
**CONNECTICUT DEPARTMENT OF ADMINISTRATIVE
SERVICES (DAS) COMBINED REQUEST FOR
QUALIFICATIONS AND REQUEST FOR PROPOSALS
12PSX0153**

**SEEKING TO QUALIFY ENERGY SERVICE PROVIDERS AND
TO ENTER INTO AN ENERGY-SAVINGS PERFORMANCE
CONTRACT TO PROVIDE SERVICES FOR STATE OF
CONNECTICUT AGENCIES AND MUNICIPALITIES IN
ACCORDANCE WITH 2011 CONN. PUB. ACTS 80, SECTION
123.**

**CONNECTICUT DEPARTMENT OF ADMINISTRATIVE
SERVICES PROCUREMENT SERVICES 165 CAPITOL AVENUE
HARTFORD, CT**

DATE: August 6, 2012

Section 1. Definitions

For the purposes of this solicitation (“Solicitation”), a resulting contract and exhibits, and unless otherwise indicated, the following terms shall have the following corresponding definitions as set forth in 2011 Conn. Pub. Acts 80, Section 123 (the “Act”).

"Cost Effective" means the savings resulting from the energy-savings measures outweigh the costs of the measures, including, but not limited to, any financing costs, provided the payback period for any financing provided is less than the functional life of the proposed energy-savings measures and the payback period does not exceed fifteen years.

“Department” means any and all State Agencies and Municipalities who participate in the ESPCP.

"Energy-Savings Measure" (ESM) means any improvement to facilities or other energy-consuming systems designed to reduce energy or water consumption and operating costs and increase the operating efficiency of facilities or systems for their appointed functions. "Energy-savings measure" includes, but is not limited to, one or more of the following:

- (A) Replacement or modification of lighting and electrical components, fixtures or systems, including daylighting systems, improvements in street lighting efficiency or computer power management software;
- (B) Class I renewable energy or solar thermal systems;
- (C) Cogeneration systems that produce steam or forms of energy, such as heat or electricity, for use primarily within a building or complex of buildings;
- (D) Automated or computerized energy control systems;
- (E) Heating, ventilation or air conditioning system modifications or replacements;
- (F) Indoor air quality improvements that conform to applicable building code requirements;
- (G) Water-conserving fixtures, appliances and equipment or the substitution of non-water-using fixtures, appliances and equipment, or water-conserving landscape irrigation equipment; and
- (H) Changes in operation and maintenance practices;
- (I) Replacement or modification of windows or doors; and
- (J) Installation or addition of insulation.

"Energy-Savings Performance Contract" means a contract between the State Agency or Municipality and a qualified energy service provider for evaluation, recommendation and

implementation of one or more energy-savings measures. An energy-savings performance contract shall be a guaranteed energy-savings performance contract, which shall include, but not be limited to, (A) the design and installation of equipment and, if applicable, operation and maintenance of any of the measures implemented; and (B) guaranteed annual savings that meet or exceed the total annual contract payments made by the State Agency or Municipality for such contract, including financing charges or capital costs to be incurred by or on behalf of the State Agency or Municipality over the life of the contract.

“Final Exhibits” means the Exhibits attached to the Contract as of its effective date in blank or template form and which the Department and Contractor subsequently negotiate, fill in, finalize, sign and date in order to implement a project under the Contract in accordance with the Standardized Energy-Savings Performance Contract Process.

"Investment-Grade Energy Audit" means a study by the qualified energy services provider selected for a particular energy-savings performance contract project which includes detailed descriptions of the improvements recommended for the project, the estimated costs of the improvements, and the utility and operations and maintenance cost savings projected to result from the recommended improvements.

“Municipality” has the same meaning as provided in Conn. Gen. Stat. Sec. 4-230 and means a town, consolidated town and city, consolidated town and borough, city or borough, including a local board of education.

“Operation and Maintenance Cost Savings” means a measurable decrease in operation and maintenance costs and future replacement expenditures that is a direct result of the implementation of one or more utility cost savings measures. Such savings shall be calculated in comparison with an established baseline of operation and maintenance costs.

