



**Redwood Coast Energy Authority**

**Request for Qualifications**

**For**

**Energy  
Assessments and Design**

**RFQ-16-001**

**Submittals Accepted on an Ongoing Basis**

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## SUBMITTAL

RCEA is accepting Statements of Qualifications (“SOQ”) in response to this Request for Qualifications (“RFQ”) on an ongoing basis. Reviews will occur on a quarterly basis (calendar year) or when more than five SOQs have been received by Redwood Coast Energy Authority (“RCEA”). The review of the initial SOQ submittals will begin on 04/26/16. Respondents wishing to be included in the initial review must respond by no later than close of business on 04/22/16. Submit SOQs by email to:

Redwood Coast Energy Authority  
Attention: Lexie Fischer | Program Assistant  
[afischer@redwoodenergy.org](mailto:afischer@redwoodenergy.org)  
633 3<sup>rd</sup> Street  
Eureka, CA 95501

## INTRODUCTION

RCEA is issuing this RFQ to solicit SOQs from established and experienced firms. The purpose of this RFQ is to:

1. Develop an internal list of qualified vendors for:
  - a. Non-Residential Walk Through Energy Assessments
  - b. Non-Residential Advanced Energy Assessments
  - c. Targeted Energy Assessments
  - d. Zero Net Energy and Zero Energy Building Assessments
  - e. Residential Whole House Energy Assessments
  - f. Project Design
2. Produce a qualified vendors list for the above service areas and make it available to the public.

Once qualified, the submitting firm will:

- Be added to the appropriate RCEA internal vendors list and be eligible to respond to Request for Proposals (RFPs) issued by RCEA for associated services;
- Be eligible to bid on service requests that do not require an additional response step as defined by RCEA’s internal procurement requirements;
- Upon your firm’s request, be added to the appropriate publically facing vendors list.

## OVERVIEW

RCEA is a local government joint powers agency whose members include the County of Humboldt, the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad, and the Humboldt Bay Municipal Water District. RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.

RCEA offers a wide range of energy related services to all customer segments in Humboldt County including but not limited to:

- Business
- Local, State, and Federal government, including:
  - The County of Humboldt
  - Municipalities
  - Special Districts
  - Local Educational Agencies
  - Tribes
- Non-Profit
- Residential

Our offerings assist utility customers in overcoming common barriers to energy upgrades such as funding, information, and time. Common activities include performing site assessments and providing technical assistance, project management, and quality assurance and control support services.

## REQUEST FOR QUALIFICATIONS

The intent of this RFQ is to prequalify responding firms, which will expand RCEA's ability to provide energy services in Humboldt County. Prequalification will:

- Streamline vendor selection processes
- Build a publically facing list of qualified vendors
- Increase the volume and efficiency of energy services delivered
- Advance Zero Net Energy and Zero Energy Building activities

Submitting firms can qualify for one or more of the following service categories:

- **Non-Residential Walk Through Assessment**  
Qualifications must be such that the respondent can effectively conduct energy assessments that focus on easy to reach efficiency opportunities. Examples include but are not limited to commercial lighting, refrigeration, domestic hot water, plug loads, and low flow water conservation measures.

- **Non-Residential Advanced Assessment**  
 Qualifications must be such that the respondent can meet general requirements of an ASHRAE Level 3 assessment. Vendors qualified for this service will be automatically qualified for the walk through and targeted assessment categories.
- **Targeted Assessments**  
 Qualifications must be such that the respondent can competently assess one major building system such as but not limited to on-site generation, HVAC, hot water systems, fenestration, advanced lighting and controls, or building envelope, for either or both residential and non-residential customer segments.
- **Zero Net Energy (ZNE) and Zero Energy Building (ZEB) Assessments**  
 Qualifications will be specific to ZNE and ZEB planning and design, applicable to both residential and non-residential customer segments.
- **Residential Whole House Energy Assessments**  
 Qualifications must be such that the respondent meets minimum requirements for one or more industry-recognized certifications. For example, but not limited to, Building Performance Institute (BPI) Building Analyst, Home Energy Rating System (HERS) Program, GreenPoint, or Department of Energy's Home Energy Score.
- **Project Design**  
 Qualifications must be such that design work will meet a minimum level of proficiency needed for design-bid-build and design-build RFPs. Experience working with the California Division of the State Architect (DSA) and a solid understanding of applicable state and federal codes and regulations is preferred.

See [service category definitions](#) for more information.

RCEA expects to serve a variety of consumer needs. To accommodate that expectation, specific service deliverables will be made part of follow-up RFPs, bid requests and professional service contracts. Deliverables will be aligned with service categories and specific service requirements.

Subsequent RFPs, bid requests and service contracts are contingent on available funding.

