



**Redwood Coast Energy Authority**

**Request for Qualifications**

**For**

**Energy Services Companies**

**RFQ-16-002  
(First Revised and Updated)**

**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 January 23<sup>rd</sup>, 2017. Respondents wishing to be included in the initial review must respond by no later than close of business on January 20<sup>th</sup>, 2017. Submit SOQs by email or in hard copy to:

Redwood Coast Energy Authority  
Attention: Lori Biondini, Director of Business Development & Planning  
lbiondini@redwoodenergy.org  
633 3<sup>rd</sup> Street  
Eureka, CA 95501

## INTRODUCTION

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

RCEA has the current programs with immediate and ongoing opportunities:

- **Redwood Coast Energy Watch (RCEW)<sup>1</sup>**

RCEW provides turnkey energy efficiency assessments and project management services to commercial and residential ratepayers. Consumers of non-utility based fuel sources are not eligible. On completion, RCEW provides or facilitates the issuance of an incentive or rebate. RCEW has a budget of \$1,380,000.00 in incentives for lighting, refrigeration, HVAC and plug load devices, ending 12/31/2018. RCEA expects the RCEW program to continue beyond 2018.

**Table 1: Average Project Metrics 2010-Current**

	Range		
	Average	High	Low
<b>Total Cost</b>	\$5,840.00	\$66,289.00	\$117.00
<b>Project Incentive</b>	\$2,252.85	\$23,956.05	\$0.00
<b>Net Cost</b>	\$3,587.93	\$44,289.55	\$0.00
<b>Simple Payback</b>	3.51	73.67	0.00

- A five (5) year program average of 65 projects a year requiring an installer.
- Contracts with local businesses and agencies, not RCEA.
- Incentives paid directly to installers when approved by participants.
- Opportunities to both assess and build; see RFQ-12-001 on Redwood Coast Energy Authority’s website.
- Learn more about Energy Watch partnerships by visiting Pacific Gas and Electric’s website [https://www.pge.com/en\\_US/business/save-energy-money/contractors-and-programs/community-partnerships/community-partners.page](https://www.pge.com/en_US/business/save-energy-money/contractors-and-programs/community-partnerships/community-partners.page)

- **Proposition 39<sup>2</sup>**

RCEA is assisting local educational agencies implement Proposition 39, or the California Clean Jobs Act of 2012<sup>3</sup>.

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<sup>1</sup> Redwood Coast Energy Watch is a partnership between RCEA and Pacific Gas and Electric Company (PG&E) funded by the ratepayer and managed by PG&E under the auspices of the California Public Utilities Commission.

<sup>2</sup> RCEA is providing Energy Management and Support services for 23 Humboldt County Local Educational Agencies. RCEA cannot guarantee that Local Educational Agencies will adopt and/or use this RFQ and subsequent qualified vendor list as a means to streamline the bidding process as guided by Government Code 4217.10 et seq.

<sup>3</sup> See [www.cde.ca.gov/ls/fa/ce/](http://www.cde.ca.gov/ls/fa/ce/) and/or <http://www.energy.ca.gov/efficiency/proposition39/> for more information.

Opportunities will vary across several building systems including but not limited to:

- Lighting
- HVAC
- Refrigeration
- Solar

The following programs are expected to generate additional opportunities:

- Alternative Transportation  
RCEA manages 14 Electric Vehicle (EV) charging stations. RCEA expects additional opportunities in the future to continue to build out EV charging infrastructure.
- Community Choice Energy (CCE)  
RCEA expects CCE efforts to lead towards both utility scale and distributed generation project opportunities in the coming years. RCEA also expects the CCE to increase program offerings associated with core efficiency efforts.

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

- Develop an internal qualified list for a range of energy related project activities.
- Produce a qualified list for the public.
- Streamline bidding processes for private and public projects.

Once qualified, the submitting firm will:

- Be added to the appropriate RCEA internal vendors list and be eligible to respond to energy efficiency and generation request for bids (RFBs) and Request for Proposals (RFPs) issued by RCEA or by local government agencies pursuant to Government Code 4217.10 et seq. Contract terms and project costs will be negotiated outside of this RFQ.
- Be added to the appropriate publicly facing vendors list.