"Qualified Energy Service Provider" means a corporation approved by the Department of Administrative Services with a record of successful energy performance contract projects experienced in the design, implementation and installation of energy efficiency and facility improvement measures, the technical capabilities to ensure such measures generate energy and operational cost savings, and the ability to secure the financing necessary to support energy savings guarantees.

"Standardized Energy-Savings Performance Contract Process” (ESPCP) means standard procedures for entering into an energy-savings performance contract and standard energy-savings performance contract documents established by the Department of Energy and Environmental Protection (DEEP).

"State Agency" has the same meaning as provided in Conn. Gen. Stat. Sec. 1-79 and means any office, department, board, council, commission, institution, constituent unit of the state system of higher education, vocational-technical school or other agency in the executive, legislative or judicial branch of state government.

"Utility Cost Savings" means any utility expenses eliminated or avoided on a long-term basis as a result of equipment installed or modified, or services performed by a qualified energy service provider; "utility cost savings" does not include merely shifting personnel costs or similar short-term cost savings.

Section 2. Overview and Background

The Act mandates that the State of Connecticut establish a standardized Energy-Savings Performance Contract Process (ESPCP) through which State Agencies and Municipalities reduce energy use and water consumption. Accordingly, DAS is issuing this Solicitation seeking responses from energy services companies interested in being qualified for as-needed energy-savings performance contract services. DAS will ask proposers selected through the evaluation process to enter into negotiations for a contract (Contract) with DAS, as more fully described below. Proposers selected through this Solicitation and who execute the Contract will be referred to in this Solicitation as Qualified Energy Services Providers (QESPs). QESPs will be eligible to provide services to State Agencies and Municipalities that may choose to participate in Connecticut's ESPCP.

The primary intent of this Solicitation is to achieve the following:

- To increase the number of successful performance contracts statewide, as a means to implement comprehensive energy-efficiency projects in existing buildings;
- To provide State Agencies and Municipalities the opportunity to procure services of QESPs in a timely and cost-effective way;
- To ensure minimum qualifications of QESPs to implement successful energy-savings performance contract projects; and
- To offer all QESPs the opportunity of equal access to work generated by State Agencies and Municipalities.

The ESPCP, administered by the DEEP and supported by DAS, provides a standardized process with clear direction and accountability for all participants in development, implementation, and measurement and verification of energy-savings performance contract projects by defining roles and responsibilities, formalizing process steps, establishing maximum cost schedules, providing standard contract documents, and establishing measurement and verification guidelines.

Potential ESPCP participants are State Agencies and Municipalities. Energy-savings performance contracting enables these participants to accomplish energy projects without using capital budgets by paying for projects through guaranteed Energy-Savings Measures. State Agencies will follow the requirements of the ESPCP, as detailed in the Contract and Exhibits. The Act allows a Municipality to either use the ESPCP or establish its own energy-savings performance contract process.

Section 3. Evaluation Process

An evaluation committee will review and score proposal submittals. The following evaluation factors have been established in descending order of relative importance for the purposes of the committee's evaluation and scoring of the proposals:

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1. Commitment and proposed approach to complying with the requirements of the ESPCP.
 2. Financial stability of the proposer.
 3. Demonstrated capabilities and experience in achieving deep energy retrofits that reduce heating and cooling load through energy-savings performance contracts.
 4. Technical approach and ability to perform the contractual services as reflected by technical training and education; general experience, and specific experience in providing the required supplies, materials, equipment and capabilities in building energy systems, energy management services, and core energy-savings performance contract services.
 5. Experience with securing long-term financing, design, engineering, installation, maintenance and repairs, and conversion to a different energy or fuel source associated with a comprehensive energy efficiency retrofit.
 6. Demonstrated capabilities and experience in providing post-installation project monitoring, data collection, and reporting of savings.
 7. Overall project management and qualifications of management, staffing, personnel, equipment, and facilities to perform project implementation; experience with in-state projects and the use of State of Connecticut-based subcontractors.
 8. Record of past performance representative of projects of similar size and scope; project history in the government market sector, projects performed in Connecticut, and project references.
 9. Plan for performing the required contractual services, including an overview of approach to energy-savings performance contract process and projects.
 10. Cost and pricing.
 11. Association(s) with the United States Department of Energy Program(s) and or other additional energy program certifications.

