

REQUEST FOR PROPOSALS

ADVERTISED RFP # _____ **Performance Contract for Operating Cost-Saving Measures**

FOR _____ **Government Name referred to herein as Owner** _____

RELEASE DATE: _____ Date _____

Owner invites qualified firms to submit proposals for Performance Contract for Operating Cost-Saving Measures. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."

PROPOSALS shall be submitted to _____ Department/Address _____ by no later than _____ Date/Time _____.

A master copy (so marked) of the Proposal and _____ Number _____ copies shall include a title page showing the RFP subject; the firm's name, address, telephone number and fax number of a contact person. The Proposal must be received on or before the date and time stated above.

QUESTIONS regarding this RFP must be received no later than _____ Date/Time _____.

RECOMMENDATION FOR AWARD will be made by Owner, based on the evaluation results of the Owner's Review and Selection Committee. Once the committee has made a recommendation and a contract is negotiated, the results will be posted on the Owner's website _____ Website _____ and all respondents will be notified by e-mail of the Recommendation for Award to the successful respondent.

FINAL SELECTION will be made by Owner. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Owner shall be deemed final.

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1. INTRODUCTION

- 1.1 Owner is seeking proposals from Qualified Energy Service Companies (ESCOs) who have been pre-qualified by the State of Nevada to conduct a Financial Grade Operational Audit and who are capable of implementing a Performance Contract for Operating Cost-Saving Measures to provide energy and maintenance cost-saving equipment and services for Owner facilities. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."
- 1.2 The use of the term "ESCO" refers to proposers with certified personnel, doing business in the United States and duly registered in the State of Nevada with business license paid to the Owner after selection of the ESCO as well as holding all applicable state and other licenses. With this type of project, Owner may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but Owner will recognize such a consortium as a single entity only with one juridical personality. ESCOs must meet all of the criteria listed in the following statute: For local governments - NRS 332.352; For state and higher education institutions – NRS 333A.080.
- 1.3 A Review and Selection Committee will evaluate the proposals submitted.
- 1.4 During evaluation, the Review and Selection Committee reserves the right, where it may serve the Owner's best interest, to request additional information or clarification, or to allow corrections of errors or omissions. Oral interviews may be conducted by the Review and Selection Committee for the ESCOs that submit a Proposal and were short listed.
- 1.5 Submission of a proposal indicates acceptance by the ESCO of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between Owner and the ESCO selected.
- 1.6 There is no expressed or implied intent or obligation for Owner to reimburse responding ESCOs for any expenses incurred in preparing proposals, as well as, travel expenses during interviews in response to this Request for Proposals.
- 1.7 Owner shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.
- 1.8 The factors listed in this document will weigh heavily into the Owner's decision making process on this project. These evaluation requirements are considered to be minimum requirements. More points may be awarded for exceeding the minimum requirements.
- 1.9 If discrepancies are found between two (2) or more copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one copy of the proposal is not clearly marked "MASTER," Owner may reject the proposal. However, Owner may at its sole option, select one copy to be used as the master.
- 1.10 Submission of proposal indicates acceptance by the ESCO of the conditions contained in the RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Owner and the ESCO Selected.
- 1.11 Owner reserves the right to reject any or all proposals and to award to the proposer the Owner deems most qualified and whose award of the contract will accrue to the best interests of the Owner.

1.12 Late proposals will not be accepted. Prospective proposers are held responsible that their proposals arrive to Owner on or before the designated time and date.

2. OWNER CONTACT PERSON:

2.1 Until the receipt and opening of proposals, the proposer’s principal contact with Owner will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers except for the questions that are considered proprietary. Questions will only be received through Date .

<u>Name</u> <u>Department</u> <u>Delivery Address</u> <u>Phone Number</u> <u>E-mail</u> <u>Fax #</u>

2.2 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other Owner staff or Owner officials may be disqualified for doing so.

3. BACKGROUND INFORMATION

3.1 The Owner currently operates approximately square feet of facilities in buildings, all of which could potentially be included in the performance contract. A sample of project sites for this RFP are listed in Attachment C: Technical Facility Profile.

