



**Solicitation Information  
February 10, 2016  
Solicitation**

**RFP # 7550274**

**TITLE: Measurement and Verification Services, Energy Performance Contract  
Development at Rhode Island College**

**Submission Deadline: Friday March 4, 2016 at 11:00 AM (Local Time)**

**PRE-BID CONFERENCE: NO**

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at [thomas.bovis@purchasing.ri.gov](mailto:thomas.bovis@purchasing.ri.gov) no later than **2/22/2016 at 4:00 PM (LT)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Thomas Bovis  
Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**NOTE TO VENDORS:**

**Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS**

### **1.1) INTRODUCTION**

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of Rhode Island College are soliciting proposals from qualified firms to provide Measurement and Verification Services as part of Energy Performance Contract Development at Rhode Island College as described herein, and in accordance with the terms of the Request and the State’s General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).
- b) This is a Request for Proposal (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation.

### **1.2) INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division’s website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) and under the heading “Vendor Registration Information”.
- c) All proposals shall include the Respondent’s FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division’s website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause will be determined to be late and will not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) [www.sos.ri.gov](http://www.sos.ri.gov). However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov), Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)
- n) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.
- o) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the

Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.

- p) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.

### **1.3) MEASUREMENT AND VERIFICATION SERVICES**

- a) Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.
- c) The Board of Design Professionals can be contacted as follows:

Board for Design Professionals  
1511 Pontiac Avenue (Bldg 68-2)  
Cranston, RI 02920  
Tel: 401-462-9530  
Fax: 401-462-9532  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

- d) The respondent's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

## **SECTION 2 – SCOPE OF WORK**

### **2.1) BACKGROUND AND MISSION**

The 180-acre Rhode Island College campus was primarily constructed in the late 1950's. RIC is attempting to complete an energy performance contract aimed at implementing improvements to existing facilities to reduce energy and water costs. The approximate value of improvements is expected to be approximately \$7.5 Million. The College has a contract with Ameresco, an energy service company (ESCO).

Ameresco has completed a draft investment grade audit (IGA). The draft IGA has analyzed and quantified various energy conservation measures (ECMs), utilizing baseline assumptions to estimate the value of ECM implementation. All 42 buildings on campus were reviewed by Ameresco. Ameresco has proposed a 17 month period for implementation of all ECMs.

The College is looking to retain a third party consultant with the appropriate engineering background to review the draft IGA and verify that savings calculations are appropriate, provide measurement and verification of the savings, and ensure that development, design, implementation, and commissioning of cost saving measures are appropriate. The College is requesting Proposals from qualified firms to provide measurement and verification services for the project including the following:

## **2.2) CONSULTANT SCOPE OF WORK:**

Provide measurement and verification services to meet the general requirements below. These requirements shall be refined through meetings with RIC staff.

- a) Kickoff Meeting: Meet with RIC staff to discuss project and approach at project outset.
- b) Review Existing Conditions: Conduct field investigations with RIC and Ameresco as necessary to gather information relevant to the project.
- c) Review draft IGA:
  1. Meet with Ameresco to review the project.
  2. Perform detailed review of Ameresco's draft IGA, dated March 30, 2015 (attached).
  3. Review and check all existing facility baseline calculations and supporting information.
  4. Review and check proposed energy baseline.
  5. Review draft measurement and verification plan to ensure that parameters and strategies are in line with the International Performance Measurement and Verification Protocol. Performance measurement strategies shall be reviewed for accuracy in order to protect RIC's commitment to the project.
  6. Review proposed ECMs, draft scope of work, and energy savings projections to ensure that the measures are appropriate and can be maintained long term by RIC staff.
  7. Assist with development of a supplemental operation and maintenance component to the contract, including scope of work, roles and responsibilities, pricing, and coordination with RIC staff.
  8. Review economic and cash flow assumptions such as contract term, escalation rates, financing rate, and payment method.
  9. Perform detailed review of energy models, formulas, and calculations.
  10. Review RIC's preliminary selections (attached). Confirm that selections are still valid based on review and audit. Make recommendations as appropriate.
- d) Review Final IGA: Verify that any and all issues with the draft IGA have been corrected.
- e) Negotiation and Execution of the Energy Services Agreement (ESA) and Financing Agreement:

1. Assist the College in negotiating final price and contract with Ameresco.
  2. Review the proposed ESA, ensure that changes due to negotiations are included in the final ESA, and verify that final schedules are consistent with the IGA.
  3. Assist staff in securing approval from the College Administration and other State of Rhode Island Agencies, as appropriate.
- f) Design Phase and Construction Administration Services:
1. Provide construction administration during design and construction in the form of submittal reviews, review of equipment and performance specifications, and review of product installation procedures. Attend a pre-construction conference and bi-weekly construction progress meetings.
  2. Site visits - Review installations to ensure they are installed in accordance with the design. Visit RIC campus weekly while construction is underway. Complete intermediate field reports. Complete and confirm completion of a final punch list.
  3. Review measurement and verification procedures performed by Ameresco during construction to verify compliance with the measurement and verification contract.
  4. Review commissioning plan and witness throughout construction.
  5. Perform final inspection of all ECM installations, review measurement and verification reports, and review commissioning reports.
  6. Review savings reports intended to document savings achieved following substantial completion of ECMs.

