

ATTACHMENT 1

Commercial & Institutional Direct Services
Including Access to Multi-Family/Public Institutions (Exterior, Common and In-unit Areas)

Commercial and Institutional Direct Services Program Overview:

The Commercial and Institutional Direct Services Program (the "Program") is designed to provide a suite of turn-key energy solutions to help commercial properties reduce their energy use and greenhouse gas emissions (GHG) in the District of Columbia.

Service Providers who can provide the following services are strongly recommended to apply.

1. General Contractors
2. Electricians
3. Plumbers
4. HVAC Installers
5. Weatherization Contractors (including Thermal Shell)
6. Controls Contractors (including Building Automation Systems)
7. Commissioning Agents
8. Refrigeration Contractors (including installation, leak detection, and repair).

Qualifications:

Service Providers interested in qualifying for the Commercial Direct Services Program will be required to meet the following qualifications:

1. Install a wide range of energy efficiency solutions in commercial buildings in the District of Columbia per DCSEU Program protocols. All energy efficiency measures are subject to DCSEU approval. Service Providers will be required to submit "as built" documentation using forms provided by the DCSEU.
2. Provide highly qualified supervision and sufficient, qualified personnel to complete the installation services in a timely manner.
3. Conform all services and equipment to the standard of care and practice appropriate for the nature of the services, including but not limited to, the manufacturer's recommendations, installation instructions, industry best practices.
4. Ensure all services and equipment are free from material defects, errors, and omissions.
5. Complete all installations in compliance with applicable laws, statutes, ordinances, rules, regulations, and orders enacted by or promulgated by federal, state, municipal, or other governmental authorities including but not limited to procuring all necessary permits, licenses, concurrences, other governmental approvals necessary to complete the installation.
6. Must receive a minimum score of 55 points under the RFQ (see VII. Evaluation Criteria)

Authorization of Services:

All services provided under the Program will be authorized by the DCSEU through issuance of a subcontract and one or more Work Orders. Each Work Order will specify the energy efficiency measures to be installed, the pricing provisions, a schedule for performance of the installation services, and any other items deemed necessary by the DCSEU.

Commercial Direct Service Implementation Projects:

Service Providers deemed qualified by the DCSEU will be enrolled in the Commercial Direct Services Program and provided opportunities to bid on specific installation projects. If a Service Provider chooses to respond to a bid request for an installation project, the DCSEU will provide the Service Provider with the following:

1. An audit report or a list of potential installation measures to be installed in the building. The installation work may include common areas, interior living units, and exterior parts of the building.
2. Access to the building to complete a site assessment to determine which measures will be included in the Service Provider's installation bid. Service Provider shall include in their bid the following:
 - a. Any pre-construction services that will be required prior to installation of the measures with an estimate for the additional services (e.g., HVAC, DHW, or roof design studies, electrical load studies, or performance testing). If required, the DCSEU may issue a separate bid request for the pre-construction services.
 - b. The total costs to complete the installation and a breakdown by measure category. Acceptable pricing provisions include fixed fee per unit or time and materials. If bidding on a time and material basis, Service Provider shall include a labor rate table. Any customized, non-returnable equipment included in Service Providers bid shall be clearly identified in the bid.
 - c. Proposed timeline for completion including a breakdown for equipment procurement and installation.
 - d. Any lower-tier subcontractors that Service Provider plans to utilize to complete the installation services.

If Service Provider's bid is selected, the DCSEU will issue a subcontract and one or more Work Order to complete the project. The Service Provider will serve as the principal point of contact with the customer on the installation timeline and will be responsible for scheduling, coordination, and managing the overall completion of the project per DCSEU program protocols.

If the Service Provider identifies additional energy saving opportunities not included in the audit report or list of potential installation measures, Service Provider shall submit a separate proposal that includes:

- e. A detailed list of the additional energy saving opportunities.
 - f. A proposed scope of work and pricing provisions including a not-to-exceed amount for the project.
 - g. A timeline for completion of the project.
3. The DCSEU, at its sole discretion, may accept project proposals from Service Providers that meet program protocols.

DCSEU Verification Requirements: Quality Assurance, Quality Control Inspections:

Upon completion of a project and prior to payment, Service Providers will be required to:

- a. Pass a Quality Assurance, Quality Control inspection performed by the DCSEU to verify completion of the installation services in compliance with the DCSEU Program Protocols and any specifications set forth in the Work Order
- b. Provide the DCSEU with copies of all permits, approvals, and/or consents necessary to lawfully complete the installation (e.g., the District Department of Buildings structural and/or electrical permit(s) and any other permits or approvals required, such as historic, zoning or PEPCO) and pay all related fees, if applicable.
- c. Any other documentation requested by the DCSEU to verify completion of the installation services according to DCSEU Program protocols.

General Provisions

The DCSEU reserves the right to consider eligible providers for other functional categories at its discretion.