4. Acronyms and Definitions

For the purposes of this RFP, the following acronyms/definitions will be used:

Acronym	Description
Owner	Owner name
Commissioning	A comprehensive quality assurance process, overseen by a qualified commissioning authority or qualified Third-Party Consultant. Systematic, thoroughly documented and collaborative process ensures system components are designed, installed, functionally tested, and capable of operating at peak performance through their lifecycle, and will achieve the energy and maintenance savings stated in the approved project documents.
Preliminary and Comprehensive Audit	The Preliminary and Comprehensive Audit identifies the extent to which a building or other facility is a candidate for an operating cost savings retrofit. Energy and water utility billing data and other maintenance and operations data is compared with a national benchmark for similar buildings to support justification of the project. A general assessment of operating savings is identified and used to guide the decision to perform a significantly more detailed “Financial-grade Operational Audit.”
Evaluation Committee	An independent committee established by Owner to evaluate and score proposals submitted in response to this RFP.
ESCO	Energy Service Company. Firm submitting a proposal in response to this RFP. Synonymous with Qualified Service Company as used in statute: <u>For local</u>

Acronym	Description
	<u>governments - NRS 332.300; For state and higher education institutions – NRS 333A.</u>
Financial-grade Operational Audit	(Also “investment-grade audit”) The financial-grade operational audit carefully analyzes savings estimates and implementation and maintenance costs of energy and operating cost savings measures and should examine the interactive and/or synergistic impacts of various measures. It also addresses benefits including, but not limited to, savings in energy usage, maintenance and materials. The financial analysis should clearly delineate the costs and benefits of the Project including first cost, simple payback period, net present value, and internal rate of return. This audit also provides objective and professional evaluation of internal control through financial, operational and compliance audits.
Firm	Firms with certified personnel, doing business in the United States and duly registered in the State of Nevada with business license paid to the Owner after selection of the firm.
Key Personnel	ESCO staff responsible for oversight and management of work during the life of the project and for deliverables, as applicable.
M&V	Measurement and Verification. Those engineering, operational, or other methods and protocols used to validate that the Project's stated savings and/or cost reductions are achieved.
May	Indicates something that is not mandatory but permissible.
Must	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.
NRS	Nevada Revised Statutes – All applicable NRS documentation applicable to Performance Contracting in state or local governments are presented in Attachment B and may be reviewed via the internet: <u>For local governments - NRS 332.300; For state and higher education institutions – NRS 333A.</u>
Open Book Pricing	Vendors will fully disclose all costs, including all costs of subcontractors and vendors. The ESCO will maintain cost accounting records on authorized work performed showing actual costs for labor and materials.
Pacific Time (PT)	Unless otherwise stated, all references to time in this RFP and any subsequent contract are understood to be Pacific Time.
Public Records	All books and public records of a governmental entity, the contents of which are not otherwise declared by law to be confidential must be open to inspection by any person and may be fully copied or an abstract or memorandum may be prepared from those public books and public records.
Shall	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.
Should	Indicates something that is recommended but not mandatory. If the ESCO fails to provide recommended information, Owner may, at its sole option, ask the ESCO to provide the information or evaluate the proposal without the information.
Third-Party Consultant	Individual/firm hired to work on behalf of Owner to assist Owner as necessary to review proposed savings for the performance contract project and may provide post-implementation review of Project savings measurement and verification results reported by the ESCO. Although the listed duties are not meant to be all-inclusive, whatever roles the consultant fills will be advisory only. Third-Party Consultant duties are further defined in statute: <u>For local governments - NRS 332.360; For state and higher education institutions – NRS 333A.086.</u>

Acronym	Description
Will	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.

5. SCOPE OF WORK

5.1 The following is a partial list of considerations/challenges Owner would like the ESCOS to consider for this project:

- (a) Achievement of significant long-term energy, water and operating cost savings in a cost effective manner is a priority.
- (b) Other.

5.2 Owner seeks to maximize energy and water cost savings and related operational and maintenance cost savings in order to pay for facility upgrades, improvements and services. Services and capital improvements will be financed through a Performance Contract for Operating Cost-Saving Measures which:

- 5.2.1 Incurs no initial capital costs, but may consider an option for Owner to provide initial capital if desired, subject to Owner approval;
- 5.2.2 Provides an annual cost savings and performance guarantee over the term of the contract;
- 5.2.3 Maintains improvements in and consistent levels of operational functionality;
- 5.2.4 Realizes additional related benefits such as reduced maintenance needs, facilities improvements and enhanced occupant comfort;
- 5.2.5 Maintains consistency with all applicable state and local codes and standards. Designs must comply with all applicable codes.

5.3 RFP and Contracting Phases:

5.3.1 Phase 1 - RFP:
Through this RFP, an ESCO will be selected based on the proposal. The responses to this RFP will include a comprehensive audit report of all potential operating cost-savings measures that might be implemented at Owner facilities identified in Attachment C. Selected ESCOs may be asked to present their findings to the Evaluation Committee. A selected ESCO will conduct a Financial-Grade Operational Audit of the buildings that will comprise the Performance Contract for Operating Cost-Savings Measures.

