



## **SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY**

### **Request for Proposals for Comprehensive Energy Audit and Retro-Commissioning Services**

**Response Deadline:           October 30, 2008, 2:00 p.m.**

The Southern California Public Power Authority (SCPPA) is hereby soliciting competitive proposals for Comprehensive Energy Audit and Retro-Commissioning Services within its member municipal utility service territories.

#### **Introduction**

SCPPA, a joint powers authority and a public entity organized under the laws of the State of California, was created pursuant to the Government Code of California and a Joint Powers Agreement for the purpose of planning, financing, developing, acquiring, constructing, operating and maintaining projects for the generation or transmission of electric energy.

SCPPA also facilitates joint service contracts, at the request of its members, to aggregate like project efforts amongst its Members for the purpose of reducing the generation requirement (Energy Efficiency), and increase procurement efficiency. A service contract entered into by SCPPA, pursuant to this RFP, would be utilized directly by the interested Members to serve their respective utilities. The work would be ordered and approved directly by the Members and the billing would be done through SCPPA.

Membership consists of eleven cities and one irrigation district which supply electric energy within Southern California, including the municipal utilities of the cities of Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, and Vernon, and the Imperial Irrigation District (Member Agencies).

SCPPA is governed by its Board of Directors, which consists of representatives from each of its members. The management of SCPPA is under the direction of an Executive Director who is appointed by the Board.

**SCPPA will not entertain speculative or research proposals, but seeks tangible and timely opportunities to reduce the generation requirements of its Members.**



## **Areas of Interest**

Several SCPPA members have expressed an interest in developing programs to provide comprehensive energy audits and retro-commissioning services that meet LEED® requirements for their business customers on a standardized cost per square foot basis.

### **1) Conduct comprehensive energy audits and prepare detailed reports:**

- a. Collect general information for each customer facility.
  - i. Inventory existing systems and equipment.
  - ii. Provide analysis methodology, supporting calculations and assumptions used to derive Base Year Consumption and Reconcile with End Use Consumption Estimates.
- b. Develop list of potential Energy Conservation Measures (ECMs).
  - i. Specifically identify the energy improvements and operational changes that are recommended to be installed or implemented at customer facilities.
- c. Report detailed projections of energy and cost savings to be obtained at the facilities as a result of the installation of the recommended measures.
  - i. Present savings calculations utilizing assumptions, projections and baselines which best represent the true value of future energy or operational savings for the customer facilities.
- d. Detail the plan for installing or implementing the measures within the customer facilities.
  - i. Specify operations and maintenance procedures of the customer facility which will be affected by the installation/implementation of the proposed ECMs.
- e. Provide a detailed preliminary savings Measurement and Verification plan for each proposed ECM.

### **2) Develop a LEED® Compatible Retro-Commissioning Plan:**

- a. All buildings seeking LEED certification must provide documentation that a commissioning process that meets the LEED-EB Rating System guidelines has been completed at the facility, or provide a five-year plan for completing the process.
- b. The Retro-Commissioning Plan should include the following:
  - i. Equipment , systems, or specific measures to be included, or selection criteria for inclusion
  - ii. Plan for reviewing existing systems and related documentation
    1. Define current operational requirements



2. Detailed plan for equipment calibrations, maintenance checks and functional tests to be performed
- iii. Methods to be used in analyzing the monitored / trended data
- iv. Plan to assess and document the current operating strategies and sequences of operation for all systems and equipment included
- v. Strategies to be used in calculating energy impacts and implementation cost estimates for opportunities identified
- vi. Implementation schedule and reporting

