

**Solicitation Number:** RFQ-DCSEU-2022-IQC (as amended (03/22/2022))

**Notice Type:** Request for Qualifications (RFQ)

**Title:** Energy Efficiency and Support Services: Save Energy IQC

**Amendment One (1) for RFQ-DCSEU-2022-IQC:** Vermont Energy Investment Corporation (VEIC) d/b/a the District of Columbia Sustainable Energy Utility (DCSEU) hereby amends the above referenced RFQ to add additional Scope of Work (SOW) opportunities under Section IV of this solicitation. The revised SOW categories are:

(Affordable Housing Retrofit Accelerator (AHRA) Implementation Services) - Attachment G

See below for the amended full text of RFQ-DCSEU-2022-IQC.

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**Short Title:** Save Energy IQC

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**Date:** 10/01/21, as amended 03/22/22

**Response Due Date:** Rolling

## I. OBJECTIVE

The District of Columbia Sustainable Energy Efficiency Utility (DCSEU) is issuing this Request for Qualifications (RFO) to qualify service providers to provide a broad range of energy efficiency services which are further described in Section IV (Scope of Work). Experienced and qualified service providers who are committed to reducing energy consumption, improving the efficiency of low-income housing, and increasing the number of green-collar jobs in the District of Columbia are invited to respond to this RFQ.

Successful bidders selected through this RFQ will be awarded either an Indefinite Quantity Contract (IQC) or Subcontract that will cover a single fiscal year (e.g. Fiscal Year 2022, October 1, 2021 - September 30, 2022) or multiple fiscal years (e.g. Fiscal Years 2022- 2026, October 1, 2021 - September 30, 2026), subject to the availability of funding. If awarded an IQC, successful bidders will be given "Service Provider" status and can bid on specific projects with the DCSEU. An IQC does not guarantee work. All work will be authorized by the DCSEU through issuance of a Work Order.

This RFQ will be open now through the end of Fiscal Year 2022 (September 30, 2022) unless extended in writing by the DCSEU. The DCSEU will accept responses on a rolling basis. All bidders must demonstrate the capacity and technical capabilities necessary to successfully complete the services described in Section IV (Scope of Work). Bidders may submit a response for one of the services or a combination of services set forth in Section IV (Scope of Work).

The DCSEU is funded by the Government of the District of Columbia. District contracts more than \$250,000 require a 35 percent Small Business Enterprise (SBE)/ Certified Business Enterprise (CBE) subcontract utilization plan and monitoring throughout the life of the contract. Accordingly, preference points will be awarded to SBE and CBE bidders as further described below.

***Bidders(s) selected in response to this RFQ are also required to comply with Mayor's Order 2021-099, COV/D-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District Government, successful bidders awarded a contract may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.***

***Successful bidders will also be required to comply with the City's Administrator's Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.***

## 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. DOEE contracted with VEIC to operate the DCSEU in 2011; the parties entered a new contract in 2017 and DOEE exercised a 5-year option period beginning in FY22 for continued DCSEU operations.

The purpose of the DCSEU is to design and administer programs in the District to reduce and greenhouse gas (GHG) emissions, increase energy savings and 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 support businesses within the District (i.e. Certified Business Enterprises).

The DCSEU has been working with DOEE since 2011 to deliver comprehensive sustainable energy services to residents, commercial enterprises, and institutions. It has also supported targeted solar initiatives at DOEE's request throughout this period.

Since June 2018, the DCSEU has served as the administrator of the DOEE's SfA program. In this time, through single-family and community solar installations, the DCSEU has been able to help over 4,000 income-qualified District households reduce their electricity bills by approximately 50% for the next 15 years and has worked extensively with Certified Business Enterprises (CB Es) throughout the District to complete this work. The DCSEU looks forward to continuing and expanding on these successes and, pending DC Council budget approval, anticipates increasing funding for the program in FY 2022 and beyond.

## III. PERIOD OF PERFORMANCE

The performance period for the energy efficiency services will start on or after October 1, 2021, and must be completed by September 30, 2022, unless extending in writing by the DCSEU. The DCSEU reserves the rights to extend the services for up to four (4) additional one-year periods.

## IV. SCOPE OF WORK

Successful service providers shall provide the full range of energy efficiency-related services detailed below, including technical and management expertise and product solutions to meet the requirements of the DCSEU. As noted above, bidders may submit a response for one of the services or a combination of services set forth below.

