



Request for Proposals

To Provide:

Professional Services for the Evaluation, Measurement, & Verification of Energy Efficiency and Renewable Energy Programs in the District of Columbia

Issued By:

**District Department of the Environment
1200 First Street, NE, 5th Flr.
Washington, DC 20002**

April 2, 2012

SCHEDULE

RFP Released on	April 2, 2012
Questions Submitted	April 9, 2012
Questions Answered	April 11, 2012
Notification of Intent to bid	April 11, 2012
RFP Response Due Date	May 2, 2012
Interviews, if required	May 23, 2012
Contract Negotiations	May 30, 2012
Contract Execution	by June 1, 2012

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1.0 INTRODUCTION

In 2008, the Council of the District of Columbia (“Council”) enacted D.C. Law 17-250, the Clean and Affordable Energy Act of 2008 (“CAEA,” D.C. Code § 8-1773.01 *et seq.*), which established authority for the Mayor, by and through DDOE, to contract with a private company to be known as a Sustainable Energy Utility (“DC SEU”) to administer sustainable energy programs in the District of Columbia.

Through this Request for Proposals (“RFP”), the District Department of the Environment (“DDOE”) is seeking a Contractor (“Contractor”) to provide independent evaluation, measurement and verification (“EM&V”) of DC SEU programs. These EM&V services are a requirement in the DC SEU Contract, and are essential to demonstrate savings and ensure that guaranteed savings are independently verified.

The successful Contractor must have extensive experience and demonstrated abilities in energy efficiency program evaluation techniques, strategies, and principles. The Contractor will be expected to demonstrate proficiency in all aspects of energy efficiency program design, implementation, measurement, verification, and evaluation, and experience with data tracking systems and applications. Potential bidders should read the entire RFP carefully, along with its Appendices, in order to gain a clear understanding of the project requirements.

The objectives of this contract are to:

- Establish a District-wide evaluation, measurement, and verification framework for the DC SEU’s programs. This framework will lay out EM&V principles, metrics, approaches, reporting requirements, schedules, and the roles and responsibilities of DDOE and the DC SEU;
- Establish a plan with process and evaluation protocols for the EM&V of energy efficiency and demand response programs in the District;
- Provide impact evaluation of DC SEU programs in the District including energy savings, demand savings, emission reduction, job creation, and program expenditures;
- Provide program process evaluation and recommendations, based on the evaluation, for program and portfolio re-design delivery and funding allocation;
- Demonstrate and verify DC SEU compliance with EM&V protocols.

1.1 Definitions & Acronyms

1.1.1 Definitions

“Contract period” refers to the term of the contract – initial contract period will be date of contract execution to September 30, 2012 – expected to be signed as a result of this RFP.

“Council” means the Council of the District of Columbia.

“District” means the District of Columbia.

“Full-Time Equivalent (‘FTE’)” means a total of 2,080 labor hours worked in support of the contract, and equals one full-time equivalent of a year-round job.

“Market Transformation” refers to policy goals and program strategies to promote the value and sustainable presence of energy efficiency in the market. It involves the strategic intervention in the market to change market behavior by removing market barriers and leveraging efforts so that cost-effective energy efficiency becomes standardized practice.

“PJM Capacity Market” is the general term for the rules and market constructs to ensure that there are adequate resources to reliably meet the PJM’s load.

“Prime Contractor” is the contact point and responsible entity for a joint venture or teaming arrangement under this contract.

“Technical Reference Manual” (“TRM”) is a regularly updated, comprehensive list of all measure and program assumptions used in determining measure and program savings and cost-effectiveness.

