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# Request for Proposal

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## Commercial Building Energy Audit

### **RFP2011-01**

By executing the cover sheet, Offeror acknowledges that they have read this Request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals may be submitted by mail or delivered in person.

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Offeror Name (Company name, individual, DBA)

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Authorized Representative (Printed Name)

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Authorized Representative's Signature

REQUEST FOR PROPOSALS  
FOR  
COMMERCIAL BUILDING ENERGY AUDITS

DATE OF SOLICITATION  
JANUARY 20, 2011

**BACKGROUND**

The Town of Cave Creek is accepting proposals from engineering energy analysts to conduct Level I Walk-Through analyses on commercial buildings, as outlined by American Society of Heating, Refrigeration and Air conditioning Engineers (ASHRAE) *Procedures for Commercial Building Energy Audits*.

The goal of this solicitation is to provide building owners (“Client”) with the necessary information to make informed decisions about improving the energy efficiency of their buildings. The Town is seeking one firm (“Contractor”) to conduct such energy audits. The Town intends to market this program to property owners, in partnership with Green Cave Creek and the Cave Creek Chamber of Commerce. Applications will be screened by the Town and assigned to the Contractor for described audit work. Town staff will forward approved Client applications on a first come, first serve basis, until funds are exhausted. Contractor shall attempt to complete these audits with an understanding that time is of the essence.

Contractor shall be required to work as a third-party, independent auditor. Contractor shall not solicit or recommend the employment of themselves, their company or any other specific providers to perform services for the proposed improvements identified in the audit reports. Town staff or their designee may periodically accompany Contractor on their audit to observe the process and Contractor performance.

The Commercial Building Energy Audit Program is being funded through the Federal Department of Energy’s Energy Efficiency and Conservation Block Grant Program, through a grant provided by the Arizona Department of Commerce. The funds allocated to the Town must be expended by June, 2012. The planned allocation for the Program is approximately \$9,800. However, the Town reserves the right to increase or decrease the allocation at any time during the contract period.

#### A. CONTRACTOR QUALIFICATIONS

1. Contractor shall have a minimum of two (2) consecutive years of conducting commercial building energy audits as referenced herein.
2. Contractor shall be in compliance with all applicable Federal, State, Local, ANSI and OSHA laws, rules, regulations and all other applicable regulations for the term of the contract.
3. Contractor shall not subcontract any segment or services covered herein.
4. Contractor must have and maintain full-time representation located within central Arizona with the ability and authority to address all contract issues that may develop.

#### B. SCOPE OF SERVICES

The Scope of Services should not be construed as being final and/or comprehensive. A final scope of work will be prepared and negotiated after the contract is awarded. The selected Contractor will be required to perform the following services:

1. The Town of Cave Creek will provide approved Client Applications to Contractor.
2. Within seven (7) calendar days of receipt of approved Client Application, Contractor must contact Client by telephone (preferred method) or electronic mail to schedule an agreeable time to conduct on-site activities. On-site activities must be scheduled within fifteen (15) calendar days of Contractor receipt of Client Application.
3. On-site activities must include completion of a Preliminary Energy Use Analysis and Level I Walk Through Analysis, as outlined in the ASHRAE Procedures for Commercial Building Energy Audits. In those cases where building plans are unavailable, the Contractor will be required to develop sketches and take all necessary measurements.

4. The Contractor shall provide the Client and the Town with all documentation related to each audit, including the Audit Report, within 15 calendar days of the site visit. Contractor shall also provide a copy to the designated representative of APS.
5. The Contractor shall schedule a second interview with the Client within 15 calendar days of completing on-site activities. At this time, the audit report shall be provided to the Client. Reports shall include all information outlined in ASHRAE Procedures for Commercial Building Energy Audits. The report shall contain all necessary information required for the Client to understand the energy incentives that may be available. The Contractor shall explain the report findings and recommendations to the Client, and answer questions about the report. Contractor shall obtain a signed affidavit from the Client, stating that the audit is complete, that the Client has received the Audit Report as well as a list of financial resources/program requirements, and that a follow-up interview had been held.
6. The Contractor shall cooperate with the Town by participation in up to three (3) workshops for the business community.

#### C. CONTRACTOR DELIVERABLES

1. Contractor will be required to provide the following deliverables to the Client:
  - a. The Audit Report
  - b. A list of resources summarizing available rebate and tax incentive programs offered for energy efficiency improvements, sponsored by local utilities and state and federal governmental agencies as well as an overview of recommendations.
  - c. The signed Client affidavit
2. Contractor will be required to provide the following deliverables to the Town:
  - a. A copy of the Audit Report
  - b. A copy of the incentive and rebate list provided to Client
  - c. A copy of the signed Client affidavit

- d. A report on the number of jobs created and maintained for the audits contained each month.

#### D. CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for:

1. Providing monthly progress reports.
2. Furnishing all labor, materials and equipment necessary for the completion of the scope of work described herein.
3. Providing sufficient personnel to complete the scope of work.
4. Coordinating all management and activities relating to this program. Task activities shall include, but not be limited to, program administration, record keeping, progress report, scheduling and coordination of all program-related meetings.
5. Providing accuracy, quality, and timeliness of information and product being provided.
6. Providing close coordination with Town staff to review the progress to date, evaluate findings, and solicit input that could lead to revisions to the program approach.
7. Respecting the confidentiality of the Client and Town information and data. No data or reports shall be released to entities not expressly permitted by the Town and/or the Client. All media contacts prior to the publication of the final report for the program, and directly related to the program, shall be coordinated by the Town.
8. Maintain books, records and documents of all costs and data in support of the services provided. The Town or its authorized representatives shall have the right to audit the books, records and documents of the Contractor related to all matters involving this program.
9. All documents generated by the Contractor which relate to this project become the property of the Town and subject to disclosure pursuant to Arizona public records laws.

