



## **Request for Proposals**

**To Provide:**

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

### **RFP QUESTIONS AND RESPONSES**

Question 1:

Can the District's Baseline/Profile Study from 2009 be made available to all bidders?

*Response 1:*

*Yes, an electronic copy of the energy profile study will be shared with those who have submitted a "Contractor Intent to Bid Form" by April 9, 2012. A copy of the energy profile study can be obtained by contacting [lancelot.loncke@dc.gov](mailto:lancelot.loncke@dc.gov).*

Question 2:

In Attachment 2 of the 2011 Annual Report, the budget calls for a \$1.2 million set aside for EM&V for 2012. Are only the EM&V activities under this RFP intended for funding under this line item or does it include EM&V program management and other SEU EM&V operations/activities?

*Response 2:*

*This set-aside includes multiple EM&V activities including funding this RFP.*

Question 3:

In Section 210 (c) (3) of the Clean and Affordable Energy Act of 2008, it calls for: "An independent review of the performance of the SEU under section 205(1) in the amount of \$100,000 annually." But in Attachment 2 of the 2011 Annual Report, the budget calls for a \$1.2m set aside for EM&V.

Question 3 (a): Does the \$100k value in the CAEA represent an annual ceiling in 2012 through Sept. 30 and every year thereafter?

*Response 3 (a): Yes. However, the \$100,000 identified in the CAEA is a set-aside for an annual financial review/audit of the DC SEU expenditures, which is not included in this RFP.*

Question 3 (b): Does the \$1.2m in the Annual Report represent a ceiling for the EM&V contractor for 2012 only or for the date of contract execution through 5 option years?

*Response 3 (b): No. The \$1.2M in the Annual Report funds multiple EM&V activities for fiscal year 2012 only.*

Question 3 (c): How are these two documented values reconciled?

*Response 3 (c): The two values may not be reconciled. The EM&V activities do not include a financial review/audit of all DC SEU expenditures.*

Question 4:

The RFP under 1.4.1 states that: “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.” Has annual appropriation for the EM&V contractor through September 2012 been provided?

*Response 4:*

*Yes, the annual appropriation for the EM&V contract through September 2012 has been provided.*

Question 5:

Under the standard contract terms, does the 51% District Residents New Hires Requirements and First Source Employment Agreement apply to any resulting contract?

*Response 5:*

*Yes, the 51% District Residents New Hires Requirements and First Source Employment Agreement apply to any contract resulting from this RFP.*

Question 6:

Is VEIC conducting any evaluation activities in addition to their regular implementation responsibilities?

*Response 6:*

*Based on the requirements of the executed contract between the DC SEU and DDOE, the DC SEU is not required to perform evaluation activities in addition to their implementation responsibilities. The DC SEU is required to develop EM&V protocols, methods, and assumptions, including developing and continually updating a TRM and actively addressing*

*M&V issues through a Technical Advisory group and participation in the Northeast Energy Efficiency Partnerships (“NEEP”) EM&V Forum.*

Question 7:

Is the \$1.2 million set aside for EM&V mentioned in the Annual Report for the entire scope of the planned program cycle, an annual set-aside, or a combination of both?

*Response 7:*

*The \$1.2 million set-aside for EM&V activities is for fiscal year 2012 only.*

Question 8:

The RFP mentions that future EM&V activities are subject to the availability of funding. So what are the major funding sources for the DC SEU?

*Response 8:*

*The DC SEU is funded by the Sustainable Energy Trust Fund (SETF), an assessment on the electric and gas utility companies (Pepco and Washington Gas) in the District that is based on the sales of the electricity and natural gas.*

Question 9:

The RFP mentions that several of the "Quick Start" programs will be phased out after the first year. What types of programs is DC SEU considering going forward? Are those plans available in a document that we could review?

*Response 9:*

*All of the “quick-start” programs administered by the DC SEU have been phased out and the DC SEU is currently launching new market-based programs that will become a permanent part of the portfolio of programs operated by the DC SEU. However, a complete set of detailed program plans for fiscal year 2012 is not readily available for public review at this juncture.*

Question 10:

Is there a page limit to the technical proposal, and does that limit include figures and charts?

*Response 10:*

*No, there is no page limit for the technical proposal.*

Question 11:

Is there a page limit to the cost proposal?

*Response 11:*

*No, there is no page limit for the cost proposal.*

Question 12:

Can we submit CV's in an appendix?

*Response 12:*

*Yes, CV's may be submitted in an appendix.*

Question 13:

The electronic proposal is due 5pm on May 2nd. Should we assume the hard copies are due also at 5pm (the next day)?

*Response 13:*

*Hard copies are also due by 5pm on May 2, 2012.*

Question 14:

Must all three references be from the prime, or can they be distributed across the contractor team?

