DC
SUSTAINABLE ENERGY
UTILITY

Solicitation Number: RFP-DCSEU-2018– IQC
Notice Type: Request for Qualifications (RFQ)
Title: DCSEU Energy Efficiency and Support Services: Save Energy IQC
Short Title: Save Energy IQC

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Request for Qualifications
Posted Date:
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Response Due Date:
Rolling

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. Experienced and qualified firms who are committed to hiring District residents and willing to deliver certain energy efficiency-related programs and services are invited to respond to this RFQ. District Certified Business Enterprises ("CBEs") with a Small Business Enterprise ("SBE") designation and / or prime contractors that are non-CBE that have a minimum of 35% of CBE and / or SBE subcontractors are preferred.

This RFQ will be open on a rolling basis for the duration of the fiscal year ending September 30, 2018. Respondents may submit proposals at any time during the fiscal year.

The primary goal of this RFQ is to establish a suite of indefinite-quantity contracts ("IQCs") for energy efficiency-related support services that will enhance the ability of the DCSEU to accomplish its objectives. The RFQ process and resulting contracts will collectively be referred to as Save Energy IQC and are designed to offer a broad range of services, solutions, and contract types to fulfill the majority of DCSEU's service needs.

This RFQ is divided into six (6) distinct Functional Categories as indicated below in the Scope of Work. **Service Providers may submit responses for any one Functional Category or combination of Functional Categories**. All Service Providers must demonstrate the capacity and technical capability necessary to successfully perform scope of work requirements stated herein and detailed in **Section VII**.

Service Providers selected through this RFQ will be given "Service Provider" status and will be awarded an IQC. An IQC award does not guarantee work. The selected Service Providers will provide, in accordance with Work Orders ("WOs") issued under the IQC, all management, supervision, labor, facilities, and materials necessary to perform energy efficiency and energy efficiency-related services. A Respondent may qualify for more than one Functional Category offered through the Save Energy IQC. WOs may be in the form of Time and Materials ("T&M"), Firm-Fixed Price ("FFP"), or Cost Reimbursement.

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 District Department of Energy & Environment 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 District Department of Energy & Environment 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 2018 the DCSEU will offer a suite of initiatives targeting services to both residential and commercial customers of the District's energy utilities.

III. PERIOD OF PERFORMANCE

The performance period for the IQCs will start on or after October 1, 2017 and conclude by September 30, 2018, however the DCSEU will retain the option to extend the services for up to three (3) additional years. WOs will be issued by the DCSEU as needed under each functional category.

IV. SCOPE OF WORK

The Service Provider shall provide the full range of energy efficiency-related services, including technical and management expertise and product solutions to meet the requirements of the DCSEU. **There are six (6) Functional Categories defined below that will be included in the IQC's Scopes of Work. Service Providers may submit responses for any one Functional Category or combination of Functional Categories.** Specific requirements will be further identified and defined at the WO level. The Service Provider will furnish the necessary personnel, materials, equipment, facilities, and other services required to satisfy the energy efficiency capabilities and solutions that will be specified in the IQC and related WOs. As tasked, each Service Provider awarded an IQC through this RFQ shall provide solutions for one or more of the following functional categories:

1. Commercial and Institutional (C&I) – Attachment B – C&I SOW
2. Marketing – Attachment C – Marketing SOW
3. Information Technology Development – Attachment D – IT SOW
4. Professional Services – Attachment E – Professional Services SOW
5. Compliance Services – Attachment F – Compliance Services SOW
6. Home Energy Kits – Attachment G – Energy Kits SOW

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V. PREPARING AND DELIVERING A RESPONSE

It is not necessary to respond to all Functional Categories within the Scope of Work provided in this RFQ. Respondents may choose which Functional Categories are appropriate for their firm. However, **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.

Responses to this RFQ must be *submitted online* via portal.dcseu.com**.**

A. ***In order to submit a response, the respondent must request a username via dcseu.com web form. Please allow up to two (2) business days for the username and password to be sent.***

   1. ***If you are a current DCSEU contractor submitting Green Jobs reports, please use that username.***

VI. RESPONSE REQUIREMENTS (MINIMUM REQUIREMENTS)

A. All responses to the following must be submitted or confirmed on the RFQ/RFP portal located at portal.dcseu.com.

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:** Summarize actual performance on at least two (2) efforts involving services similar to this RFP's scope of work. 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. **Evidence of CBE (SBE) status; and commitment to hire District Residents is required.** Provide a current copy of your District of Columbia CBE certification if any. Preference will be given to SBE Service Providers who employ a higher percentage (greater than 75%) of District Residents. Preference will also be given to non-CBE firms with a current workforce greater than 75% District residents.