1.1.2 Acronyms

DC SEU	Sustainable Energy Utility
DDOE	District Department of the Environment
EM&V	Evaluation, measurement, & verification
FTE	Full-Time Equivalent
FY	Fiscal Year
M&V	Measurement and verification
NEEP	Northeast Energy Efficiency Partnerships
PJM	PJM Interconnection, a regional transmission organization
PSC	District of Columbia Public Service Commission
QA/QC	Quality Assurance/Quality Control
RFP	Request for Proposals
SEP	Sustainable Energy Partnership
TRM	Technical Reference Manual
VEIC	Vermont Energy Investment Corporation

1.2 Background

The DC SEU was established in FY 2011 by the authority of the CAEA § 201, D.C. Official Code § 8-1774.01, under performance-based contract with DDOE to design and implement energy efficiency and renewable energy programs throughout the District of Columbia. The DC SEU is responsible for energy efficiency and demand reduction savings as well as evaluating the impacts of those programs. The following performance benchmarks are required for DC SEU’s programs to achieve:

- 1) Reduce per-capita energy consumption in the District of Columbia;
- 2) Increase renewable energy generating capacity in the District of Columbia;
- 3) Reduce the growth of peak electricity demand in the District of Columbia;

- 4) Improve the energy efficiency of low-income housing in the District of Columbia;
- 5) Reduce the growth of the energy demand of the District of Columbia's largest energy users; and
- 6) Increase the number of green-collar jobs in the District of Columbia.

The DC SEU Contract was awarded to Vermont Energy Investment Corporation (VEIC), the prime contractor of the Sustainable Energy Partnership (SEP). VEIC is a non-profit organization committed to reducing the economic and environmental costs of energy use. The SEP consists of a team of seasoned, collaborative organizations and individuals that collectively bring together national leadership in energy efficiency, renewable energy, program planning and implementation, and local community networks. Additional members of the partnership include: George L. Nichols & Associates; PEER Consultants; Taurus Development Group; Loretta Caldwell & Associates; Institute for Market Transformation; Groundswell (formerly DC Project DC); Skyline Innovations; and PES Group/Stateline Energy Associates.

The DC SEU, in consultation with DDOE, is required to develop EM&V protocols. For the development of these protocols, the DC SEU relies heavily on regional and national efforts to standardize EM&V protocols, methods, and assumptions. In particular, the DC SEU may establish EM&V protocols based on the products developed by the Northeast Energy Efficiency Partnerships ("NEEP") EM&V Forum.¹ The DC SEU shall develop and continually update a TRM so that it contains current documentation on all measure and program assumptions. DDOE is currently participating in NEEP's EM&V Forum to develop standards and protocols for EM&V, and DDOE anticipates that NEEP's protocols and the Mid-Atlantic TRM will provide a basis for the District's EM&V protocols and TRM, to the extent appropriate and applicable.

The CAEA requires the DC SEU to develop and implement renewable energy and energy efficiency programs for electricity and natural gas users that directly lead to an annual reduction equivalent to 1% of the weather-normalized total electricity consumption in the District for 2009 and an annual reduction equivalent to 1% of the weather normalized natural gas consumption in the District for 2009.

Retail electric service in the District is provided by Potomac Electric Power Company ("PEPCO"), and retail natural gas in the District is provided by Washington Gas Light Company ("WGL"). Both companies are investor owned utilities, and are regulated by the PSC. These companies currently do not offer efficiency programs. Apart from DDOE's low-income weatherization programs, all energy efficiency programs are offered through the DC SEU, so energy efficiency savings will be derived from DC SEU programs. DDOE anticipates that electricity peak load reductions will be achieved initially by PEPCO's demand response programs with increasing reliance on programs using advanced metering infrastructure.

More-detailed descriptions of the DC SEU's energy efficiency and renewable energy programs for FY 2011 can be found in the DC SEU 2011 Annual Report (Appendix A).

¹ See <http://neep.org/emv-forum/forum-products-and-guidelines>

1.3 Project Budget

Budgets will be finalized based on the bids received, and on the actual programs and measures implemented by the DC SEU. Bidders are required to submit a traditional time and materials budget estimate in their proposals for labor and non-labor costs, but this is not necessarily the budget or scope that will be implemented.

1.4 Term of Contract

The winning bidder of this RFP will provide the full scope of services described within this document for the contract period. The initial contract period will run from the date of contract execution to September 30, 2012, the end of the DC SEU 2012 fiscal year, with five option years, assuming satisfactory work and budget appropriation, as outlined below.

