Solicitation Number: RFQ-DCSEU-2019–P4PX
Notice Type: Request for Qualifications (RFQ)
Title: Commercial and Institutional (C&I) Existing Building Pay
for Performance (P4PX) Solicitation
Short Title: C&I P4PX Pilot

I. OBJECTIVE
This RFQ is being issued by the DSCEU as part of an integrated effort to provide energy efficiency, green jobs, and economic value to the District of Columbia (“District”) residents and businesses. The DSCEU requests proposals from C&I Vendors/Contractors/Service Providers (“SPs”) with demonstrated energy efficiency experience.

This RFQ will be open on a rolling basis for the duration of the fiscal year ending September 30, 2019 with the intent to extend it through the end of the following fiscal year ending September 30, 2020. Respondents may submit proposals at any time during the fiscal year. Applications will be reviewed quarterly or on a case by case basis as resources are available.

This initiative falls under the “C&I P4PX Pilot” which incentivizes energy reduction measures using pre- and post-project metered data to determine actual energy saved. The primary goal of this RFQ is to discover experienced energy efficiency SPs who, once approved, will be included in a list of “DCSEU’s Participating Pay for Performance Partners.” This list will be provided to DCSEU’s customers for their consideration while undertaking energy efficiency efforts.

Examples of potential SPs are those that offer:
- Energy Expense and Data Management combined with Energy Analytics
- Energy Information Systems (EIS) or Advanced EIS, Fault Detection and Diagnostics (FDD), Automated System Optimizations (ASO)
- Building Automation Systems (BAS)
- Re/Retro/Continuous Commissioning
- Power Metering Providers that implement energy reduction (kWh/therms) recommendations
- Energy Consulting/ASHRAE Auditing – ex. a customer has implemented an ASHRAE Level II audit recommendations as part of their LEED O&M Certification

Successful SPs selected to become one of “DCSEU’s Participating Pay for Performance Partners” must demonstrate the capacity and technical capability necessary to successfully perform scope of work requirements stated herein and detailed in Section IV.
II. BACKGROUND

The Council of the District of Columbia enacted the Clean and Affordable Energy Act of 2008 (CAEA), which called for the creation of the DCSEU.

With goals specified in the CAEA, the Department of Energy & Environment (DOEE) designed a performance-based contract for the DCSEU, which is responsible for conducting programs in the District to reduce per-capita energy consumption, increase renewable energy generating capacity, reduce the growth of peak electricity demand, improve the energy efficiency of low-income housing, reduce the growth of energy demand of the largest energy users, increase the number of green collar jobs in the District, and increase the number of businesses within the District (i.e. Certified Business Enterprises, or CBE requirements). The DCSEU is funded by the Sustainable Energy Trust Fund, which was established through the CAEA.

The DOEE contracted with Vermont Energy Investment Corporation (VEIC) to form the DCSEU in 2011; the parties entered a new contract in 2017 for continued DCSEU operations. The purpose of the DCSEU is to design and implement programs that will lead to a reduction in energy use throughout the District of Columbia while achieving the economic development goals outlined above. In FY 2019, the DCSEU will offer a suite of initiatives targeting services to both residential and commercial customers of the District’s energy utilities.

III. SCOPE OF WORK

Influencing energy savings at customer sites and then proving the existence of these savings through various calculation methods is an integral part of DCSEU’s work. Energy savings translates to a benefit for customers’ bottom lines and demonstrates to the marketplace the benefits of energy efficiency efforts. In alignment with this principle, a DCSEU Preferred Pay for Performance Partner must be able to demonstrate their ability to prove persistent energy savings at a site where their efforts influenced savings.

In response to this RFQ, a potential SP will submit a project for consideration where baseline energy data is available (before involvement) and where they have influenced changes that resulted in energy savings. While all SPs may have their own method of analyzing energy savings and presenting this analysis to their customers, DCSEU follows the IPMVP (International Performance Measurement and Verification Protocol) method of savings analysis1 and will use this standard industry process to determine if savings exist. If the SP is not familiar with the calculation of energy savings in this manner, DCSEU staff will collaborate with you to verify savings through this form of energy data analysis.

In addition to submitting the facility’s energy data for analysis, descriptive information related to the energy efficiency improvements must be provided to DCSEU as evidence in support of those measures implemented as part of the project and to substantiate how the savings occurred. This may include relevant analysis, energy audits, specifications, commissioning reports, energy advisor recommendations, invoices, and/or reports of where, when and how operational changes were made.

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IV. NEXT STEPS
DCSEU will strive to successfully work through the above process together with the SP. If the collaboration is successful, there are two possible results:

- **Energy Savings are Persistent**: On a case by case basis and dependent on when the energy improvements were implement and fiscal year requirements, DCSEU may choose to provide the SP’s customer with an incentive based on the determined savings\(^2\). Additionally, the SP will be added to the DCSEU’s Preferred Pay for Performance Partners list for customer distribution. At this point, the SP can also bring their customer’s projects for consideration in DCSEU’s Pay for Performance effort\(^3\).

- **Energy Savings are not Persistent**: It could be that savings are not visible in the data analysis, but this does not mean that the effort itself was not successful. If DCSEU can successfully reach this point with the SP, and feels that the SP understands what is required of them to collaborate in the Pay for Performance effort, the SP may still be added to the Pay for Performance Participating Contractor list and bring future customer projects to DCSEU for consideration.