Section 4. Proposal Submittal

1. Policies
 - 1.1 All submittals shall become the property of the State of Connecticut and will not be returned.
 - 1.2 No specific work is associated with a QESP entering into the Contract, as participation by State Agencies will vary according to need and participation by Municipalities is voluntary.
 - 1.3 The actual extent of services required under any project as a result of this Solicitation is not known.
 - 1.4 No proposer is assured of obtaining any work as a result of executing the Contract selection.
 - 1.5 The roles, responsibilities and requirements of the QESP are outlined in the resulting Contract and Exhibits and Final Exhibits.
 - 1.6 DAS will afford due regard to the Proposer's request for the protection of proprietary or confidential information which DAS receives. However, all materials associated with any Proposer submittal to DAS or the Contract are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all corresponding rules, regulations and interpretations. In making such a request for protection, the Proposer may not merely state generally that the materials are proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that the Proposer

believes are exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with the FOIA must accompany the request. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Proposer that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the FOIA. To the extent that any other provision or part of the Solicitation and the Records, conflicts or is in any way inconsistent with this Section, this Section controls and shall apply and the conflicting provision or part shall not be given effect. If the Proposer indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, DAS will endeavor to keep said information confidential to the extent permitted by law. DAS, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The Proposer shall have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall DAS have any liability for the disclosure of any documents or information in its possession which DAS believes are required to be disclosed pursuant to the FOIA or other requirements of law.

2. Submittal Instructions

- 2.1 Late submittals of proposals will not be evaluated.
- 2.2 The State reserves the right to reject any or all proposals on the basis of being unresponsive to this Solicitation or for failure to disclose requested information.
- 2.3 The State shall not be responsible for any costs or expenses incurred by proposers in the preparation of submittals and proposals or for costs or expenses related to any element of the selection and contract negotiation process.
- 2.4 Questions and requests for clarification on this Solicitation must be submitted in writing to Paul Greco, DAS Contract Specialist, at paul.greco@ct.gov no later than ten (10) days prior to the due date of the proposals. No verbal inquiries will be addressed. Communication with other State employees or officials, the Selection Committee, or others associated with the ESPCP and public facilities with regard to this Solicitation is prohibited.

3. Submittal Requirements

- 3.1 DAS now requires that RFQ, RFP and ITB submittals and required and associated contracting documents be submitted by proposers online. Utilize this link to obtain submission requirements and instruction for submitting your responses online: <http://das.ct.gov/cr1.aspx?page=371>
- 3.2 Proposers shall submit responses that address all sections of Section 5. Proposal Response Qualitative Criteria. The response shall be titled “Qualitative Criteria Information” and shall be numerically formatted as outlined below. This information shall be submitted electronically in the section titled “Other Solicitation Documents.”

3.3 Proposers must complete, sign and electronically submit all of the following DAS standard documents:

- 3.3.1 Signature page SP-26
- 3.3.2 Statement of Qualifications DAS-14
- 3.3.3 Employment Information Form DAS-45
- 3.3.4 OSHA Certificate of Compliance
- 3.3.5 Affirmation of Receipt of State Ethics Laws OPM Form 6
- 3.3.6 Gift and Campaign Contribution Certification OPM Form 1
- 3.3.7 Consulting agreement Affidavit OPM Form 5
- 3.3.8 Non-Discrimination Certification (form A, B, C, D or E, whichever is applicable)

4. Submittal Schedule

The following schedule has been established for this Solicitation. This schedule is subject to change. Should such a schedule change occur, an addendum will be issued stating such and will be found on the DAS contracting portal with the other Solicitation documents. When an addendum is issued, Companies registered to receive emailed solicitation notices will receive notice of addendum issuance as well. Companies wishing to receive emailed solicitation and related notices can register by utilizing the following link:

