



**QUESTIONS & ANSWERS RELATED TO  
Request for Proposals: Energy Efficiency Audits and  
Direct Installation Services (FINAL)**

1. The RFP asks for both “Energy Audit” and “Direct Installation Services”. Is SCPPA looking for firms/teams that can provide BOTH the audit and installation work? Or Would SCPPA consider firms/teams that only provide energy audit, water audit and education services (no installation work)?

**RESPONSE:** No, we are not specifically looking for firms to provide both the audit and installation work. Yes, SCPPA consider firms/teams that only provide energy audit, water audit and education services (no installation work). However, water audits can only be offered as an additional and optional service with energy audits.

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2. The RFP calls for respondents to provide both “Education” services. Is this service to educate individual building operators as part of specific energy efficiency projects? Or is SCPPA interested in other more broad education opportunities (trainings, seminars, etc.)?

**RESPONSE:** Yes, informing building owners and/or occupants of the operating, maintenance, scheduling, etc. of EE improvement measures or technologies is a desired (if not expected) service. No, SCPPA is not interested in other broader education opportunities (trainings, seminars, etc.).

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3. Are bidders required to bid on all categories under the Services and all Sectors? Or could a firm bid potentially bid on just the Non-Residential Energy Audits component??

**RESPONSE:** Bidders may respond to one, multiple or all services/sectors listed. Yes, a firm could potentially bid on just the Non-Residential Energy Audits component

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4. I have a question related to the FEES response on page 4 of the RFP document. We have a certain fee structure that we typically use for audits and DI. Is it enough to summarize this fee structure? Also, the RFP says, “be prepared to provide a breakdown of the applicable overheads and fringe benefit costs...” Are we to provide that breakdown in the RFP phase or is the breakdown for contract negotiation phase??

**RESPONSE:** Representing your typical fee structure in your response to the RFP should be sufficient. If needed for comparative purposes, the overhead and fringe breakdowns would be part of contract negotiations..

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5. How many contracts do you plan on awarding with this RFP?

**RESPONSE:** The RFP review team will select any number of Respondents for contract consideration and negotiations, based on their respective submittals and offering of cost-effective efficiency program development and implementation.

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6. What is the evaluation scoring criteria for the RFP?

**RESPONSE:** Cost, experience with utility programs – and specifically experience with public utilities, and references. These are the primary criteria that will be used to score or rate the responses that we receive.

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**QUESTIONS & ANSWERS RELATED TO**  
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7. Does SCPPA have an estimate for how much annual funding will be allocated to supporting projects from this RFP?

**RESPONSE:** No, this will depend on the services selected and the Members' individual needs/requirements.

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8. Does SCPPA have an anticipated list of task orders or projects from SCPPA Members that will utilize this contract?

**RESPONSE:** Audits and Direct Installation of efficiency measures/equipment for Residential (SFD, MFD, Mobile homes), Small and Large Commercial, Governmental/Institutional & Industrial-Manufacturing Customer facilities.

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9. Where can potential respondents to your "Energy Efficiency Audits and Direct Installation Services RFP" find information about the energy savings goals and budgets for this solicitation? The quantity of energy savings needed, and the available budget will significantly inform program design.

**RESPONSE:** There is no single repository of SCPPA Members' EE and Peak Savings budgets or goals under this RFP. While we understand that would assist in outlining your firm's capabilities to develop and implement various EE programs, the RFP is intended to provide an opportunity for you to highlight your experience in developing different programs to serve some or all of the market segments identified in the RFP. Such representations should include exemplary or indicative pricing for each program so that SCPPA can compare and contrast different offerings.

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10. The RFP identifies five sectors (multi-family, hospitality, small business, municipal, residential) that would potentially receive EE audits and DI services. If a bidder submits a proposal that addresses 3 or 4 of the sectors in the RFP, would a response that addresses some sectors be sufficient to be prequalified for the future use of the related SCPPA contract?

**RESPONSE:** In short, No – a Respondent does NOT need to offer auditing or DI services to all of the customer types or market segments identified in the RFP to be considered for services in any given subset of market segments that your firm chooses to offer support services for.

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11. Is SCPPA looking for a consultant who can provide energy efficiency and direct installation or could consultant propose on the energy efficiency audits only?

**RESPONSE:** Respondents do not need to offer both services referenced in the RFP. So, yes a consultant can offer audit services only.

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12. Is the scoring criteria available for this RFP?

