

SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY



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

RFP Date: March 23, 2011

Response Deadline: April 29, 2011, by 5:00 p.m.

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

Member Agencies consist 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).

Objectives

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

- Recognize and address the energy conservation needs of Small Business customers.
- Promote energy conservation and improve the competitiveness of small business customers through reduced energy costs.
- Assist Small Business customers with implementation of energy efficiency measures offered by their local electric utility.
- 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.
- SCPPA intends to achieve these goals in part through the implementation of the Small Business Energy Audit and Energy Efficiency Implementation Program.

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 will be established for two years with each SCPPA member determining their own level of funding.
3. Member utilities will offer customers an allowance, typically \$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 personnel and/or companies to provide services from within the service territory of the local utility.
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. New fixtures for energy efficient lighting
 - b. Heating, ventilation, air conditioning (HVAC), thermal storage, AC tune-up, duct sealing, & programmable thermostat
 - c. Refrigeration efficiency improvements, door gaskets & gaskets
 - d. Energy management controls, load shifting and other programmatic opportunities
 - e. Lighting tubes, CFLs & LEDs using existing fixtures
 - f. Occupancy controls/sensors
 - g. LED "Exit" signs and emergency lighting
 - h. Security lighting
 - i. Windows, films or other glazing solutions
 - j. Faucet aerators
 - k. Low flow shower heads
 - l. Ultra low flow toilets
 - m. Wall sealing/weatherization, insulation or other building improvements
 - n. Other cost-effective measures.
7. Determining Approved Customers and participant eligibility and qualification requirements.
8. Assisting Approved Customers and other potential participants in requesting and applying for the Program services.

9. Any and all obligations of the Contractor to be performed may include one or any combination thereof, but is not limited to the following:
 - a. Marketing and outreach
 - b. Customer services
 - c. Facility assessments
 - d. Installation of energy efficient materials and equipment
 - e. Inspection services and customer satisfaction surveys
 - f. Disposal and recycling services
 - g. Delivery and warehousing
 - h. Program tracking, documentation
 - i. Report preparation and submission
 - j. Database administration
 - k. Accounting and audit functions
 - l. Other related functions.

10. Reporting of estimated and actual energy and demand savings to be consistent with national, state, and local standards or other baseline considerations when applicable.

11. Provide information of similar and relevant work performed and provide contact information for three (3) recent references.

12. Abide by written safety and risk management policies and procedures.

13. Obtain a liability waiver from each customer prior to performing work. Please include a sample of the proposed customer waiver form.

14. Maintain sufficient insurance for the type of work being performed. Please include a summary of insurance coverage.

Proposal Submission Guidelines

1. Applicant Information

Name of Organization:

Name and title of contact person:

E-mail:

Telephone:

Physical address:

City:

State:

Zip:

2. Transmittal Letter

A brief statement of the Contractor's understanding of the work to be done and commitment to perform the work as scheduled including a summary of exceptions taken to the RFP requirements, statement of work, specifications, and reference to any proposed contractual terms and conditions required by the Contractor.

An officer authorized to bind must sign the proposal on behalf of the Proposer and must include the following declarations on the Transmittal Letter:

“This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the proposer has not in any manner sought by collusion to secure for themselves an advantage over any other proposer.”

3. **Program Summary:** Provide a description product identified in the above Scope of Work, including the cost of surveys offered and the cost of direct install measures.
4. **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.
5. **Customer Participation Process:** Describe the methods by which customers will participate in this program.
6. **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.
7. **Program Implementation Timeline:** Provide a program implementation timeline, with start and stop dates, and other significant milestones.
8. **Administration:** Identify key personnel who will operate and/or administer the program or project and briefly identify their duties, responsibilities, and background.
9. **Cost-Effectiveness Criteria:** Describe cost-effectiveness of the program, measurement and variations documented, program costs, energy savings achieved, etc.
10. **Monitoring and Evaluation:** Describe how the program will be monitored and evaluated on both in process and outcome basis.
11. **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.

Proposal Submission Delivery Requirements

Only one (1) hard copy of your response, including a Transmittal Letter of authentic offer with wet-ink authority signature, and any supporting documentation may be delivered at any time prior to the end of business day on April 29, 2011 to:

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

One electronic copy of your proposal should also be delivered as above, by CD or USB flash-drive, or alternately e-mailed to dwalden@scppa.org.

Clarification questions may also be addressed to David Walden at dwalden@scppa.org.

SCPPA will not entertain speculative or research proposals, but seeks tangible and timely opportunities to increase their generation portfolio with renewable technologies.

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

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

Selection Process

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

1. Qualification and experience.
2. Approach to and understanding of program objectives.
3. Potential to meet SCPPA member small business customers' energy conservation program expectations.
4. Cost-effectiveness of the proposal.

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 (LOI) 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 Member Agencies.
7. SCPPA may decline to enter into any 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 Member Agencies.

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.

Additional Requirements for Proposal

1. **Consideration of Responses:** Submitted proposals should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Proposals should be submitted on recycled paper that has a minimum of thirty percent (30%) post-consumer recycled content and duplex copied (double-sided pages) where applicable.
2. **License & Insurance:** If selected, the proposer will be required to maintain any licenses and sufficient insurance for the type of work being performed. SCPPA or its Member Agencies may require specific insurance coverage to be established and maintained during the course of work and as a condition of award or continuation of contract.
3. **Non-Discrimination/Equal Employment Practices/Affirmative Action Plan (AAP):** If selected, the proposer and each of its known subcontractors may be required to complete and file an acceptable Affirmative Action Plan. The Affirmative Action Plan may be set forth in the form required as a business practice by the Department of Water and Power of the City of Los Angeles which is SCPPA's largest member.
4. **Living Wage Ordinance:** If selected, the proposer may be required to comply with the applicable provisions of the City of Los Angeles Living Wage Ordinance and the City of Los Angeles Service Contract Workers Retention Ordinance. The Living Wage Ordinance provisions are found in Section 10.36 of the Los Angeles City Administrative Code, and the Service Contract Workers Retention Ordinance are found in Section 10.37 of the Los Angeles Administrative Code (SCWRO/LW0).
5. **Davis Bacon Act:** Depending on the source of funds used, the proposer may be required to pay prevailing wages on public works projects and comply with the Davis-Bacon Act. Specifically, federally assisted programs under the American Recovery and Reinvestment Act (ARRA) must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects.
6. **Child Support Policy:** If selected, proposer may be required to comply with City of Los Angeles Ordinance No. 172401, which requires all contractors and subcontractors performing work to comply

with all reporting requirements and wage earning assignments and wage earning assignments relative to court ordered child support.

7. **Supplier Diversity:** Proposers shall take reasonable steps and demonstrate a Good Faith Effort to ensure that all available business enterprises, including Women Business Enterprises (WBEs) and Minority Business Enterprises (MBEs) have an equal opportunity to compete for and participate in the work being requested by this RFP. Efforts to obtain participation of MBEs, WBEs, and other business enterprises could reasonably be expected to produce a level of participation by interested subcontractors including 15 percent MBE and 7 percent WBE. SCPPA's Supplier Diversity program is modeled after that of the Los Angeles Department of Water and Power. Further information concerning the Supplier Diversity program may be obtained from the Purchasing Division of the Los Angeles Department of Water and Power.

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.