

GESA

RFQ Process Summary

This presentation is provided for general guidance only.
ESCOS must review and follow RFQ and
Bulletin requirements in preparing their Quotes.

Quotes

Each Quote consists of three (3)
separately sealed parts:

1. Technical Submission (40%)
2. ECM/Cost Submission (40%)
3. Small Diverse Business Submission (20%)

Evaluation

- ESCOs scoring 70% of points or more on Technical submission will be scheduled for interviews
- ECM/Cost submissions are reviewed by the committee and interviews are held
- Small Diverse Business submittal score is calculated by DISBO
- The Tech., ECM/Cost & SDB scores will be tallied, pro-rated & then combined for a “Total Score” (1000 pts. possible)
- Notice of Selection is issued.

Scoring Committee

- **Scoring Committee Members**
 - 3 Commonwealth employees
 - Individually/Independently score each proposal
- **Each Scorer uses Same Scoring Matrices**
 - Matrices are identical to the ones published in the RFQ as Appendices G & H
 - Make sure to address all items in the scoring matrices. Refer to Part 2 of the RFQ and appropriate Appendices for the items that will be scored by the Committee.
- **Technical Scoring Matrix in Appendix G**
- **ECM/Cost Scoring Matrix in Appendix H**

Submission

- Must be separately sealed
- Project Name, Number, and ESCO Contact Info on each sealed portion
- No requirement on Quote's appearance (however, labelling and separators for different sections is appreciated)
- See "Mandatory Requirement Checklist" in Appendix F
 - If mandatory items are not satisfied, quotes will be rejected as non-responsive and will not be scored!

Technical Submission

Worth 40% of Total Score

- Refer Part 2 of RFQ
- 5 hardcopies and 1 electronic copy on USB drive
(separately sealed from ECM/Cost and SDB)
- ESCO Signature pages
- Non-Collusion Affidavit
- Need 70% of points to be scheduled for interview

ECM/Cost Submission

Worth 40% of Total Score

- Refer to Part 2 of RFQ
- 5 hardcopies and 1 electronic copy on USB drive (separately sealed from Tech and SDB)
- Project Security (Bid Bond or Cashier's/Certified Check)
- Review Appendix H (the ECM/Cost matrix), and Appendix T (lists the ECMs) when drafting this submission
- Committee will review ECM/Cost Submission prior to interviews but will finalize scores after the interviews

SDB / SB Submission

Worth 20% of Total Score

- Refer to Parts 1, 2 and 3 of RFQ
- Scored by DISBO
- 2 copies (separately sealed from Tech and ECM/Cost)
- It is a single DGS Form (Appendix D)
 - Dollar Value & Percentage of all SDB commitment,
 - Dollar Value & Percentage of all SB commitment,
 - SDB values are worth 2/3 of overall SDB/SB score,
 - SB values are worth 1/3 of overall SDB/SB score,
 - List of Firms & Letters of Intent should not be submitted at this time (submit for Investment Grade Audit only)
 - Applies to all tiers as discussed in Part 2 and AP No. 15

Final Comments for the RFQ

- 3 Separately Sealed Submissions:
 - Technical Submission, ECM/Cost Submission, and SDB Submission
- Review Mandatory Responsiveness Checklist before submitting quotes
- Follow and meet the mandatory requirements of the Responsiveness Checklist
- Use DGS forms provided in the RFQ Appendices
 - Signature Page, Non-Collusion Affidavit, SDB Form

The Project

- All Core ECMs must be explored within the quote.
- The goal of the RFQ process is to match the best ESCO with the project and the Agency's wants.
- Additional project facets can be explored in the IGA.
- Points are given for additional ECMs but they should be associated to the buildings included in the project.

The Project

- The winner of the project will be required to acquire Commonwealth contractor badging.
- There will be a consultant for this project:
 - Jim Vizzini from CJL Engineering
 - They will do a peer review of the project
 - During the project they will review and approve all changes
 - Will act as, basically, the project manager for DOC
- PSFEI will be assisting us to review the quotes but will not be on the scoring committee.

The Project

- ECMs in Appendix T
- ECM #1 Facility-wide LED lighting upgrade - interior fixtures. The exterior are LED .
- ECM #2 Lighting controls
- ECM #3 Central Heating Plant Upgrades:
 - a. Compressed Natural Gas (CNG) conversion.
 - b. Hot Water Boiler Conversion.
- ECM #4 Replace existing, buried hot water and chilled water piping

The Project

- **ECM #5 Water Conservation**
- **ECM #6 Central Chilled Water Plant Upgrade**
 - Replace existing three chillers with new high efficiency units.
- **ECM #7 Building Automation System Upgrade**
- **ECM #8 Roof Replacement/Insulation** –All buildings are included.
- **ECM #9 Solar Panel Array**

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The Tours

- Per the RFQ;
 - Up to 4 site visits (maximum of 3 hours, 6 people per company) can be scheduled through DOC (William Norvell – contact info in RFQ).
- During the tour the tour guide is instructed not to answer any questions or provide any information.
- All project questions must be emailed to the RFQ Coordinator, Becky Tomlinson.

The Tour

- The tours will most likely be in groups so there should be no expectation of a private tour.
- If you need additional time or additional tours for your proposal you can ask but it is not guaranteed to be granted.
- Site plans, hazmat reports, etc. can be viewed during the site visits.

