**SE-801**

**Selection Plan for Guaranteed Energy, Water, and Wastewater Conservation Services**

**AGENCY/OWNER:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**PROJECT LOCATION:**

**agency project coordinator:**

**ADDRESS:**

**CITY:**       **STATE:**       **ZIP:**

**EMAIL:**       **TELEPHONE:**

1. **DESCRIPTION OF PROJECT AND SERVICES TO BE ACQUIRED:**

Agency will undertake energy, water, and wastewater conservation measures at the following locations *(insert buildings, facilities, and/or campuses):*

Agency will procure services to accomplish the conservation measures through a Guaranteed Energy, Water, and Wastewater Savings contract (Contract). Under the Contract, the selected offeror may be asked to provide all or some of the following:

1. Comprehensive energy, water, and wastewater conservation services for all the above listed facilities, including:
2. design, selection and installation of energy, water and wastewater efficient equipment and systems;
3. maintenance and servicing of the installed energy, water and wastewater efficiency measures (Conservation Measures);
4. modification of existing equipment, systems, and/or buildings;
5. revised operations or maintenance procedures to reduce energy costs and the associated operating costs to accomplish same;
6. possible securing of financing for the transaction; and,
7. energy, water, and wastewater management training of selected Agency employees.
8. Structure the terms of Agency’s payment obligations for equipment and services on a Performance Contracting basis. Under a performance contract:
9. Successful offeror will guarantee that equipment and services will achieve a predicted level of energy, water, wastewater, and operational savings;
10. Agency will realize equipment and services without the requirement of major capital funding;
11. Agency will be able to meet its payment obligations through guaranteed utility and hard operational savings; and
12. 100% of the savings referenced in Item 3 above will be the sole property of Agency.
13. **ORGANIZATIONAL STRUCTURE**

The Agency will be the final approval authority for all actions of the Selection Committee. The Agency can accept or reject the Selection Committee’s recommendations but cannot change the offeror selected.

1. **Duties of the Selection Committee:**
2. The Agency Project Manager will be responsible for scheduling all meetings of the Selection Committee and distributing all materials and information to the Members. All communication with the offerors will be through the Agency Project Manager only.
3. Members of the selection committee will perform the following activities:
4. Develop qualification criteria to be used to make initial selection by Pre-Qualifying offerors;
5. Solicit qualified offerors and select a minimum of       offerors to respond to the Request for Proposals (RFP);
6. Develop an RFP for the project;
7. Review submitted proposals;
8. Evaluate technical proposals and attend interviews with all shortlisted offerors; and
9. Make a determination as to which offeror is best qualified to be awarded the project;
10. All committee members will be required to sign a Conflict of Interest & Confidentiality of Information Certification statement (SE-814).
11. **Selection Committee Members:**

The Selection Committee members are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Voting or Non-Voting** | **Representative of** *(Agency/Employer)* | **Role/Position/Title** |
|       | Non-Voting | Office of State Engineer | Committee Chair/OSE Project Manager |
|       |       |       |       |
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1. **DESCRIPTION OF THE SOLICITATION PROCESS, METHODOLOGY, AND TECHNIQUES:**
	1. Advertisement of the RFQ will be in South Carolina Business Opportunities (SCBO) after the RFQ has been approved by OSE.
	2. The Selection Committee will review the RFQ submittals and shortlist at least       qualified firms, using the criteria established in the RFQ. The shortlisted firms will have the opportunity to submit proposals in response to an RFP.
	3. As a part of the RFP, Agency will provide selected offerors an opportunity to perform one of the following:

[ ]  Investment Grade Audit (IGA) [ ]  Preliminary Energy Study [ ]  Other (*Please Specify      )*.

1. Agency will make reference checks using a standard questionnaire. Copies of the questionnaire will be distributed to each committee member for information.
2. The Agency will conduct a preliminary review of the proposals to determine if any proposal needs clarification. The Agency, with OSE approval, may conduct discussions with offerors submitting proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.
3. The shortlisted firms will be given the opportunity to present their proposals to the Committee during interview presentations.
4. The Committee will review and evaluate responses to the RFP from the shortlisted firms. The Committee members will separately and independently evaluate the proposals. The Committee will consolidate and summarize the individual evaluations.
5. The Committee will analyze the cost proposals and individual evaluations to arrive at a consensus on the proposal most advantageous to the State and will recommend the Agency enter into contract negotiations with the highest ranked offeror.
6. Negotiations begin with the Agency’s top ranked selection concerning the Agency’s desired Savings Measures for the project and the desired Term range (number of years of payments). Based on an acceptable interest rate, the ESCO will provide the corresponding Annual Savings, Term and Annual Payments for the Agency’s selections. The ESCO will provide a general estimate of the total project construction cost, and their phase I cost to confirm and finish any previous Energy Audit work and provide the Schematic Design for the savings measures. With this information, the Agency can prepare the A-1, phase I submittal for approval by the JBRC and SFAA.
7. After successful negotiation of a contract, Agency will submit a request to OSE for concurrence in posting a Notice of Intent to Award a Contract (SE-870).
8. Upon approval by OSE, Agency will post the SE-870 and mail copy to all offerors including offerors that were not shortlisted.
9. [ ]  *(Agency, check box if this clause is applicable to this solicitation)* The Agency will provide offerors that performed an audit and submitted a proposal in accordance with the RFP but did not receive a contract award partial reimbursement for the costs associated with conduct of the audit, in the form of a stipend in the amount of $     , which amount shall be divided equally among the unsuccessful offerors; provided however, reimbursement to any one offeror shall not exceed that offeror’s actual costs. Upon payment of the stipend, the audit and proposal shall become the property of the Agency for its sole use. In the event the Agency does not make an award, through no fault of the prospective offeror, the stipend shall be available to all offerors that conducted an Audit and submitted a proposal.