## REQUEST FOR QUALIFICATIONS

The intent of this RFQ is to prequalify energy service companies to:

- Provide an opportunity to become an RCEW qualified installer.
- Provide an opportunity to respond to Request for Proposals (RFPs), BIDs (RFBs) and Invitations for Bids (IFBs) and professional service request from RCEA, California ratepayers and local governments.
- Build a publicly facing list of qualified energy service companies for community

referrals.

- Increase the volume and efficiency of energy services delivered to Humboldt County ratepayers.

RCEA expects to serve a variety of market sectors and participants. To accommodate that expectation, specific service deliverables will be made part of follow-up RFPs and bid requests. Program specific qualifications may be required prior to the execution of any given energy service contract.

An immediate opportunity for RCEW participating installers is available. See [APPENDIX 1](#) and the associated RCEW Program Manual for additional details. Immediate opportunities for Proposition 39 funded projects are also available. Subsequent RFPs and bid requests are contingent on available funding.

## RFQ REQUIREMENTS

Please submit complete SOQs by email or in hard copy to:

Redwood Coast Energy Authority  
Attention: Lori Biondini, Director of Business Development and Planning  
lbiondini@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-16-002
- Clearly indicate company name, address, primary contact's information (mailing address, phone numbers and email)

### Section A: Executive Summary

Provide a concise summary of your experience and qualifications relating to energy services ranging from but not limited to alternative transportation infrastructure, on-site storage, generation and energy efficiency. Please address project size and complexity. 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: Experience

Please discuss experience with energy related projects including but not limited to the selection and design of appropriate energy saving measures, project financing, implementation of these measures, and maintenance and ongoing measurement of these measures where energy saving measures encompass generation, conservation, efficiency and demand response.

- *Narrative:* Please provide a narrative summarizing your organizations experience.
- *Experience:* List and describe at least three (3) energy related projects completed within the past five (5) years. Identify projects by name, location, owner, size, scope, complexity and date constructed. Please also include:
  - Experience contracting with public agencies.
  - 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.
- Describe a customer’s experience when working with your organization including but not limited to change order processes, billing and on-site service standards.
- Any additional experience applicable to your SOQ not requested.

**Section C: Qualifications**

Please discuss qualifications. Provide at a minimum:

- *Narrative:* Please provide a narrative summarizing your company’s history in the energy industry and associated qualifications.
- *Key certificates and licenses:* Use the table below to document certificates and licenses applicable to your company including certificate/license numbers and expiration dates. Include license holder’s full name and position. Please note that the example below shows one employee with multiple licensures and certificates. Please remove the example row items prior to submitting the SOQ.

<b>Full Name</b>	<b>Position/Title</b>	<b>License</b>	<b>License Number</b>	<b>License Expiration Date</b>	<b>Professional Certificate</b>	<b>Certificate Number</b>	<b>Certificate Expiration Date</b>
John Doe	Principle	C-10	12345	9/9/2019	BPI-Building Analyst	678910	9/9/2019
		C-49	293048	9/9/2019	Professional Project Manager	383838	10/10/2020

- *Insurance and Bonding:* Please provide your company’s insurance and bonding information. If not applicable, discuss your company’s experience with meeting insurance and bonding requirements for both public and private commercial projects.
- *Resumes:* Provide detailed resume(s) of key personnel that may provide services.
- *Past Performance Record:* If any of the following has occurred, please describe in detail the circumstances for each occurrence:
  - Failure to enter into a contract once selected.
  - Withdrawal of a proposal as a result of an error.
  - Termination or failure to complete a contract.
  - Debarment by any municipal, county, state, federal or local agency.
  - Involvement in litigation, arbitration or mediation.



- Conviction of the company or its principals for violating a state or federal anti-trust law by bid-rigging, collusion, or restrictive competition between bidders, or conviction of violating any other federal or state law related to bidding or contract performance.
- Knowing concealment of any deficiency in the performance of a prior contract.
- Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- Willful disregard for applicable rules, laws or regulations.
- If seeking to become an RCEW participating installer, ensure your company meets all minimum requirements.

Current Energy Watch participating installers who are in good standing with the program should only submit a cover letter and an executive summary. Installers qualifying through this path must still meet the Program requirements necessary to continue RCEW participation as defined by the subsequent contract and program manual.