**RESPONSE:** The scoring criteria in rank order of importance are essentially:

- Price
  - Experience with Program design and implementation
  - Experience with Publicly Owned Utilities (CA preferably)
  - References
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**QUESTIONS & ANSWERS RELATED TO**  
**Request for Proposals: Energy Efficiency Audits and Direct Installation Services *Continued***

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13. Please confirm that proposers may bid on a) Energy Efficiency Audits alone; b) Direct Installation Services alone; and/or c) Both Energy Efficiency Audits and Direct Installation Services?

**RESPONSE:** Yes, Bidders can respond with offers for any one, two or all three services.

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14. Is there an estimated annual budget for the Energy Efficiency Audit scope of work? For the Direct Installation Services Scope of Work??

**RESPONSE:** Not at this time; that will be dependent on numerous factors, including price.

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15. When does SCPPA intend to launch these programs? And what is the term for the scope of work?

**RESPONSE:** Some SCPPA Members may choose to launch immediately upon selection and contract development. SCPPA Master Service Agreements typically are for a term of 3 years, with an option to extend for an additional 3 years, upon mutual agreement.

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16. Is there a model or standard contract that will be used for this Scope of Work?

**RESPONSE:** Yes, see attached.

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17. Is there an estimated # of audits to be performed annually? In each sector? In each jurisdiction?

**RESPONSE:** No to all questions.

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18. Could SCPPA provide greater detail on the type of Energy Efficiency Audit it is seeking for the non-residential sectors? ASHRAE LEVEL 1: Walk-through? ASHRAE Level 2: Energy Survey and Analysis? ASHRAE Level 3: Detailed Survey and Analysis? Other?

**RESPONSE:** All listed could be used, dependent on the circumstances and facility being reviewed.

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19. Could SCPPA provide examples of the type of SMART devices they are envisioning as part of these programs?

**RESPONSE:** Yes, Thermostats and appliances are the immediate opportunities but SCPPA Members will be interested in understanding the Respondent's awareness of the growing and changing market for DR solutions through smart devices.

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20. Are Demand Response measures and solutions included in this scope of work?

**RESPONSE:** Yes, DR solutions will be considered for viability and cost-effectiveness..

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21. What is the relative weighting of criteria that SCPPA will use in evaluating submitted proposals?

**RESPONSE:** Evaluations will be based on price, experience (particularly with POUs, especially those in CA), and references.

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## QUESTIONS & ANSWERS RELATED TO

### *Request for Proposals: Energy Efficiency Audits and Direct Installation Services* **Continued**

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22. Are the services being requested under this RFP currently being provided in SCPPA member cities? If yes, who is the service provider and which cities are the services being provided in?

**RESPONSE:** Yes. SCPPA has 4-5 Contractors providing Auditing and/or DI services for nearly all of our Members. There is a single contractor (eagle Systems Inc.) whose Master Goods and Services Agreement is expiring and is being considered for replacement.

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23. The RFP states "Certain SCPPA Members have expressed interest in Energy Efficiency Audits and Direct Installation Services to meet the needs of their municipalities". a. Can SCPPA provide a list of the SCPPA members who have expressed interest in these programs? b. Are the SCPPA member utilities looking for all of the services listed or are some only wanting a subset of the services listed? c. Are the SCPPA member utilities looking for the services in all of the customer sectors listed or are some only wanting a subset of the customer sectors listed?

**RESPONSE:** No, SCPPA will not provide a list of the SCPPA members who have expressed interest in these programs. Some Members want all services from a single provider and others may only want one or the other service from the successful Respondent(s) to this RFP. Some Members want the services for all sectors listed and others may only want services for a subset of the sectors listed.

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24. Several of the SCPPA members already have Energy Efficiency Audits and Direct Installation Services programs. Are the program designs being requested meant to replace the programs for SCPPA members with existing programs??

**RESPONSE:** Potentially yes, existing programs could be replaced but there are other Members who do not currently have programs that are looking for services also.

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25. When does SCPPA anticipate the program launching?

**RESPONSE:** Possibly as soon as selection is made and necessary contractual arrangements have been completed.

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26. What is the expected term of service for any Energy Efficiency Audits and Direct Installation Services programs covered by this RFP?

**RESPONSE:** SCPPA Master Service Agreements typically are for a term of 3 years, with an option to extend for an additional 3 years, upon mutual agreement.

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27. The size of the program and ability to take advantage of economies of scale varies significantly by SCPPA member. It is difficult to provide pricing without knowing the size of the programs and how many SCPPA member utilities will be participating. Can SCPPA provide an estimate of the minimum and maximum budget for the programs and the number of SCPPA member utilities participating?

