



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS



SOUTH BAY
ENVIRONMENTAL SERVICES CENTER

Request for Proposal

South Bay Cities Council of Governments

Energy Engineering Technical & Professional Services

November 28, 2011

1. INTRODUCTION

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities that share the goal of maximizing the quality of life and productivity of our area. Information on the SBCCOG can be found at: www.southbaycities.org

One of the programs of the SBCCOG is the South Bay Environmental Services Center (SBESC) which works to establish the South Bay cities as leaders in developing and implementing durable, sustainable energy and water saving initiatives. Partnering in the SBESC programs are Southern California Edison (SCE), Southern California Gas Company (SCG), West Basin Municipal Water District, Torrance Water Department, and the Sanitation Districts of Los Angeles County.

Specifically working with SCE and SCG, the SBESC implements the South Bay Energy Efficiency Partnership Program. The goal of this program is to achieve kWh and therm savings through local government and community efficiency measures. In this effort, the SBCCOG will select an individual or firm to provide technical support services involving energy project identification, comprehensive and targeted energy audits, calculation and incentive application assistance, building commissioning and general technical support. These services will be available to public agencies in the South Bay as identified by the SBCCOG.

A. Proposal Submission - Budget and Timeline

The project budget for 12 months is as follows:

- Total budget is \$115,000 for Task 1 – 6 (approximate split 83% electricity and 17% gas)
- Work performed under Task 7 will be as needed on a Task Order basis

Work performed under Task 7 will be as needed on a Task Order basis. Attached is the SBCCOG Standard Contract which includes General Terms and Conditions. Request for contract changes must be submitted with proposal.

Bidder(s) shall be, at a minimum, individuals and organizations with knowledge and experience in performing the work for which they are bidding. It is within SBCCOG's sole judgment to determine whether a Bidder meets the general criteria for selection. Any proposal that does not meet the general criteria shall be rejected without review.

All potential Bidders/respondents shall disclose any and all affiliations with any IOU. Such disclosure shall be included in the response hereto. Failure to accurately respond will result in immediate rejection and exclusion from the solicitation process.

Proposals should include description of tasks, deliverables, schedule, staff assignment, labor rates, budget, and qualifications and should not exceed 10 pages. **Proposals must be submitted by 5:00 p.m. December 23, 2011 via e-mail to Marcy@sbesc.com.** Any questions should be directed to Marilyn Lyon at 310-371-7222 x204 or Marilyn@sbesc.com All written questions must be received by December 15, 2011. Responses to written questions will be posted on the SBESC web site at www.sbesc.com by close of business December 19, 2011.

The following are key dates in this solicitation:

Key Event	Key Date
RFP Release	11/28/11
Bidder Questions Due	12/15/11
Bidder Questions Posted	12/19/11
Bidder Proposal Due	12/23/11
Interviews	1/5/2012
Contract Issued (As Early As)	1/15/2012

2. SCOPE OF WORK

Task 1. Technical Support Activities - Coordination & Project Management

Meet with SBESC program manager and key personnel to establish coordination of technical support activities related to the following Tasks.

- Participate in meetings at least weekly to report on status of project identification and completion. These meetings may be in person or via conference call as required. A standard reporting format will be utilized.
- Conduct routine job walks or site visits as needed and follow-up with participating government agencies (cities, schools, districts, county, state) to ensure that project activities are progressing towards completion.
- At the direction of SBESC, be available to present project findings to utility customers, and governing boards.
- Participate in regional collaborative programs as directed.

It is anticipated that additional services may be identified through the course of this contract. If additional services are identified, work may be authorized by the SBCCOG on a task order basis.

Task 2. Identify Candidate Energy Projects

- Upon direction of SBESC, collect and assess existing energy audit reports, energy evaluation studies, lists of identified projects, and other related documentation and determine validity and applicability to current conditions at each facility.
- After the screening process is complete, establish a prioritized list of candidate projects from the information that is deemed applicable for each member agency.
- When needed, identify and collect necessary additional data to finalize energy analysis.

Task 3. Comprehensive and Targeted Audit Services

- Upon direction of SBESC, investigate other energy opportunities outside of what has been identified in Task 2 and provide the following energy audit services for other facilities as needed for each member agency:
 - Prepare technical audit services for facilities and processes.
 - Identify energy efficiency, demand response, and renewable energy opportunities.
 - Provide a detailed inventory of facilities' equipment and energy savings and recommendations, incentives, life cycle costs and other evaluation analysis.
 - Provide information on potential funding sources

Once projects are identified, make recommendations to make the improvements necessary to realize the energy savings.

Task 4. Calculation and Incentive Application Assistance

Upon direction of SBESC, provide detailed calculations (using SCE's software) and information needed for incentive applications. For energy projects identified in Tasks 2 and 3, work closely with SBESC and participating agencies to produce defensible calculations and supporting assumption documentation.

Task 5. Energy Efficiency Building Commissioning for Existing Buildings

Upon direction of SBESC, perform building commissioning for existing buildings (EBCx) utilizing a systematic process for investigating, analyzing, and optimizing the performance of building systems. The EBCx process should include: screening, investigation, measure selection, implementation, verification, and operator training as needed.

Task 6. General Energy Efficiency Engineering Consulting Services

Provide general technical support services as needed including, but not limited to, the following activities:

- Answer energy related technical questions similar to a “help desk” process for member agencies and SBESC staff
- Monitor and report short-term and long-term end-use energy and environmental conditions
- Develop and execute measurement and verification plans
- Conduct site inspections
- Perform building energy computer simulation
- Perform cost and measure lifetime analysis
- Generate reports and presentation material

Task 7. Energy Efficiency Management Information System (EEMIS) Support & Education Programs

Provide support for the implementation of EEMIS for the South Bay cities including:

- Identify municipal buildings
- Collect building specific data such as occupant department, use category/facility group, number of floors, square feet, existence of AC system, HVAC system type, and building hours if currently unavailable
- Review EEMIS reports, establish benchmarks, and compare energy and cost intensity as needed
- Provide information on operations and maintenance best practices and train city staff as needed