



SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Request for Proposals for Leadership in Energy and Environmental Design Services

Issuance Date: April 4, 2017

Response Deadline: May 1, 2017

I. Introduction

The Southern California Public Power Authority (SCPPA), on behalf of its Member Utilities (Members), is hereby soliciting competitive proposals from qualified firms to develop a Leadership in Energy and Environmental Design (LEED) feasibility assessment and potentially implement a LEED certification plan for up to 5 facilities of the Los Angeles Department of Water and Power (LADWP). In addition, Respondents are also asked to provide LEED knowledge transfer for LADWP employees as described below in Section III. Only proposals to complete all 5 LADWP facilities will be considered. Specifications for the facilities are presented in Attachments 1-4.

SCPPA is interested in discovering all Respondent's capabilities related to specified Areas of Interest and associated pricing to enable informed decisions and potentially proceed to more specific negotiations on contract development with one or more qualified Respondents to this Request for Proposals (RFP).

Responses to this RFP are due on or before **May 1, 2017**, as described below in Sections III and V.

II. Background

SCPPA is a joint powers authority and a public entity organized under the California Joint Exercise of Power Act found in Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, and through the SCPPA Joint Powers Agreement, for the purposes 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 among its Members for the purposes of developing energy efficiency, demand response and resource procurement Programs or Projects to improve operating efficiencies and reduce costs.

Membership of SCPPA 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. 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.

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Any service contract subsequently entered into by SCPPA pursuant to this RFP would be utilized directly by the interested Members to serve their respective utility customers' needs. The service and work products would be ordered and approved directly by SCPPA and/or the participating Members and the billing would be administered through SCPPA.

III. Areas of Interest

A certain SCPPA Member, the Los Angeles Department of Water and Power, (1.6 million customers and over 2 million meters) has expressed potential interest in services related to **LEED Existing Building: Operations & Maintenance, Version 2009 (EBOM v2009) Feasibility Assessment and Certification and Training**. A minimum of LEED "Silver" level certification is sought for five (5) LADWP facilities. See Attachments 1-4 for facility specifications. Both Phase 1 (Feasibility Assessment & Certification Plan Optional Services) and Phase 2 (Certification and Optional Services) for all 5 LADWP must be completed within 18 months of contract execution. A detailed project timeline to complete both Phases shall be submitted in the proposal.

Phase 1: LEED EBOM v2009 Feasibility Assessment & Certification Plan

Task 1: Feasibility Assessment

Conduct and produce a LEED EBOM v2009 feasibility assessment. The feasibility assessment will identify significant gaps and/or challenges to achieve and comply with each prerequisite and credit. The feasibility assessment must include a summary of the various certification (Silver, Gold, and Platinum) scenarios. The feasibility assessments for all 5 facilities must be completed within 30 days of contract execution. Specific activities will include, but not be limited to:

- Confirmation of LEED EBOM V2009 target credits with LADWP.
- Develop implementation schedule and establish performance period.
- Meet with LADWP staff to review existing LADWP policies, and discuss documentation requirements and processes.

Provide written recommendations for aligning existing policies/procedures with LEED requirements.

Task 2: Certification Plan

Based on the feasibility assessment, Contractor shall work with the LADWP staff to create a certification plan that outlines the credits to pursue, compliance paths and strategies for those credits, the certification level LADWP intends to achieve, and implementation schedule. Contractor shall develop a tracking system with timeline to track progress on certification. All activities within the certification plan must be completed within 18 months after contract execution. The Certification Plan for all 5 facilities must be completed within 30 days of contract execution. Specific activities will include, but not be limited to:

- Finalize EPA Energy Star rating.
- Register project in LEED online.
- Manage and assign documentation tasks.
- Develop Summary Report, including LEED Checklist.
- Liaise with GBCI, as needed.

Task 3: Knowledge Transfer

The contractor shall facilitate the transfer of skills and knowledge to Department personnel in developing the feasibility assessment and certification plan (Tasks 1 and 2, above). Knowledge transfer may include hands-on training to Department personnel, providing materials used in these Tasks, and Department

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personnel working closely at all stages of the process through final certification. A formal list of specific deliverables under this Task may be negotiated between the Department and the contractor following award under this RFP.

