

**SOUTHERN CALIFORNIA
PUBLIC POWER AUTHORITY**



**Request for Proposals
for
Small Business Audit and Energy Efficiency
Implementation Program**

RFP Date: July 12, 2007

Response Deadline: August 9, 2007, 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 turnkey energy audit/survey and energy efficiency implementation program for small business customers, i.e. <30 kW.
2. Program funding to be up to \$50,000,000 over three years with each SCPPA member determining their own level of funding and the majority of the work being conducted for the Los Angeles Department of Water and Power.
3. Member utilities will offer customers an allowance, ranging from \$1,000 to \$2,500 per customer depending on the utility, for the direct installation of energy efficiency measures recommended by the audit/survey. Customers will be allowed to choose from measures priced to include on-site installation (inclusive or marketing, reporting, and follow up costs), and customers may choose to purchase measures above the utility provided allowance at the same pre-negotiated prices.
4. The program should, if possible, retain and use local personnel and/or companies to provide services.
5. Facility energy audit/survey including customer and utility reporting in a format specified by the utility.
6. Customer direct install implementation measures, including installation costs, should include, but not be limited to, the following:
 - a. Energy efficient lighting
 - b. Heating, Ventilation, and Air conditioning (HVAC) and/or replacement
 - c. Refrigeration Efficiency Improvements
 - d. Energy Management Controls
 - e. Lighting Tubes and Ballasts
 - f. Lighting CFLs
 - g. Lighting Controls/Sensors
 - h. LED Exit Signs
 - i. Outdoor Security Lighting
 - j. AC Tune-Up
 - k. Duct Sealing and Repair
 - l. Programmable Thermostat
 - m. Refrigeration Tune-Ups, Door Gaskets, Gaskets
 - n. Window Film
 - o. Faucet Aerators
 - p. Low Flow Shower Heads
 - q. Ultra Low Flow Toilets
 - r. Wall Sealing/Weatherization
 - s. Other cost-effective measures
7. Facilitate and/or assist implementation of member marketing programs.

8. Provide web based data collection procedure to facilitate program monitoring and evaluation including marketing, future program development and the ability to track customer response in real time.
9. Document and submit web based weekly and monthly report program results, including numbers of audits/surveys offered, accepted, rejected and completed, estimated and actual energy/demand savings, actual program costs, etc. in a format specified by member utility.
10. Reporting of estimated and actual energy and demand savings to be consistent with Energy and Environmental Economics Inc. baseline considerations when applicable.
11. Implement energy efficiency measures selected by customer from a utility approved price list, which includes the cost of marketing, installation, reporting, and follow up costs.
12. Document and submit audit/survey report and incentive results to individual customers at the time of the energy audit/survey.
13. Implement recommended measures and procedures, including incentives and incentives processing.
14. Promote other existing and future energy efficiency and conservation programs implemented by the utility.
15. Provide information of similar and relevant work performed and provide contact information for three (3) recent references.
16. Meet with utilities as required.
17. Provide training to member utility personnel in the use of Web based reporting/monitoring program.
18. Maintain a quality assurance program to ensure energy savings and demand reduction estimates are realized and customers are satisfied.
19. Abide by written safety and risk management policies and procedures.
20. Obtain a liability waiver from each customer prior to performing work. Please include a sample of the proposed customer waiver form.
21. Maintain sufficient insurance for the type of work being performed. Please include a summary of insurance coverage.

Proposal Submission Guidelines

A. Applicant Information

Name of Organization:

Address:

City:

State:

Zip:

Telephone:

Name and title of contact person:

Organizational Mission or Purpose:

B. Program Summary

Provide a description product identified in the above Scope of Work, including the the cost of surveys offered and the cost of direct install measures.

C. Fee Schedule

Provide a detailed fee schedule for deliverables proposed to meet the scope of work, i.e. cost per audit, direct-install energy efficiency measures, 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.

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 Deadline

One hard copy of your response should be delivered on or before August 9, 2007, by 2:00 p.m. PST to:

Bill D. Carnahan
Executive Director
Southern California Public Power Authority
225 S. Lake Avenue, Suite 1250
Pasadena, California 91101

The proposal should also be e-mailed (a link to the file is acceptable) by the deadline to the following individuals:

Manny Robledo	mrobledo@scppa.org
Jeanette Meyer	jmeyer@ci.burbank.ca.us
Craig Kuennen	ckuennen@ci.glendale.ca.us
John Hoffner	jhoffner@cityofpasadena.net
Steve Matsuda	steve.matsuda@ladwp.com
Paul Costa	paul.costa@ladwp.com

Jan Roosevelt	jroosevelt@anaheim.net
Mike Bacich	mbacich@riversideca.gov
Gerald Katz	gkatz@ci.colton.ca.us
Paul Reid	preid@ci.azusa.ca.us
Fred Mason	fmason@ci.banning.ca.us
Veronica Craghead	vcraghead@ci.banning.ca.us
Phil Falkenstein	prfalkenstein@iid.com
Gary Ambach	glambach@iid.com
Bill Carnahan	bcarnahan@scppa.org

Late or non-responsive proposals will be rejected.

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