5.3.2 Phase 2 - Financial-Grade Operational Audit and Project Development:
The selected ESCO will conduct a Financial Grade Operational Audit of a group of buildings to identify potential cost-saving measures, determine the cost and savings of each measure, and present a measurement and verification plan to validate future savings. A project proposal will present a bundle of measures that can be financed through guaranteed savings over the proposed financing term, including a cash-flow table for the financing term. The ESCO will submit the Audit Report and a Project Development Plan. Attachment D.

5.3.3 Phase 3 - Financing Solicitation:
The ESCO may solicit bids from financing companies on behalf of Owner, functioning in a non-advisory role as federal regulations restrict the ESCO's role in advising on financing. Alternatively, Owner may arrange financing independently. A separate financing agreement will be developed including ESCO payment

schedules and lender financing terms and schedules. The Financing Agreement will be signed concurrent with the Performance Contract. Attachment E.

5.3.4 Phase 4 - Performance Contract for Operating Cost-Savings Measures: Following satisfactory completion of the Financial Grade Operational Audit, Owner may develop and negotiate a Performance Contract for Operating Cost-Savings Measures with the ESCO. The ESCO and Owner will negotiate the project scope, cost and financial terms for the performance contract. When negotiations are concluded, Owner may issue a Notice to Proceed. Through the performance contract, the ESCO proceeds to final design, construction, and commissioning of the improvement measures. The contract will define the final agreed upon list of measures, equipment and labor costs and guaranteed cost savings. It will document equipment specifications and warranties. It establishes the schedule and responsibilities of the ESCO and Owner. It incorporates current state statutes and directives that directly relate to performance contracting. Design and submittal reviews will be performed by Owner. Designs must comply with adopted building codes and receive required permits. Attachment F.

5.3.5 Phase 5 - Commissioning: Prior to Project acceptance by Owner, the ESCO will use Commissioning to verify that the design intent has been implemented. Equipment submittals will be reviewed and compared to design and will be tested in the field to verify performance. The ESCO will conduct commissioning to verify proper installation and proper operation of all equipment and cost-savings measures.

5.3.6 Phase 6 - Guarantee and Measurement and Verification (M&V): The ESCO will monitor the reductions in energy or other operating costs related to savings measures implemented under the performance contract, and shall at least once a year prepare and provide a Measurement and Verification (M&V) Report to Owner on the performance of the operating cost-savings measures. The performance contract must include a Measurement and Verification (M&V) Plan to identify the methodology used to validate the cost savings for each measure as identified by the ESCO. The Measurement and Verification (M&V) Plan must follow established industry guidelines such as the guidelines presented by the International Performance Measurement and Verification Protocol (IPMVP). The Measurement and Verification (M&V) Plan will provide the Measurement and Verification (M&V) methodologies and the terms and conditions for the savings guarantee.

5.4 Owner desires that a Preliminary and Comprehensive Audit of facilities be conducted by each ESCO that submits a proposal, in accordance with the provisions in statute: For local governments - NRS 332.360; For state and higher education institutions – NRS 333A.084.

A site visit [will] or [will not] be required.

5.5 The ESCO will include the cost for a Third-Party Consultant to assist in the evaluation of the selected ESCO's proposed cost-saving measures (in the proposal, Financial-Grade Operational Audit and subsequent Performance Contract).

