



Solicitation Number: RFQ-WG-2020-001
Notice Type: Request for Qualifications
Title: Energy Efficiency and Support Services
Short Title: Washington Gas IQC

Notice Type: Request for Qualifications
 Posted Date: February 21, 2020
 RFQ Response Due Date: Rolling
 Application Due Date: April 3, 2020

I. OBJECTIVE

This Request for Qualifications (RFQ) is being issued by VEIC pursuant a contract with Washington Gas Light Company to provide energy efficiency implementation services as an expansion of the DCSEU’s Income Qualified Efficiency Fund (IQEF) program (IQEF Expansion Program). Firms who have experience providing gas services are encouraged to respond. VEIC will give preference to firms who have experience upgrading existing gas-powered systems in multifamily buildings and experience identifying and remediating structural and health and safety issues (e.g. roof repairs or asbestos remediation). VEIC will also give preference to certified minority businesses (see Section VIII (Evaluation Criteria) below).

This RFQ will be open on a rolling basis until funds for the program are fully allocated. Firms qualified through this RFQ will issued an Indefinite Quantity Subcontract (Subcontract) and will become a Washington Gas Approved Subcontractor for the IQEF Expansion Program (see *Appendix A*, Subcontract Template). Funding for specific projects will be determined through a separate, competitive application process. Funding for specific projects will not be guaranteed until issuance of a Work Order under the Subcontract.

II. PROJECT PHASES AND SCHEDULE

The IQEF Expansion program will be completed in a two-phase process.

Phase One: Pre-Qualification to Become an Approved Washington Gas Subcontractor

Event	Anticipated Date
RFQ issued	February 21, 2020
Information Sessions and Program Webinars (optional)	February – April 2020, specific dates TBD

Evaluation Committee reviews Statements of Qualifications (SOQ) and Financial Solvency	Rolling basis subject to the availability of funding
VEIC Issues Subcontracts to Qualified Firms <i>Note: Upon execution Qualified Firms will become an Approved Washington Gas Subcontractor</i>	Rolling basis subject to the availability of funding

Phase Two: Project Funding and Approval

Event	Anticipated Date
Approved Washington Gas Subcontractors are invited to submit applications for project funding by completing the IQEF Expansion Program application and data intake tool available at www.dcseu.com/gasefficiencyfund	February 21st, 2020 to April 3, 2020
Evaluation Committee reviews submitted applications and determines anticipated funding for projects	May 2020
Award Notices issued and any additional documentation required to complete the work collected (e.g. projects involving remediation of health and safety issues may require additional licenses, certifications or insurance)	May 31, 2020

VEIC anticipates issuing work orders for approved projects in early June 2020 and requiring all work orders to be completed by October 15, 2020. A work order will not be considered completed until all measures have been installed and are operational, all required documentation has been submitted (e.g. permits) and the project has passed a Department of Consumer and Regulatory Affairs inspection and VEIC quality assurance and quality control inspection. VEIC will keep the RFQ open after the initial award notices in case additional funding becomes available.

IV. SCOPE OF WORK

Approved Washington Gas Subcontractors will be asked to provide a full range of energy efficiency-related gas services, specifically in multifamily residential buildings. These services will include technical and management expertise to assist VEIC in completing the work and may include remediations services for structural and health and safety issues necessary for completing the efficiency work (e.g. roof repairs and asbestos). Specific requirements will be further identified and defined at the Work Order level. Approved Washington Gas Subcontractors must furnish the necessary personnel, materials, equipment, facilities, and other services required to complete the work in accordance with all applicable federal and District regulations and statutory requirements.

V. PREPARING AND DELIVERING A RESPONSE

For ease and efficiency of review, VEIC has specified the requirements for submitting a SOQ to this RFQ. Firms **must follow exactly, and be responsive to, ALL requirements of this RFQ.** The SOQ should be clear and concise, presented in the form of a written response with sections and sub-headings.

