



## **SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY**

### **Request for Quotations and Qualifications to Provide**

### **Efficiency-related Services and Products**

**Issuance Date: June 7, 2018**

**Response Deadline: July 12, 2018**

#### **I. Introduction**

The Southern California Public Power Authority (SCPPA), on behalf of its Member Utilities and potentially other publicly-owned utilities, is hereby soliciting competitive pricing and proposals for procurement of efficiency-related products and services, as described below.

SCPPA has a number of existing Agreements with contractors for the procurement of Goods and/or Services related to energy and/or water efficiency that will expire in the near-term. Based on this fact and a continuing desire to procure the most cost-effective products and services possible on behalf of our Members, SCPPA is interested in discovering all Respondent's capabilities and pricing related to the specified Areas of Interest in Section III to enable SCPPA to make informed decisions and potentially proceed to more specific negotiations on contract development with one or more qualified Respondents to this Request for Quotations and Qualifications (RFQ<sup>2</sup>).

SCPPA encourages existing contractors, whose current Agreements will expire within the next 24 months, to respond to this RFQ<sup>2</sup>. SCPPA also encourages other suppliers of efficiency-related goods and/or services to submit a response to this solicitation.

Responses to this RFQ<sup>2</sup> are due on or before July 12, 2018, as described below.

#### **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,

## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

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.

Members provide electric and water service to their customers. In their continuing efforts to improve operations and reduce costs, Members also provide customers with programs and incentives to improve efficiency and reduce customers' use of both energy and water. It is widely recognized that significant energy savings are achieved with water conservation. Members are critically aware of this "water-energy nexus" and work diligently to reduce water consumption for overall utility system improvements.

SCPPA currently maintains Professional Service Agreements, as well as Goods and Service Agreements with certain suppliers of energy- and water-related efficiency products and services. Because of the ever-changing complexity of the efficiency market, including the introduction of new products and production cost/retail price reductions for others, SCPPA is interested in receiving proposals for the procurement of energy- and water-saving measures or technologies and related professional services including, but not limited to, residential and commercial auditing and direct installation services.

Any goods and/or service contract subsequently entered into by SCPPA pursuant to this RFQ<sup>2</sup> 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 Member(s) and the billing would be administered through SCPPA.

### **III. Areas of Interest**

Certain SCPPA Members have expressed interest in enhancing existing programs and developing new opportunities for customers to improve the efficiency of their homes and businesses. While this could include the purchase of certain products to increase energy and water efficiency, it is expected that Members will also require related services from suppliers to meet the needs of their municipalities. However, Respondents to this RFQ do not need to offer all products and/or services. Respondents should only offer to SCPPA and our Members related services and/or products that they are qualified to provide.

General services and exemplary programs, with a few bulleted points highlighting specific needs or interests, that are being sought would include, but not be limited to:

#### **1. Energy and/or Water Audits**

- Residential (e.g. ENERGY STAR®, WaterSmart or Member-defined) – including up to ten (10) recommendations for efficiency improvements, ranked on price/cost and simplicity for homeowner. Audits should be performed on-site or in-home as well as electronically.

Typical or expected services for in-home audits include, but are not limited to:

- Contractor's trained energy and water auditor conducts thorough in home inspection of customer's electric and water billing history, an assessment of appliances and equipment and usage patterns of home's occupants.
- During the visit, auditor will identify key areas of the home that are wasting energy/water and will educate the customer by providing clear and actionable recommendations to improve efficiency.

## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

- Audit questions on current types of lighting, appliances, equipment, fixtures (i.e. Electric Vehicles, Solar, Smart Thermostats, Variable Speed Pool Pumps, Showerheads)
- Provides customers with usage score of a comparable size/type of home (i.e. using zip codes, weather data, number of people in household, square footage, and number of stories)
- Provide utility bill education and assistance
- Income qualify and refer to other utility assistance programs
- Reports provided to customer by email and if required, standard mail
- Contractor will follow-up with customer on results of audit and utility program participation
- Survey customers about their experience with utility programs and general utility services
- Audit results/reports accessible to utility staff through online portal
- Utility receives access to portal with customer data resulting from audits (i.e. appliance age and efficiency rating)
- Use of segmentation data to direct market to customer on program offerings (Income Qualified)
- Direct installation and/or distribution of Energy and Water Efficiency products and measures
- Contractor available to conduct audits on weekends
- Contractor attends community events during week days and weekends
- Spanish speaking personnel in both field and office environments