**Schedule:**

- a) Task 2.2c and all subtasks shall be completed within 30 calendar days of award.
- b) Task 2.2d shall be completed within 15 calendar days of receipt of Final IGA.
- c) Task 2.2e shall occur over an anticipated construction period of approximately 17 months plus about 2 months for closeout.

**Deliverables:**

- a) Memorandum detailing all questions, comments, and issues discovered through detailed review and analysis of the draft IGA.
- b) Memorandum to confirm whether the selected program will result in projected energy savings to result in a self-supporting project.
- c) Field reports generated from site visits during construction.
- d) Final project completion report, providing details as appropriate.

## **Duration of Services and Tentative Schedule:**

Consultant engaged	March 2016
Draft IGA Review Completed	March 2016
Final IGA Review Completed	April 2016
Construction Services	Spring 2016 – Fall/Winter 2017

## **Form of Agreement:**

An AIA B104 modified by the State of Rhode Island shall be executed by the College and the Consultant. A Purchase order shall be issued by the Rhode Island State Division of Purchasing. Final form and fee for services to be negotiated (copy attached).

Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation, shall not exceed consultant's actual cost incurred x 1.04.

### **2.3) SUBMISSION:**

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

The Response shall contain:

#### **Executive Summary**

The Executive Summary is intended to highlight the contents of the Proposal and to provide evaluators with a broad understanding of the firm's technical approach and ability.

*Include in this section the completed and signed four-page RIVIP Bidder Certification Cover Form, downloadable from the website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Computer questions may be directed to help Desk at 401 222-2142, ext 134*

#### **Consultants Organization and Staffing**

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each as well as resumes, curricula vitae, or statements of prior experience and qualification.

#### **Previous Experience and Background**

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,

- A description of the business background of the consultant and all sub-consultants proposed, including a description of their financial position

#### Ability to meet qualifications

This section shall include the consultant's presentation on its ability to meet the qualifications listed in this RFP.

#### Cost Proposal

The Consultant will provide a cost proposal (in a separate sealed envelope) for the project with enough detail, including reimbursable expenses, to give the Selection Committee a clear understanding of all costs involved. The attached fee form shall be used to present fee information. Fee shall also be supported by a summary of project personnel, level of effort by labor category, hourly rates for each labor category, materials costs, sub-consultants, and any other information required to assess the fee.

### **SECTION 3 – SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS**

#### **3.1) RESPONSES**

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (80 points max) and Part Two is a Professional Fee proposal (20 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in **separate sealed envelopes**.

**Part One – Technical Proposal** Technical proposal will be evaluated on the following criteria (All Respondents must receive a minimum score of 55 points on the Technical proposal, Respondents not scoring at least 55 points will not be considered for fee proposal evaluation).

#### **1. Experience of the Firm and Project Principals (0-30 points):**

Describe the firm's and the firm's consultants general experience as well as its specific experience and qualifications for projects of this size, scope and use. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State's MBE requirements by listing all Subcontractors / Suppliers / Consultants / Independent Contractors, the estimated dollar value of each, a brief description of work or scope, and whether each is RI Certified as a Minority Business Enterprise or not.

The Consultant must be able to satisfy or exceed the following minimum criteria in order to be considered for engagement to perform the work. Those firms that do not meet these minimal criteria may be rejected and are not encouraged to submit a statement of qualifications and experience.

The Consultant must have a minimum of 5 years' experience in similar work as requested in this RFP. The criteria listed below are of equal importance:

- a. The Consultant shall have completed at least three (3) projects of similar size and scope.
- b. The Consultant and their team must demonstrate considerable knowledge and experience in energy technologies and energy conservation measures such as lighting, building mechanical equipment, central boiler plants, building automation systems, and campus steam and condensate systems.
- c. The Consultant shall have specific experience and expertise in measurement and verification related to energy conservation measures.
- d. The Consultant/team must demonstrate comprehensive knowledge and experience with analysis of energy efficiency and operations and maintenance improvements.
- e. The Consultant/team should have knowledge of grant programs and rebates associated with retrofit projects.
- f. The Consultant/team must demonstrate ability and experience in construction costs estimating.
- g. The Consultant should have experience working at colleges or universities.
- h. The Consultant should have experience working for public institutions.
- i. The Consultant should be able to demonstrate a history of experience in engaging and coordinating the work of the proposed Consultant Team members.
- j. The Listed Consultant Team members must outline pertinent experience, and their capabilities in their areas of the scope of work.
- k. Illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary successful completion of the project.
- h. An organization chart of the firm and any sub-consultants shall be provided, indicating MBE status of any firm.

