

CT Energy Savings Performance Contracting Program (ESPCP)

Additional Guidance for Connecticut Qualified Energy Services Providers (QESPs) on Preparing a Response to *Exhibit B: RFP Issued to Selected QESPs for a Cost—Effective Feasibility Analysis*

The QESP's response to *Exhibit B: RFP Issued to Selected QESPs for a Cost-Effective Feasibility Analysis* will help a "Department" (state agency or municipality) select one QESP to perform an Investment Grade Energy Audit. The information below is intended as ongoing clarification only and does not alter any of the requirements in the RFP. The goal of this guidance is to develop a format that will allow the Departments to:

- More clearly understand the basis for the QESP's estimates of energy savings
- Review the QESP's success in setting and reaching realistic energy conservation goals
- Ensure that the Feasibility Analyses are easily comparable

In addition, it is also intended to allow the QESPs to more clearly highlight successful prior project experiences by which they can differentiate themselves to the selection committee.

All Departments that issue *Exhibit B: RFP* will have access to each QESP's September 2012 response to the DAS [Solicitation to Qualify Energy Service Providers to Enter into an Energy-Savings Performance Contract](#), which contains information on: Overview of Approach to ESPC; Project History; Qualifications; Technical Approach; Management and Staffing Approach; your QESP's completed Exhibit D Cost and Pricing; and ESPCP Participation and Compliance. As such, most of this information does not need to be repeated in the RFP response, except as described below.

There are 3 major components to the response:

- 1) Cost-Effective Feasibility Analysis
- 2) Management Approach
- 3) Cost and Pricing

In addition, you may submit a one-page cover letter and appendices containing resumes. Please do not include an Executive Summary, and no other appendices are necessary. Submission deadlines and format (electronic/hard copy, file size, etc) will be set by each Department. At this time, we request that you do not include Solar PV into your project calculations, but include brief description of possible installation locations.

The Department will provide at least three years of utility bills, square footage, and a description of the use of all buildings the Department intends to include in the ESPC. The Department will also provide a list of any energy projects that need targeted consideration during the walk through and the preparation of the Feasibility Study.

Feasibility Study Format

1. Cost-Effective Feasibility Analysis - 10 page limit. Note: This information is not expected to be a detailed engineering analysis and does not constitute a guarantee by the QESP.
 - A. Facility annual average Energy Utilization Index (EUI)
 - i. QESP will calculate an annual average EUI expressed in BTU/sqft based on agency data.
 - B. Identified Energy Conservation Opportunities
 - i. QESP will describe the major Energy Conservation Opportunities identified during the walk through, and list selected Energy Savings Measures (ESMs) that should be considered.
 - Note: It is not necessary to provide cash flow analyses, detailed calculations, or a lengthy discussion of “why” a particular ESM is important. The objective is to present a clear description of opportunities that you have identified, and the rationale behind your ESM selection. Additional information could include estimated unitary cost and savings for each ESM, i.e. double glazed windows cost \$X/sqf, and in CT will save \$Y/sqft annually.
 - ii. QESP will provide a detailed analysis of any energy savings opportunities that the Department identified for targeted consideration.
 - Describe existing conditions, existing energy consumption (or description of how baseline energy consumption will be established), the scope of work associated with the ESM selected to address the opportunity, how the installed ESM will save energy, a projection of the post installation energy consumption, and a valuation of the resultant energy savings based on utility bill data.
 - Provide a brief description of how post installation energy consumption can be measured and verified.
 - Provide any other information on the selected ESM(s) as requested by the Department.
 - C. Experience with similarly configured projects
 - i. QESP will present documented evidence of their work on 3 similarly configured projects (building use, age, energy systems, etc.), preferably in the northeast region of the US, with contact information for references (Note: descriptions of additional projects can be included in Section 2B, below).
 - The past project data will include those facilities’ baseline annual average EUIs, projected post-retrofit EUIs, and actual, post-retrofit EUIs.
 - QESP will describe how the cost and savings were distributed among the major Energy Savings Measures that were implemented.
 - D. Potential for savings
 - i. QESP will estimate the quantity and value of potential savings at the Department’s facility by:
 - Estimating the difference in the facility’s baseline and predicted post-retrofit EUI. It is expected that this estimate will be primarily based on the energy reductions achieved at the QESP’s representative past projects. QESP should explain any alternative estimation methods (i.e. including unique facility attributes, specific energy projects targeted for consideration by the Department, or other professional judgments).

- Multiplying the difference in baseline and estimated post-retrofit EUI by the facility's square footage and the current costs for utilities.
 - Estimating the total size of an ESPC that can be supported by multiplying the annual value of potential savings by 15 years.
 - E. Financial stability of the QESP –
 - i. Do not supply new financial statements since they are available in your QESP's September 2012 response to the DAS Solicitation. If applicable, briefly describe significant CHANGES to your response to the DAS Solicitation for the following sections only: 3.2.2 Profitability; 3.2.4 Bonding; 3.2.5 Credit Support; 3.2.6 Legal or Administrative Proceedings Pending; 3.2.7 Debarment, etc; 3.2.8 Proceedings; and 3.2.9 Insolvency, etc.
 - F. Experience and quality of technical approach –
 - i. Provide a brief overview of staff capabilities and experience working in Connecticut.
 - G. Overall benefits to the Department –

Briefly describe the major benefits of the proposed project. What is the plan to sustain the benefits during the term of the project and beyond?
2. Management Approach (brief information in addition to the 10-page Feasibility Analysis)
- A. Organization chart for implementing and managing the proposed project –
 - a. Provide information requested in the RFP.
 - B. Appropriate market sector experience –
 - a. In table format, list any other ESPC projects you have implemented within the past 5 years , which were not previously presented, that are similar in market sector and scope to the proposed project.
 - i. Include size of project (square feet), baseline BTU/SF, annual post installation BTU/SF compared to energy savings performance guarantee, and cost/SF of the project.
 - b. Personnel and staffing – Complete the table from the RFP for individuals with PRIMARY RESPONSIBILITY FOR KEY TASKS only and provide resumes for only these individuals as an appendix. No further information is needed.
3. Cost and Pricing – 2-3 pages (Exhibit D)
- a. Provide your QESP's completed Exhibit D that is part of your contract with DAS. You may not exceed the maximums set forth in Exhibit D. If you would like to propose lower markups, fees, and margins for this particular project, note your maximum and the proposed reduction in an additional column to Exhibit D.

In addition, please adhere to the following etiquette during the QESP selection process:

- Do not send unsolicited proposals to state agencies or municipalities.
- Do not show up, or send a subcontractor, to DEEP or any state agency or municipal facility or office without an appointment or prior arrangement. It is inappropriate to attempt to schedule an individual appointment for your company or subcontractors during the QESP selection process. The Department will reach out to you to schedule an interview, if appropriate.
- Questions and requests for clarification must be submitted in writing to the identified contact according to the schedule provided.
- Communication with other Department employees or officials or any others associated with the RFP process and facilities about a project in the selection process is prohibited.