

**SAMPLE STANDARDIZED REQUEST FOR  
PROPOSALS**

**FOR GUARANTEED ENERGY SAVINGS  
CONTRACTS FOR SCHOOL DISTRICTS, LOCAL  
GOVERNMENT AGENCIES, AND OTHER  
POLITICAL SUBDIVISIONS**

**RFP #**

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**STANDARDIZED REQUEST FOR PROPOSALS  
FOR GUARANTEED ENERGY SAVINGS CONTRACTS FOR SCHOOL DISTRICTS, LOCAL GOVERNMENT  
AGENCIES, AND OTHER POLITICAL SUBDIVISIONS**

**PART I. GENERAL INFORMATION**

- I-1. PURPOSE.** This Request For Proposals (RFP) contains the information and requirements for interested Energy Service Companies (ESCOs) to prepare and submit to **[Insert name of school district, local government agency, or other political subdivision]** professional qualifications and a preliminary technical proposal for a guaranteed energy savings contract, in accordance with the guaranteed energy savings contract requirements of Act 57 of 1998, 62 Pa. C.S. §3751-3757 (“Act 57”), for the \_\_\_\_\_ (“Project Site(s)”). This RFP, with any amendments, contains the only instructions governing the proposals and material to be included therein; a description of the service to be provided; general evaluation criteria; and other proposal requirements.
- I-2. ISSUING OFFICE.** This RFP is issued for the **[Insert name of school district, local government agency, or other political subdivision]** by the Issuing Office listed below. The Issuing Office through the Issuing Officer is the sole point of contact for this RFP, specifically: **(Correct address and contact will need to be inserted)**
- I-3 PROBLEM.** **[Insert name of school district, local government agency, or other political subdivision]** is interested in contracting for a full range of energy services and energy-related capital improvements (“energy conservation measures” or “ECMs”), financed through a guaranteed energy savings contract at no initial capital cost to **[Insert name of school district, local government agency, or other political subdivision]**, for the Project Site(s). The ECMs may include but are not limited to: a investment grade energy audit; the design, acquisition, installation, modification, maintenance and training in the operation of existing and new equipment, which will reduce energy consumption and related costs associated with the heating, ventilation and air conditioning system, lighting systems, building envelope, the hot water systems, water consumption, sewage costs and other energy using devices; as well as for savings which would not reduce consumption per se but are aimed at cost savings, such as fuel switching, demand reductions, on-site generation, utility bill auditing, utility rate changes, distribution upgrades etc.). ECMs may also include the training of facility staff with respect to routine maintenance and operation of all improvements. ECMs must result in a guaranteed minimum energy savings with the ESCO payments linked to actual documented energy and cost reductions. **Any stipulated energy and/or operational cost savings that may be attributed to this project will be rigorously reviewed and, if agreed to, will be limited to those that can be thoroughly documented and verified by the ESCO and approved by [Insert name of school district, local government agency, or other political subdivision].**

In accordance with the provisions of Act 57, no contract shall exceed ten (10) years in duration and must comply with applicable statutes, regulations, and procurement laws. Annual cost savings derived from such ECMs beyond the guaranteed minimum savings may be divided between the **[Insert name of school district, local government agency, or other political subdivision]** and the selected ESCO based on a formula to be agreed upon during final contract negotiations. The savings achieved by the ECMs must be sufficient to cover all project costs including annual maintenance and monitoring fees on an annual basis for the duration of the contract term. **The contract must provide that the savings in any year are guaranteed to the extent necessary to make payments under the contract during that year.**

- I-4 DESCRIPTION OF THE PROCUREMENT PROCESS.** It is anticipated that the process for the procurement of these energy services will proceed as follows:
- 1.) **SUBMISSION OF WRITTEN PROPOSALS.** ESCOs will be required to conduct a preliminary technical assessment of the Project Site(s) described in Appendix I, Technical Profile of Project Site(s). This assessment will form the basis of the proposals submitted by ESCOs in response to this RFP. **[Insert**

**name of school district, local government agency, or other political subdivision]** will review and evaluate proposal submissions in accordance with the evaluation criterion specified in Part III, Evaluation Criteria. **[Insert name of school district, local government agency, or other political subdivision]** will shortlist **no more than three** qualified ESCOs to proceed to the competitive oral interview stage of the procurement process.