6. **Names and brief description of key personnel** who you expect will perform the work tasks. All Respondents must include the following information:

a. The number of full-time and part-time staff, and the location of employees by City and State.
b. Please provide the name of each District resident employee whom you intend to commit to use on this DCSEU project, and include his or her full address.
c. The number of future District residents whom you commit to hire for this DCSEU project.

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

8. **Financial Solvency.** The DCSEU will evaluate financial statements to determine respondent's eligibility for consideration. Determination will be made on a "qualified or not qualified" basis at the sole discretion of DCSEU. Points will not be awarded for this item. Those responders who are determined "not qualified" on the basis of financial solvency may be required to submit additional documents. ***Financial statements must be submitted in a separate sealed envelope, identified on the outside with "RFQ-Save Energy". The name of the Submitter's firm and "CONFIDENTIAL" must clearly and prominently be marked on the outside of the envelope.*** Financial documents must be signed and attested as accurate by an officer of the company. Assurance of respondent's financial solvency:

   a. Must be hand delivered or sent certified mail, signature required to DC Sustainable Energy Utility, 80 M Street SE, Suite 310, Washington, DC 20003 and received by the DCSEU no later than **two (2) business days after submitting responses to the RFQ.**

   b. Must include one (1) balance sheet and profit loss summary for the last calendar or fiscal year. Financial documents submitted will not be returned, so obtain duplicate original documents. **This is required information.**

   c. If respondent chooses to send via certified mail, please record tracking number on application.

9. **Certificate of Clean Hands (DC)**. This certificate must be dated no more than six (6) months before the date of final submission.

10. **Certificate of Insurance**. Please supply a copy of a current Certificate of Insurance showing, at a minimum, General Liability, Auto, and Workers Compensation Insurance). If awarded a subcontract, Service Provider will also be required to provide a final certificate of insurance meeting the requirements stated below and in **Attachment A – Insurance Requirements**. Subcontractor will be required to maintain the below insurance levels for the term of the subcontract. Subcontractor shall carry the required General Liability, any required Professional Liability, and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work

performed under the IQC. VEIC reserves the right to change the insurance requirements prior to issuance of a subcontract.

d. Certificate of Insurance showing as Additional Insured:
   i. The Government of the District of Columbia
   ii. Vermont Energy Investment Corporation

e. Certificate of Insurance shall be provided directly to the DCSEU by the insurance carrier and shall include a requirement that the DCSEU be notified of any and all changes to the policy during the period of coverage noted herein.

f. Insurance – to include all coverage specified in **Attachment A for the respective functional category applying to for this RFQ**.

11. **List of CBE Service Providers' Subcontractors.** If applicable, for each CBE subcontractor and non-CBE subcontractor provide the following information, **which must be signed by each subcontractor:**

a. Company's full legal name, contact person, address, telephone number.

b. Intended percentage of work to be performed by the subcontractor.

c. The same employment data required above in number 6 (a), (b) and (c).

12. **Evidence of Strength of the Service Provider's team.** Provide a qualification statement on team's experience and ability to perform this work and participate in this program. Describe the Service Provider'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;

d. Staffing capabilities—the Service Provider must be able to meet any electronic submission requirements of the DCSEU for incentive processing and compliance reporting; and

e. 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.

13. **Pricing.** Respondents should include their standard rates or pricing, as applicable, to each Functional Category, or, if rates or standard pricing do not apply, describe how they would determine the pricing for a particular Work Order if issued by the DCSEU.

14. **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 RFP 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,

Maximum Points

• **Complete Submission (followed all protocols)**	**5**
• **Company Qualifications**	**50**
o Key personnel qualifications for type of work	15
o Relevant experience	15
o Quality of management plan	15
o References	5
• **Pricing**	**15**
• **Company status** – CBE / SBE Certification	**20**
• **Employment of District of Columbia-residents (staff / subcontractors)**	**10**
Total points available	**100**

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 from one or more Submitters, and may request personal interviews with the highest-ranked 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 RFP and reserves the right not to proceed with some or all of the work. The DCSEU will not reimburse costs incurred by the respondent in their preparation for the responses to this RFP.

All questions must be submitted via e-mail with the subject line "*RFQ-Save Energy IQC Questions*" to proposals@dcseu.com.

Questions will only be accepted through email submissions to proposals@dcseu.com with the subject line "*RFQ-Save Energy IQC Questions*" 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.

Responses must be submitted electronically via the online portal (portal.dcseu.com).

Contracting Office
Attn: Rick Fleury
DC Sustainable Energy Utility
80 M Street SE, Suite 310
Washington, DC 20003
E-mail: proposals@dcseu.com
Web: www.dcseu.com