6. SCOPE OF WORK

- 6.1 ESCO must have the technical capability to address a broad range of systems including, but not limited to:
- 6.1.1 Mechanical Systems. Heating, ventilating and air conditioning (HVAC) systems, energy management and control systems, domestic hot water systems, refrigeration, and distribution systems.
 - 6.1.2 Plants. District heating and cooling and cogeneration systems.
 - 6.1.3 Lighting systems. Indoor and outdoor lighting systems, lighting controls, daylighting strategies.
 - 6.1.4 Building envelope systems. Windows, insulation, and weatherization. (It is recognized that window replacements are rarely cost-effective, but could be considered as part of a comprehensive plan.)
 - 6.1.5 Specialty Systems: Compressed air, industrial systems, power quality, electrical distribution, laundry equipment, kitchen equipment, and pool systems.
 - 6.1.6 Water and Sewage Systems. Automatic controls, low-flow faucet aerators, low-flow toilets, cooling tower modifications, pool covers, and irrigation system controls or modifications.
 - 6.1.7 Renewable Energy Technologies. Wind, solar, and geothermal.
- 6.2 Financial-grade Operational Audit and Project Development Report:
The selected ESCO agrees to perform a Financial-grade Operational Audit at the facilities listed in the Technical Facility Profile (Attachment C) in accordance with the Scope of Work presented in Financial Grade Operational Audit model contract (Attachment D). A phased approach may be used to address buildings in different groupings at different times so that all facilities may be addressed under this procurement and contracting process.
- 6.3 Project tracking:
ESCO shall collect and report project data, on behalf of Owner and with approval by Owner, using eProject Builder (ePB). ePB is a web-based tool managed on behalf of the Department of Energy by The University of California/Lawrence Berkeley National Laboratory (LBNL). ePB enables ESCO and their contracting agencies or other entities to: upload and track project-level information; generate basic project reporting materials (e.g. task order schedules); and benchmark proposed performance contracting projects against historical project data. ESCO will assign at least one user from Governor’s Office of Energy to track project.

7. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content. Proposals shall not exceed XX pages in length excluding company brochures and other items specifically noted in this document.

The submittal shall be bound and indexed. Submit Number copies. Clearly mark one as “MASTER.”

A digital copy, capable of being searched, shall also be provided on either a CD or USB drive.

A cover letter shall be included with the ESCO Information Sheet (Attachment A) that provides company contact information including information for the contact person. The cover letter should also contain pertinent general information as deemed appropriate.

Written responses must be placed immediately following the applicable RFP question, statement and/or section (present the RFP question in bold/italics). The proposal shall contain (in this order) the following information:

7.1 Project History

7.1.1 **Project List:** List up to 20 projects (only performance contracting projects that include a guarantee of savings and measurement and verification) that were developed and implemented by your firm within the past five years that have completed construction. (If it is relevant to list projects performed outside of the firm, clearly identify the firm with overall responsibility for that project and the project’s relevance to this solicitation.)

Project Name	Market Sector	City & State	Project Size (Dollars)	Project Size (Square Feet)	Year Completed

7.1.2 **Project Case Studies:** Expand on the information provided in the previous section to give details on up to five relevant projects (similar size, facility type or scope of work as expected in this project). Only include projects that have at least one year of documented performance data, are currently in repayment, are currently under contract with your firm, and can be used as references. Include the following information on each project as a minimum.

Project Data and References	
Project Name	
Facility Type and Use	
Project Size: -Number of Buildings -Total Square Footage	
Types of Measures: -Energy, water, waste, maintenance (include % savings for each type) -Any deep retrofits (over 50% savings) -Benefits to Using Agency -Unique technologies or approaches (if applicable), including those that promote stewardship or work/study opportunities.	
Project Cost: Installed Project Costs	
Project Cost: Financed Amount	
Guaranteed Annual Savings (\$)	
Financing/Funding: -Sources -Name of finance company	

-Financing Term (years)							
-Company's role in securing financing							
Project Schedule: -Audit Start and Acceptance Date -Construction Start and End Dates (Notice to Proceed; Notice of Substantial Completion; Final Completion) -Guarantee Period Start and End Dates Describe if project was completed on schedule or delayed							
Measurement and Verification -Methods -% of stipulated savings							
Project Personnel: List all ESCO personnel associated with this project (limit to those who may be assigned to a project) and their roles and responsibilities (only list those who may be assigned to a project).							
Contact Information: Provide two references (one administrator and one facility maintenance supervisor). Include current phone and email address of owner representatives you worked with.							
Other: -Owner's criteria for success -Top 3 outcomes of the project, either process or results oriented -Expected performance of maintenance measures -Comments on any special features, services, conditions, creative approaches, special needs of customer, etc.							
Commodity	Units	Guaranteed Annual Savings	Achieved Savings Year 1	Achieved Savings Year 2	Achieved Savings Year 3	Achieved Savings Year 4	Achieved Savings Year 5
Electricity	kWh						
Electric Demand	kW						
Natural Gas	Therms						
Fuel Oil	Gal						
Steam							
Fuel Oil	Gal						
Water							
Other							
Material	\$						
Maintenance Contracts	\$						
Other	\$						
TOTAL							

7.2 Company Key Personnel and Key Subcontractor Personnel

- 7.2.1 Provide an organization chart (one page) and the resumes (up to one page each) for each of the key project personnel to confirm that they have the necessary professional qualifications and experience for the work to be performed.
- 7.2.2 Describe your use of subcontractor vs. staff. Note that subcontractors are required to carry the appropriate state licenses.
- 7.2.3 Describe how you propose to involve Nevada-based companies in this work, recognizing that the State of Nevada is focused on creating jobs and increasing economic development. Describe your planned use of subcontractors in Nevada. Also describe your planned use of local vendors or suppliers.