1.4.1 Annual Appropriation of Funds

The District of Columbia's liability under this contract is contingent upon the annual appropriation of funds with which to make payment for the contract purposes. The legal liability on the part of the District of Columbia for the payment of any money shall exist only after such annual appropriation shall have been provided.

1.4.2 Multiyear Contract

If funds are not appropriated or otherwise made available for the continued performance in a subsequent year of this multiyear contract, the contract for the subsequent year shall be terminated, either automatically or in accordance with the termination clause of this contract (see sections 16 and 27 of the Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts, dated July 2010). The Standard Contract Provisions can be found in Appendix B.² The effect of termination is to discharge both the District of Columbia and the Contractor from future performance of the contract, but not from the existing obligations.

1.5 Project Schedule

The annual schedule for this project should be based on key dates that have already been established for the efficiency programs and reporting. These yearly dates are as follows:

- September 30 – End of DC SEU fiscal year
- October 30 – Release of DC SEU annual report; performance evaluation is expected to begin
- December 31 – Final DC SEU financial report
- March 15 – Contractor deadline for annual EM&V report
- March 31 – Deadline for final review and assessment of DC SEU performance benchmarks

Bidders should submit with their proposals a project schedule that will enable the DDOE to meet the deadlines outlined above. Relevant reference to this schedule is given with the Task descriptions below.

² The Standard Contract Provisions may also be retrieved here:
<http://ocp.dc.gov/DC/OCP/Publication%20Files/Standard%20Contract%20Provisions%20-%20July%202010.pdf>.

2.0 SCOPE OF WORK

The scope of work is structured around the following task categories. In each area, close coordination with DDOE and DC SEU staff will be required. It is important to note that evaluation is comprised of a wide range of assessment studies and other activities aimed at determining the effects of a program, understanding or documenting program performance, program or program-related markets and market operations, program-induced changes in energy efficiency markets, levels of demand or energy savings, or program cost-effectiveness. Market assessment, monitoring, measurement and verification are aspects of evaluation. Moreover, measurement and verification are a subset of program impact evaluation that is associated with the documentation of energy savings at individual sites or projects using one or more methods that can involve measurements, engineering calculations, statistical analyses, and/or computer simulation modeling.

The Contractor shall propose a schedule and a detailed work plan for the contract period to DDOE to complete a scope of work as outlined in the tasks that follow below. The work plan for each task should include:

- Presentation of tasks and sub-tasks;
- Project schedule and milestones;
- Task deliverables.

TASK 1: Develop a Framework for Savings Measurement and Verification

The Contractor shall develop an M&V framework for annual savings measurement and verification for the District at the direction of DDOE, including the DC SEU's reported energy and capacity savings resulting from DC SEU's implementation activities for fiscal year (FY) 2011. The framework shall provide an overall approach to M&V, including the activities outlined in the following sections. The plan will include:

- A description of the activities that will be undertaken each year with step-by-step action plans;
- Identification of key resources needed to accomplish the work;
- Budget and staffing plan;
- Project schedule; and
- Presentation of tasks, sub-tasks, and milestones.

Task 1 will begin immediately after contract execution. The Contractor will develop and then submit to the DDOE a draft Framework for Savings Measurement and Verification. The development of this Framework during 2012 will be an interactive and iterative process with DDOE and the DC SEU, providing comments that will be addressed by the Contractor and reflected in the final version of the Plan. The Contractor will meet with DDOE's project manager as needed throughout the development of the draft plan to discuss the document details and make decisions. The plan will not be considered final until approved by DDOE's project manager in writing. A draft plan is expected to be presented to DDOE by September 1, 2012 for review, with an expectation that the plan will be reviewed and finalized by September 30, 2012.