Typical or expected services for electronic, web-based audits and services include, but are not limited to:

- Audits are emailed to customer
- Post phone / in-person follow-up with customer to review audit
- Income qualify and refer to other utility programs
- Modernize with tablet and questions on current lighting, appliances, equipment (EV's, Solar, Smart Thermostats, Variable Speed Pool Pumps)
- Survey customers about their experience with utility programs and general utility services
- Reports should be accessible to Call Center staff if a customer calls contractor
- Access to portal with customer data resulting from audits (i.e. appliance / equipment age)
- Email or Mail follow-up letter on results of audit and utility program participation (once three months)
- Contractor will utilize segmentation data to direct market to customer on program offerings (e.g. Low Income)
- Install EE and WE measures including attic insulation, AC tune-ups, Wi-Fi technology (i.e. Smart Thermostats, WBIC's, Pool Pumps)
- Contractor attends annual community events
- Utility bill explanation and assistance
- On-line Tool will compare using zip codes, # of people in household, sq. ft., 2 or 1 story homes, CO2 emissions "What's Your Score?"
- Modernize with questions on current lighting, appliances, equipment (EV's, Solar, Smart Tech.)
- Online tool could be used with customers at community events
- Email or Mail follow-up letter on results of audit and utility program participation (once three months)
- Spanish Speaking services available

## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

---

- Commercial/Industrial/Institutional (e.g. ASHRAE levels(s) or Member-defined) – including up to ten (10) recommendations for efficiency improvements, ranked on price/cost and simplicity for business owner

Additional, related on-line services of interest include an on-line energy and water audit for residential and commercial customers to access 24/7 that could include:

- Tool that can provide customers with an energy, water and CO<sub>2</sub> emission score and potential saving considerations
- Compare energy and water usage of a comparable size / type of home (i.e. using zip codes, weather data, number of people in household, square footage, and number of stories).
- Usage calculator for home equipment/appliances (i.e. Electric Vehicles, Solar, Smart Thermostats, Clothes Washers)
- Ability to access online tool on mobile device such as tablets for use during community events
- Spanish language version of online tool

As well as an Efficiency Audit Program Participant database and on-line portal that is accessible to utility staff and will:

- Maintain an on-line customer database with all participant measures installed and/or provided, audit findings, survey results, recommendations, and notes
- Update customer database in a timely manner no less than monthly with all customer participant information

- 2. Direct Installation of Contractor-identified and/or Member-specified efficiency measures**
  - a. Residential
  - b. Commercial/Industrial/Institutional (CII)
- 3. Distribution of Energy and Water Efficiency Products / Kits**
  - a. Direct mail or bulk purchase of energy and water efficiency products / kits for customer distribution
  - b. Utility branding on products and/or kits
- 4. Upstream/Midstream Efficiency Rebate Program**
  - a. Air Conditioning Equipment
  - b. Pumps/Motors
  - c. Lighting
- 5. Energy Efficiency, Demand Response and/or Retrocommissioning Program Design and Development**
  - a. Design market segment and/or technology focused programs
  - b. Develop program policies & procedures
  - c. Create application forms and review processes
  - d. Develop savings calculation tools

## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

6. **Energy Efficiency, Demand Response and/or Retrocommissioning Incentive Program Implementation and Technical Support**
  - a. Evaluate project energy savings and cost estimates
  - b. Provide customer calculation and incentive application assistance
  - c. Develop program support software
  
7. **Quality Assurance/Quality Control**
  - a. 3<sup>rd</sup> Party verification services of auditing, direct installations and Home Performance contracting (note: Respondents selected to provide 3<sup>rd</sup> party verification/quality control services will not be eligible to perform or provide other services identified and requested in this RFQ<sup>2</sup>)
  - b. Energy Efficiency Incentive Program Evaluation and Reporting
    - i. Verify program energy savings and costs
    - ii. Evaluate program cost-effectiveness - TRC and PAC
    - iii. Conduct site inspections
    - iv. Perform program evaluation, measurement & verification (EM&V)
  - c. Conduct customer equipment inspections
  
