

**South Bay Cities Council of Governments  
Request for Proposal  
Energy Engineering Technical & Professional Services**

***Proposer Questions and Answers as of Dec.16, 2011***

- 1. Does the 10-pg limit mean 10 single-sided pages or 10 double-sided pages (for a total of 20 pages)?**

Double-sided is fine.

- 2. Are the proposal instructions listed at the top of pg.3, the only formatting requirements? (It states, "Proposals to include description of tasks, deliverables, schedule, staff assignment, labor rates, budget, and qualifications and should not exceed 10 pages.")**

These are the only ones.

- 3. For the "inventory of facilities equipment" scope on pg. 4, approximately how many buildings will be considered?**

There are 130-135 public agency buildings in the South Bay, but many have been audited already. We want to discuss with our cities a deeper assessment for the coming year as the 2012 goals are higher than they have been in previous years and savings will be more difficult to achieve.

- 4. For the "assessment of existing energy audits" request on pg. 4, approximately how many audits will we be required to review/assess?**

There are 14 participating cities. An evaluation of the number of audits will be based on review with the cities.

- 5. For the Measurement & Verification items:**

There is no Measurement and Verification (EM&V) task in this scope. CPUC handles the EM&V.

- 6. How often is reporting required?**

Reporting is weekly. RFP states: "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."

- 7. Can you provide more definition of what your idea of a "help desk" is, or what your vision for this is?**

We want a help desk for cities; please include your vision for how it would work in your proposal.

- 8. Will remote connection to new or existing EMS system be made available?**

The RFP Task 7 is to provide support for an Energy Efficiency Management Information System (EEMIS), not an EMS system. The EEMIS system is a web portal "Utility Manager" where automated entries of utility consumption and cost can be viewed by anyone with the web address, user ID, and passcode. Full deployment of the system is estimated for to be at the end of 2012

- 9. Do you have a preference of M&V methodologies (i.e. IPMVP, FEMP, etc. and Option A, B, C, or D)?**

There is no Measurement and Verification task in this scope. CPUC handles the EM&V.

- 10. Is there is a document besides the 5 page RFP?**

There is the RFP and the generic contract both posted at [www.southbaycities.org](http://www.southbaycities.org).

**11. Is the desire to have a single individual (vs. many) to provide these services?**

There is no preference for a single individual vs. a firm. All proposers should have the knowledge, experience, and capacity to perform the work outline in the RFP.

**12. All services will be provided on an hourly basis, correct?**

Correct.

**13. What is the anticipated hours/wk commitment for the position?**

Proposers should assess the hours needed to complete the tasks outlined in the RFP and submit their vision on how the work will be performed.

**14. Since the tasks described are broad and will be provided predominantly on an as needed basis do you want us to provide a “description of tasks, deliverables, schedule and budget” as stated in the RFP?**

Yes, we want what is stated in the RFP.

**15. Can you expand on what is desired for the “description of tasks, deliverables, schedule and budget” components of the proposal?**

We are looking to the proposers to provide their vision of how the work would be performed and associated schedule and budget.

The program goal as listed in the RFP states,

“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.”

Most of the SBCCOG member cities have been working on energy efficient programs over the last several years. All cities are actively involved in the Energy Leader Partnership program and have achieved high levels of kWh savings through municipal building projects, but are looking for more savings. SBCCOG member cities have also need to focus on therm reductions as well.

**16. Can we add project profiles to the proposal in an appendix that is not included in the 10 page limit?**

The proposal response is limited to 10 pages. Proposer may include samples of their work which may increase the total page submission beyond that limit.

**17. Where are proposals to be sent?**

Per the RFP page 3: “Proposals must be submitted by 5:00 p.m. December 23, 2011 via e-mail to [Marcy@sbesc.com](mailto:Marcy@sbesc.com).”

**18. How many copies of the proposal would the SBCCG like bidders to submit and in what form?**

There is only an electronic submittal. We will provide a reply e-mail which acknowledges that your proposal has been received.

**19. What happens when the contractor reach your max budget?**

This RFP is based on the stated budget. Proposers should present their best estimate based on the stated budget.

**20. Does the 10 page proposal limitation include staff resumes?**

The proposal response is limited to 10 pages. Proposer may include samples of their work and detailed resumes in an appendix which can be in addition to the 10 page limit. But large submittals will not be appreciated.