- 2.) **ORAL INTERVIEW.** Each shortlisted ESCO will be required to participate in an oral interview. The purpose of this session is to clarify specific aspects of the technical proposal and to answer questions posed by the evaluation team about the proposal. These oral interviews may be tape recorded. The oral interviews will be evaluated and **[Insert name of school district, local government agency, or other political subdivision]** may also re-evaluate the technical proposals based upon the response given in the oral interview.
- 3.) **SELECTION OF ESCO TO DEVELOP THE PROJECT.** The **[Insert name of school district, local government agency, or other political subdivision]** will select the best qualified ESCO to conduct an Investment Grade Technical Energy Audit of the project site(s) and propose a complete set of ECMs, including all project costs, the timetable for completing design, engineering bid specifications, and construction work; a detailed description of services to be provided, specific financing arrangements and terms, and the projected energy and cost savings, as well as special conditions offered by the company.
- 4.) **GUARANTEED ENERGY SAVINGS CONTRACT.** If **[Insert name of school district, local government agency, or other political subdivision]** decides to proceed with the project, **[Insert name of school district, local government agency, or other political subdivision]** shall attempt to negotiate a guaranteed energy savings contract with the selected ESCO. If the **[Insert name of school district, local government agency, or other political subdivision]** decides not to enter into a guaranteed energy savings contract with the selected ESCO after the investment grade technical energy audit has been accepted, **[Insert name of school district, local government agency, or other political subdivision]** agrees to pay the fee indicated for the completed audit report as set forth in Part V B-4. Otherwise **[Insert name of school district, local government agency, or other political subdivision]** is not liable for the payment of any amounts to the selected ESCO until a contract is negotiated, signed by the ESCO, and **[Insert name of school district, local government agency, or other political subdivision]** signatures as required by law, have been obtained.

**If an acceptable contract cannot be reached within 90 days from the date of ESCO selection, negotiations with the second-ranked ESCO may be initiated.**

- 1-5 **REJECTION OF PROPOSALS.** **[Insert name of school district, local government agency, or other political subdivision]** reserves the right to reject at any time any and all proposals received, or to negotiate separately with any and all competing ESCOs.
- I-6 **INCURRING COSTS.** The **[Insert name of school district, local government agency, or other political subdivision]** is not liable for any cost or expenses incurred by ESCOs in the preparation of their written responses or for attendance at any conferences and meetings related to this RFP. Any cost or expense incurred by ESCOs in conducting the preliminary technical assessment or for performing any analysis associated with this RFP shall be borne by the ESCO.
- I-7 **PRE-PROPOSAL CONFERENCE. OPTIONAL.**
- I-8 **AMENDMENT TO THE RFP.** If it becomes necessary to revise any part of this RFP, an amendment will be issued to all proposers who received the basic RFP.
- I-9 **RESPONSE DATE.** To be considered, **[ 1 original and X number of copies]** of ESCO proposals must be delivered to the location designated below, no later than **[Insert time and date]**. Proposals delivered

after that time will not be considered. Late or incomplete proposals will not be accepted regardless of the reason. **[Insert mailing instructions]**

- I-10 CONFIDENTIALITY.** To the extent allowed by law, proposals will be held in confidence by the **[Insert name of school district, local government agency, or other political subdivision]**, except for the selected proposal. Proposals may be reviewed and evaluated by any person, other than competing proposers, at the discretion of the **[Insert name of school district, local government agency, or other political subdivision]**. Selection or rejection does not affect that right. All material submitted to **[Insert name of school district, local government agency, or other political subdivision]** with the proposal becomes **[Insert name of school district, local government agency, or other political subdivision]** property and will be returned to the proposer only at **[Insert name of school district, local government agency, or other political subdivision]** discretion.
- I-11 RESTRICTION OF CONTACT:** From the issue date of this RFP until a determination is made regarding the final selection of the Project ESCO, all contacts with Commonwealth personnel concerning this RFP, must be made through the Issuing Officer.
- I-12 DEBRIEFING.** Proposers not selected will be notified by **[Insert name of school district, local government agency, or other political subdivision]** and a debriefing conference scheduled for each proposer so requesting.
- I-13 PROPOSALS.** To be considered, proposals must be a complete response to the RFP. Proposals are to be straightforward, concise presentations without extraneous material, limited to 30 single-sided pages, excluding attachments. Font size may be no smaller than 10 point. No other distribution is to be made by the proposer. An official authorized to bind the proposer must sign the proposal. The proposal must remain valid for no less than ninety (90) calendar days. The contents of the proposal of the selected ESCO will become contractual obligations if a contract is executed.
- I-14 PAYMENT AND PERFORMANCE BOND.** The contractor shall be required to provide payment and performance bonds in the amount of 100% of the total contract amount.
- I-15 PRIME CONTRACTOR ACCOUNTABILITY:** The ESCO who is selected as the project contractor under this RFP will be considered the prime contractor. The ESCO will be required to assume full responsibility for delivery of all services for each facility as specified in the RFP and included in the final contract. Further, the selected ESCO will be the sole point of contact concerning all contractual matters for the duration of the contract term.
- I-16. CONTRACTOR RESPONSIBILITY PROVISIONS.**
- a. The ESCO must certify, for itself and all its subcontractors, that as of the date of its execution of its proposal, that neither the ESCO, nor any subcontractors, nor any suppliers are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the ESCO cannot so certify, then it agrees to submit, along with its proposal, a written explanation of why such certification cannot be made.
  - b. The ESCO must also certify, in writing, that as of the date of its execution of its proposal, it has no tax liabilities or other Commonwealth obligations.
  - c. The ESCO's obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the ESCO shall have an obligation to inform the **[Insert name of school district, local government agency, or other political subdivision]** if, at any time during the term of the contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or

governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

- d. The failure of the ESCO to notify the **[Insert name of school district, local government agency, or other political subdivision]** of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the contract with the **[Insert name of school district, local government agency, or other political subdivision]**.
- e. ESCO may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at <http://www.dgs.state.pa.us/debarment.htm> or contacting the:

Department of General Services  
Office of Chief Counsel  
603 North Office Building  
Harrisburg, PA 17125  
Telephone No. (717) 783-6472 FAX No. (717) 787-9138

**I-17 SITE VISITS.** The **[Insert name of school district, local government agency, or other political subdivision]** will arrange inspection tours of the buildings to be audited. Site representatives will be available to answer questions about the operation of facilities and any technical information supplemental to material contained in this RFP will be made available for review and inspection onsite.

**To make arrangements, please contact: *[Insert correct information]***

**Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**PART II. PROPOSED PROJECT SCHEDULE**

***(TO BE COMPLETED BY SCHOOL DISTRICT OR LOCAL GOVERNMENT)***

<b><u>Activity</u></b>	<b><u>Date</u></b>
Issue RFP	Week 1
Site Visit* (to be arranged)	Weeks 1-6
Proposals Due	Week 7
Proposals Reviewed, Evaluated and Ranked	Weeks 7-10
Oral Interviews	Week 13
ESCO Recommended	Week 14
Approval of Selected ESCO	Week 15
Audit Contract Executed	Week 19
Audit Conducted	Weeks 20-28
Contract Negotiations	Weeks 20-32
Contract Presented and Signed	Week 33

\*Site visits can be arranged by contacting: ***(To be completed by School District or Local Government)***

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### **PART III. EVALUATION CRITERIA**

**Evaluation of Proposals:** Applications will be evaluated based on the completeness of the information provided. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the written proposals, client references and responses of the shortlisted ESCOs during final selection interviews, as appropriate. The criteria have been weighted using the letters A, B & C as indicators: A=Most Significant; B=Significant; C=Negotiable.

#### **Experience**

- A Qualifications and experience of ESCO's personnel with implementing guaranteed energy savings contracts.
- B Reliability of equipment performance on past projects.
- A Quality and completeness of documentation of achieved energy savings from previous projects.

#### **Project Management**

- A. Clear assignment of responsibility for various project tasks to specific individuals.
- A Ability to effectively manage project construction and complete the project on schedule.
- B Quality of approach to operations and maintenance.
- B Quality of monitoring, maintenance, and measurement and verification services on past projects.
- B Clarity, organization and level of detail in written proposal.
- B. Quality of communication skills of the ESCO's representatives at the oral interview.

#### **Technical Approach**

- A. Quality of project-specific preliminary technical proposal, including comprehensiveness of analysis and understanding of existing building systems and conditions.
- A Quality of the sample investment grade technical energy audit.
- B. Quality of proposed training for facility staff.
- A. Quality of baseline energy calculations.
- B Quality of approach to savings calculations and measurement.
- B Quality of sample design documentation for installed ECMs.
  
- A Quality of approach to project commissioning.

#### **Financial**

- A Financial soundness and stability of the ESCO.
- B Demonstrated ability to provide or arrange project financing.



- B Reasonableness of audit costs

#### **PART IV. PROJECT TERMS AND CONDITIONS**

These sections describe the minimum conditions the **[Insert name of school district, local government agency, or other political subdivision]** will accept from the selected ESCO.

#### **V-1. SCOPE OF SERVICES--TECHNICAL REQUIREMENTS**

- A. All energy audits, feasibility studies, engineering, design, plans and specifications shall be prepared, reviewed and approved by Professional Engineers licensed in the Commonwealth of Pennsylvania.
- B. The **[Insert name of school district, local government agency, or other political subdivision]** reserves the right of final approval of any selected equipment or modifications proposed. Only prior reviewed and approved equipment and modifications will be permitted. Review and approval shall be conducted by the **[Insert name of school district, local government agency, or other political subdivision]** in a timely manner.
- C. The ESCO will be required to work with current building management and maintenance personnel, to coordinate construction and provide appropriate training in the operation of all retrofits. No equipment shall be installed that will require the hiring of additional personnel by the **[Insert name of school district, local government agency, or other political subdivision]** unless contract negotiations produce an explicit exemption from this rule for a specific installation.
- D. ESCO must provide two (2) complete sets of reproducible "as built" and record drawings of all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals to be submitted within 30 days of the completed installation.
- E. The ESCO shall be responsible for the proper removal offsite of all packaging materials and all replaced or demolished materials or equipment.
- F. The ESCO will be required to fully disclose all costs and fees associated with this project.

#### **PART V-2 CONTRACTUAL PROVISIONS:**

- A. The contents of the RFP as well as the ESCO's proposal become part of the final contract.
- B. The **[Insert name of school district, local government agency, or other political subdivision]** reserves the right of final approval over the scope of work and all end-use conditions. Only prior reviewed and approved equipment and modifications will be permitted by **[Insert name of school district, local government agency, or other political subdivision]**.
- C. The ESCO must carry the level of insurance required by the **[Insert name of school district, local government agency, or other political subdivision]** for both the construction and operations phases.
- D. All drawings, reports and materials prepared by the ESCO in performance of the contract shall become the property of the **[Insert name of school district, local government agency, or other political subdivision]** and shall be delivered to them as needed or within **XX [Insert number]** days after construction is completed and accepted by **[Insert name of school district, local government agency, or other political subdivision]** that the project is fully installed and operating.
- E. The ESCO must secure all necessary licenses and permits and comply with all federal and state laws with respect to this project. All work completed under this contract must be in compliance with all

building codes and appropriate accreditation, certification and licensing standards.

- F. The repayment obligation and term of the financing for this project must be arranged to coincide with the acceptance by the **[Insert name of school district, local government agency, or other political subdivision]** that the project is fully installed and operating.
- G. ESCO's will be required to guarantee energy and cost savings on an annual basis. No credit for the achievement of savings above and beyond the annual guarantee will be credited to satisfy performance guarantees in future years of the contract. Annual reconciliation of the achieved savings will be required.

**PART V. INFORMATION REQUIRED FROM PROPOSERS**

**A. ESCO PROFILE AND QUALIFICATIONS**

**B. PRELIMINARY TECHNICAL PROPOSAL**

Each ESCO shall submit the following information, in **XXX** bound copies, with responses to each item numbered accordingly. Each ESCO is required to fully answer all questions in each category listed below. Provide your responses on 8 ½ " x 11" sheets of paper and number and title each answer to the corresponding category. Font size should be no smaller than 10 point. All pages in your response should be numbered sequentially. ESCOs must also include a table of contents which indicates the section and page numbers corresponding to the information included.

**All questions must be addressed by the ESCO in order for this application form to be properly completed. Failure to answer any question, or comply with any directive contained in this form may be used by [Insert name of school district, local government agency, or other political subdivision] as grounds to find the ESCO ineligible. If a question or directive does not pertain to your firm in any way, please indicate with the symbol N/A.**

**A-1. Firm Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**County** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**1a. Names and Titles of Two Contact People**

1) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

2) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**1b. Submittal is for:**

Parent Company (List any Division or Branch Offices to be involved in this project)

Division (attach separate list if more than one is to be included)

Subsidiary

Branch Office: (include all Pennsylvania locations with number of energy service professionals located at \_\_\_\_\_ each site.

Name of Entity: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**A-2. Date Prepared:** \_\_\_\_\_

**A-3. Type of Firm:**

Corporation

Partnership

Sole Ownership

Joint Venture

**A-4. Federal Employer Identification Number** \_\_\_\_\_ **A-5. Year Firm was Established** \_\_\_\_\_

**A-6. Name and Address of Parent Company, if applicable** \_\_\_\_\_  
\_\_\_\_\_

**A-7. Former Firm Name(s), if applicable** \_\_\_\_\_

**A-8. Five Year Summary of Contract Values for Guaranteed Energy Savings Contracts Projects where your firm was the prime contractor with a first party written savings guarantee to the customer:**

2000: \$ \_\_\_\_\_ (to date)

1999: \$ \_\_\_\_\_

1998: \$ \_\_\_\_\_

1997: \$ \_\_\_\_\_

1996: \$ \_\_\_\_\_

**A-9. CORPORATE BACKGROUND/HISTORICAL DATA**

9a. How many years has your firm been in business under its present business name? \_\_\_\_ Years

9b. Please identify all states in which your firm is legally qualified to do business. \_\_\_\_\_

9c. Indicate all other names by which your organization has been known and the length of time known by each name. \_\_\_\_\_

9d. How many years has your firm been involved in energy-related business? \_\_\_\_ Years

9e. Certify that your company does not owe the Commonwealth any taxes.

9f. Certify that your company is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government.

9g. Identify your firm's legal counsel for this project. Give the name and address of the primary individual responsible for contract negotiation.

9h. Indicate your firm's current annual gross revenue.

9i. Indicate your firm's revenue as a percentage of the following:

Equipment manufacturing: \_\_\_\_\_%

Service and maintenance: \_\_\_\_\_%

Other: \_\_\_\_\_%

**A-10. TECHNICAL QUALIFICATIONS AND PERSONNEL INFORMATION**

10a. Indicate the number of all guaranteed energy savings contracting projects currently under contract with your firm. Limit your response to ONLY those projects that have been managed directly by the specific branch, division, office, or any individual in such branch, division or office who will be specifically assigned to this project. Indicate the installed project cost value, and identify all projects currently in repayment. Attach additional sheets as necessary.

10b. Briefly describe the relevant experience, qualifications and educational background for each individual team member assigned to this project using the format provided below. Do not include individual resumes in lieu of this information.

Name of Project Team Member:	
Current Job Title: Job responsibilities: Number of years with ESCO: Primary Office Location:	
Employment History Company Name: Primary job responsibilities: Number of years with firm:	
Educational Background List all academic degrees, certifications, professional affiliations, relevant publications and technical training.	
List all energy performance contracting projects this individual has been involved with during past 5 years. Include project location, type of facilities, year implemented and dollar value of installed project costs.	
Describe the specific role and responsibilities this individual had for each listed project.	

Provide a detailed description of the role and responsibilities this individual will have for the duration of this project.	
Describe any other relevant technical experience.	
Indicate the total years of relevant energy-related experience for this individual.	

Submit an organizational chart that clearly identifies the roles and relationships of all key team members.

10c. Indicate whether your firm is currently qualified by the Commonwealth of Pennsylvania’s Department General Services to implement guaranteed energy savings contracts in state agencies. Also, indicate if your firm is accredited by the National Association of Energy Service Companies (NAESCO). ESCOs are not required to be qualified by the Commonwealth or accredited by NAESCO. All NAESCO accredited and Commonwealth qualified ESCOs will receive additional points.

10d. Provide a sample Savings Measurement and Verification Plan from a completed energy performance contracting project implemented by your firm. Indicate the number of customers being tracked by your firm including the number of installations with submetered points. Estimate the total number of measurement points currently being monitored by your firm.

10e. Provide a sample Customer Savings Report prepared by your firm from a completed performance contracting project currently in repayment.

10f. Provide a sample final design specification for an installed measure (e.g. HVAC, controls, etc.).

10g. Provide a sample Operations and Maintenance Manual developed by your firm.

10h. Provide a sample Commissioning Plan from a project implemented by your firm.

10i. Include under separate cover, **[Insert number]** bound copies of a completed investment grade technical energy audit conducted by you firm. Clearly mark RFP Technical Energy Audit on the outside of the envelope and include your firm’s return address. This audit must include detailed energy and economic calculations.

**A-11. FINANCIAL REFERENCES**

11a. Provide a copy of your firm’s most recent annual report. Provide a Balance Sheet and Cash Flow statement not more than fifteen (15) months old.

11b. Please provide the name, address, and the telephone number of the firm(s) that prepared the Financial Statements.

11c. Please enclose banking references including financial institution, address, contact person, telephone number, and specific information on your firm’s credit that may be used to fund construction for large- scale projects.

11d. Enclose bonding references including company name, address, contact person, telephone number and information on your firm's maximum bonding capability.

### **GURANTEED ENERGY SAVINGS PROJECT HISTORY AND CLIENT REFERENCES**

Select at least seven (7) projects **currently in repayment (with at least 1 year of savings data) and under contract** with your firm. For each of these projects, complete the following table. Limit your response to **ONLY** those projects which have been managed directly by the specific branch, division, office or any individual in such branch, division or office who will be assigned to this project.

Please put an asterisk by any project references involving buildings similar to the building(s) described in the technical appendices.

**All information requested is required.**

<b>Project Name and Location</b>	
<b>Project Dollar Amount (installed project costs)</b>	
<b>Primary ECMs Installed</b>	
<b>Owner</b>	
<b>Date Construction Started</b>	
<b>Date Constructed Completed</b>	
<b>Contract Start &amp; End Dates</b>	
<b>Dollar Value and Type of Annual Operational Cost Savings (if applicable) (e.g., outside maintenance contracts, material savings, etc.)</b>	
<b>Method(s) of Savings Measurement and Verification</b>	

Provide <b>CURRENT</b> and <b>ACCURATE</b> telephone and <b>FAX</b> numbers of the owner(s)' representatives with whom your firm did business on this project. You should ensure that all representatives are familiar with this project.	
Identify all <b>ESCO</b> personnel associated with the project and their specific role(s) and responsibility(ies). Indicate those personnel who will be directly involved in this project.	
<b>ESCO</b> Notes or Comments	

For the project described above, please complete the following table:

**ANNUAL ENERGY SAVINGS**

	Projected	Guaranteed	Achieved				
			Year 1	Year 2	Year 3	Year 4	Year 5
KWH							
Therms							
KW							
Water Gallons							
Other (Specify)							

Information for each of the headings listed above **MUST** be completed using the above format. Do not provide savings data in terms of BTU's or dollars. Data should be given in the form of fuel units which appear in the utility bills. Additional forms should be reproduced as needed.



## **B. ESCO's PRELIMINARY TECHNICAL PROPOSAL**

### **1. PROJECT MANAGEMENT**

#### **B-1 Project Summary (not to exceed 2 pages)**

Summarize the scope of services (design, financial, operations, maintenance, training, etc.) offered by your firm for this project including the added value to the Commonwealth of your firm's services.

#### **B-2 Training Provisions**

Describe your firm's proposed approach to providing technical training for facility personnel. Indicate the proposed number of personnel to be trained and the type and frequency of training to be provided for the duration of the contract. Indicate how your firm will address any turnover of key facility personnel as it relates to project performance.

#### **B-3 Project Financing**

Describe your firm's preferred approach to providing or arranging financing for this project. Describe the structure of the financing arrangement including projected interest rate, financing term, repayment schedule, equipment ownership, security interest required, the responsibilities/liabilities of each party, and any special terms and conditions that may be associated with the financing of this project. Describe how construction will be financed.

#### **B-4 Cost of Investment Grade Energy Audit**

Indicate the total cost of the investment grade energy audit to **[Insert name of school district, local government agency, or other political subdivision]** if no contract is negotiated.

#### **B-4 Technical Site Assessment**

Based upon your preliminary technical site assessment and available information discuss the site conditions, status of building systems, current operating procedures and potential cost-effective energy improvement opportunities. Describe any equipment modifications, installations or replacements at the facilities that you propose to implement and those which warrant further study. Describe any operational changes you would recommend.

#### **B-5 Energy Baseline Calculation Methodology**

Describe in the methods used to compute baseline energy use. Describe any computerized modeling programs used by your firm to establish baseline consumption. Describe the methods used to adjust the guaranteed level of savings from any material changes that occur due to such factors as weather occupancy, facility use changes etc.

#### **B-6 Procedure for Calculating Energy and Cost Savings**

Please summarize procedures, formulas and methodologies including any special metering or equipment, your firm will use to measure and calculate energy savings for this project. Indicate how your firm identifies, documents and measures operational cost savings opportunities. Describe your firm's proposed approach to treatment of savings achieved during construction and how those savings will be documented and verified.

## **B-7 Equipment Maintenance Plan**

Describe any major changes in operations or maintenance for this project that your company anticipates. Include a description of the types of maintenance services projected for this project. Address how you would approach the role of **[Insert name of school district, local government agency, or other political subdivision]** personnel in performing maintenance on the new and existing and equipment. Discuss the relationship of maintenance services to the savings guarantee, any required duration of the maintenance agreement and what impact termination of maintenance prior to the end of the contract term would have on the savings guarantee.