The Framework for Savings Measurement and Verification is expected to be a flexible and responsive process, and will be revised as needed throughout the project term. The processes will be reviewed with the DDOE's project manager, and updated as required.

a) Annual Verification of Savings

The Contractor will propose a complete methodology for conducting annual measurement and verification activities, including reviewing and assessing reported savings resulting from the implementation of DC SEU programs. Verification techniques may include: technical reviews, random sampling and custom analysis strategies. The Contractor will propose a methodology for verification activities, including an appropriate sampling strategy, techniques and methods to analyze data contained in the DC SEU project tracking system. The Contractor will be responsible for conducting measure-level verification activities for all applicable markets served by the DC SEU.

b) Ongoing Technical Support for Review and Assessment of Savings

The Contractor will engage with DC SEU staff to review, develop, or recommend procedural and technical recommendations to improve the accuracy and reliability of savings verification claims. The Contractor will provide technical assistance and input to the development and update of the TRM developed by the DC SEU for their programs so that it contains the most reliable and current measure and program assumptions. This assistance may take the form of ongoing assistance in reviewing and negotiating changes to market baselines, measure characterizations, analytical procedures and engineering estimates, and, as required, recommendations for the DC SEU to update the energy estimating algorithms and assumptions contained in the TRM. The Contractor shall consult with the DC SEU to account for DC-specific conditions that may impact savings assumptions. In developing recommendations for the DC SEU, the Contractor shall consider (and modify, when appropriate) the following resources:

- Mid-Atlantic TRM, developed by the NEEP EM&V Forum;
- Methodologies developed and used by the DC SEU and other utilities;
- Regional resources, including other states' TRMs;
- Other relevant national resources; and
- Contractor-developed deemed-savings assumptions.

The Contractor will also provide technical assistance and input to the EM&V protocols developed by the DC SEU for their programs. The Contractor shall also determine the need for additional protocols. In supporting the development of these protocols, the Contractor shall consider (and modify, when appropriate) the following resources:

- NEEP EM&V Forum;
- Other relevant national resources (e.g., International Performance Measurement and Verification Protocol and the National Action Plan Model Energy Efficiency Program Impact Evaluation Guide);
- Regional resources, including other states' protocols; and
- Contractor-developed original protocols.

TASK 2: Implement Savings Measurement and Verification Activities

The Contractor will undertake an annual verification of savings and will provide ongoing technical support for review and assessment of savings measurement in conformity with the approved Framework for Savings Measurement and Verification developed in Task 1. This task involves the actual implementation of the Savings and Verification Plan as proposed by the Contractor and approved by the DDOE. The description of Annual Verification of Savings activities should outline routine annual implementation activities, with the understanding that they will be repeated each year thereafter. The proposal will also address in general those activities that are expected to be flexible or responsive to current needs each year. Implementation of Savings Measurement and Verification is expected to begin on or about October 30 each year, to be completed in time to provide a formal report for use in assessing DC SEU performance by March 31 each year. Implementation of Technical Support for Review and Assessment of Savings will occur throughout the year.

TASK 3: Develop EM&V Plan for Program Benchmarks

The DC SEU Contract requires the DC SEU to meet or exceed six performance benchmarks:

- (1) Reduce per-capita energy consumption in the District of Columbia;
- (2) Increase renewable energy generating capacity in the District of Columbia;
- (3) Reduce the growth of peak electricity demand in the District of Columbia;
- (4) Improve the energy efficiency of low-income housing in the District of Columbia;
- (5) Reduce the growth of the energy demand of the District of Columbia's largest energy users; and
- (6) Increase the number of green-collar jobs in the District of Columbia.

For each of the six benchmarks, the Contractor shall develop a detailed oversight EM&V plan for the applicable DC SEU's programs. It is anticipated that this EM&V plan will coordinate with the Framework for Savings Measurement and Verification outlined in Task 1. The plan will include:

- A description of the activities that will be undertaken each year with step-by-step action plans;
- Identification of key resources needed to accomplish the work;
- Budget and staffing plan;
- Project schedule; and
- Presentation of tasks, sub-tasks, and milestones.