7.3 Cost and Pricing

The maximum audit costs, markups and fees as proposed/negotiated by each ESCO will be applied in any Financial-Grade Operational Audit and Project Development Contract or Performance Contract subsequent to the ESCO listing. Each responding company shall provide its proposed maximum cost for performing a Financial Grade Operational Audit as well as proposed maximum project markups, overhead and profit markups, and fees for pre-defined categories.

7.3.1 Project Cost Breakdown

- (a) In the table below, provide your company's proposed Maximum Percentage of Total Project Price for each category listed. This format is required and must be completed in its entirety. Use only the categories shown. Ranges are not acceptable.
- (b) Also, clearly describe how incidental and ancillary work will be charged (e.g., billed hourly, billed as a markup of equipment and labor costs). Incidental and ancillary work includes jobsite safety, security, cleanliness and sanitation, limited demolition, and other incidental work that is necessary to ensure that all work is completed in a timely manner.

Project Construction Cost Category	Maximum Percent of Total Project Price	Self-Performed or Subcontracted
Pre-Construction Costs		
<i>Costs that were not included in Financial Grade Operational Audit</i>		
Design and other Engineering <i>Professional architectural and engineering services related to design</i>		
Pre-Construction Services <i>Construction management and project development services</i>		
Other Pre-Construction Costs <i>Site visits, owner meetings, legal review, accounting services, etc.</i>		

Construction Costs		
<i>Direct costs from subcontractors, vendors and material providers to complete the work.</i>		
Trade Subcontractors <i>Construction contractors subcontracted to ESCO; Lighting, construction, sheet metal, etc.</i>	Provided after Financial Grade Audit completed	
Design/Build Subcontracts <i>Construction and design contractors</i>	Provided after Financial Grade Audit completed	
Direct Purchase Equipment <i>Equipment directly purchased by ESCO</i>	Provided after Financial Grade Audit completed	
Construction Management <i>Construction manager and site superintendent</i>		
Project Engineering <i>Design engineer inspections; Engineering analysis</i>		
General Conditions <i>Miscellaneous non-staffing costs; Equipment rentals, security fencing, etc.</i>		
Construction Completion <i>Commissioning Training Construction M&V O&M Manuals</i>		
Other Construction Costs <i>Site visits, Owner meetings, Permits, Insurance, Bonds, Warranty Labor</i>		

7.3.2 Profit Markup

(a) In the table below provide the maximum percentage markup that will be applied to direct purchases of equipment, material, and subcontractors for any project within this program. Note that overhead is included in other categories above.

	Maximum % Markup
Profit Percent	X %

7.3.3 Financial-Grade Operational Audit Fee - Maximum

(a) Identify your maximum fee to conduct the Financial-Grade Operational Audit and Project Development Proposal, on a cost per square foot basis:

	Proposed Max cost per sf
Financial-Grade Audit and Project Proposal	\$/sf

7.3.4 Annual Costs and Fees - Maximum

For each category describe how that annual cost is determined, how the fee is charged to the project and when it is applied. Markups on fees are not allowable.

- (a) Measurement and Verification – Annual Fee: The Measurement and Verification Services cost is the annual cost for the services necessary after acceptance of the project to annually verify the Energy Performance Contract guarantees. The cost for the guarantee is based upon the M&V option utilized, the risk of savings failure, the field time to measure building performance, and the time to document and present the report.
- (b) Warranty: Warranty is the burdened labor cost associated with time anticipated to be expended by ESCO staff in supporting their direct purchase equipment warranties; and/or equipment provided by subcontractors. This warranty cost may also include costs for extended equipment warranties in those cases where the required/specified equipment warranty is longer than the equipment warranty offered by the manufacturer.
- (c) Other: Describe any other fees and how they will be determined.

Annual Category	Cost	How Price is Determined	Years Applied (One-time, Annual, etc.)
Warranty			
Measurement & Verification (Year 1)			
Annual Measurement & Verification Report			
Other:			

7.3.5 Contingency

Describe your company’s typical level of contingency budget for lighting, electrical, mechanical, controls projects, and other projects and how it proposes to apply contingency to cover changes in work scope and subcontractor change orders. Note that all unused contingency funds will revert to Owner or be applied to additional work scope through a change order approved by Owner.