**21. Can the respondents to the RFP propose additional related technical service as alternate tasks?**

Yes, respondents can propose additional related technical services as alternate tasks. Please keep in mind that proposed tasks should meet the goals of the program as described in the introduction of the RFP.

**22. Are detailed staff resumes required as part of the submittal? If so, are these excluded from the 10-page limit?**

Proposers should include information that at a minimum demonstrates that the individuals assigned to the program have the knowledge and experience to perform the work for which they are bidding. Resumes are not counted in the 10-page limit.

**23. Task 4 states that the consultant shall "provide detailed calculations (using SCE's software)". Please clarify what software we are required to use.**

At a minimum, bidding firms should have knowledge and experience with the following software:

1. EnergyProSoftware: <http://www.energysoft.com/>
2. eQUEST: <http://doe2.com/equest/>
3. EnergyCAP Enterprise:  
[http://go.energycap.com//5792/2011-02-14/23D4?pi\\_ad\\_id=6454308145&gclid=COvB3POkh60CFasaQgodBFV8UQ](http://go.energycap.com//5792/2011-02-14/23D4?pi_ad_id=6454308145&gclid=COvB3POkh60CFasaQgodBFV8UQ)

**24. Please clarify what information that the SBCCOG is looking for in response to the request for a "schedule", since this appears to be an on-call services contract and no specific projects are identified at this point.**

Task 1-6 are budgeted at \$115,000 with an approximate split 83% electricity and 17% gas. Task 7 is performed as needed on a Task Order basis. The implementation on Task 1-6 should be included in a schedule to be executed over a 12 month period. The purpose of these services is to determine and help implement projects to meet our energy goals.

**25. What page(s) if any are excluded from the 10 page restriction (i.e. cover, table of contents, etc?)**

The proposal response is a limited to 10 pages which includes tasks, deliverables, schedule, staff assignment, labor rates, budget and general qualifications. If a proposer chooses to include cover and table of contents these are counted in the 10 page limit. Samples of work and detailed resumes are not included in the 10 page limit.

**26. Budget -- The RFP has stated the total budget is \$115,000. On page 3 of the RFP it requests a budget. What type of detail is SBCCOG seeking beyond an hourly rate table?**

It is up to the proposer to provide a budget that is suitable to the work being proposed. At a minimum, a budget should include: costs by task with estimated hours and staff assigned as well as their hourly rate.

**27. We are unclear how to detail the schedule SBCCOG is looking for on page 2 of the RFP. The RFP indicates, "the project budget for 12 months" The actual schedule will be contingent on which of the 7**

**tasks are selected to be implemented and if they will be implemented at some (or all) of SBCCOG's member cities. Please provide clarification on what SBCCOG wants to see here.**

Within the 12 months available, proposer should show how they can attain our project energy savings goals. It is up to the proposer to present their best estimate of time line for completing tasks outlined in the RFP to help us get there. Proposers should consider what resources and time allotments are needed for items in each tasks such as identification of projects, conducting auditing services, completing calculations, application assistance building commissioning, etc. Please note that only Task 7 is on a Task Order basis.

- 28. The answer to Question #1 on this sheet is confusing. Are you indeed allowing for a 20 page response if it is double-sided?**

Sorry for the confusion. We are not asking for hard copy submittals, only electronic. The electronic submissions are limited to 10 pages plus appendices as discussed elsewhere.

- 29. The answer to Question #16 on this sheet is confusing. Is it your intention to allow work samples as an attachment, and this attachment will not be counted against the "proposal response" 10 page limitation? It is not clear how you defining "proposal response" by this answer.**

See response to Question #20. Work samples and detailed resumes can be appendices and are not part of the total 10 page limit.

- 30. In this Q&A, there are a couple of questions that reference Measurement & verification (M&V), but the corresponding answers reference EM&V. To clarify, the M&V in question is to validate energy savings of particular equipment and/or system, not the EM&V for overall program evaluation.**

**Q. 9. Do you have a preference of M&V methodologies (i.e. IPMVP, FEMP, etc. and Option A, B, C, or D)?**

The SBCCOG does not have a preferred methodology; however the methodology used should be accepted by the utilities and meet the need of the program goals.

- 31. Is there an incumbent for this work?**

This work was currently being done under contract which will end Dec. 31, 2011.

- 32. What were SBESC goals (kWh and therms) for 2010-11. What percentage was met?**

Goals: 2011 - 1,794,237 kWh, 397 kW and 10,000 Therm. We are projecting to meet our 2011 kWh goals.