SOQs to this RFQ must be submitted **through the DCSEU Contractor Web Portal.** See Section X below for more information on submitting a response through the Portal.

VI. RESPONSE REQUIREMENTS (MINIMUM REQUIREMENTS)

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. If you are a certified minority owned business, please state this in your company profile.
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 RFQ's scope of work. The past performance evaluation will examine how the Firm's past performance demonstrates their capability and capacity to deliver high-quality service and solutions. In conducting the past performance assessment, VEIC may use feedback obtained from other sources as well as that provided in the SOQ. 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. **Names and brief description of key personnel** who you expect will perform the work tasks. All Firms must also include the number of full-time and part-time staff, and the location of employees by City and State.
6. **Licenses.** Firms will be required to provide proof of a District Basic Business license and a Master Plumbing/Gas fitting License with their SOQ. VEIC reserves the rights to require proof of additional licenses or certifications depending on the specific nature of the services. Any additional requirements will be set forth in the work orders authorizing the specific services. All licenses must be current.
7. **Financial Solvency.** VEIC will evaluate financial statements to determine each firm's eligibility for consideration. Determination will be made on a "qualified or not qualified" basis at the sole discretion of VEIC. Points will not be awarded for this item. Those firms 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 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 each firm's financial solvency:

- a. Sent certified mail, signature required to the attention of Jessica Lasher, Controller, Vermont Energy Investment Corporation, 128 Lakeside Avenue, Suite 401, Burlington, Vermont 05401 and received by VEIC no later than April 30, 2020.
 - b. Must include one (1) balance sheet and (1) 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.**
8. **Certificate of Insurance.** Each Firm must supply a current Certificate of Insurance showing evidence of General Liability and Workers Compensation Insurance with their SOQ. If awarded a Subcontract, Firm will also be required to provide a certificate of insurance to show compliance with the minimum insurance requirements to perform the Scope of Work as specified in their Subcontract ("baseline insurance requirements"). VEIC anticipates the baseline minimum requirements to be as outlined below but reserves the right to modify the insurance requirements prior to awarding Subcontracts and prior to issuing Work Orders. All certificates of insurance shall comply with the requirements outlined in Section 5 (Insurance) of *Appendix A*. **Firms must raise any questions about the insurance requirements and identify any exceptions to the anticipated minimum requirements in its SOQ.**

Insurance Policies	Limits
Commercial General Liability	\$1m per occurrence/\$2m aggregate
Professional Liability Insurance (Errors & Omissions)	\$1m per occurrence/\$2m aggregate
Automobile Public Liability	\$1m per occurrence single limit for bodily injuries and property damage
Crime Insurance	\$1m per occurrence for dishonest acts of Subcontractor's employees which result in a loss to the District or VEIC.
Environmental Liability	\$1m per occurrence/\$2m aggregate
Workers' Compensation	Statutory mandates
Employer's Liability	\$500k per accident; \$500k per disease; \$500k policy disease limit
Umbrella or Excess Liability Insurance	\$3m per occurrence/\$3m aggregate (subcontracts under \$100k will only be required to have \$1m/\$1m)

9. **Evidence of Strength of the Firm's team.** Provide a qualification statement on team's experience and ability to perform the Scope of Work and participate in the IQEF Expansion Program. The qualification statement must include a description of the following:

- 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 remediating structural and health and safety issues. If Firm subcontracts remediation services, Firm should identify its subcontractor in its SOQ.
 - d. Staffing capabilities—the Firm must be able to meet any electronic submission requirements of VEIC for payment 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.
10. **Pricing.** Each Firm should include their standard rates or pricing, as applicable, to the Scope of Work, or, if rates or standard pricing do not apply, describe how you would determine the pricing for a project prior to applying for funding. Pricing shall be included in each Firm’s SOQ.
11. **Disclosure of any pertinent litigation**
- a. Each Firm must disclose any judgment, lawsuit, action, or regulatory decision that may adversely affect the Firm’s ability to meet any requirements of this RFQ. Firm agrees to provide a detailed description of any of the above events and the applicable case number in its SOQ.
 - b. This disclosure obligation is an on-going material obligation that applies from the date of proposal submission through the expiration of any resulting subcontract award. Failure to disclose pertinent litigation may result in the disqualification of Firm’s SOQ.
12. **Subcontract Exceptions.** Firms are expected to return the SOQ Exception Summary Form (see below) with any exceptions to VEIC’s standard subcontract terms and conditions including insurance requirements (see Appendix A) Failure to note exceptions in your SOQ will be deemed to be acceptance of the Subcontract terms and conditions. VEIC will take these exceptions into consideration when evaluating SOQs and issuing Subcontracts.

Subcontract Reference	Firm’s SOQ Reference	Brief Explanation of Exception
(Reference specific-outline point to which exception is taken).	(Page, section, item in Firm’s SOQ where exception is explained.	(Short description of requested exception and justification).

VII. CONFIDENTIALITY

All SOQs and information submitted by Firm to this RFQ will be subject to disclosure to Washington Gas Light Company under VEIC's prime contract. If Firm's response includes information or materials considered by Firm to be confidential, Firm shall clearly mark such sections and provide a written explanation for each marked section. The written explanation must address the confidential nature of each marked section and an explanation of the harm that would occur if disclosed. **Under no circumstance can the entire response or price information be marked confidential.**

VIII. EVALUATION CRITERIA

SOQ will be evaluated in accordance with the following evaluation criteria:

Criteria	Available Points per Criteria	Total Points Available
Firms Qualifications		50
<ul style="list-style-type: none"> Key personnel qualified to successful complete the Scope of Work 	10	
<ul style="list-style-type: none"> Relevant experience 	20	
<ul style="list-style-type: none"> Quality of management plan for accomplishing the Scope of Work 	10	
<ul style="list-style-type: none"> References 	10	
Pricing		15
Certified Minority Business		15
Firms ability to accept VEIC's Standard subcontract terms and conditions (see Appendix A)		20
TOTAL MAXIMUM POINTS		100

VEIC anticipates issuing the evaluation criteria for project funding in March 2020. The Evaluation Criteria will be posted at www.dcseu.com/gasefficiencyfund.

VEIC reserves the right to evaluate SOQ on criteria not listed above.

VEIC will evaluate all SOQ to determine which Firms are best suited for providing the desired services. VEIC may request additional information from one or more Firms and may request personal interviews with the highest-ranked Firms.

IX. LIMITATIONS

This RFQ does not commit VEIC to awarding subcontracts or to procuring or subcontracting for services or supplies. VEIC reserves the right to accept or reject any or all proposals received, to waive any informality or irregularity in any response received, to be the sole judge of the merits of the respective responses received, to negotiate with all qualified sources, to determine the timing of the start of the services, not to proceed with some or all of the work, or to cancel in part or in its entirety the RFQ, if any of these actions is deemed by VEIC in its sole discretion to be in VEIC's best interest. VEIC will not reimburse costs incurred by Firms in preparing a response to this RFQ or specific project proposals.

X. DCSEU CONTRACTOR WEB PORTAL

VEIC welcomes all qualified firms to respond to this RFQ. All SOQ must be submitted through the DCSEU Contractor Web Portal (<https://portal.dcseu.com>). Firms may request a copy of the DCSEU's Solicitation Guide for the Contractor Web Portal by emailing proposals@dcseu.com. Financial Solvency documents must be mailed separately as outlined above.

In order to submit a SOQ, new firms must request an account by completing the username account request form available at <http://www.dcseu.com/about/rfq-profile-request-form>. VEIC will process the request within **two business days** or sooner, when possible. Returning firms may use their existing account. If you have forgot your username, please contact WebPortalHelp@DCSEU.com.

SOQ that are not in the required format, incomplete or not submitted by the response deadline may be returned.