7.3.6 Equipment/Labor Cost Competition

Describe your company’s process to solicit bids on equipment/labor or to ensure price/cost competition and the best value for Owner.

7.3.7 Open Book Pricing

Open book pricing is required. Describe your company’s approach to open book pricing and the method for maintaining cost accounting records on authorized work performed under actual costs for labor and material, or other basis requiring accounting records.

7.3.8 Best Value

Briefly describe how your approach to Performance Contracting delivers best value for the investment. Describe any utility rebates or other financial incentives or grants you can potentially provide and/or facilitate.

7.4 Site-Specific Approach

7.4.1 Types of Services

Summarize the scope of services (auditing, design, construction, measurement & verification, operations, maintenance, training, educational programs, financing, etc.) which would be used for this project.

7.4.2 Comprehensive and Preliminary Audit Report

The Preliminary and Comprehensive Audit identifies the extent to which a building or other facility is a candidate for an operating cost savings retrofit. Energy and water utility billing data and other maintenance and operations data is compared with a national benchmark for similar buildings to support justification of the project. A general assessment of operating savings is identified and used to guide the decision to perform a significantly more detailed “Financial-Grade Operational Audit.”

There are two different approaches as described below:

No site visit is required. This process has been structured to meet statute requirements, minimize the burden on respondents, and provide value to Owner.

Provide the following based on: 1) a review and analysis of the historical energy and water usage as well as other data and information provided in the Technical Facility Profile for the buildings; 2) your experience with similar facilities; and 3) references on similar building or equipment types:

- 1) A comparison of the energy and water consumption in the buildings identified in Attachments.
- 2) A comparison of the current pattern of the costs associated with energy consumption, water consumption and the disposal of waste, and related labor costs, to the projected costs if operating cost-savings measures are implemented.
- 3) For the sample buildings identified in Attachment C, provide an assessment of potential measures that might be implemented and a rough estimate of the savings and costs associated with implementing an operating cost-savings measure. Describe the basis for determining costs, such as per square-foot basis. Describe any equipment modifications, installations or replacements at the facility that your firm would consider installing as a part of this project. Address energy, water and operational opportunities as well as renewable technologies, or advanced technologies that might be applicable. Describe any special features or services associated with your proposed improvements that would add value. Describe your approach to achieve compatibility (such as open systems) and/or standardization of equipment in the facilities to be addressed.

A site visit is required. In addition to the above analysis, provide added information and recommendations based on the site visit.

8. Timeline

The following represents the proposed timeline for this project. All times are Pacific Time (PT). These dates represent a tentative schedule of events. Owner reserves the right to modify these

dates at any time. Owner also reserves the right to forego ESCO presentations and select ESCO(s) based on the written proposals submitted.

Task	Date/Time
On-site visit (only if required)	
Deadline for submission of questions	
Deadline for submission of proposals	No later than
Evaluation period (approximate time frame)	
ESCO Presentations, if required (approximate time frame)	
Estimated Date for Selection of ESCO	

ESCO INFORMATION SHEET FOR RFP #

ESCO Must:

- A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;
- B) Type or print responses; and
- C) Include this ESCO Information Sheet in the response.

V1	Company Name	
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V2	Street Address	
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V3	City, State, ZIP	
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V4	Telephone Number	
	Area Code:	Number:

V5	Facsimile Number	
	Area Code:	Number:

V6	Toll Free Number	
	Area Code:	Number:

V7	<i>Contact Person for Questions / Contract Negotiations, including address if different from above</i>	
	Name:	
	Title:	
	Address:	
Email Address:		

V8	Telephone Number for Contact Person	
	Area Code:	Number:

V9	Facsimile Number for Contact Person	
	Area Code:	Number:

V10	<i>Name of Individual Authorized to Bind the Organization</i>	
	Name:	Title:

V11	<i>Signature (Individual must be legally authorized to bind the Organization)</i>	
	Signature:	Date:

Attachment B: Applicable State Statutes

For local governments: insert NRS 332.300

For state and higher education institutions: insert NRS 333A

Attachment C: Technical Facility Profile

Attachment D: Sample Financial-Grade Operational Audit

Attachment E: Sample Performance Contract for Operating Cost-Saving Measures

Attachment F: Sample Financing Solicitation

For attachments D, E, F, attach the recommended model documents as templates to be completed later.
Attach a combined pdf file for all.