

Date of Issue: July 19, 2023

Department of General Services
Energy and Resource Management Office
401 North Street, Room 403 North Office, Harrisburg, PA 17120

Bulletin Number 3

on

Project No. GESA 2023-2C – Request for Quotes for Consulting Services for a
Guaranteed Energy Savings Project at:
Department of Corrections, SCI Mercer, Mercer, Pennsylvania

Quote Submission Deadline: Monday, July 24, 2023

Time of Opening: 2:00 PM

Request for Information

1. Considering the recent trend of historical awards for PA DGS GESA Consultants, could Item B within Appendix A be modified to limit the number of PA DGS projects that can be listed for the three (3) projects? **No; PA DGS GESA projects have no more weight than any other type of energy savings project (federal, local, schools, municipal, etc.).**
2. How should section A of the Energy Consultant Information Form be completed, if there are multiple team members who are Registered Professional Engineers with Professional Degrees who are also Certified Energy Managers (CEMs) and Certified Measurement & Verification Professionals (CMVPs). If personnel are only to be counted once, how can we demonstrate each team member's comprehensive qualifications? **Employees can be counted for multiple qualifications, provided they are qualified to perform that service. You can expand in further detail, if needed, in section E of the Energy Consultant Information Form. An amended copy of the Energy Consultant Information Form is attached to this bulletin as Attachment A.**
3. Regarding Measurement & Verification, please specify what you are seeking here. Are you seeking Certified Measurement & Verification Professionals (CMVPs) by the Association of Energy Engineers (AEE)? If so, please specify that similarly to the Certified Energy Manager (CEM) column. **No; anyone that is a Certified Energy Manager (CEM) can review the M&V. We are requesting that CEMs perform a review only; they will not perform M&V services.**

4. In Appendix A, Item D, can you please specify the address to be used for calculation of our distance from the project site. Please confirm it is: 801 Butler Pike, Mercer, PA 16137. **Confirmed.**



Rebecca Tomlinson, RFQ Coordinator
Energy & Resource Management Office

Please acknowledge receipt of Bulletin by email response to Becky Tomlinson at:
retomlinso@pa.gov

**Attachment A
to
Bulletin No. 3
for
GESA 2023-2C DOC SCI Mercer**

ENERGY CONSULTANT INFORMATION FORM
(Complete in INK or TYPE only - DO NOT use pencil)

DGS GESA-2023-2C SCI Mercer Consultant
LOCATION: Department of Corrections, SCI Mercer, Mercer County, PA

COMPLETE ALL APPLICABLE AREAS

Pa. Vendor ID Number: All GESA Consultants must be approved thru the DGS ITQ process: http://www.dgs.internet.state.pa.us/ITQ/Default.aspx	
ITQ CONTRACT NO.	4400016426
CONSULTANTS BUSINESS NAME:	
CONTACT AND TITLE OF PERSON:	
ADDRESS:	
PHONE NUMBER:	
E-MAIL ADDRESS:	

A. List the number of full-time personnel currently employed with the firm. Do not include Sub-Consultants. Discuss use of Sub-Consultants in Section "C" below.

	REGISTERED	PROF. DEGREE	CEM	OTHER	TOTAL
Architect					
Civil/Structural Engineer					
Mechanical Engineer					
Electrical Engineer					
Account Manager					
Project Managers					
Site Inspectors					
Measurement & Verification					
Other/Specialist					

B. **Submit as a separate page to this form, on one (1) page**, identify no more than three (3) projects that best illustrate your firm's current qualifications to perform the review and construction services for this project. DO NOT list projects by consultants or by staff that will not be assigned to this project. Use the categories bulleted immediately below in describing identifying projects.

- Project Name
- Location
- General Description of work performed by Consultant on the project
- Gross Construction Cost
- Duties Performed
- Fee
- Comments
- Contact References (include Email and Telephone No.)

C. **Submit as a separate page to this form, on one (1) page**, listing the Key Sub-Consultant(s) (if needed) who will be retained to assist in the consultant's process. Sub-Consultants Basic Service work in sum-total must be less than 50% of Total Basic Service Fees. Use the categories bulleted immediately below in listing Key Sub-Consultants.

- Name of Sub-Consultant
- Address
- Specialty/Discipline
- Number of Projects Worked Together
- Value of Projects Worked Together

D. **In the space provided below**, indicate and list driving distances (in miles) from the office where the on-site personnel will be located to the project site. Use actual street addresses and Google Maps to determine driving distance.

_____ Miles

E. **Submit as a separate page to this form, on one (1) page**, provide any additional comments or description of relevant information supporting your selection for Consulting Services on this Project. Information specifically related to this project is preferred over boilerplate or general marketing material. Why should your firm be selected for this assignment?