Phase 1 Optional Services (As Needed)

These tasks are optional and will be performed only if requested by LADWP. Additional assessments may be necessary to identify specific projects that must be implemented to comply with each LEED EBOM v2009 prerequisite and credit. Contractor will include the additional time and cost needed for each additional assessment to be completed, including subcontractor costs if applicable. This may include, but is not limited to:

- Energy auditing to help LADWP facility manager assess how much energy the building uses and evaluate what measures LADWP should implement to improve the building energy efficiency and/ or reduce the building's energy consumption.
- Performing a waste audit to determine the specific types of materials that make up the building waste stream. The waste auditing process will allow LADWP facility managers to identify opportunities for diverting waste streams away from the landfill and toward recycling or composting.
- Occupant indoor environment survey to identify building services and design features that are either working or not working.
- Other energy consumption and generation auditing and analyzing that are needed to meet certification.
- Non-energy related audit and analyses related to light pollution, indoor air quality, sustainable purchasing, sustainable products, water usage, and occupant comfort.
- Write specifications for bids that LADWP can use to procure and install new equipment and systems that will assist in achieving certification.
- Associated tasks, as needed.

Phase 2: Certification

Task 4 through Task 5 described below must be completed within 18 months after contract execution. Contractor will be responsible for submitting the LEED EBOM v2009 Certification Application and keep LADWP project managers apprised of timelines and schedules associated with GBCI review and approval.

Task 4: Facilitate and track implementation of the Certification Plan

Contractor's assigned project manager in consultation with the LADWP project managers shall assist in implementing the Certification Plan. Base services will include, but not be limited to the following activities:

- Guide LADWP through certification, including management of documentation, submittals, and responses to LEED review comments;
- Facilitate/oversee the work of the LADWP team in development and update of building operations, building upgrades and repairs, plans and standards to meet the requirements of the LEED rating system;
- Provide a list of specific data or documentation that may be required from staff and current onsite contractors;

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- Track progress on the certification schedule using an agreed upon tracking system.
- Provide ongoing reports to update LADWP staff and management on certification.
- Provide guidance/assistance for completion of LEED EBOM v2009 credit forms;
- Submit policy and tracking documentation to USGBC for certification review;
- Liaise with GBCI to negotiate LEED interpretations, as needed;
- Facilitate outside airflow testing for the building and complete documentation of prerequisites and credits to meet ASHRAE 62.1 standards.

The labor and materials for specification building upgrades and construction projects are the responsibility of LADWP.

Contractor will guide LADWP on creating electronic property document files that LADWP can use for recertification. Contractor deliverables, supporting information and documentation, and data may include but are not limited to:

- Photo logs
- Site and landscape plans, architectural plans, mechanical plans, and electrical plans
- Light fixture counts and specification
- Plumbing fixture counts and specification
- Irrigation controller settings
- Waste management audit and plan, including a waste characterization audit
- Obtain waste management hauler and purchasing information
- System tests results calculations and requirement attachments for IEQ submittal
- Building fundamental operation plan standardized format for all documents to be submitted to GBCI
- All other required documentation, receipts, and reports required for LEED EB: O&M credits

Task 5: LEED EBOM v2009 final certification and documentation

Subtask 5.1: Performance Period

Once the *LEED EBOM v2009* compliant policies and systems are in place and LADWP has completed work on construction and upgrades, Contractor will conduct the 'performance period,' a three-month period during which sustainable practices are maintained, tracked, and documented for the certification application. During this phase, Contractor shall be in close and ongoing contact over the term of performance period with LADWP staff, reviewing data outcomes, assessing program effectiveness, and developing final documentation.

Subtask 5.2: Documentation, Review and Finalization

Upon completion of the performance period, Contractor shall perform a comprehensive document review, performing all final calculations, and finalizing all program/policy materials that were prepared in Phase 2, Task 3.