Task 3 will begin immediately after contract execution. The Contractor will develop and then submit to DDOE a draft independent EM&V plan that includes a detailed plan for each utility program. The development of the independent EM&V plan during 2012 will be an interactive and iterative process with the DDOE and the DC SEU, providing comments that will be addressed by the Contractor and reflected in the final version of the Plan. The Contractor will meet with the DDOE's project manager as needed throughout the development of the draft plan to discuss the document details and make decisions. The plan will not be considered final until approved by the DDOE's project manager in writing. A draft plan is expected to be presented to

the DDOE by September 1, 2012 for review, with an expectation that the plan will be reviewed and finalized by September 30, 2012.

The independent EM&V plan is expected to be a "living document," and will be revised as needed throughout the project term. In consultation with the DDOE's project manager, the Contractor will update the independent EM&V plan as needed to adjust to changes in program activities. In consultation with the DDOE, the Contractor will, as needed during the term of the contract, revise the independent EM&V plan to incorporate lessons learned and to adjust to changes in programs and operations.

The EM&V activities may include but are not be limited to:

- Impact evaluations;
 - Gross energy savings³ (MWh, MMBtU, Mcf);
 - Demand savings (MW);
 - Emission reductions;
 - Job creation (FTE); and
 - Cost of Saved Energy (\$)
- Monitoring and verification of energy efficiency, demand response, and renewable energy programs;
- Process evaluation efforts to improve program performance and/or support prospective corrections to the programs, including:
 - Quality assurance/quality control procedure evaluation;
 - Cost effectiveness;
 - Market transformation; and
 - Achieving program goals and targets.

The EM&V Plan shall include the following:

- Descriptions of performance metrics (including energy and demand savings) used for each program and the portfolio as a whole;
- Description of impact evaluation for each program, including:
 - Explanation of decision to use deemed savings, custom calculations, or sampling results;
 - If using custom calculations, or sampling results, provide methods, survey design, sampling strategies, testing, data collection, timeline, and other relevant information; and
 - Costs for the tasks and activities required to complete the impact evaluation.
- Description of process evaluations for each program;
- Format for EM&V reports listed in Task 6; and
- Reporting formats for the data and information needed from the DC SEU and any other entity from which data will be needed.

³The calculation of net savings is not being requested for this RFP.

TASK 4: Implementation of EM&V Plan

Once the DDOE and the Contractor have agreed on mutually acceptable methodologies for these EM&V activities, the Contractor shall implement the EM&V plan for the DC SEU. Additional activities beyond those outlined in the EM&V Plan may include but are not limited to:

- Representing the DDOE to oversee primary EM&V activities by the DC SEU and utilities;
- Providing EM&V assistance for participation in the PJM Capacity Market and voluntary carbon markets, if requested by DDOE.

The description of EM&V activities should outline routine annual implementation activities, with the understanding that they will be repeated each year thereafter. Implementation is expected to begin on or about October 30 each year, to be completed in time to provide a formal report for use in assessing DC SEU performance by March 31 each year.

TASK 5: Data Collection, Record Keeping, and Technical Assistance

The Contractor shall develop an overall system of records that includes the data, information, and reporting formats needed for evaluation of programs and reporting of energy efficiency and demand response savings and program achievements in job creation and emission reduction. The Contractor will also provide technical assistance as needed in the areas of data analysis, market characterization, energy savings estimating, baseline establishment, evaluation research, compliance issues, and application of the societal benefit test.

TASK 6: Reporting

Monthly Reports

The Contractor shall prepare and submit a monthly activity report to DDOE that provides status updates on selected EM&V activities, such as:

- Any emerging EM&V issues, deficiencies, or recommendation for improvements in measurement and verification activities or modifications to the evaluation protocols that can improve the reliability of the evaluation;
- Brief overview of the Contractor's activities over last month and planned activities for the next month.

Annual Reports

The Contractor shall prepare and submit an annual EM&V report to DDOE, which shall include:

- Summary of all the EM&V activities during the annual period;
- Verified program portfolio data including:
 - Energy savings;
 - Demand saving ;
 - Emission reductions;
 - Job creation;
 - Program expenditures; and

- Cost of saved energy.
- Process evaluation findings, observations, and recommendations regarding the DC SEU's energy programs; and
- Key evaluation issues with a summary of how they were handled.