**IV. EVALUATION Criteria for the RFQ**

The following is a list criterion Agency will use to evaluate and Rank offerors. The major categories are listed in order of relative importance from most important to least important.

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| **RFQ CRITERIA** |
| **Major Category** | **Criterion** |
| Organization, Qualifications, and Experience Evaluation Range      *(Can be numerical, percent, ordinal, grade letters, adjectival or other methods to describe differences in quality. This specific information is never to be disclosed publicly or to potential respondents.)* | * Depth of resources/personnel capability with relevant experience (including outside consultants)
* Depth of resources with experience and ability, qualified and available for Project Supervisor/Manager roles
* Depth of resources with experience and ability, qualified and available for Development Phase services
* Depth of resources with experience and ability, qualified and available for Installation Phase services
* Depth of resources with experience and ability, qualified and available for Monitoring and Oversight of Operations Phase services
* Specific personnel experience with facilities of the type involved in this project
* Offerors relevant project experience
* Experience with similar projects
* Experience with Development Phase services
* Experience with Installation Phase services
* Experience with Monitoring and Oversight of Operations Phase services
* Experience on State projects
* Litigation record
* Offeror’s range of energy, water, and wastewater management services
* Offeror’s financial condition
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| GuaranteeEvaluation Range       | * Means of guaranteeing cost savings generated by the conservation measures will equal or exceed the cost of implementation.
* Offeror’s approach for monitoring, measuring, and verifying savings
* Record of savings/honoring guarantee on past projects
 |
| Project ApproachEvaluation Range       | * Methodology for conducting energy audit
* Means of calculating the initial baseline of energy and water consumption of a facility
* Means of monitoring dynamic baseline over life of contract
* Standards of service and comfort typically used for system design and means of verifying and recording same
 |
| TrainingEvaluation Range       | * How offeror will determine training needs of operations and maintenance personnel
* How offeror will provide on-site and off-site training
* Location of off-site training facilities
* Quality of training program
 |
| Equipment, Systems, and MaterialsEvaluation Range       | * How offeror will incorporate, remove, surplus, etc., existing equipment
* How offeror establishes guidelines to identify when new or upgraded equipment will be installed after the implementation period of the contract.
* Warranties offeror provides on equipment, systems, and materials
* Maintenance and repair services offeror is capable of providing and normally provides.
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1. **EVALUATION CRITERIA FOR THE RFP**

The RFP will further define the scope of the project and clearly state the owner’s budget and major program requirements. The firms will be asked to submit detailed information in response to the following proposal requirements:

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| **RFP CRITERIA** |
| **Major Category** | **Criterion** |
| Proposed Scope of WorkEvaluation Range      *(Can be numerical, percent, ordinal, grade letters, adjectival or other methods to describe differences in quality. This specific information is never to be disclosed publicly or to potential respondents.)* | * Whether conservation measures can be economically justified to achieve the guaranteed savings
* How conservation measures will interface with and impact remaining Agency equipment
* Means of systems controls proposed by offeror
* Extent to which proposed equipment, systems, and materials are proprietary
* Offeror’s equipment/process commissioning and re-commissioning procedures, methods, and intervals (if any)
* Offeror’s use of open systems protocols and how any of the proprietary equipment proposed is compatible with the open systems protocols
* Offeror’s proposal for incorporating, removing, and/or disposing of existing equipment
 |
| Project Costs and SavingsEvaluation Range       | * Cost of each conservation measure and total project cost
* Guaranteed savings for each conservation measure and total guaranteed savings
* Assumptions used to establish guaranteed savings
* Project life cycle cash flow
* Agency responsibilities to assure guaranteed savings are achieved
 |
| Measurement and VerificationEvaluation Range       | * Offeror’s proposed means of establishing, monitoring, and adjusting the “energy, water, and wastewater baseline” up to the point of contract execution and over the life of the contract
* Offerors proposed plan for monitoring and verifying energy, water, and wastewater usage through the life of the contract
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| Support Services and WarrantiesEvaluation Range       | * Warranties offeror proposes to provide on equipment and systems
* Offeror’s proposed operation and maintenance training services
* Offeror’s proposal for keeping proposed conservation measures up-to-date with new technology and upgrades included within scope of proposal
* Offeror’s proposed spare parts inventory
 |
| Implementation Plan Evaluation Range       | * Offeror’s key personnel responsible for implementation and their experience and knowledge
* Offeror’s key subcontractors and their personnel
* Offeror’s plan for implementation of the proposed Guaranteed Savings including completion of all project engineering, construction, installation, startup, and commissioning of all conservation measures
* Offeror’s safety plan
* Offeror’s proposed schedule and plan for keeping Agency informed of progress
* Offeror’s requirements of the Agency.
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1. **Significant Mileston Events**

Submit SCBO Advertisement       *(Date)*

Evaluate Statement of Qualifications       *(Date)*

Issue RFP to Top Ranked Offeror’s       *(Date)*

Pre-proposal Conference       *(Date)*

Receive Statement of Proposals       *(Date)*

Presentation to Committee by Offerors (Interviews)       *(Date)*

Select Top Ranked Offeror       *(Date)*

Submit and Approve A-1       *(Date)*

Notice of Intent to Award       *(Date)*

Issue Final Contract to ESCO       *(Date)*

**Approved By Agency:**

 **Date:**

*(Signature of Agency Approving Authority)*

**Approved by OSE:**

 **Date:**

*(Signature of State Engineer or Designee)*