Subtask 5.3: Certification Application

Contractor shall work with LADWP staff to coordinate all the elements of the LEED application. When LADWP is satisfied that all the elements of the application are complete and ready for submission,

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Contractor shall submit the application for review to GBCI. Once submitted, Contractor shall be primarily responsible for managing the LEED application process, with LADWP assistance, input and approval.

Once final application is approved by GBCI, Contractor shall provide a LEED EBOM v2009 plaque or most current USGBC certification acknowledgement to LADWP.

LADWP's goal for the final certification is a minimum Silver level. If the certification level granted by GBCI does not meet the minimum level, Contractor shall provide documentation of metrics obtained through this process and an outline of what policies, equipment or building retrofits need to be implemented in order to earn, if possible, a future LEED EBOM Silver certification.

Contractor shall develop re-certification plan, with steps and action items needed to re-certify the building as LEED Silver or better, to LADWP.

Optional Certification Services

Optional certification services must be approved by LADWP and may include:

- Light Measurements
- Oversight of waste stream audit
- Alternative Transportation Survey
- ASHRAE Level 2 Assessment
- Oversight of APPA Custodial Effectiveness Assessment
- Training for managerial staff during the Performance Period
- Existing Building Commissioning: Investigation and Analysis (EAC2.1) – Option A: Commissioning Process
- Existing Building Commissioning: Investigation and Analysis (EAC2.1) – Option B: ASHRAE Level II Energy Audit
- Existing Building Commissioning: Ongoing Commissioning (EAC2.3).

Timeline / Schedule*

SCPPA LEED Services RFP Selection Process	
Schedule of Requirements	Target Date(s)
Issue RFP	April 4, 2017
Questions Due	No later than April 19, 2017
Responses Due	No later than May 1, 2017
Review of Responses	May - June 2017
Interviews (if necessary)	May - June 2017
Selection of Respondent(s)	June 2017

*Timeline/Schedule is subject to change.

IV. Proposal Submission Required Elements

1. **Transmittal Letter Content:**

- a. A brief statement of the Respondent's understanding of the work to be done and commitment to perform the work as scheduled, including:
 - i) statement of work specifications; and
 - ii) reference to any proposed contractual terms and conditions required by the Respondent; and
 - iii) a summary of exceptions taken to the RFP requirements; and
 - iv) any and all expectations from SCPPA including, but not limited to: requirements definitions, strategy refinement, and staffing requirements to support the proposed project or program implementation.
- b. An officer authorized to bind must sign the proposal on behalf of the Respondent 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 Respondent has not directly or indirectly induced or solicited any other Respondent to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the Respondent has not in any manner sought by collusion to secure for themselves an advantage over any other Respondent.”

2. **Respondent Information:** Provide legal name of Company or Individual, physical street address, the name(s) and title(s) of the individual(s) authorized to represent the Respondent, including telephone number(s) and email address(es).

3. **Proposal:** Proposals must include a description of the proposed project or program, how it meets (or does not meet) each of the objectives of this RFP, and a detailed description addressing all of the Areas of Interest. Such submittals shall be no more than 20, double-sided, pages in length. Respondents may also include additional information or offerings for services, products, tasks, task elements and/or functions that may not be part of or included in the RFP, but are deemed by the Respondent to be pertinent and potentially valuable to SCPPA or its Members. Any additional information provided to supplement the Respondent's Proposal, as defined directly above, shall be clearly marked as "Supplemental Information". SCPPA will have full discretionary authority to consider, accept and/or reject without cause such supplemental information that is not directly requested, included in or made part of the RFP.

4. **Fees:** All price proposals should be made based on good faith estimates of the requirements defined in this RFP. Pricing for support services can be presented on a fixed-fee basis or on a time and materials (T&M) basis. One response from the same Respondent can include one or more fixed-fee offerings and one or more T&M offerings. T&M proposals should include all necessary details of the fees, labor rates and service charges associated with any and all service offerings, with an estimated number of hours required for all different levels of labor. These estimates shall not be binding but instead be used as benchmarks for comparative evaluation. Responses do not need to include, but Respondent shall be prepared to provide, a breakdown of the applicable overheads and fringe benefit costs that are part of any labor rates and other direct costs associated with the services to be performed.