The target date for Annual Reporting will be March 15 each year.

As-Needed Reports

The Contractor shall provide ad-hoc reports and other EM&V data and information on an as-needed-basis as requested by DDOE.

3.0 RESPONSE FORMAT AND PROPOSAL REQUIREMENTS

Bidders are required to present their proposals in accordance with this section. Proposals should be prepared simply and economically to provide a concise description of the bidder's approach and capabilities for satisfying the required services outlined in this RFP. Bidders should address any and all anticipated difficulties and/or problem areas along with potential approaches to their resolution.

3.1 Work Scope and Schedule

The proposal should discuss the bidder's approach to tasks, as detailed in Section 2 of this RFP, with sufficient detail to distinguish the strengths and unique features that are suggested, but it should not be overly detailed and lengthy. The discussion of the proposed work plan must include a schedule for performing tasks. The schedule should be presented graphically and supplemented with text explanations as needed to provide an understanding of the proposed timeline.

3.2 Organizational and Management Capacity to Meet Requirements

Bidders shall demonstrate the capability of their company/organization to perform the services described in this RFP. Bidders shall describe the business structure under which they typically operate (i.e., for-profit corporation, not-for-profit corporation, partnership, etc.). If a new organizational structure is planned by the bidder, that structure should be described fully and clearly.

3.2.1 Bidder Qualifications and Experience

Bidders shall describe their firm and/or team's experience and capabilities in providing services similar to the EM&V services outlined in the Scope of Work. Responses to this RFP shall include, at a minimum, the following information:

- A. A demonstration of in-depth knowledge and understanding of issues related to the scope of work specified in this RFP. This demonstration should include experience and expertise in the ability to:
 - Conduct site-specific M&V sampling;
 - Review application files and develop an analysis and data monitoring plan;
 - Conduct on-site data collection including sub metering, monitoring measurements and equipment records;

- Determine market characterizations and baseline conditions;
 - Review and assess reported savings from a wide variety of prescriptive measures;
 - Develop engineering models and software tools to estimate energy savings;
 - Develop energy and demand impacts;
 - Develop site-specific impact analysis reports;
 - Develop relational database systems and construct queries, extract and analyze data from relational database systems.
- B. For a team submission, identification of the proposed team with individual qualifications, including educational and work background, relevant experience with energy issues, and references;
- C. Identification of the tasks to be allocated to each team member;
- D. A suggested timetable for initiation and completion following award of contract; and
- E. A list of pertinent projects each team member has worked on previously.

3.2.2 Staffing and Subcontracting Plan

Bidders shall describe a staffing plan and the roles of each of the positions listed in bidder's staffing plan. Bidders shall specify any anticipated subcontractors.

3.2.3 Expertise of Key Contractor Personnel

Bidders shall identify key Contractor personnel to be assigned to this project, describe their primary responsibilities in regard to the Scope of Work, and include résumés that describe the individuals' experience and qualifications related to the functions they are expected to perform with the Contractor.

3.2.4 Client References

Bidders shall provide three references from previous (or current) clients. References should include specific services provided, company name and location, contact name, contact title, telephone number and, where available, email address.

3.3 Price Proposal

Compensation for services and expenses shall be based on the Contractor's actual costs incurred and services rendered. Proposals should be based on time and materials estimates with a **not to exceed limit**. The total price for the entire project shall be broken down by task, activities, or phases as set forth in the proposed Work Scope.

Please provide the following information in separate tables:

1. A table of annual billing rates for each skill category for 2012-2013
2. A budget estimate for the evaluation planning activities associated with Tasks 1 and 3, and any necessary associated data collection, record keeping and reporting components of Tasks 5 and 6.

3. A budget estimate for the first year of the evaluation implementation activities associated with Tasks 2 and 4, along with the associated activities from Tasks 5 and 6. (While this budget is expected to be an approximation of the scope and budgets for annual activities in subsequent years, actual future scope and budgets will be set at the time of contract negotiations each year.)