**2. Project Plan (0-35 points):**

This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. It must include a project schedule with personnel assignments and hours associated with project tasks. Proposals must provide answers to the following questions:

- a. Does the project plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this RFP?
- b. Does the project plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the Owner?

- c. Does the proposed project plan appear sensitive to budget and time constraints?
- d. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- e. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- f. Does the level of effort for each appear adequate?
- g. Does the Respondent describe their current workload and the availability of their personnel to perform the project, is it a feasible?

**3. References (0-15 Points):**

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope, where measurement and verification services have been provided. All contact information must be confirmed and current. These individuals may be contacted by members of the selection committee for further information. Proposals must provide answers to the following questions:

- a. Were the references provided related to measurement and verification services for an energy performance contract of a similar size, scope and application?
- b. Did the Respondent identify problems and issues in a timely and complete manner?
- c. Were technical issues resolved by the Respondents, fairly balanced with a good outcome resulting?
- d. Did the Respondents adequately research relevant energy and design issues?
- e. Was the Respondent's review process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

**4. Interviews:**

The State reserves the right to interview any or all Respondents to this RFP based on their Technical Proposals. All Staff who will be part of the project including key subs should make themselves available for these interviews.

**Part Two – Professional Fee** Professional Fee proposal will be evaluated (if firm meets minimum of 55 points in Part One) on the following criteria (Will represent 20 points max):

- a. The Professional Fee proposal shall be submitted in a separate, sealed envelope.
- b. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables.
- c. The Respondent of the lowest opened Professional Services Fee Proposal will receive the full **20 points**. The other opened Professional Services Fee Proposals shall be allocated points prorated in correlation to the lowest Professional Services Fee Proposal (e.g. a bid of twice the amount of the low bid will receive 10 points). Professional Fee proposal points are determined by the following formula:  $x/n (y) = \text{points awarded}$ ; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 20 points.
- d. All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.
- e. The State reserves the right to award based upon the most favorable cost proposal. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.
- f. A Total Lump Sum bid must be provided and then separate line items must be provided for each package as delineated in the bid form.

### 3.2) PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (a clearly labeled **original** plus **eight (8)** copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and “Measurement and Verification Services, Energy Performance Contract Development at Rhode Island College”.

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855**

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI.

### 3.3) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
  1. A completed and signed four-page RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>)
  2. A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should **only** be included in the **original copy**.
  3. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-ROM, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original".

### 3.4) ADDITIONAL TERMS AND CONDITIONS

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.
- b) The successful respondents shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The respondents recommended for contract award will be notified by the Division of Purchases. A contract, based on standard A.I.A. forms will be developed by Rhode Island College which incorporates a final work plan and schedule. The selected respondents must agree to provide all deliverables by the dates established in the final work plan and schedule.
- c) The selected respondents must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their firm who will act at their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected respondents shall not change its designated representative during the project without prior written consent from Rhode Island College.
- d) Un-invoiced monies at Project completion will not be paid to the respondents.
- e) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.
- f) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Rhode Island College reimbursable expenses

shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner. Reproductions for office use by the selected Respondents and its' consultants shall not be reimbursable, transportation between the project site, the offices of the design team, and Rhode Island College, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP. Four Percent (4%) markup will be allowed on the reimbursable expenses for the design team and their consultants.

- g) If additional sub-consultants are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by Rhode Island College expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the sub-consultants' proposal.
- h) **Cancellation for convenience:** The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Respondents shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide thirty (30) days notice of any cancellation.

**Measurement and Verification Services, Energy Performance Contract Development at  
Rhode Island College  
FEE FORM**

M&V Services, Pre-design (scope items 2.2 a-e)	\$
M&V Services, Design and Construction Administration (scope item 2.2 f)	\$
Allowance for Reimbursable Expenses	\$
<b>TOTAL</b>	\$

Note: Fees should be provided in numbers (i.e. \$100.00) and writing (i.e. one hundred dollars and zero cents).

**Include listing of hourly rates for all labor categories (including consultants) on a separate sheet.**

List any Proposed Consultants

Company	Type of Work to be Completed (i.e. role on project)	Approximate % of Total Fee

Firm Name: \_\_\_\_\_

\_\_\_\_\_  
Name of Representative (typed or printed):

\_\_\_\_\_  
Authorized Signature and Date