Contractor will provide a breakdown of costs per facility.

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5. **Experience:** Respondent shall clearly identify project participants and management team, including:
- a. Describe your firm's experience as may be applicable to this RFP, your organizational structure, management qualifications, and other contract related qualifications, including number of years firm has been in business.
 - b. Specify key employees and describe their qualifications, experience and duties related to this RFP, including the office location(s) where work will be performed, in addition to the physical street address referenced above.
 - c. 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 supplemental employees if key personnel are not available to assure project delivery.
 - d. State whether Respondent will use subcontractors to perform services pursuant to the contract. Should the use of subcontractors be offered, the Respondent shall provide the same assurances of competence for the subcontractor, plus the demonstrated ability to manage and supervise the subcontracted work. Subcontractors shall not be allowed to further subcontract with others for work. The provisions of any contract resulting from this RFP shall apply to all subcontractors in the same manner as to the Respondent.
 - e. Respondent shall indicate any and all pending litigation that could affect the viability of Respondent's proposal, continuance of existing contracts, operation or financial stability.
6. **References:**
- a. Describe whether the Respondent has, within the last five (5) years, rendered any service to SCPPA or to any of SCPPA's Members, either as a contractor or subcontractor, either under the current Respondent's name or any other name or organization. If so, please provide details (status as prime or subcontractor, brief description of the contract, contract start and end date, the contract administrator name, and total actual contract expenditures).
 - b. If the Respondent has not rendered any service within the last five (5) years to SCPPA or to any of SCPPA's Members, then please provide references over that period with the details described above including the counterparty for which services were provided.
 - c. Identify existing related or relevant projects or programs which Respondent developed and/or operates that would demonstrate Respondent's capabilities in this area.
 - d. Describe relevant program development and implementation experience, approach, and provide a list of references for similar projects completed.

V. Proposal Submission Delivery Requirements

There will not be an initial Respondent's pre-bid conference associated with this RFP. Clarification questions may be addressed to bcope@scppa.org.

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The deadline to submit questions on this RFP will be 4:00PM (PDT) on **April 19, 2017**. All questions should be submitted electronically via e-mail to: bcope@scppa.org, referencing **LEED Services RFP** in the subject line. Answers to all questions will be provided to inquisitor via e-mail within 5 business days from the date received. Answers to questions that SCPPA, at its sole determination and discretion, deems to be substantive or that would place the inquisitor at a distinct and unfair advantage to other potential Respondents will be posted on SCPPA's website at <http://www.scppa.org/page/RFPs-Programs> within 7 business days from the date received, but no later than **April 26, 2017**. It is the responsibility of potential Respondents to review this website for any and all postings.

One (1) electronic copy of your submittal must be e-mailed no later than 4:00 pm PST on **May 1, 2017**, to: bcope@scppa.org with Subject/Title as: **[Respondent Name] LEED Services RFP Submittal**.

One (1) hard copy of your submittal can or may also be delivered to the address below no later than the time and date referenced above, but hard-copy submittal is not required.

Southern California Public Power Authority
LEED Services RFP
Attention: Bryan Cope
1160 Nicole Court
Glendora, California 91740

No contact should be made with the Board of Directors, committees or working group representatives, or SCPPA Members concerning this RFP.

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

VI. Terms and Conditions

1. SCPPA reserves the right to cancel this RFP at any time, reject any and all proposals and to waive irregularities.
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, for example, not responsive to the RFP, do not meet the minimum requirements set forth in the RFP, are 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 for this RFP.
5. SCPPA reserves the right to submit follow up questions or inquiries to request clarification of information submitted and to request additional information from any one or more of the Respondents.