## RFQ REQUIREMENTS

Please submit complete SOQs by email to:

Attention: Redwood Coast Energy Authority  
Lexie Fischer | Program Assistant  
[afischer@redwoodenergy.org](mailto:afischer@redwoodenergy.org)  
633 3<sup>rd</sup> Street  
Eureka, CA 95501

Each SOQ must include the following information:

### Cover Page

Include no less than the following:

- RCEA SOQ reference number RFQ-16-001
- Clearly indicate company name, address, primary contact's information (mailing address, phone numbers and email)
- List service categories your firm is seeking qualification for

### Section A: Executive Summary

Provide a concise summary of your firm's qualifications. Ensure that you have provided key organizational information, including but not limited to:

- Type of entity
- Ownership structure
- Applicable organizational information
- Number of employees, and
- Location of principal office

### Section B: Core Competency

Provide your firm's core competencies relating to those service category(s) in which you seek to become qualified within.

- Experience:** List and describe at least three (3) applicable services completed within the past five (5) years. Examples should highlight the firm's qualifications. Identify projects by name, location, owner, size, and date constructed.
  - Include a list of references including contact names and telephone numbers for the representative projects.
  - Type of contract (shared-savings, lease purchase, guaranteed savings), contract term, and if applicable financing arrangement.
  - Source of funds used for the project. If applicable, describe you or your firm's role in securing funds.
- Service Methodology:** Describe a customer's experience when working with your firm. The discussion may include, but not be limited to, service milestones, interactions, energy savings calculations, quality assurance and controls and measurement and verification.

- c. *Economics*: Describe your firm’s process to identify fiscal savings. Include energy savings as well as maintenance, material and other applicable non-energy benefits.
- d. *Rebates, Grants and Incentives*: Describe your firm’s experience with and approach to the procurement of federal, state and local assistance (programs, rebates, incentives, etc.). Describe your experience working with but not limited to USDA REAP, Energy Watch partners, Third Party service providers, the Custom Retrofit Incentive program, On-Bill financing, Savings-By-Design.
- e. *Zero Net and Zero Energy Readiness*: Discuss your firm’s experience with Zero Net and Zero Energy Readiness efforts.
- f. *Additional Experience*: Provide any additional experience applicable to your SOQ not requested.

### Section C: Qualifications

Discuss your firm’s qualifications for each service category selected. Provide at a minimum:

- *Resumes*: Provide detailed resume(s) of key personnel that may provide services.
- *Key certificates and licenses*: Provide a table with certificates and licenses applicable to your firm including certificate/license numbers and expiration dates. Include license holder’s full name and position. Align certificates and license holder’s up with service categories identified in the cover letter.
- *Insurance and Bonding*: Please provide your firm’s insurance and bonding information. If not applicable, discuss your firm’s experience with meeting insurance and bonding requirements for both public and private commercial projects.

### Section D: Fee Schedule

- RCEA requests that the submitting firm provide a fee schedule for standard services within each service category. Examples include flat fees, estimated costs per square foot or per hour charges.

### Section E: Appendixes

- The responding firm is encouraged to append any additional resources to their SOQ to support sections A-D.

Notes:

- Answer all questions or state “N/A” if not applicable.
- Please number and re-state each subheading or question, followed by your response. This improves clarity and makes it much easier to evaluate your response.
- Number all pages.

## SELECTION PROCESS

An evaluation committee will review SOQs on an ongoing basis. Criteria for qualification will include, but not be limited to, the items listed below:

- Background and qualifications
- Experience
- Service methodology
- Economic modeling
- Experience with federal, state and local energy related programs
- Cost of services
- Completeness of SOQ and its adherence to the requirements of this RFQ

## EVALUATION PROCESS

RCEA will form a committee comprising of various agency representatives to evaluate SOQs. This committee will be referred to as the “Review Panel.”

The Review Panel will evaluate each SOQ on a weighted criteria basis to determine minimum requirements are met to qualify the respondent to one or more service categories. The following criteria will be scored on a scale of 1 to 5 with a five being the highest score for each service category. The weight that will be applied to each criterion is noted before the criteria below. There is a maximum of 100 points. SOQs must receive an average score of 75 or better to be determined as qualified. The Review Panel will evaluate qualifications for each selected service category separately.

### Weight/Scoring Criteria

1. 30—Background and qualifications
2. 25—Experience
3. 15—Service methodology
4. 15—Economic modeling
5. 10—Experience with federal, state and local grant, rebate and incentive programs
6. 5—Fee schedule

**Total Points Possible: 100**

Please see [additional terms](#) for other applicable items pertinent to this RFQ and subsequent SOQs.

## NOTIFICATION

RCEA will notify all respondents regarding their standing as qualified or not qualified by email and in writing. In the case where a firm is deemed not qualified, RCEA will provide no less than:



- Cause for immediate disqualification if applicable
- Final averaged score
- Final averaged scores across all selection criteria
- Recommended next steps

Disqualified firms may resubmit. Qualified firms will be also be notified.

## MAINTAINING QUALIFICATIONS

RCEA will routinely assess firms to ensure that they have maintained minimum qualifications for the selected service category. Continued qualification assessments will include but are not limited to the following:

- Documentation requests and verification exercises that confirm the qualified firm continues to hold key certificates, licenses, insurance and bonding to conduct work at the qualified level
- Performance reviews relating to RFPs, bid requests and service contracts
- Consumer feedback

RCEA, in its sole discretion, reserves the right to remove the respondent from both public and private qualified vendor's lists.