## Section D: Appendixes

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

Notes:

- Answer all questions or state “N/A” if not applicable.
- Please number and re-state each subheading or question, followed by 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
- Completeness of SOQ and its adherence to the requirements of this RFQ

## EVALUATION PROCESS

RCEA will form a committee 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. The following criteria will be scored on a scale of 0 to 4 with a four being the highest score for each 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. Incomplete SOQs may be grounds for immediate disqualification.

### **Weight/Scoring Criteria**

- 40—Background and Qualifications
- 30—Experience
- 20—Service methodology
- 10— Experience contracting where federal, state and local energy related funding is leveraged

### **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.

## **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:

Redwood Coast Energy Authority  
Attention: Lori Biondini, Director of Business Development and Planning  
lbiondini@redwoodenergy.org  
633 3<sup>rd</sup> Street  
Eureka, CA 95501

Questions and inquiries 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. Contracts may be between RCEA and the qualified respondent or between the adopting local government agency and the responding builder.
- 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 personal, financial or business relationship with any 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.
- Respondents are advised that some of these projects are a public work for purposes of the California Labor Code, which requires payment of prevailing wages. District will obtain from the Director of Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work. In accordance with SB 854, the selected companies and its subcontractors working at the site will be required to be registered with the Department of Industrial Relations at all relevant times. Proof of registration shall be provided as to all such contractors prior to the commencement of any work.

## APPENDIX 1: REDWOOD COAST ENERGY WATCH

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In order to maintain “Turn-Key” Redwood Coast Energy Watch (RCEW) services, service expectations and specifications will be agreed upon through a Vendor Services Contract (VSC) made available to qualified and selected participating installers. The successful execution of a VSC with selected participating installers will allow RCEA to:

- Specify and bid efficiency measures on behalf of RCEW participants. An example of an efficiency measure is retrofitting a T12 linear fluorescent magnetically ballasted fixture to 12 watt TLED lamps with NEMA premium electronic ballasts.
- Support the sales cycle on behalf of both the participating installers and consumer.
- Release “Ready to Go” RFBs to participating installers by generating a work order for program participants that include an engineer’s cost estimate, available incentives for upgrade measures and financial metrics such as estimated return on investment and simple payback.
- Provide participating installers with consistent, predictable work orders, invoicing and payment for efficiency projects.
- Provide project management support and reporting services to ensure installations meet the minimum specifications for local, state and federal incentives and rebates.

### SUMMARY OF SOLICITED SERVICES

All participating installers are expected to provide services in accordance with the policies and procedures set forth in the RCEW program manual. The program manual defines the responsibilities of those installers approved to perform installation services for RCEW. RCEA will evaluate these installers throughout the duration of the contract to ensure quality of work.

#### Installation Services

Installation services will be tied to project level scopes of work, known as work orders consisting of area-by-area energy efficiency measures presented through subsequent Request for Bids (RFB). Work under any given RFB will be competitive and awarded based on the participant’s choice. RCEW will, on request of the participant, select the winning bid. In these cases, RCEW will use the lowest responsible bid. RCEW retains the right to use the “Best Value Criteria” for RFBs enacting Government Code 4217.10 et seq.. All participating installers will be given a chance to bid on each project as applicable to the participating installers standing with the CSLB and licenses.

It is expected that participating installers shall:

- Furnish materials (new and free from defects), labor, and equipment as required to complete the project as defined by the final contracted work order.

- Build to scope as defined by the finalized work order and/or issue change orders as appropriate.
- Submit any change orders to the project work order in accordance with the Program Manual.
- Comply with Program requirements outlined in the program manual
- Comply with all additional contractual requirements as agreed upon by the installer and participant.

## Deliverables

Selected participating installers must submit deliverables upon request from RCEA. Acknowledgement of request for information must occur within two (2) business days. Delivery of information should take no longer than ten (10) business days. If more than ten (10) business days is needed, the participating installers shall inform the program and provide an estimated delivery date. Program and participant deliverables are outlined in the program manual.

## Payment

The final project cost will be the accepted bid price in addition to all change orders.

Payment of the incentive portion of a project will be made upon completion of a project as defined by the original work order and all subsequent change orders. Change orders in most cases will impact total incentive values and must be reported prior to execution. Payment can be made directly to the installer. A payment calendar will be made available to the selected firms.

The participating installers shall enter into a contract with each customer for all goods and services specified by the work order. The amount of the customer invoice may not exceed the bid value internalizing all subsequent change orders, less any project incentive to be paid by the program to the installer.