For tables 2 and 3, bidders shall propose a budget for each task including staff, time, and hourly rate. Pricing shall be firm fixed-rates and shall identify all costs. Budgets shall, at a minimum include:

- The total number of hours and hourly rate for each skill category;
- The total price by task, with a summary of all items proposed.

4.0 PROPOSAL EVALUATION

4.1 Evaluation Criteria

A Proposal Evaluation Team will evaluate proposals on a variety of quantitative criteria. The Team will base its evaluation of bids on the following evaluation criteria:

Evaluation Criteria	Maximum Points
1. Organizational and Management Capacity to Meet Requirements	40
Bidder qualifications and experience in EM&V	
Staffing and subcontracting plan	
Expertise of key Contractor personnel	
Data collection protocols budgeting and financial management	
Client References	
2. Technical Approach	30
Proposal comprehension and clarity regarding meeting project objectives	
Proposed approach for implementing tasks	
Thoroughness and practicality of approach	
Creativity of approach	
3. Cost	30
Billing rates and direct costs	
Total cost	
Total Points Available	100

4.2 Bonus Evaluation Criteria

The following evaluation criteria, which are different types of Certified Business Enterprises (CBE) certified by the Department of Small and Local Business Development (DSLBD), will provide bonus points to a bidder's proposal score received in the evaluation in Section 4.1. The maximum total bonus awarded from the below criteria is twelve (12) points. When DSLBD

certifies a joint venture,⁴ the certified joint venture will be considered a prime contractor for the purposes of the bonus criteria below.

- 4.2.1 Any prime contractor that is a small business enterprise certified by the DSLBD will receive a bonus of three points.
- 4.2.2 Any prime contractor that is a resident-owned business certified by DSLBD will receive a bonus of five points.
- 4.2.3 Any prime contractor that is a longtime resident business certified by DSLBD will receive a bonus of five points.
- 4.2.4 Any prime contractor that is a local business enterprise certified by DSLBD will receive a bonus of two points.
- 4.2.5 Any prime contractor that is a local business enterprise with its principal offices locates in an enterprise zone certified by DSLBD will receive a bonus of two points.
- 4.2.6 Any prime contractor that is a disadvantaged business enterprise certified by DSLBD will receive a bonus of two points.

5.0 CONTRACTOR REQUIREMENTS

The entity/person awarded this contract will enter into a contract with DDOE that includes, among other relevant terms and conditions, the following requirements:

A. General Provisions

1. Contractor shall provide accurate, current and complete disclosure of the results for each project.
2. Contractor shall maintain records that identify adequately the source and application of funds for this contract.
3. Contractor shall ensure effective control and accountability for all funds, property and assets. DDOE may provide a work site and such supplies, equipment, training, and materials as required for the performance of duties and conduct of responsibilities of this agreement. In such case, contractor will adequately safeguard all DDOE assets and ensure they are used solely for purposes authorized under the contract.

B. Payment

The Contractor shall be compensated for reasonable and appropriate services provided and expenses incurred in order to perform the Statement of Work.

⁴ For more information, see <http://dslbd.dc.gov/olbd/site/default.asp?olbdNav=>

Compensation for such services and expenses shall be based on the Contractor's actual costs incurred and services rendered. Proposals should be based on time and materials estimates **with a not to exceed limit**.

Contractor shall receive payment on an agreed upon schedule following certification by DDOE. The contractor shall submit an invoice to the DDOE Program Manager who upon approval, shall forward it to DDOE Accounts Payable Specialist. All invoices must cite the purchase order, the hours worked and the amount due. The contractor will receive payment within thirty (30) days from the day that an approved invoice is received by DDOE.

C. Applicability of the Standard Contract Provisions.

The Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts, dated July 2010 (the "**Standard Contract Provisions**") are incorporated as part of this Contract (Appendix B).

D. Repayment

If it is determined that terms and conditions of the contract were not followed or that costs claimed are disallowed following the audit, contractor shall reimburse DDOE the amount of the disallowed costs.