## INQUIRIES

Please direct all questions and inquires to:

Lou Jacobson | Program Manager  
[ljacobson@redwoodenergy.org](mailto:ljacobson@redwoodenergy.org)  
Redwood Coast Energy Authority  
633 3<sup>rd</sup> Street  
Eureka, CA 95501

Questions and inquires should be submitted by email and will be taken on an ongoing basis.

## ADDITIONAL TERMS

- Submittal of an SOQ in response to this RFQ is an acknowledgement and an agreement to all terms and conditions as presented within this document.
- All SOQs submitted in response to this RFQ become the property of RCEA and are public records subject to public review.
- Respondents shall not discriminate on any basis protected by law, including, for example, race, color, national origin, religion, age, ancestry, medical condition, disability, gender, or gender identity.

- Respondents will have to comply with all contractual requirements for any future awarded work. This may include but not be limited to fingerprinting and criminal background checks as required by State law and/or by funders.
- Costs of preparing an SOQ in response to this RFQ are solely the responsibility of the respondent.
- Qualification does not obligate RCEA to award a contract, to defray any costs incurred in the preparation of a SOQ pursuant to this RFQ, or to procure or contract for work.
- Incomplete submittals or submittals with incorrect information may be cause for immediate disqualification.
- RCEA will not be responsible for errors or omissions in any submittal. Issuance of this RFQ does not commit RCEA to award contracts.
- Eligibility to respond to RFPs is at the sole discretion of RCEA. RCEA reserves the right to reject any and all submittals and to waive any irregularities or informalities in the submittals.
- RCEA reserves the right to request additional information or clarification during the evaluation process.
- RCEA reserves the right to remove or disqualify a submitting firm at will.
- RCEA employees are prohibited from participating in the selection process when they have a financial or business relationship with any private entity seeking to enter into a contract with RCEA, and RCEA requires compliance with all laws regarding political contributions, conflicts of interest or unlawful activities.

## SERVICE CATEGORY DEFINITIONS

### Walk Through Energy Assessment

A walk through site assessment identifies both no-cost and low-cost energy saving opportunities and associated energy and economic savings metrics. Specific examples of no-cost and low-cost opportunities include but are not limited to:

- Clean lighting fixture diffusers
- Thermostat setbacks
- Low flow faucet aerators and showerheads
- Domestic hot water pipe insulation
- Screw-base, linear and high intensity discharge interior and exterior lighting
- Limited refrigeration: evaporator fans, LED case lighting, ASH humidistat controls

### Advanced Energy Assessment

An advanced energy assessment includes an energy survey and engineering analysis that provides services commensurate with ASHRAE Level 2 or Level 3 energy efficiency services. Respondents must be able to perform to ASHRAE Level 3 standards.

ASHRAE Level 2 assessment services include an in-depth analysis of energy costs, energy usage, and building characteristics. Examples of services that may be included are:

- Energy modeling
- Combustion analysis and steady state efficiency testing
- Lighting level assessment (foot candles and lighting power density)
- Blower door testing
- Duct leakage testing
- Air flow and temperature measurements
- Water flow and temperature measurements
- Tracer gas analysis
- Infrared thermography
- Solar shading analysis
- Electrical testing
- Relative humidity testing

ASHRAE Level 3 services include a detailed analysis of capital-intensive modifications, sometimes referred to as an “investment grade” assessment, and provide solid recommendations and financial analysis. In addition to walk through and ASHRAE Level 2 services, ASHRAE Level 3 assessments may also include:

- Monitoring
- Data collection
- Engineering analysis

## Targeted Energy Assessment

A targeted assessment will be limited to one building system, for example HVAC or solar. Specific tasks and service requirements will vary depending on the targeted system.

## Zero Net Energy and Zero Energy Building Assessment

A ZNE or ZEB assessment includes detailed analysis and modeling of both efficiency and on-site generation opportunities to inform a ZNE or ZEB building design. For the purposes of this RFQ:

- ZNE is zero net energy consumption annualized. ZNE assumes the building has all electric end use devices and that the actual on-site generation is equal to or greater than the annualized use of these devices.
- ZEB is considered an energy-efficient building where, on a source energy basis, the actual annual delivered energy is less than or equal to the on-site renewable exported energy.

Services may include but will not be limited to:

- Modeling of existing to proposed conditions
- Economic analysis
- Energy-related construction specifications
- Collaboration with engineers, architects, and other stakeholders involved in the design process

## Residential Whole House Energy Assessment

A residential whole house energy assessment includes an in-depth analysis of energy usage and costs, and efficiency and generation opportunities. Examples of services that may be included are:

- Energy conservation/efficiency measure identification
- On-site generation assessment (solar, micro-hydro, wind)
- Energy modeling
- Combustion appliance zone testing
- Combustion gas leak testing
- Blower door testing
- Duct leakage testing
- Infrared thermography
- Relative humidity testing

## Project Design

A project design service is aimed at ensuring projects are designed in a way that meets all applicable state and federal codes and regulations for the following sectors: non-residential public works, non-residential private, and residential.