The customer, not the program, shall be responsible for the non-incentive portion of the payment to the participating installers. The participating installers shall agree that it is their responsibility to collect the remaining payment from the customer.

The combined incentive and net cost to the participant shall not exceed the amount agreed upon in the primary scope and bid unless a change order was issued and executed. Executed change orders will supersede primary work orders at all times. Additional change orders may expand on or supersede previous change orders.

participating installers without previous RCEW experience shall be subject to a probationary period covering the first ten (10) project installations. The program will withhold 10% of the project incentive portion of the payment during this probationary period pending any correction(s) to the project(s) as deemed necessary by the project manager. The participating installers may invoice the program for the balance of the project incentive upon completion of the probationary quality assurance period or whenever the participating installer is in good standing after the probationary period.

## ELIGIBILITY

Eligibility requirements are discussed below. Eligibility does not guarantee selection.

### Background Checks

The execution of the VSC is contingent on:

- The primary owner, CEO or director successfully passing RCEA's background check.
- Certification that all employees who are or will work on the job site have passed a background check that meets the definition as defined in the program manual, participating installers are encouraged to use the form attached to the program manual.

### State Licensing Requirements

Participating installers must maintain appropriate licenses at all times during the installations performed for this program. The program will accept but will not be limited to the following licenses:

- C10
- A General
- B General

In addition to maintaining the appropriate licensure, installing firms must be in good standing with the California State Licensing Board (CSLB).

### Business License

Participating installers are required to know and will be required to comply with business license requirements of the local jurisdictions in which the participating installer performs work.

### Commercial General Liability Insurance

The limit shall not be less than \$1,000,000 for each occurrence or \$2,000,000 in aggregate for bodily injury, property damage and personal injury. Coverage shall:

- Have an "Additional Insured" endorsement which adds RCEA, Pacific Gas and Electric Company (PG&E), its affiliates, subsidiaries, and parent company and PG&E and RCEA's directors, officers, managers, agents and employees as additional insured with respect to all liability arising out of or connected with the work performed by or for RCEA (ISO Form CG2010 or equivalent is preferred).
- In the event the Commercial General Liability policy includes a "blanket endorsement by contract," the following language added to the certificate of insurance will satisfy RCEA's and PG&E's additional insured requirement: "RCEA, PG&E, its affiliates, subsidiaries, and parent company, and PG&E's directors, officers, managers, agents and employees with respect to liability arising out of the work performed by or for RCEA are additional insured's under a blanket endorsement.";

- Be endorsed to specify that the participating installers insurance is primary and that any insurance or self-insurance maintained by RCEA or PG&E shall not contribute to it.
- All insurance policies shall provide that the insurance carrier will not cancel, terminate or otherwise modify the terms and conditions of said policies except upon thirty (30) days written notice to the program.
- If the commercial general liability insurance referred to above is written on a Claims Made Form then, following termination of this program, coverage shall survive for a period of not less than five years. Coverage shall also provide for a retroactive date of placement coinciding with the effective date of this Contract.
- Any additional liability or bonding as required by the participant.

### **Business Auto Insurance**

The limit shall not be less than \$1,000,000 for each accident for bodily injury and property damage.

### **Worker's Compensation Insurance**

Worker's compensation insurance shall be carried as required by state law.

If any licensed professional performs services for this program, a professional liability insurance policy in the minimum amount of \$1,000,000 to cover any claims arising out of the participating installer's performance of services under this program will be maintained.

Participating installers shall forward all insurance documents to Lou Jacobson, Program Manager, 633 3<sup>rd</sup> Street, Eureka, CA 95501.

### **Additional Terms**

- The participating installer shall not enter into subcontracts without the prior written approval of the program, specific to any project receiving ratepayer funding either through project support services or through the direct issuance of an incentive/rebate.
- The VSC is contingent on
  - Submittal of Non-Disclosure Agreements for ALL employees who will handle and/or interact with RCEA and/or any RCEA participants in any capacity.
  - Submittal of a current W9 for invoicing and payment processes.

Neither the program nor the participating installer shall assign the contract without the written consent of the other party.

### **PARTICIPATING INSTALLER TRAINING**

All participating installers selected to participate in the program will be required to attend a training workshop on complying with standards, quality control, and reporting. The training will take no more than eight (8) hours and is TBD.

RCEW understands that time is very valuable. RCEW will be mindful that the time the Program requests from participating installer.