8. **Efficiency and Electric Utility-related Training Services**
  - b. Qualified trainer(s) are sought to provide informed training sessions on electricity and efficiency-related topics that may be requested by SCPPA and/or our Members, including but not limited to:
    - i. Energy Efficiency Training Courses
      - 1) Small Business Energy Efficiency
      - 2) Energy-Efficient Air Conditioning – Package Units
      - 3) Energy-Efficient Lighting Systems
      - 4) Energy Efficiency for Schools
      - 5) Energy-Efficient Motors
      - 6) Variable Speed Drives
      - 7) Chilled-Water Plant Efficiency
      - 8) Cooling Tower Energy Efficiency and Water Conservation
      - 9) Air Handling Systems New Technologies
      - 10) Commercial Refrigeration Efficiency
      - 11) Industrial Refrigeration Efficiency
      - 12) Energy Management and Control Systems
      - 13) Distributed Energy Resources
      - 14) Thermal Energy Storage
      - 15) Compressed Air Efficiency
      - 16) Technology Updates - Executive Overview
      - 17) Energy Intensive Manufacturing
      - 18) Energy Efficiency for Hotels
      - 19) Energy Efficiency for Boilers
      - 20) Energy Efficiency Survey
      - 21) Implementing Energy Efficient Projects

- 22) HVAC Testing & Equipment
- 23) Technology Update
- ii. Demand Response Training Courses
  - 1) Understanding Demand Response
  - 2) Knowing the Flow of Demand Response (half-day)
  - 3) Screening and Auditing Techniques for Demand Response
  - 4) Calculating Demand Response Load Reductions
  - 5) Demand Response Technical Coordinator Training
  - 6) Planning New Construction with Demand Response (2-days)

In addition to this comprehensive list, Members may be interested in other training programs in related areas or matters.

### 9. Regulatory Proceeding Support

- a. Evaluation and assessment services and potential intervention in state and federal regulatory and legislative proceedings related to energy efficiency and utility load management programs

A partial list of the potential types or possible examples of the products, technologies or measures that Members would desire service providers and product suppliers to focus on during audits, direct installations and home performance contracting would include, but not be limited to:

#### 1. Air Conditioning Equipment

- a. Refrigerant Charge
- b. Coil condition
- c. Supply and return air flows
- d. Smart Thermostats

#### 2. Weatherization

- a. Insulation
- b. Caulking & weather-stripping/air-sealing

#### 3. Lighting

- a. Fixtures (Fluorescent, LED, Induction ...)
- b. Lamps (screw-in & hard-wired, Fluorescent & LED ...)
- c. Solar Tubes

#### 4. Pumps and Motors

- a. Pool Pumps
- b. Commercial-grade Variable speed drives

#### 5. Indoor Water Efficiency Improvements

- a. Low-flow Showerheads
- b. Aerators (kitchen with shutoff and bathroom)
- c. Toilet Flappers & Dams
- d. Waterless urinals
- e. High Efficiency toilets

# SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

## 6. Outdoor Water Efficiency Improvements

- a. Rotating sprinkler nozzles
- b. Soil moisture sensors
- c. Sprinkler Timers/controls

Recognizing that many services and products can fit within the different areas of interest referenced above, SCPPA has determined that providing potential Respondents with a complete or comprehensive list of said services and products is not feasible because it would be daunting for Respondents to complete such a list. Similarly, the evaluation and comparison would be very difficult, at best.

Therefore, Respondents are encouraged to submit an exemplary list or catalog of the products and/or services that the Respondent would offer to SCPPA and our Members. Any such list shall be no more than eight (8) pages in length for both products and/or services. This list shall include unit prices for each product, including listings of volumetric pricing offers. Respondents shall also include a complete list of the labor rates for all job classifications that may be employed in the execution of any professional services being offered.

These exemplary data points will be the primary considerations in SCPPA's evaluation of responses to the RFQ<sup>2</sup> but will not be the sole determinant used to decide if one or more Respondents will be considered for development of a Goods and Services Agreement with SCPPA. However, should a contract be awarded for Goods and/or Services as a result of this solicitation, the Respondent will not be limited to the provision of only the Goods and Services presented in the exemplary list and will be able to offer additional Goods and/or Services to SCPPA and our Members. SCPPA and/or our Members will have sole discretion to choose to accept any additional offers and will have no obligation at any time to accept such additional offers.

