

**SOUTHERN CALIFORNIA
PUBLIC POWER AUTHORITY**



Request for Proposals

for

**Small Business Audit and Energy Efficiency
Implementation Program**

RFP Date: July 19, 2002

Response Deadline: August 5, 2002, by 2:00 p.m. PST

SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Request for Proposals (RFP) for Small Business Energy Audit and Energy Efficiency Implementation Program

The Southern California Public Power Authority (SCPPA) is hereby soliciting competitive proposals for energy audit and energy efficiency implementation services for small business 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 increase volume 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.

SCPPA's Membership consists of twelve cities and one irrigation district which supply electric energy to Southern California, including the municipal utilities of the cities of Anaheim, Azusa, Banning, Burbank, Colton, Glendale, Los Angeles, Pasadena, Riverside, and Vernon, and the Imperial Irrigation District. In 2001 the cities of Cerritos and San Marcos joined SCPPA.

Objectives

The respondents should propose programs designed to meet the following program objectives:

- Recognize and address the energy conservation needs of Small Business customers.
- Assist Small Business customers with implementation of energy efficiency measures offered by their local electric utility.
- Improve competitiveness of small business customers through reduced energy related costs.
- Increase customer awareness of energy efficient business practices including improvements in operations and maintenance methods.
- Provide customers the opportunity to participate in other public programs.

Scope of Services

1. Propose a one-year, turnkey energy audit and energy efficiency implementation program for small business customers, i.e. <200 kW.
2. The program should, if possible, retain and use local personnel and/or companies to provide services.
3. Facility energy audit including customer and utility reporting.
4. Implementation measures may including, but not be limited to:
 - a. Energy efficient lighting
 - b. Heating, Ventilation, and Air conditioning (HVAC) and/or replacement
 - c. Refrigeration
 - d. Controls
5. Support member marketing programs.
6. Propose data collection procedure to facilitate program monitoring and evaluation including marketing and future program development.
7. Document and submit monthly report program results, including numbers of audits offered and completed, estimated energy savings, actual program costs, etc.
8. Document and submit report audit and incentive results to individual customers.
9. Facilitate implementation of recommended measures and procedures, including incentives and incentives processing.
9. Link program to existing and future energy efficiency and conservation programs.
10. Provide information of similar relevant work performed and contact information for three (3) recent references.
11. Safety requirements Respondents shall propose to opportunities for SCPPA to purchase renewable energy under long-term contract or through equity participation in one or more renewable energy facilities.

Proposal Selection Criteria

A. Applicant Information

Name of Organization:

Address:

City:

State:

Zip:

Telephone:

Name and title of contact person:

Federal tax identification number:

Organizational Mission or Purpose:

B. Program Summary

Briefly the program and the program objective

C. Fee Schedule

Provide a detailed fee schedule for deliverables proposed to meet the scope of work, i.e. cost per audit, etc. Quantity discounts for each deliverable will also be considered.

D. Customer Participation Process

Describe the methods by which customers will participate in this program.

E. Program Development Process

Provide description of how the program will be developed and implemented, including the process for determining customer eligibility, incentive amounts, program marketing, program reporting, etc.

F. Program Implementation Timeline

Provide a program implementation timeline, with start and stop dates, and other significant milestones.

G. Administration

Identify key personnel who will operate and/or administer the program or project and briefly identify their duties, responsibilities, and background.

H. Cost-Effectiveness Criteria

Describe cost-effectiveness of the program, measurement and variations documented, program costs, energy savings achieved, etc.

I. Monitoring and Evaluation

Describe how the program will be monitored and evaluated on both in process and outcome basis.

J. Past Program Experience

Describe past program development and implementation experience, and provide a list of references for similar projects completed. Please include sample customer and utility reports, i.e. audits, M&V, summaries.

Legal Considerations

The consultant must be prepared to execute a Professional Service Agreement with SCPPA in accordance with Attachment 1. Exceptions to this document must be clearly delineated in the proposal.

Professional Liability Insurance

No member of the SCPPA Board or any other officer or authorized assistant, employee or agent of the city shall be personally responsible for any liability arising under the contract. Professional liability insurance will be required which includes coverage of any claims arising out of the performance of consultant's services under this Agreement, in an amount of not less than \$1,000,000. Such policy of professional liability insurance shall provide coverage for all claims occurring during the term of the policy notwithstanding the fact that claims may be asserted subsequent to the expiration of the policy.

Proof of Insurance

Proof of medical insurance for personal injuries, including accidental death to any one person and property damage insurance will be required covering all consultants on this project.

Selection Process

Proposals received by the City will be reviewed and evaluated according to the following system:

1. Qualification and experience.
2. Approach to and understanding of program objectives.
3. Understanding of small business energy programs.
4. Ability to meet proposed schedule and production requirements.
5. Potential to meet SCPPA member small business customers' energy conservation program expectations.
6. Cost-effectiveness of the proposal.

SCPPA reserves the right to reject all bids for any reason whether or not said bids are responsive or non-responsive. SCPPA reserves the right to reject any bid that is non-responsive to this RFP. SCPPA may, but shall not be required to, solicit additional information, orally or in writing, from one or more of the applicants relating to the content of their proposal(s). SCPPA may, but shall not be required to, meet with one or more of the applicants prior to a preliminary selection of one or more applicants with which the Cities may choose to negotiate.

- SCPPA, at its sole discretion, shall evaluate responsive proposals and select proposals, if any, which provide the most value to SCPPA and its customers.
- Proposals may be combined with other proposals, at SCPPA's sole discretion.
- SCPPA shall determine at its sole discretion the value of any and/or all proposals.
- SCPPA shall evaluate any proposals in terms of price and non-price attributes.
- 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.
- 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. SCPPA also reserves the right to make an award to the other than the lowest price offer or the proposal evidencing the greatest technical ability if

SCPPA determines that to do so would result in the greatest value to SCPPA and its customers.

- SCPPA reserves the right to reject any, all, or portions of the proposals received for failure to meet any criteria set forth in this RFP. SCPPA also may decline to enter into a power purchase arrangement with any respondent, terminate negotiations with any respondent, or to abandon the RFP process in its entirety.
- 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 a power purchase agreement for any reason. 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.
- 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.

Submission Requirements

Twelve hard copies of your response should be delivered on or before August 5, 2002, by 2:00 p.m. PST to:

Manuel A. Robledo
Energy Systems Manager
Southern California Public Power Authority
225 S. Lake Avenue, Suite 1410
Pasadena, California 91101

(626) 793-9364; Fax 793-9461

The proposal should also be e-mailed to Manuel A. Robledo at mrobledo@scppa.org. Identify your proposal for electronic filing purposes as: [Firm Name] Small Business Proposal.

Late or non-responsive proposals will be rejected.

No contact with the Board of Directors or Resource Planning Committee members should be made concerning this request for proposals.