*Response 14:*

*Three (3) references must be submitted for the prime contractor.*

Question 15:

Section 3.2.1.B says "for a team submission..... and references" would this be in addition to the 3 references or should it be included with the three references?

*Response 15:*

*For a team submission, at least one (1) reference for each team member and three references for the prime contractor must be submitted.*

Question 16:

Please indicate if the contractor who wins the first bid for the Task 1, 3 and parts of tasks 5 and 6 (evaluation planning), will also be automatically be selected to implement tasks 2, 4, 5 and 6, assuming that the budget for the first year is considered appropriate?

*Response 16:*

*DDOE anticipates that one (1) contractor will be selected to perform all of the tasks identified in the RFP.*

Question 17:

Is it possible to add tasks, such as: “Project Management and Oversight” to the tasks that will be budgeted, or should this be included within each task?

*Response 17:*

*No, Project Management and Oversight will not be added as separate tasks in the RFP. Each bidder should demonstrate the Project Management and Oversight capabilities of their company/organization/team to perform the tasks described in the RFP.*

Question 18:

For Task 5, please confirm that that the data collection refers to the data the evaluation contractor will be collecting as part of the evaluation effort and verification of savings claimed by DC SEU, and that DC SEU has developed their own program database and is collecting participant, measures and initial ex ante savings estimates that will be evaluated by the evaluation team.

*Response 18:*

*Yes, the DC SEU has developed their own program database and is collecting participant, measures and initial ex ante savings estimates that will be evaluated by the EM&V Contractor.*

Question 19:

Does the project include evaluation of various effects like free-ridership, spillover, rebound, cross effect etc..?

*Response 19:*

*Adjustments for these items are components of final savings for the DC SEU; as such, their review should be represented in evaluation activities as appropriate.*

Question 20:

Should the DDOE low-income weatherization program be part of the evaluation or is this program mentioned just as information?

*Response 20:*

*DDOE's low-income Weatherization Assistance Program (WAP) is not one of the programs that will be evaluated by the EM&V Contractor. WAP was mentioned for informational purposes only.*

Question 21:

What is the budget envelope for the evaluation work?

*Response 21:*

*DDOE has not established a budget envelope for the EM&V contract. However, the purpose of the RFP is to solicit competitive proposals from experienced EM&V individuals/companies/organizations/teams. Budgets will be finalized based on the bids received, and on the actual programs and measures implemented by the DC SEU.*

Question 22:

The links mentioned in appendix A to C all seem to point to the same web page where the mentioned information is not available. Can you provide the exact links for references?

*Response 22:*

*The exact link to the RFP documents is: <http://ddoe.dc.gov/publication/seu-request-proposal-documents>*

Question 23:

Please explain the function and/or role of the Sustainable Energy Partnership (SEP) referenced in the RFP with respect to the scope of work described in the RFP?

*Response 23:*

*The SEP team, which is led by Vermont Energy Investment Corporation (VEIC), manages the energy efficiency and renewable energy programs and activities implemented by the DC SEU.*

Question 24:

The RFP states that the initial contract period will end on September 30<sup>th</sup> of this year after the initial task of evaluation planning. As a contract will not likely be signed before the middle to

end of May of this year, is the DDOE planning to have an initial contract period of 3 or 4 months?

*Response 24:*

*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. However, there are five option years attached to the initial performance period since most of the EM&V tasks will not be completed prior to the end of the fiscal year.*

Question 25:

The RFP does not reference any sampling precision targets. As this may impact sample size and cost, is there a minimum sampling precision that would be acceptable to DDOE?

*Response 25:*

*DDOE has not contemplated sampling precision targets; however, this may be included in a bidder's submission if deemed appropriate.*

Question 26:

The RFP does not reference any measurement and verification standards (e.g. PJM Manual 18B Energy Efficiency Measurement & Verification). Are there any evaluation standards that DDOE is required to meet through this evaluation? If so, please identify both the relevant standard and the source of the requirement, such as enabling legislation, PJM market rules, internal DDOE documents, etc.

*Response 26:*

*DDOE has not required evaluation standards through this solicitation, but recognizes EM&V industry standards, such as the PJM and NEEP protocols and the mid-Atlantic TRM. It is anticipated that the EM&V Contractor, in consultation with DDOE and the DC SEU, shall develop EM&V standards for the DC SEU that are based on regional and national efforts to standardize EM&V protocols, methods, and assumptions.*

Question 27:

Are energy efficiency and renewable energy resources that are to be evaluated as part of this RFP also bid into the PJM Capacity Market?

*Response 27:*

*No. The DC SEU is currently evaluating the feasibility of bidding capacity savings into the PJM Capacity Market.*