<http://das.ct.gov/cr1.aspx?page=161>

	SUBMITTAL SCHEDULE TASK	DATE/TIME
1.	Solicitation Published	8/6/12
2.	Pre-Proposal Conference	8/30/12
3.	Proposer Written Inquiries	9/4/12
4.	Responses to Inquiries	9/7/12
5.	Proposal Submission	9/14/12

Section 5. Proposal Response Qualitative Criteria

- 1. Overview of Approach to energy-savings performance contracting
Provide a stand-alone overview, maximum of 5 pages, using any order or format to present your company as you wish. Include highlights on company background, market sectors served, company strengths and areas of expertise. Also include your general approach to energy-savings performance contracting: typical phases for a project and ability to support each phase (project development, energy auditing, performance/savings guarantee, financing, construction, commissioning, measurement and verification, building occupant training, post-construction maintenance support). Address how you will meet the requirements of the ESPCP.

2. Project History

2.1 Related Experience

Describe your company's experience with each of the following:

- 2.1.1 Design, engineering, installation, maintenance and repairs associated with energy-savings performance contracts
- 2.1.2 Conversions to a different energy or fuel source, associated with a comprehensive energy efficiency retrofit
- 2.1.3 Post-installation project monitoring, data collection and reporting of savings
- 2.1.4 Overall project management and qualifications
- 2.1.5 Securing long-term financing
- 2.1.6 Financial stability
- 2.1.7 Projects of similar size and scope
- 2.1.8 In-state projects and Connecticut-based subcontractors
- 2.1.9 United States Department of Energy programs
- 2.1.10 Professional certifications

2.2 Market Sector Involvement

Describe your company's expertise in each of the following market sectors and facility types:

- 2.2.1 State Agencies
- 2.2.2 Boards of Education
- 2.2.3 Higher education institutions – universities, colleges, and community colleges
- 2.2.4 Municipalities with population between 100,000 and 150,000
- 2.2.5 Municipalities with population under 100,000 population
- 2.2.6 Specific government building types – K-12 school buildings, correctional facilities, hospitals, laboratories, dormitories, office buildings, recreational centers, libraries, and multi-family buildings
- 2.2.7 Other non-buildings, including but not limited to wastewater treatment facilities, water meter projects, traffic signals, and street lights

2.3 Project List

Using the format of the table below, list all energy-savings performance contract projects developed and implemented by your company within the past five years. Include only projects where work was directly performed by your company. If it is relevant to list projects performed under contract to another company, clearly identify the company with overall responsibility for that project and the project's relevance to this item 2.3.

Project Name	Facility Type	City & State	Project Size (Dollars)	Project Size (Square Feet)	Year Completed

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2.4 Project References

Provide detailed information on energy-savings performance contract projects your company completed that can be used for references. Expand on the information provided in the previous section to give details on individual projects. Include the following information on each project as a minimum:

- 2.4.1 Project Identification: Owner name, city/state, facility type (hospital, school, college, city, county, etc).
- 2.4.2 Contact Information: Names and contact information of owner(s) representatives who can serve as references.
- 2.4.3 Project Type: Energy-savings performance contract or other type.
- 2.4.4 Project Size: Number of buildings and total project square footage.
- 2.4.5 Project Dollar Amount: Total contract amount and the total project capital expenditure amount.
- 2.4.6 Source of Funding: A description of the source of funding used for the project and the company's role (if any) in securing that funding.
- 2.4.7 Project Dates: Actual dates of audit start and acceptance; Actual construction starting and ending dates.
- 2.4.8 Contract terms: A description of the type of contract, financing arrangement, and contract term.
- 2.4.9 Project Personnel: A list of the name(s) of individuals involved in the project, their role(s) and if these personnel will be assigned to Connecticut ESPCP projects.
- 2.4.10 Project Schedule: Indicate if project was completed on schedule and an explanation if not.
- 2.4.11 List of Improvements: The types of retrofits and operational improvements implemented related to energy, water and other cost savings.
- 2.4.12 Project Performance: The amounts of projected annual savings, guaranteed annual savings, and actual annual savings for each project in a table as shown below:

Units	Projected Annual Energy Savings	Guaranteed Annual Energy Savings	Actual Energy Savings Year 1	Actual Energy Savings Year 2	Actual Energy Savings Year 3	Actual Energy Savings Year 4	Actual Energy Savings Year 5
kWh							
kW							
MMBTU							
Gallons							
(Other)							

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- 2.4.13 Measurement and Verification (M&V): A brief description of the M&V approach for each project including which savings were stipulated, if any.
 - 2.4.14 Performance Guarantee: A description of the savings guarantee for each project and, if the guaranteed savings were not achieved, how the company compensated the entity that contracted for energy-savings performance contract services for any annual shortfall (e.g. pay funds to meet the guarantee, etc.).
 - 2.4.15 Additional Comments: Comments on any special features, services, conditions, creative approaches, special needs of customer, etc. that may be relevant to the ESPCP and clientele.

3. Qualifications

3.1 History and Focus of Company

- 3.1.1 Structure and Evolution of the Company: Describe how your company evolved, how long it has been in business under its current and any former names, and its corporate structure (corporation, partnership, etc.), including identification of branch offices. For joint ventures include the structure of the joint venture and historical information on each member.
- 3.1.2 Years in the Energy Business: State the number of years the company has been involved in the energy-efficiency related business.
- 3.1.3 Years of Experience in Performance Contracting: State the number of years the company has offered energy-savings performance contract services.
- 3.1.4 Number of Performance Contract Projects: State the number of performance contract projects completed by the company: number under \$1 million in project costs; number over \$1 million; largest project cost and date of completion (provide name of client and contact details).

3.2 Financial Soundness and Stability of the Company

- 3.2.1 Financial Soundness: Describe the financial soundness and expected stability of the company.
- 3.2.2 Profitability: Describe the company's profitability with supporting documentation covering the past three years.
- 3.2.3 Financial Reports: Provide the company's most recent 12-month financials including, at a minimum: balance sheet, income statement, statement of cash flow, and statement of financial condition, audited by a Certified Public Accountant (together with the independent auditor's report) and dated within 12 months of submission. Include the name, address and telephone number of the preparer.
- 3.2.4 Bonding: Include responses to the following:
 - 3.2.4.1 Current bonding rating
 - 3.2.4.2 Current bonding capacity
 - 3.2.4.3 Amount or percentage of bonding capacity currently obligated
 - 3.2.4.4 Current cost of bonding
 - 3.2.4.5 Confirmation that the company is bondable for 100% of a payment bond on a project

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- 3.2.4.6 Confirmation that the company is bondable for 100% of a performance bond on a project
 - 3.2.4.7 Disclosure of any instances where your bond has been called or revoked within the five years preceding the date of your response. Provide particulars, including client's name and contact details.
 - 3.2.4.8 Letter from a licensed surety as evidence of ability to bond for payment and performance (including contact information)
 - 3.2.5 If the company benefits from credit support, other than contained in Section 3.2.4, supply relevant details
 - 3.2.6 List all legal or administrative proceedings pending, and those concluded adverse to your company within the five years preceding your response, which relate to procurement or performance of any public or private construction contracts. State whether your company (or predecessors, if any) or any principal of the company has been insolvent or declared bankrupt within five years preceding your response.
 - 3.2.7 Indicate whether your company or any principal of the company has been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into a contract with any governmental entity.
 - 3.2.8 For the 5 years preceding the date of your response, list any proceedings which have been instituted against your company seeking to adjudicate it as bankrupt or insolvent, and your company has not been appointed debtor in possession by the court.
 - 3.2.9 For the 5 years preceding your response, disclose any instances where (1) your company has made a general assignment for the benefit of creditors, (2) a receiver has been appointed on account of your insolvency, or (3) your company has filed a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding up or composition or reorganization of debts and, in the case of any proceeding referred to in this subsection, such proceeding has not been dismissed, or as to which you failed to take steps and diligently prosecute toward a dismissal, within sixty (60) days after such filing.
 - 3.3 Connecticut Licensed Professional Engineer
Provide a definite commitment that at all times during the term of the Contract and throughout QESPS's subsequent involvement in the ESPCP, including especially the term of the Statement of Work (as defined in the Contract), your company shall always maintain employed staff who is licensed by the State of Connecticut as Professional Engineers in mechanical and electrical engineering.
 - 3.4 Industry Accreditations
Provide information on any accreditations by any industry organizations, such as the National Association of Energy Service Companies (NAESCO). Provide information on any energy programs for which your company is a pre-qualified provider, such as work through the US Departments of Energy or Defense for federal projects. Briefly describe the relevance or importance of the accreditation or pre-qualification to the work proposed in this response for the ESPCP.
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3.5 General Scope of Services