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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 any award to that Respondent, who, in the opinion of SCPPA, will provide the most value to SCPPA and its Members.
7. SCPPA may decline to enter into any potential engagement agreement or contract with any Respondent, terminate negotiations with any Respondent, or to abandon the request for proposal process in its entirety.
8. SCPPA reserves the right to make an award, at its sole discretion, irrespective of price or technical ability, if SCPPA determines that to do so would result in the greatest value to SCPPA and its Members.
9. Those Respondents who submit proposals agree to do so without legal recourse against SCPPA, its Members, 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. SCPPA shall not be liable for any costs incurred by any Respondents in preparing any information for submission in connection with this RFP process or any and all costs resulting from responding to this RFP. Any and all such costs whatsoever shall remain the sole responsibility of the Respondent.
12. SCPPA may require certain performance assurances from Respondents prior to entering into negotiations for work that may result from this RFP. Such assurances may potentially include a requirement that Respondents provide some form of performance security.
13. Prior to contract award, the successful Respondent shall supply a detailed breakdown of the applicable overheads and fringe benefit costs that are part of the labor rates and other direct costs associated with the services to be performed.
14. SCPPA Members, either collectively or individually may contact Respondents to discuss or enter into negotiations regarding a proposal. SCPPA is not responsible or liable for individual Members interactions with the Respondent which are not entirely conducted through SCPPA or at SCPPA's option or election to engage the Respondent as defined within the RFP.
15. Submission of a Proposal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFP and any addenda subsequently issued by SCPPA.
16. Information in this RFP is accurate to the best of SCPPA's and its Members' knowledge but is not guaranteed to be correct. Respondents are expected to complete all of their due diligence activities prior to entering into any final contract negotiations with SCPPA.
17. SCPPA reserves the right to reject any Proposal for any reason without cause. SCPPA reserves the right to enter into relationships with more than one Respondent, can choose not to proceed with any Respondent with respect to one or more categories of services, and can choose to suspend this RFP or to issue a new RFP that would supersede and replace this RFP.

VII. 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 possible.
2. **Insurance, Licensing, or other Certification:** If selected, the Respondent will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. SCPPA or its Members 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:** If selected, the Respondent 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 Respondent 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. **Prevailing Wage Rates:** If selected, the Respondent will be required to conform to prevailing wage rates applicable to the location(s) where any work is being performed. Workers shall be paid not less than prevailing wages pursuant to determinations of the Director of Industrial Relations as applicable in accordance with the California Labor Code. To access the most current information on effective determination rates, Respondent shall contact:

Department of Industrial Relations
Division of Labor Statistics and Research
PO Box 420603, San Francisco, CA 94142-0603
Division Office Telephone: (415) 703-4780
Prevailing Wage Unit Telephone: (415) 703-4774
Web: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>

6. **Child Support Policy:** If selected, Respondent may be required to comply with the 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:** Respondents shall take reasonable steps to ensure that all available business enterprises, including Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Women-Owned Business Enterprises (WBEs), Minority-Owned Business Enterprises (MBEs), Disabled Veteran Business Enterprises (DVBES), and other Business Enterprises (OBEs), have an

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equal opportunity to compete for and participate in the work being requested by this RFP. Efforts to obtain participation of these business enterprises may reasonably be expected to produce a twenty-five percent (25%) participation goal for SBEs. For the purpose of this RFP, 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 Supply Chain Services Division of the Los Angeles Department of Water and Power.

8. **SCPPA-Furnished Property:** SCPPA or a Member's utility drawings, specifications, and other media furnished for the Respondent's use shall not be furnished to others without written authorization from SCPPA or the applicable Member(s).

9. **Contractor-Furnished Property:** Upon completion of all work under any agreement developed as a result of this RFP, ownership and title to reports, documents, drawings, specifications, estimates, and any other document produced as a result of the agreement shall automatically be vested to SCPPA and no further agreement will be necessary for the transfer of ownership to SCPPA. SCPPA has the sole right to distribute, reproduce, publish, license, or grant permission to use all or a portion of the deliverable documentation, work product or presentations as it determines in its sole discretion.