The goal is for DCSEU to build a relationship with the SP so that they understand DCEU’s requirements for proving the existence of energy savings and may work with DCSEU on future projects where either they are recommended to customers by DCSEU or the SP brings their own customer to DCSEU.

\(^2\) Following DCSEU’s standard incentive process and subject to availability of funds

\(^3\) Rules for the program will be posted and provided to SPs
V. PREPARING AND DELIVERING A RESPONSE

*Respondents must follow exactly, and be responsive to, ALL requirements of this RFQ.* It is the respondent’s responsibility to provide all specified materials in the required form and format. Responses that are not in the required form and format will not be considered.

VI. RESPONSE REQUIREMENTS (MINIMUM REQUIREMENTS)

A. All responses to the following must be submitted electronically to proposals@dcseu.com with “RFQ-DCSEU-2019-P4PX Response” in the subject line.

1. **Name of the business, contact person, and contact information:** Include full legal name, address, telephone, mobile telephone number, fax number, e-mail address, and website address, as applicable.

2. **Company profile:** Provide a brief company profile, not exceeding 500 words.

3. **Statement of ownership:** Describe the type of business entity (sole proprietorship, corporation, LLC, or other), and list the majority and minority owners.

4. **Past Performance with Sample Energy Savings Analysis:** Summarize actual performance on an effort involving an Energy Savings Analysis for an energy efficiency project. This may include a sample analysis and/or raw data from the project. The past performance evaluation will examine how the Respondent’s past performance demonstrates their capability and capacity to deliver high-quality service and solutions. In conducting the past performance assessment, the DCSEU may use feedback obtained from other sources as well as that provided in the proposal. This review will focus on the size, scope and complexity of the efforts, the relevance of the past performance, and the actual results achieved.

5. **Licenses.** Proof of Basic Business license(s) and/or all applicable license(s) required to perform the services. Licenses must be current.

6. **Certificate of Insurance.** Please supply a copy of a current Certificate of Insurance showing, at a minimum, General Liability, Auto, and Workers Compensation Insurance. Approved service providers will be required to maintain the below insurance levels for the duration of their participation in the program. VEIC reserves the right to change the insurance requirements upon written notice at any time during the program.

   a. Certificate of Insurance showing the following levels of insurance:

      i. General Liability - $1M per occurrence / $2M aggregate

      ii. Automobile Insurance - $1M per occurrence combined single limit for bodily injury and property damage

      iii. Workers’ Compensation Insurance – as required by law
7. **Evidence of Strength of the SP's team.** Provide a qualification statement on team’s experience and ability to perform this work and participate in this program. Describe the SP’s experience in providing this RFQ’s Scope of Work. This description must include:
   
a. Technical competencies & experience;
   b. Management plan for accomplishing the work;
   c. Proposed personnel and their training and experience relative to the skills required to perform the services, including but not limited to any relevant certifications such as ISO50001, CEM, SEM/CEI, etc.;
   d. Optional: Two (2) client references and their contact information. References must be able to comment on project work of similar scope and scale, business practices and stability.

8. **Disclosure of any pertinent litigation**
   
a. Respondent must disclose any judgment, lawsuit, action, or regulatory decision that may adversely affect Respondent’s ability to meet any requirements of this RFQ or Respondent’s proposal. Respondent agrees to provide a detailed description of any of the above events and the applicable case number in its proposal.
   
b. This disclosure obligation is an on-going material obligation that applies from the date of proposal submission through the expiration of any resulting contract award. Failure to disclose pertinent litigation may result in the disqualification of Respondent’s proposal.
VII. EVALUATION CRITERIA

Responses will be assessed in accordance with the following evaluation criteria,

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<tr>
<th>Criteria</th>
<th>Description</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>Complete Submission (followed all protocols)</td>
<td>Respondent submitted a complete submission with all requirements fulfilled.</td>
<td>10</td>
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<tr>
<td>Personnel Experience and Qualifications</td>
<td>Respondent has staff and personnel with relevant experience and qualifications.</td>
<td>40</td>
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<tr>
<td>Past Performance and Energy Savings Analysis</td>
<td>Respondent has shown ability to complete projects that show persistent energy savings.</td>
<td>40</td>
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<td>Innovation</td>
<td>Market engagement strategy</td>
<td>10</td>
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<tr>
<td>Total Points Available</td>
<td></td>
<td>100</td>
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The DCSEU reserves the right to evaluate responses on criteria not listed above.

The DCSEU will evaluate all responses to determine which Submitters are best suited for providing the desired services. The DCSEU may request additional information and/or documentation from one or more Submitters, and may request personal interviews with Submitters.

Note:
The DCSEU reserves the right to reject any or all responses, to waive any informality or irregularity in any response received, and to be the sole judge of the merits of the respective responses received. The DCSEU reserves the right to determine the timing of the start of the services, reserves the right to cancel in part or in its entirety the RFQ and reserves the right not to proceed with some or all work. The DCSEU will not reimburse costs incurred by the respondent in their preparation for the responses to this RFQ and will not commit to financial compensation.

All questions must be submitted via e-mail with the subject line “RFQ-C&I P4PX Pilot Questions” to proposals@dcseu.com. Answers to all questions received will be posted (along with the questions) to the DCSEU website no later than five (5) days of receipt of the questions. Telephone calls, faxes, and/or requests for a solicitation will not be accepted or acknowledged.

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