1. Commercial and Institutional (C&I)- Attachment A
2. Income Qualified Services- Attachment B
3. Home Energy Kits- Attachment C
4. Energy Auditing and Analysis - Attachment D
5. QAQC Residential Inspection Services (In-Unit) - Attachment E
6. HVAC Electrification EEM -Attachment F
7. Affordable Housing Retrofit Accelerator (AHRA) Implementation Services – Attachment G

## V. PREPARING AND DELIVERING A RESPONSE

For ease and efficiency of review, the DCSEU has specified the requirements for submitting a response to this RFQ. **Bidders must follow exactly, and be responsive to, ALL requirements of this RFQ. Responses that are not in the required format or incomplete may be returned or disqualified at the DCSEU's sole discretion.**

Responses to the RFQ must be submitted through the DCSEU Contractor Web Portal and Financials must be emailed as outlined below. See Section X (Proposal Requirements) below for more information about submitted your response

through the DCSEU Contractor Web Portal.

## VI. RESPONSE REQUIREMENTS (MINIMUM REQUIREMENTS)

Bidders must identify in their response the scope of work(s) they wish to perform for the DCSEU. In addition, bidders must provide the following information.

1. **Name of the business, contact person, and contact information:** Name of the business, contact person, and contact information, including full legal name of company for contracting purposes, address, telephone, mobile telephone 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 like the scope(s) of work you wish to perform for the DCSEU. The past performance evaluation will examine how the bidder'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 response. 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 CBE 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. **All bidders shall disclose in their response the percentage bidder can commit to being retained by a CBE.** If the percentage amount varies by scope of work, prime bidder shall include a breakdown.
6. **Names and brief description of key personnel:** who you expect will perform the work tasks. All bidders 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. 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 if awarded a contract.
7. **License:** Proof of Basic Business license(s) and / or all applicable license(s) required to perform the services. Licenses must be current.
8. **Financial Solvency.** Before awarding an IQC or Subcontract, the DCSEU will evaluate financial statements to determine bidder'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 bidders who are determined "not qualified" based on financial solvency may be required to submit additional documents. Financial documents must be signed and attested as accurate by an officer of the company. Assurance of bidder's financial solvency:
  - a. Must be sent by email to Angela Johnson at [ajohnson@dcseu.com](mailto:ajohnson@dcseu.com), contain "RFQ• SAVE ENERGY - CONFIDENTIAL" in the subject line and be received by the DCSEU no later than **two (2) business days after submitting responses to this RFQ.**
  - b. Must include one (1) balance sheet and (1) profit loss summary for the last calendar or fiscal year.

This is required information.

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 an IQC or Subcontract, Service Provider will also be required to provide a final certificate of insurance meeting the requirements outlined in their IQC or Subcontract.
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 RFO'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.** Bidders should include their standard rates or pricing, as applicable, to each scope of work, or, if rates or standard pricing do not apply, describe how you would determine the pricing for a particular project prior to submitting it to the DCSEU for review. Pricing shall be submitted to [proposals@dcseu.com](mailto:proposals@dcseu.com).
14. **Disclosure of any pertinent litigation**
  - a. Bidder must disclose any judgment, lawsuit, action, or regulatory decision that may adversely affect Bidder's ability to meet any requirements of this RFQ or Bidder's response. Bidder agrees to provide a detailed description of any of the above events and the applicable case number in its response.
  - b. This disclosure obligation is an on-going material obligation that applies from the date of response submission through the expiration of any resulting contract award. Failure to disclose pertinent litigation may result in the disqualification of Bidder's response.



**DC  
SUSTAINABLE ENERGY  
UTILITY**

**VII. EVALUATION CRITERIA**

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

**Maximum Points**

- |   |           |
|---|-----------|
| • <b>Company Qualifications</b>                                       | <b>50</b> |
| ○ Key personnel qualifications for type of work                       | 10        |
| ○ Relevany experience   | 20        |
| ○ Quality of management plan  | 10        |
| ○ References  | 10        |
| • Pricing   | 20        |
| • Company Status- CBE/SBE Certification                               | 15        |
| • Employment of District of Columbia-residents (staff/subcontractors) | 15        |

**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 bidders are best suited for providing the desired services. The DCSEU may request additional information from one or more bidders and may request personal interviews with the highest-ranked bidders.

**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 will not reimburse costs incurred by the respondent in their preparation for the responses to this RFQ.

All questions must be submitted via e-mail with the subject line “RFQ-Save Energy IQC Questions” to [proposals@dcseu.com](mailto:proposals@dcseu.com)

Questions will only be accepted through email submissions to [proposals@dcseu.com](mailto: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 give (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](http://portal.dcseu.com)).

**Contracting Office**

Attn: Angel Ly  
DC Sustainable Energy Utility  
1 M Street SE  
Washington, DC 20003  
Email: [Proposals@dcseu.com](mailto:Proposals@dcseu.com)  
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