**RESPONSE:** Unfortunately no, not at this time. Price offerings can be made on an exemplary or indicative basis with any range of size/magnitude indicated and possible volumetric discounts also referenced therein.

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**QUESTIONS & ANSWERS RELATED TO**  
***Request for Proposals: Energy Efficiency Audits and Direct Installation Services* Continued**

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28. Is SCPPA hoping to develop a single Energy Efficiency Audits and Direct Installation Services program which can/will serve every SCPPA member utility?

**RESPONSE:** No, as typically occurs – Services will be offered and potentially accepted by Members on a “Cafeteria-style” basis.

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29. Are there any cost/benefit requirements for the programs?

**RESPONSE:** Not directly – but as always lowest price per kWh saved will typically get the most attention and interest from RFP Review Team Members.

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30. Are there any energy savings goals, or goals for numbers of customers reached, or measures installed, or referrals to SCPPA member utility programs?

**RESPONSE:** Not at this time.

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31. Volume - Is there a target # of customers & projects of each type / year for each service requested?

**RESPONSE:** Unknown at this time.

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32. Term - What is the anticipated term of the agreement?

**RESPONSE:** 3 years with a mutual option to extend for an additional 3 years.

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33. Target Customers - Is SCPPA interested in addressing other customer types not listed, such as commercial office?

**RESPONSE:** Yes.

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34. Labor - Does DI or audit work have to be performed by utility and/or union labor? Or can work be performed by 3rd parties, subject to prevailing wage and/or other labor requirements?

**RESPONSE:** Services can be performed by 3rd parties – and prevailing wages or other local requirements may apply to certain work.

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35. DI Measures - Should we propose specific DI measures and process for selection in the submittal, or will measures be developed collaboratively after selection?

**RESPONSE:** Respondents are expected to demonstrate experience, qualifications, certifications and indicative pricing for Direct Installation Services that your firm is qualified and proficient in.

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36. Scope of Agreement - Are the services open to all SCPPA members?

**RESPONSE:** Yes.

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## QUESTIONS & ANSWERS RELATED TO

### *Request for Proposals: Energy Efficiency Audits and Direct Installation Services* **Continued**

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37. Fee Proposal - Do we need to propose a total budget, price "per unit," or describe process to develop pricing once services are clarified? a. E.g. – Audit Fee = \$ / SF based on property type and size? b. T&M or fixed cost + mark-up on DI? c. Flat fee or T&M for ME&O?

**RESPONSE:** Indicative or exemplary pricing is expected, with an understanding that certain scope of work will require specific pricing considerations. A. Yes, good example of indicative pricing and basis for comparison. B. Either or both options are also good indicators of service pricing basis. C. Acceptable

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38. May a bidder propose on one or more services, in any combination? For example, Energy Audits and Water Audits, or Energy Audits and DI Services, etc?

**RESPONSE:** Yes.

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39. May a bidder propose on one or more sectors, in any combination? For example, Municipal, or Hospitality, or Small Business and Municipal, etc?

**RESPONSE:** Yes.

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40. Are public or private K-12 schools, and/or charter schools, and/or community colleges, and/or higher education institutions in scope?

**RESPONSE:** Yes.

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41. Due to the date of Q&A release so close to the due date, and the potential need to revise the proposal depending on the answers to those questions, would SCPPA consider extending the response due date?

**RESPONSE:** No.

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42. Direct install services are listed as an area of interest. Could you provide more details as to the scope of work for direct install and to what extent would those services be funded under this program?

**RESPONSE:** Direct Installations will vary among and between SCPPA Members. Respondents to the RFP are expected to demonstrate their experience and proficiency in developing and implementing DI programs for utilities, with some specification of the energy efficiency and/or demand response measures that were installed – as well as indicative pricing for such services.

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43. Does SCPPA currently provide these services or will it be a completely new offering? If so, to what extent and for how long have similar services been provided and by whom?

**RESPONSE:** SCPPA has 4-5 Contractors providing Auditing and/or DI services for nearly all of our Members. There is a single contractor (Eagle Systems Inc.) whose Master Goods and Services Agreement is expiring and is being considered for replacement.

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44. For the Fees section of the proposal (Item #4 in section IV of the RFP), please provide more detail as to how you would like the pricing structured. Should this consist of a rate schedule or estimate based on a hypothetical sample project or other structure?

**RESPONSE:** Your response should include a representation of the fees, charges, rates, etc. that you would typically charge for the services being offered to SCPPA and our Members for consideration. These can be exemplary or indicative of typical expenses, with an understanding that certain scope of work for services may require adjustments to fit the needs of a specific project or program for one or more SCPPA Members.

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