

**Arkansas Economic Development Commission – Energy Office
900 West Capitol, Ste. 400
Little Rock, Arkansas 72201**

ADDENDUM# 1

To: Vendor Addressed
From: Chet Howland, AEDC Buyer
Date: June 24, 2016
Subject: Request for Proposals for Consultants for the Arkansas Energy
Performance Contracting Program

The following change(s) to the above referenced Request for Proposals for the Arkansas Economic Development Commission – Energy Office has been made as designated below:

- Change of due dates
- Additional specification(s)
- Change of bid opening time and date
- Cancellation of bid
- Other – Answer to Bidder’s questions

As a result of this addendum, the bid opening time and date will be extended to July 8, 2016

- It was noted that “Pricing” was not included in the “Evaluation Criteria” as intended. Please see the attached chart on page 2 as a replacement for the chart on page 9 on the original RFP. In addition, AEO has included an hourly rate chart to be completed by all respondents on page 3.
- AEO received numerous questions from vendors by the June 17, 2016 deadline. Responses from AEO may be found on page 4 of this addendum.

The specifications by virtue of this addendum become a permanent addition to the above-referenced Request for Proposal. **FAILURE TO RETURN THIS SIGNED ADDENDUM MAY RESULT IN REJECTION OF YOUR BID.**

If you have questions, please contact the buyer at 501-682-7319.

VENDOR SIGNATURE

DATE

COMPANY

SECTION 3 – CRITERIA FOR SELECTION
EVALUATION CRITERIA

Criteria	Weight
Technical: <ul style="list-style-type: none"> • Soundness of vendor’s approach to Scope of Work • How well the proposed approach reflects an understanding of the compatibility of AEO’s objectives. 	30
Management and Experience: <ul style="list-style-type: none"> • The vendor’s experience working on guaranteed energy savings contracts, with preference given to work completed in the state of Arkansas. 	25
Experience in developing and monitoring performance contracts	15
Experience in mediating conflicts between owners and ESCOs	15
Quality of Proposal: <ul style="list-style-type: none"> • Approach and methodology • Degree of professionalism in presentation (clear communication and accurate writing. 	10
Pricing	5
Total Possible Points for Technical Proposal	100

Hourly Rate:

List the following for each consulting function: Name, Title, Hourly rate and an estimation of the percent of the work. Use the table below to provide this information, add lines/functions, if necessary. Also include a description of each team members' roles and responsibilities. AEO would like to ensure that billing rates are appropriate for services rendered.

Consulting Function	Name	Title	Hourly Billing Rate	% of total work
Total				100%

Travel Costs:

- Base Location - Identify the location where travel time would begin.
- Statewide service - Describe your approach for travel. The goal is to minimize travel without sacrificing "face time". The AEO would like to see no more than 10% of monthly invoice cost from travel.

Responses to Vendor Questions

Question: On page 11, the Statement of Liability states that ‘the Contractor’s liability for damages to the State shall be limited to the value of the Contract or \$10,000,000, whichever is higher.’ Is the Awarded Contractor expected to carry \$10,000,000 of errors and omissions insurance and/or general liability insurance for the work associated with this RFP?

Answer: This was erroneous wording and should have stated ‘whichever is *lower*.’ Further, AEO will not require any proof of liability insurance in this RFP response.

Question: On page 12 and 15 there are references to ‘proposal pricing’ and the ‘Official Proposal Price Sheets’. However, it is our assumption that pricing will not be established as a part of this response to the RFP. Is this correct?

Answer: The omission of pricing criteria was an oversight on AEO’s part. Details on required information for this RFP may be found in this addendum.

Question: Will notification of award be on or before July 8th?

Answer: After issuing this addendum, AEO has extended the deadline for submissions of this RFP to July 8th. AEO tentatively expects to complete its evaluation and notify Awarded Contractors by the end of July 2016.

Question: This RFP references pricing. I'm assuming that AEO is asking for our rate schedule? Do you have any further details on the overall fee structure for these projects?

Answer: Yes, details may be found in this addendum.

Question: Should the overall structure of the proposal follow the Criteria table provided?

Answer: Proposals may follow any format respondents see fit, though following the format delineated in the Criteria table will allow AEO to evaluate proposals in the most expedient fashion.