### Timeline / Schedule\*

SCPPA RFQ <sup>2</sup> for Efficiency Products and Services Selection Process	
Schedule of Requirements	Target Date(s)
Issue RFQ <sup>2</sup>	June 7, 2018
Inquiries Due	June 25, 2018
Responses Due	July 12, 2018
Review of Responses	July 2018
Interviews (if necessary)	July-August 2018
Selection of Respondent(s)	July-August 2018

\*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 products and/or services to be provided, the work to be done and commitment to perform the work as scheduled, including:
  - i) statement of work specifications; and

## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

- ii) reference to any proposed contractual terms and conditions required by the Respondent; and
  - iii) a summary of exceptions taken to the RFQ<sup>2</sup> requirements;
  - iv) a summary of exceptions taken to the potential Goods and Service Agreement that is presented as Attachment 1 to this RFQ<sup>2</sup>; and
  - v) 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 services and products to be provided, how it meets (or does not meet) each of the objectives of this RFQ<sup>2</sup>, and a detailed description addressing the Areas of Interest represented in the Proposal. Respondents may also include additional services, products, tasks, task elements and/or functions that may not be part of or included in the RFQ<sup>2</sup> but are deemed by the Respondent to be pertinent and potentially valuable to SCPPA or its Members. 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 RFQ<sup>2</sup>.
4. **Fees:** Pricing in all Proposals should be made based on good faith estimates of the requirements defined in this RFQ<sup>2</sup>. Please include all necessary details of specific examples or estimates of the fees, labor rates and service charges. Describe how fixed fees, rates or charges will be determined. Respondents shall also 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.
5. **Experience:** Respondent shall clearly identify project participants and management team, including:
  - a. Describe your firm's experience as may be applicable to this RFQ<sup>2</sup>, 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 RFQ<sup>2</sup>, including the office location(s) where work will be performed, in addition to the physical street address referenced above.



## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

- 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 RFQ<sup>2</sup> 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 conference associated with this RFQ<sup>2</sup>. Clarification questions may be addressed to [bcope@scppa.org](mailto:bcope@scppa.org).

The deadline to submit questions on this RFQ<sup>2</sup> will be 4:00PM (PDT) on June 25, 2018. All questions should be submitted electronically via e-mail to: [bcope@scppa.org](mailto:bcope@scppa.org), referencing EFFICIENCY SERVICES AND PRODUCTS RFQ<sup>2</sup> QUESTIONS in the subject line. SCPPA will perform best efforts to provide 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/pages/misc/RFPs.html> within 7 business days from the date received, but no later than July 2, 2015. It is the responsibility of potential Respondents to review this website for any and all postings. SCPPA will not announce or inform potential Respondents of any such postings.

**One (1) electronic copy of your response and any supporting documentation must be delivered no later than 4:00 pm PST on July 12, 2018 via e-mail to [bcope@scppa.org](mailto:bcope@scppa.org).**

Additionally, one (1) hard copy of the proposal may be, but is not required to be, submitted with the electronic copy of your proposal, no later than the time and date referenced above, to:

Southern California Public Power Authority  
Efficiency Services and Products RFQ<sup>2</sup>  
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 RFQ<sup>2</sup>.

All information received by SCPPA in response to this RFQ<sup>2</sup> 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 RFQ<sup>2</sup> 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 RFQ<sup>2</sup>, do not meet the minimum requirements set forth in the RFQ<sup>2</sup>, 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/products for this RFQ<sup>2</sup>.
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.
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 the Respondent(s), who, in the opinion of SCPPA, will provide the most value to SCPPA and its Members.

## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

---

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 RFQ<sup>2</sup>.
11. SCPPA shall not be liable for any costs incurred by any Respondents in preparing any information for submission in connection with this RFQ<sup>2</sup> process or any and all costs resulting from responding to this RFQ<sup>2</sup>. 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 RFQ<sup>2</sup>. 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 RFQ<sup>2</sup>.
15. Submission of a Proposal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFQ<sup>2</sup> and any addenda subsequently issued by SCPPA.
16. Information in this RFQ<sup>2</sup> 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 RFQ<sup>2</sup> or to issue a new RFQ<sup>2</sup> that would supersede and replace this RFQ<sup>2</sup>.

## **VII. Additional Requirements for Proposal**

## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

1. **Consideration of Responses:** Submitted proposals should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Proposals should be no longer than 30 pages, in total, and 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. **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.
6. **Prevailing Wage Rates:** If selected, the Respondent will be required to conform to prevailing wage rates applicable to the location(s) where any qualified 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>
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 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

## SCPPA Efficiency Services and Products RFQ<sup>2</sup> – June 7, 2018

---

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 RFQ<sup>2</sup>, 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.