E. Contractor Amendment Procedure

1. If the Contractor determines that a change in the scope of work to be accomplished under this contract or in the project budget is needed, a written request must be submitted to DDOE detailing the requested amendment and giving justification for the change. DDOE shall, within five (5) days of receipt of the request, inform the contractor whether the proposed amendment is acceptable to DDOE. Approval of the amendment shall be forwarded to the Contractor within fifteen (15) days.
2. Unless the Contractor has requested and received approval of an amendment to the scope of work outlined in this agreement, the project budget, or the source and kind of matching share, costs incurred as a result of the change may not be reimbursed.

F. Credit and Publicity

The Contractor shall include in all press releases or other publicity about this contract activity and its results and/or in any subsequent publications based on the results of this contract, a statement acknowledging the support and role of DDOE.

6.0 GENERAL SUBMITTAL AND PROJECT INFORMATION

6.1 Notification of Intent to Bid

Potential bidders are encouraged but not required to submit a notification of intent to submit a

proposal in response to this RFP (Appendix C). This information helps plan and administer the RFP process. Responses to submitted questions and other subsequent communications about this RFP will only be sent to organizations that have submitted a notification to bid. A bidder's notice of intent to bid should be submitted to the DDOE by April 11, 2012. Please submit notification by email to:

lancelot.loncke@dc.gov

6.1 Questions

All inquiries and communications about this RFP should be written. E-mail is the preferred method of correspondence. Replies to individual questions will be by email. Responses to all questions received will be emailed to a distribution list that includes those bidders who timely provide an intent to submit, and will include the original question anonymously. The final deadline for posing questions will be April 9, 2012 at 5:00 PM EST. Address all correspondence to:

Lance Loncke
Associate Director
District Department of the Environment
1200 First Street, NE, 5th Floor
Washington, DC 20002

OR

lancelot.loncke@dc.gov

6.2 Proposal Submittal Format and Due Date

Responses to this RFP must be received before 5:00 pm EDT; Wednesday, May 2, 2012. One electronic submission and six hard copy submissions (one original and five copies) will be required – hard copies are due the following day.

6.2.1 Electronic proposal submittal instructions

Bidders are required to submit an electronic version of their proposal (as an Adobe Acrobat .pdf file). Electronic copies of proposal documents must be submitted and received by DDOE's Project Manager according to the schedule in Section 6.3. Please email electronic copies to:

lancelot.loncke@dc.gov

6.2.2 Hard copy proposal submittal instructions

All proposal documents and copies must be submitted under sealed cover and received by DDOE according to the schedule in Section 6.3. The original proposal must be marked "ORIGINAL COPY". The transmittal letter contained in the original proposal package must have an original signature and must be signed by a person who is authorized to bind the proposing firm. Proposal sets must also contain six photocopies of the original package. Hard copies should be submitted to:

Lance Loncke
Associate Director
District Department of the Environment
1200 First Street, NE, 5th Floor
Washington, DC 20002
(202) 671-3306

6.3 Important Dates

The following table outlines the major milestones for this RFP process.

RFP release	Monday, April 2, 2012
RFP questions submitted	Monday, April 9, 2012
RFP questions answered	Wednesday, April 11, 2012
Notification of intent to bid deadline	Wednesday, April 11, 2012
Hard-copy proposals due	Wednesday, May 2, 2012
Interviews, if required	Wednesday, May 23, 2012
Scope of work negotiations, if required	Wednesday May 30, 2012
Tentative project start date	June 1, 2012

The above schedule is subject to change.

Appendix A: DC SEU Annual Report for FY 2011

The DC SEU Annual Report for Fiscal Year (FY) 2011 may be found at:
<http://ddoe.dc.gov/service/dc-sustainable-energy-utility>

Appendix B: The Standard Contract Provisions

The Standard Contract Provisions may be found at: <http://ddoe.dc.gov/service/dc-sustainable-energy-utility>

Appendix C: Contractor Intent to Bid Form

The Contractor Intent to Bid Form may be found at: <http://ddoe.dc.gov/service/dc-sustainable-energy-utility>