebates, grants or other incentives that you can potentially provide and/or facilitate.

c. Open Book Pricing. Describe your firm's approach and experience in providing open-book pricing. Note that open book pricing is required, including open book pricing of itemized costs from subcontractors and vendors.

d. Attachments for “Cost and Pricing” Section

Label Attachments and list here including Attachment Name, Description and Location in RFP Response. Insert attachments here at the end of this section, or include elsewhere in a clearly marked location for easy reference.