- 33. What are the goals (kWh and therms) for 2012?**

Goals 2012 - 2,990,395 kWh, 662 kW and 10,000 Therms.

- 34. The proposal asks for a budget for each task group. Can SBESC provide us an anticipated percentage split of work under each task group?**

Proposers should develop their best estimate based on experience and knowledge. The SBCCOG does not have this type of technical engineering services in-house and is looking to proposers to present their vision of how the work should be conducted.

- 35. The tasks in the RFP closely match our active PO for SCE partnership program. Is this RFP open to all firms or just preselected by SCE/SCG?**

This RFP is open to all firms.

- 36. Can SBESC share their vision on the implementation of 2012 program (what areas need more focus) based on the successes and failures under 2010-2012 program?**

SBCCOG anticipates this type of discussion would take place under Task 1 and would be used to refine the work program. Proposers may include in their proposal a kick off meeting to discuss these details.

- 37. Do you have a list of buildings to target for these services? What information is available that would help the successful bidder determine savings potential (e.g., square footage, HVAC system type, utility billing data)?**

Yes, we have a list of municipal buildings with information that includes square footage, HVAC system type, utility billing data, etc. Note: this list is not necessarily complete for all buildings. In addition, the SBCCOG has completed municipal inventories of energy use for each city posted on the web site at [www.southbaycities.org](http://www.southbaycities.org) under programs and projects. There are 130-135 city buildings in the South Bay.

- 38. Does the program have any specific goals or timeline for evaluating a certain number of facilities or achieving energy savings?**

Goals 2012 - 2,990,395 kWh, 662 kW and 10,000 Therms.

- 39. Page 3 states that the proposal shall include a “budget” in addition to hourly labor rates. If the target facilities are unknown at this time, what type of budget information does SBCCOG require? Would it be acceptable to propose pricing for specific tasks on a dollar-per-square-foot basis?**

It is up to the discretion of the proposer to provide the best estimate of budget.

- 40. Task 7 references an energy efficiency management information system (EEMIS). As there are many of these systems on the market, has the SBCCOG selected a particular system for implementation? Or will evaluation of the various options be included in the scope of Task 7?**

The SBCCOG is working with the County of Los Angeles and will be using their EEMIS system for the majority of our cities. A few of our cities are implementing an EEMIS system on their own. Selecting a system is not part of this scope of services.

- 41. Introduction: “These services will be available to public agencies in the South Bay as identified by the SBCCOG” Question: Will the consultant be responsible for duplicating the tasks defined for multiple public agencies? How many agencies will Task 1-6 services be available to?**

We anticipate that some services are needed for multiple facilities. There are 15 member cities as well as school district and special districts that we work with. There are 130-135 city buildings in the South Bay.

- 42. Task 1: “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.” Question: Is the consultant responsible for reporting on each meeting and/or providing meeting minutes?**

The purpose of the meeting is for the consultant to share program status and collaborate on next steps. The consultant is responsible for tracking what was discussed and implementing the next steps or follow up.

- 43. Task 1: “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.” Question: Can an approximate number of job walks / site visits be established for estimating hours needed for this task?**

Yes, the proposer can estimate the number of job walks/site visits in their budget.

- 44. Task 1: “Participate in regional collaborative programs as directed.” Question: If possible, please provide additional info on number and requested consultant level of participation in regional collaborative programs.**

The SBCCOG is looking to the proposer to estimate the number they would participate in for their budget.

- 45. Task 2: “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.” Question: If possible, please provide number of buildings / total square footage to be considered under this task?**

There are 15 member cities and 130-135 city buildings in the South Bay. The SBCCOG has completed greenhouse gas inventories with municipal buildings listed on the website at [www.southbaycities.org](http://www.southbaycities.org) under programs and projects.

- 46. Task 5: “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.” Question: Due to an unknown and potentially substantial scope of work under this task description, is it acceptable to provide EBCx on task order basis?**

The SBCCOG encourages proposers to submit their best estimate in the best budget structure they envision for completing the work outlined in the tasks.

- 47. Task 6: “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.” Question: Due to potentially substantial scope of work per facility which should be accurately determined on a per project basis, is it acceptable to provide these services on a task order basis?**

The SBCCOG encourages proposers to submit their best estimate in the best budget structure they envision for completing the work outlined in the tasks. All proposals will be considered.