Provide a brief comment (25 words or less is preferred) for each of the items listed to illustrate the company's capability in each area.

3.5.1 Energy Systems in Buildings

3.5.1.1 Mechanical/Electrical Systems, including:

- Lighting: indoor and outdoor
- Heating
- Ventilation and indoor air quality issues
- Cooling
- Control and building automation
- Fuel switching
- Central plant
- Water-consuming appliances

3.5.1.2 Renewable energy, including:

- Daylighting
- Class I renewable energy as defined in Conn. Gen. Stat. §16-1(a)(26)
- Solar thermal systems
- Cogeneration systems that produce steam or forms of energy, such as heat or electricity, for use primarily within a building or complex of buildings
- Geothermal

3.5.1.3 Specialty Systems or Specific Building Types, including:

- Kitchen or laundry
- Laboratories, clean rooms
- Healthcare hospitals, nursing homes, clinics
- Swimming pools and recreational facilities
- Computer laboratories

3.5.2 Energy Management Services

3.5.2.1 Energy management

3.5.2.2 Utility bill auditing and bill payment

3.5.2.3 Energy Star Portfolio Manager benchmarking

3.5.2.4 US Green Building Council's Leadership in Energy and Environmental Design (LEED) for Existing Buildings

3.5.2.5 Commissioning/re-commissioning

3.5.3 Other

3.5.3.1 Transportation – fleet fuel management, etc.

3.5.3.2 Other

3.5.4 Project Development and Implementation

3.5.4.1 Energy auditing (e.g., identifying potential energy-savings measures; determining projected savings based on standard energy engineering principles; estimating project costs; presenting a package of measures with cash flow)

3.5.4.2 System design engineering: mechanical, electrical, etc.

3.5.4.3 Procurement, bidding for equipment and services

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- 3.5.4.4 Construction
 - 3.5.4.5 Commissioning of projects and retro-commissioning of existing buildings
 - 3.5.4.6 Project management
 - 3.5.4.7 Identification of asbestos and other hazardous materials and abatement, recycling or disposal as applicable
 - 3.5.5 Core Performance Contract Services
 - 3.5.5.1 Meeting performance guarantees for every year of financing terms
 - 3.5.5.2 Insurance per contract requirements
 - 3.5.5.3 Support of equipment warranties
 - 3.5.5.4 Ability to secure financing including a municipal tax-exempt lease agreement
 - 3.5.5.5 Measurement and verification of savings
 - 3.5.5.6 Training of maintenance staff and occupants
 - 3.5.5.7 Preparation of DEEP annual Project Metrics Report
 - 3.5.6 Support Services
 - 3.5.6.1 Marketing and promotion of the ESPCP
 - 3.5.6.2 Long-term maintenance services on energy systems
 - 3.5.6.3 Application for Energy Star Label and US Green Building Council's Leadership in Energy and Environmental Design (LEED) certification
 - 3.5.6.4 Calculation and reporting of emissions reductions

4. Technical Approach

4.1 Deep Energy Retrofits

Provide evidence of your company's demonstrated capabilities and experience in achieving deep energy retrofits that reduce heating and cooling load through energy-savings performance contracts. Such approaches include, but are not limited to: use of an integrated design team, identification of technical potential for the lowest possible energy consumption, upfront identification of synergies between systems, and use of passive features (such as daylighting and insulation) before retrofit of HVAC and electrical systems.