#### E. KEY PERSONNEL

The Contractor shall provide an adequate staff of experienced personnel capable of and devoted to the successful accomplishment of the Contract work. The Contractor shall assign the specific individuals identified in its proposal to key positions, specify their relationship to the contracting

organization, and amount of time to be devoted to this project. This includes consultants as well as regular employees of the Offeror. The Contract is predicated, in part, and among other considerations, on the utilization of the specific individual(s) and/or personnel qualification(s) identified and/or described in the Contractor's proposal. Therefore, no substitutions of such specified individuals and/or personnel shall be made without prior written approval of the Town.

The Town reserves the right to perform background checks on the Contractor and their employees who will be conducting onsite activities and have direct contact with the Client.

## **F. SUBMITTAL REQUIREMENTS**

Interested Contractors shall submit one original and four (4) copies of their response. All submittals are limited to ten (10) 8 1/2" x 11" pages (text on one side only). A cover letter will not be considered part of the ten-page limitation, nor will resumes for key team members (each no more than two pages in length). Resumes should be attached at the end of the proposal. Please address the following:

### **Company and Contact General Information**

1. Provide the following information relative to your company:
  - Company name
  - Main office business address
  - Local office business address (if different)
  - Office phone and fax number
  - Company web page address (if available)
2. Provide the following information related to the primary contact person for your proposal and proposed work:
  - Contact name and title
  - Contact address, phone and fax number, email address
3. Provide a brief description of your company's primary business and any other associated business-related activity involving energy, new construction and remodel construction. Include years of operation and the associated professional and business licenses for those businesses.

### **Project Approach and Project Team Members**

1. Provide a brief description of the project approach your company

will use to accomplish the tasks outlines in the scope of work. Include specific team members, their role(s) and qualifications (including copies of their certifications and licenses) to perform these tasks.

2. Discuss your approach to performing audits on various building types within the program's geographic area.
3. Discuss your team's ability and/or strategy to carry out multiple energy audits with overlapping schedules. Discuss the feasibility of the time frames outlines in the scope of work as they relate to the Client audit schedule.
4. Discuss how many audits your firm can conduct in a month, depending upon program response.
5. The funding for this program requires the Town to report the number of jobs maintained or created. Please describe how many positions your program approach would maintain or create, given an approximate total of 20-25 audits over a one to two-year period.
6. Describe the technologies that your project team will use to conduct audits, analyses and report generation. Describe the team members' experience with these tools.

### **Similar Work Experience**

1. Identify not more than three (3) commercial building energy audit jobs completed by your company in the last three (3) years. Identify the team members for each project, project time frames, number of audits performed, and the scope of the project. The Town is interested in projects similar to the scope of work, involving multiple audits of existing structures that included client interviews and professional reporting. Identify any specific process highlights or outcomes that make these projects unique. The Town will consider individual commercial building energy audit experience due to the unique nature of the proposed scope of work.
2. Provide references for the above projects, including contact names and contact information. If the contract for these projects required confidentiality; references will be kept confidential upon request.

### **Client Service and Energy Analysis Strategies**

1. Explain your methodology for providing cost benefit analyses of energy efficiency improvements to clients
2. Describe your team's customer service approaches and strategies.

Discuss the experience of team members who will make the Client contact and perform onsite work.

**Proposed Price Schedule**

1. Provide a schedule of unit cost per commercial building energy audit, associated processes, and deliverables described in the scope of work based on the following square footage ranges:
  - a. 2000 or less square feet
  - b. Between 2001 and 3000 square feet
  - c. Between 3001 and 4000 square feet
  - d. Between 4001 and 5000 square feet
  - e. Over 5000 square feet
2. If audits of various building types or groupings of types require adjustments to the unit costs described above, please list those adjustments.
3. The Contractor proposal shall provide an estimated number of hours key personnel will require for any given building, detailed by task. Prices shall be inclusive of all overhead, insurance, fees, travel, and all other associated costs required to complete the work described in the scope of work. No amounts over and above the Contractor's proposed fees will be paid.
4. All tasks that may be required to provide a complete and accurate survey, audit and report shall be included within the pricing schedule.



## **SELECTION PROCESS**

Selection of the single Contractor from the group of companies who submit proposals for the Commercial Building Energy Audit Program under this solicitation will be made based on the weighted Evaluation Criteria below:

### **Evaluation Criteria:**

Company/Staff Qualifications	25 points
Company/Staff Similar Experience	20 points
Project Approach	10 points
Client Service and Energy Analysis	15 points
Pricing Schedule	30 points

Awards made in response to this RFP will be made to the highest qualified offeror whose proposal is determined, in writing, to be the most advantageous to the Town taking into consideration the evaluation factors set forth above. The Town reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the Town. Interviews may be required of the short-listed teams. The Town also reserves the right to reject any and all proposals.

## **SUBMITTAL TIME AND PLACE**

Responses to this request must be received by the Town of Cave Creek **no later than 3:30 pm Thursday February 10, 2011** and directed to:

Michael Rigney  
Town of Cave Creek  
37622 North Cave Creek Road  
Cave Creek, Arizona 85331

## **LATE PROPOSALS**

Proposals received in the Town's office after the date and time prescribed shall not be considered for contract award and shall be returned to offeror.

**NOTE:** This Request for Proposals will be posted on the Town's

website. The address is <http://www.cavecreek.org>.