### **Proposal Submission Required Elements**

- 1) **Applicant Information:** Provide company Name, Address, Telephone, Name and title of contact person.
- 2) **Proposal:** Provide a detailed description of solutions to the Areas of Interest.
- 3) **Fees:** Describe how fees will be determined.
  - a) Include program fee components by work units as well as cost-per-square-foot.
  - b) Include any fee reduction opportunities through potential combinations of task elements at any single customer facility and/or volume thresholds.
- 4) **Timeline:** Provide a timeline for program development and implementation for each program element, customer facility grouping, Member participation, and any other natural sub-divisions of work.
- 5) **Experience:** Respondent will clearly identify project participants and management team.
  - a) Specify key employees and describe their experience and duties related to this RFP.
  - b) Provide a commitment statement for the retention and use of key employees as proposed, their availability to initiate and sustain the proposal, as well as planned supplement if not available to assure project delivery.
  - c) Respondent shall indicate any and all pending litigation that could affect the viability of respondent's proposal or respondent's financial stability.
  - d) Identify existing projects or programs which respondent developed and/or operates.

### **Proposal Submission Delivery Requirements**

One (1) hard copy of your response, including a letter of authentic offer with wet-ink authority signature, and any supporting documentation should be delivered prior to the end of business day on October 30, 2008 to:



Southern California Public Power Authority  
225 S. Lake Avenue, Suite 1250  
Pasadena, California 91101

One soft copy of your proposal should also be delivered as above or alternately e-mailed to [dwalden@scppa.org](mailto:dwalden@scppa.org). Clarification questions may also be addressed to David Walden at [dwalden@scppa.org](mailto:dwalden@scppa.org), (626) 793-9364; Fax 793-9461.

No contact should be made with the Board of Directors, Committee Members, or SCPPA Participating Members concerning this request for proposals.

All information received by SCPPA in response to this Request for Proposal is subject to the California Public Records Act and all submissions may be subject to review in the event of an Audit.

### **Proposal Terms and Conditions**

- 1) SCPPA desires to enter exclusive negotiations with the proposer once selected as may be defined through a signed letter of intent and defined term.
- 2) SCPPA shall determine at its sole discretion the value of any and/or all proposals including price and non-price attributes.
- 3) Proposals may be sub-divided or combined with other proposals, at SCPPA's sole discretion.
- 4) SCPPA shall perform an initial screening evaluation to identify and eliminate any proposals that are not responsive to the RFP, do not meet the minimum requirements set forth in the RFP, are clearly not economically competitive with other proposals, or are submitted by respondents that lack appropriate creditworthiness, sufficient financial resources, or qualifications to provide dependable and reliable services.
- 5) SCPPA may entertain or eliminate proposals immediately upon receipt or at any future time if not clearly defined in the proposal as the end of the period of offer.
- 6) SCPPA reserves the right, without qualification and in its sole discretion, to accept or reject any or all proposals for any reason without explanation to the respondent, or to make the award to that respondent, who, in the opinion of SCPPA, will provide the most value to SCPPA and its customers.
- 7) SCPPA may decline to enter into a power purchase arrangement or any other agreement or contract with any respondent, terminate negotiations with any respondent, or to abandon the RFP process in its entirety.



- 8) SCPPA reserves the right to make an award to the other than the lowest price offer or the proposal evidencing the greatest technical ability or other measure if SCPPA determines that to do so would result in the greatest value to SCPPA and its customers.
- 9) Those respondents who submit proposals agree to do so without legal recourse against SCPPA, its members, and their directors, officers, employees and agents for rejection of their proposal(s) or for failure to execute or act on their proposal for any reason.
- 10) SCPPA shall not be liable to any respondent or party in law or equity for any reason whatsoever for any acts or omissions arising out of or in connection with this RFP.
- 11) Respondent shall be liable for all its costs and SCPPA shall not be responsible for any respondent's costs incurred to prepare, submit, or negotiate its proposal, a contract or for any other activity related thereto.
- 12) SCPPA may require certain performance assurances from bidders prior to entering into detailed negotiations for a proposed project. Such assurances may include requiring the bidder to post a performance bond.
- 13) Either SCPPA collectively or Member Agencies individually may respond to, or enter into negotiations for a proposal. SCPPA is not responsible or liable for individual Member Agency interactions with the respondent which are not entirely contained within SCPPA's option or election to engage the respondent as defined within the Terms and Conditions herein.