4.2 Investment-Grade Energy Audit (IGEA)

Under separate cover, provide a sample IGEA Report representative of an energy-savings performance contract project in a government facility. In response to this section, provide a brief description of the audit, detailed energy and economic calculations, and verification that the sample audit was conducted by current members of the company's team proposed for this work. Provide a description of the process your company uses for a typical audit in the types of facilities that will participate in the ESPCP. Note any changes that will be made to comply with requirements for the ESPCP.

4.3 Standards of Comfort

Provide a description of the standards of comfort the company generally uses for light levels, space temperatures, ventilation rates, etc. in the facilities intended for the energy-savings performance contract work and any flexibility for specific Department

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- needs. Note any changes that will be made to comply with requirements for the ESPCP.
- 4.4 **Baseline Calculation Methodology**
Provide a detailed description of the methodology normally used by the company to compute the baseline of energy and water use for a facility. Include a discussion of how the Department is engaged for development of an agreement on the baseline. Note any changes that will be made to comply with the requirements of the ESPCP.
 - 4.5 **Baseline Adjustment**
Provide a discussion of typical factors that can impact the calculated baseline and the company's general approach to adjusting the calculated baseline if one or more of these factors are present. Include how the Department is involved to reach agreement on any adjustments. Note any changes that will be made to comply with requirements for the ESPCP.
 - 4.6 **Energy Star Portfolio Manager**
Describe your approach to using Energy Star Portfolio Manager to benchmark buildings, assess building opportunity, and aid in measurement and verification. Note the required use in the ESPCP.
 - 4.7 **Measurement and Verification (M&V)**
Describe your approach to M&V and your experience with the latest versions of the International Performance Monitoring and Verification Protocol. Note any changes that will be made to comply with requirements for the ESPCP.
 - 4.8 **Commissioning**
Describe your approach to commissioning. Note any changes that will be made to comply with requirements for the ESPCP.
5. **Management and Staffing Approach**
- 5.1 **Project Management and Coordination**
 - 5.1.1 **Organizational Structure:** Show a typical/generic organization chart for implementing and managing a project.
 - 5.1.2 **Local Staffing and Support:** List the office location (city and state) for personnel proposed for projects under the ESPCP. Describe the extent of local staffing and support for each phase of a typical ESPC.
 - 5.1.3 **Approach to Subcontracting**
 - 5.1.3.1 Describe the types of services (both professional and construction services) that your company offers in-house and the services typically offered through subcontractors.
 - 5.1.3.2 Describe your company's ability to utilize Connecticut-based small businesses certified by the Connecticut Department of Administrative Services Supplier Diversity Program.
 - 5.2 **Personnel and Staffing**
Using the table below, list the individuals who will potentially be assigned responsibility for each task and phase of a project under the ESPCP. Indicate if you plan to hire staff in Connecticut if your company is selected as a QESP for the CT ESPCP. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths. For each individual, identify:
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- 5.2.1 Potential role: Technical analysis, engineering design, construction management, construction, training, post-construction measurement and verification, support, and other services.
- 5.2.2 Level of expertise: Years in industry or other brief description.
- 5.2.3 Base Location: Permanent office in Connecticut, on assignment from other state, out-of-state support.

Name	Title	Staff or Subcontractor	Potential Role	Academic/ Professional Qualifications	Level of Expertise	Base Location

6. Cost and Pricing

- 6.1 Provide your company’s proposed costs, markups, margins, and fees by completing **ONLY SECTION I** of Exhibit D to the Contract and submitting it with your proposal. Proposers must not alter the form of the charts in **SECTION I** of Exhibit D to the Contract, however, proposers may add additional information, such as schedules, to illustrate proposed maximum markups and fees for pre-defined categories for performing work. Markups on fees are not allowable under the ESPCP.
- 6.2 Proposers shall commit to adhere to their Final Exhibit D throughout all project phases. When considering QESPs for a project, a Department may choose to accept the QESP’s Final Exhibit D without further negotiation. Alternatively, the Department may directly negotiate with QESP for reductions as dictated by individual facility or project requirements. QESP may also propose lower IGEA costs, markups, and fees depending upon individual project considerations or their own internal business approach.

7. ESPCP Participation and Compliance

- 7.1 Marketing and Promotion of ESPCP

Briefly describe your company’s proposed approach to promoting and marketing the ESPCP both in concert with DEEP and in your individual marketing efforts for energy-savings performance contracting. Include marketing and promotion you may provide at conferences, trade shows, etc.
- 7.2 Compliance with ESPCP Requirements

Describe your company’s commitment to comply with the requirements of the ESPCP and the approach your company will use to ensure compliance with ESPCP requirements, including:

 - 7.2.1 The ESPCP Contract for Energy Savings Performance Contract Services (Exhibit 1).
 - 7.2.2 The ESPCP requirements for responding to the RFP to Selected QESPs for a Cost-Effective Feasibility Analysis (Exhibit B to the Contract).
 - 7.2.3 The ESPCP requirement to adhere to your company’s completed Cost and Pricing (Exhibit D to the Contract).

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- 7.2.4 The ESPCP Investment-Grade Energy Audit and Project Proposal (Exhibit C to the Contract), customizing only the project specifics.
 - 7.2.5 The ESPCP Energy-Savings Performance Project Statement of Work and corresponding Schedules (Exhibit A to the Contract), customizing only the project specifics.
 - 7.2.6 Assistance in soliciting financing proposals, as requested.

Section 6. Resulting Contract

1. Term

The Contract shall have a term of years four from its effective date, which is the date that the Connecticut Attorney General's Office approves it, which Termination is only for purposes of contracting for any new or additional work. From and after this or any other Termination date, a Department shall not issue any new or additional requests (taking the form of a purchase order, or an RFP seeking proposals for a Feasibility Analysis or any other document) to the Contractor seeking work beyond that already set forth in any applicable Final Exhibit. If the Contractor nevertheless receives such a request from a Department, the Contractor shall decline to comply with the request, since this Contract will have Terminated for purposes of any new or additional work. The Contract, however, shall continue in full force and effect, but only for the duration of the term, and for and to the extent of the work set forth, in the applicable Final Exhibits.

- ### **2. CT Department of Administrative Services (DAS) Contractor Prequalification Program**
- Any ESPCP work estimated to exceed a value of Five Hundred Thousand Dollars (\$500,000.00) (see C.G.S. 4b-91, as amended) requires that the QESP be prequalified within the DAS Contractor Prequalification Program. QESPs are encouraged to begin their prequalification process as soon as possible, even prior to responding to this Solicitation, since a QESP's failure to be prequalified under the appropriate classification will make the QESP ineligible to participate in any ESPCP work covered by the prequalification program. The link to the DAS Contractor Prequalification Program is as follows: <http://das.ct.gov/cr1.aspx?page=10>

3. Prevailing Wage Laws

Some or all of the Performance in the Final Exhibits may be subject to prevailing wages. Accordingly, the following paragraph will be included in the Contract in accordance with the requirements of Conn. Gen. Stat. Sec. 31-53(a):

The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of this section, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

Without modifying the foregoing, or affecting QESP's obligation to pay prevailing wages, if QESP is unable to secure the prevailing wage rates from the Connecticut Department of Labor, then the Department shall do and perform all that is necessary to do the same and forward the rates to the QESP.

4. The Contract will require that QESPs comply with all applicable terms and conditions of the ESPCP. The State shall perform an annual review of QESPs and monitor their compliance with the ESPCP.

Section 7. List of Exhibits

Exhibit 1 – Contract for Energy-Savings Performance Contracting Services. The following exhibits are attached to and made a part of the Contract:

Exhibit A – Energy-Savings Performance Project Statement of Work

Exhibit B – RFP to Selected QESPs for a Cost-Effective Feasibility Analysis

Exhibit C – Investment-Grade Energy Audit and Project Development Proposal

Exhibit D - Cost and Pricing

Exhibit E – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations