

**American Recovery and Reinvestment Act (ARRA)
State Energy Program (SEP) and Energy Efficiency
Conservation Block Grant (EECBG)**

**Professional Engineering and Related Technical
Services**

**Request for Qualifications
Professional Services for Energy Audits
RFQ# EN11062009**

**Mississippi Development Authority – Energy Division
Woolfolk Office Building
501 North West Street
Suite 1500
Jackson, MS 39201
www.mississippi.org**

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I. INTRODUCTION

The Mississippi Development Authority-Energy Division (MDA-ED) is issuing this Request for Qualifications from Mississippi Engineering Firms and Individuals interested in providing engineering and other related services to the MDA-ED. Successful respondents will constitute a Pre-Qualified Service Provider List to be used by MDA-ED.

Proposals to provide Professional Engineering and Related Services covering the American Recovery and Reinvestment Act (ARRA) State Energy Plan (SEP) and Energy Efficiency and Conservation Block Grants (EECBG) for state agencies, local government, institutions of higher learning, community colleges, public school districts, non-profit organizations, commercial and industrial sectors, including but not limited to: planning, performing ASHRAE Level I and Level II energy audits, development of energy management plans, collection of energy consumption data, utilization of life-cost-cycle measurements, and utilization of energy tracking software.

The purpose of this Request for Qualifications (RFQ) is to compile a list of pre-qualified engineering firms or individuals for the purpose of implementing energy audits and providing other technical assistance services statewide for state agencies, local government, institutions of higher learning, community colleges, public school districts, non-profit organizations, commercial and industrial sectors. **This is not a Request for Proposals to perform audits on specific projects. The purpose of this RFQ is to develop a list of firms that may be used throughout the grant period to perform audits on specific projects. MDA-ED will enter into project-specific agreements with firms from this list as projects become available.**

Interested firms and individuals shall submit an original proposal and four (4) copies to MDA-ED in a sealed enclosure bearing the name and address of the proposer and the words PROFESSIONAL ENGINEERING AND RELATED TECHNICAL SERVICES by 3:00 p.m. on November 6, 2009 to: Mississippi Development Authority, Attn: Lynn Johnson, Woolfolk State Building, 501 North West Street, Suite 1500, Jackson, MS 39201. Proposals received after the time and date specified will not be considered.

The Mississippi Development Authority-Energy Division accepts no responsibility for any expense related to preparation or delivery of proposals. The MDA-ED reserves the right to: reject any and all proposals, select the firm(s) and individual(s) most qualified, waive technical errors and informalities, and to accept the proposal(s), which, in its sole judgment, best serves the public interest.

II. ELIGIBILITY

This RFQ is directed to all qualified firms, individuals, partnerships, and companies that can conduct Level I and Level II energy audits as defined by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

- 1. EECBG energy audits must be certified by a professional engineer (PE) licensed in the state of Mississippi with five (5) years of energy-related experience. The applicants must demonstrate that they are qualified to serve**

the municipal and county sectors by demonstrating past experience and qualifications to perform the required services.

- 2. SEP ARRA energy audits must be certified by a professional engineer (PE) licensed in the state of Mississippi with five (5) Years of energy related experience. The applicants must demonstrate that they are qualified to serve state agencies, local government, institutions of higher learning, community colleges, public school districts, non-profit organizations, commercial and industrial sectors by demonstrating past experience and qualifications to perform the required services.**

III. MINIMUM EXPERIENCE & EXPERTISE

The areas of expertise required to perform the services identified in this RFQ include expertise in energy efficiency and building energy systems maintenance, theory and operation of various equipment and systems, including but not limited to, the following:

- HVAC equipment, systems, and controls
- Central fan systems and packaged fan systems
- Boilers
- Steam distribution systems
- Hydronic heating and cooling systems
- Chillers
- Motors and variable frequency drive systems
- Controls (pneumatic, electric, and direct digital)
- Electrical systems
- Lighting systems and standards
- Domestic water heaters
- Heat recovery systems
- Energy efficiency envelope improvements

Auditing experience should include, but not be limited to, demonstrated expertise in the following areas:

- Energy auditing methodology
- Building systems functionality and technology
- Auditing instrumentation
- Utility analysis
- Identification of low cost/ no cost operational changes
- Identification of energy conservation opportunities/project priorities (e.g. calculating energy savings and simple payback analysis of identified opportunities)

A. Level I Qualified Energy Auditor or Team must possess the following:

1. At a minimum, a technical degree from an accredited two or four year college or university, which included coursework in the following areas of expertise: commercial and industrial technology, energy auditing, heating, ventilation and air conditioning systems, lighting design, energy efficiency technology and preventive maintenance procedures. Level I energy auditing experience may be substituted for education on a basis of 2 years of experience for 1 year of education; and
2. At a minimum, six years of commercial auditing experience. Auditing experience includes demonstrated expertise in all of the following areas:
 - Identifying potential energy savings opportunities available through the purchase and installation of energy efficiency measures and/or low-cost/no-cost measures, and improved operation and maintenance procedures.
 - Using standard practices to calculate energy savings, and performing benefit to cost analysis and simple payback analysis of measures.
 - Determining equipment and installation costs.
 - Performing photometric calculations in estimating light levels.
 - Using energy auditing measurement equipment.

Experience only in designing new lighting and mechanical systems for major system replacement is not considered auditing experience.

B. Level II Qualified Energy Auditor or Team must possess the following:

1. At a minimum, a technical degree from an accredited two or four year college or university with an additional two (2) years experience in one or more of the following areas: commercial and industrial technology, energy auditing, heating, ventilation and air conditioning systems, lighting design, energy efficiency technology and preventive maintenance procedures. If a degree is not held, then the total relevant experience of any individual seeking to be qualified as a Level II Qualified Energy Auditor must exceed eight (8) years; and
2. At a minimum, eight years of commercial auditing experience. Auditing experience includes demonstrated expertise in all of the following areas:
 - Identifying potential energy savings opportunities available through the purchase and installation of energy efficiency measures and/or low-cost/no-cost measures, and improved operation and maintenance procedures.
 - Calculating energy savings, performing cost analyses, and simple payback analyses of measures.
 - Determining equipment and installation costs.
 - Performing photometric calculations in estimating light levels.
 - Using energy auditing measurement equipment.

- Modeling basic building features such as internal gains, multiple zones with central HVAC systems, envelope measures that affect thermal transmission, and architectural shading effects.
- Using data collection devices to monitor and analyze building energy equipment, systems, and other building parameters (e.g., space temperatures).

Experience only in designing new lighting and mechanical systems for major system replacement is not considered auditing experience.

IV. Audits

A. Level I Energy Audits. As part of a Level I Energy Audit, Contractor shall assess the Facility's energy cost and efficiency through the analysis of energy bills and a survey of the Facility to identify potential capital improvements that would result in energy consumption and energy cost savings. Contractor shall list and analyze potential capital-intensive improvements for energy efficiency measures identified and shall include an analysis of potential costs (accurate to $\pm 30\%$) and savings associated with the capital-intensive improvements. Contractor shall identify low-cost and no-cost energy efficiency improvement measures for the Facility and a savings and cost analysis for implementation of those measures. As part of the foregoing requirements for a Level I Energy Audit, Contractor shall:

1. Conduct Level I Energy Audit and complete reports according to the requirements of this RFQ.
2. Make on-site Facility visits to determine energy savings potential and identify energy-saving measures necessary to achieve such savings potential. Survey the Facility with Facility owner/manager, or assigned representatives. Review the Facility's Equipment/Systems to evaluate and confirm Equipment/System operating profiles, methods of control, quality of maintenance, and Facility energy-consumption changes that have occurred or are anticipated.
3. Evaluate Facility staff Equipment/Systems operation and maintenance skills. If staff lacks appropriate skills, define training that is needed, such as theory, installation, calibration, and operation of HVAC controls, refrigeration, boiler and/or steam traps.
4. Identify low-cost or no-cost operation and maintenance energy-saving opportunities pertaining to Equipment/Systems and Facilities structures. Explain in detail how to implement recommendations.
5. Collect all necessary field data to complete a report that identifies cost-effective energy saving measures. Audits may concentrate on particular Equipment/Systems, or other measures, as directed by MDA-ED and the Using Agency. Using Agency is defined as the entity that is receiving the energy audit. The Contractor shall identify existing conditions, recommended changes, cost estimates, potential savings, and simple payback. All project cost analyses shall include cost of material, labor, engineering design, project management and commissioning of measures.

6. Submit to MDA-ED and Using Agency a written report of the audit findings, including all information acquired, conclusions reached, and recommendations, observations, and evaluations made, in accordance with the requirements listed in the Work Assignment Agreement and for a Level I Energy Audit. Contractor shall follow the report format and instructions specified by MDA-ED.
7. Report summary of proposed energy efficiency measures to MDA-ED using a database with fields that include, but are not limited to:
 - Facility name
 - Energy efficiency measure recommendations for achieving energy efficiency for Facility and Facility's Equipment/Systems
 - Detailed description of energy efficiency measure recommendation implementation processes
 - System/Equipment type
 - Energy and cost savings estimated to be realized for each energy efficiency measure recommended
 - Estimated installation and implementation costs for each energy efficiency measure recommended
 - Auditor firm and auditor name

B. Level II Energy Audits. As part of a Level II Energy Audit, Contractor shall perform all Level I Energy Audit tasks specified under Part IV, Section A(1), above, and shall include as part of those tasks a detailed breakdown of energy use within the Facility. Contractor shall include in the Level II Energy Audit a listing of potential capital-intensive improvements for energy efficiency identified through more in-depth and detailed Facility energy data collection and analyses, and shall include an analysis of potential costs (accurate to $\pm 30\%$) and savings associated with the capital-intensive improvements. Contractor shall include a written discussion of any effect of the measures on Facility operation and maintenance procedures. As part of the foregoing requirements for a Level II Energy Audit, Contractor shall:

1. Conduct Level I Energy Audit and complete reports according to the requirements of this RFQ, including but not limited to this Scope of Work.
2. Submit a written report of the Level II Energy Audit findings, including all information acquired, conclusions reached, and recommendations, observations, and evaluations made, in accordance with the requirements listed in this RFQ to MDA-ED and Using Agency. Contractor shall follow the report format and instructions specified by MDA-ED. Contractor shall submit reports and proposals required in completing Level II Energy Audits to the MDA-ED according to the delivery and completion schedule established in the Work Assignment Agreement.
3. Report summary of energy efficiency measures to MDA-ED using a database with fields that include, but are not limited to:

- Facility name
- Energy efficiency measure recommendations for achieving energy efficiency for Facility and Facility's Equipment/Systems
- Detailed description of energy efficiency measure recommendation implementation processes
- System/Equipment type
- Energy and cost savings estimated to be realized for each energy efficiency measure recommended
- Estimated installation and implementation costs for each energy efficiency measure recommended
- Auditor firm and auditor name

Modified Levels I and II Energy Audits

Level I and II Energy Audit scopes may be modified only with prior written approval from the Mississippi Development Authority- Energy Division. Modifications are based on previous audits and facility conditions. Acceptable reasons for modification of scope include but are not limited to: new building; recently completed building upgrades; previous audits less than three (3) years old but missing viable measures.

V. Work Assignment Agreement

Successful respondents to this RFQ will be a part of the Pre-Qualified Service Provider List. As projects are identified, the MDA-ED will select a contractor from that Provider List and execute a Contractor Work Assignment for the Facility and/or Building (s) to be audited. The resulting Scope of Work, schedule for deliverables, payment terms and any other terms and conditions applicable to the work will be a part of that Contractor Work Assignment agreement. MDA-ED makes no assurances that inclusion on the Pre-Qualified Service Provider List will result in specific business opportunities.

Provider List Selection Process:

- Preference will be given to the firm/individual whose office is within the location of requested services
- The availability of firm/individual in the location
- The level of the requested energy audit

VI. WORK STATEMENT

Selected energy service providers will be responsible for the following tasks:

1. Attend orientation meeting on process and program delivery for energy audits hosted by MDA-ED.
2. Either qualified applicants or MDA-ED will contact a firm from the pre-qualified list of service provider for EECBG Energy Audits. MDA-ED will verify applicant's award status.
3. MDA-ED will contact a firm from the pre-qualified list of service provider for SEP ARRA Energy Audits.
4. **Energy Service Provider performing EECBG Energy Audits shall acquire applicable building's last eighteen (18) months of energy use data. Assist the applicant with establishing a file(s) on EPA's Portfolio Manager and populate the file(s) with energy use data for applicable buildings. MDA-ED will provide the standard utility data release letter.**
5. **Energy Service Provider performing SEP ARRA Energy Audits shall acquire applicable building's last eighteen (18) months of energy use data on the facility and provide technical assistance on inputting data into the MDA-ED Energy Management System and EPA's Portfolio Manager.**
6. Conduct a detailed site visit and facility inspection. **All ARRA energy audits (EECBG and SEP) shall be ASHRAE Level II Energy Audits.** Prepare an ASHRAE Level II audit report on qualified buildings. The audit report will summarize the findings of the building investigation and will include the no-cost /low-cost measures, along with a detailed description of the facility and its operation, a discussion of all major energy consuming systems, a description of all recommended energy saving measures with their specific energy impact, implementation costs, benefits and payback.
7. Provide a formal presentation to facility management explaining the final recommendations, including sufficient data on benefits and costs necessary to make a decision on project priorities. Energy Service Provider will also assist applicant with developing an energy management plan that addresses organizational policies and recommendations on energy efficiency, water conservation and environmental stewardship.
8. Work with MDA-ED to resolve any necessary problems, issues, and concerns relating to the audit services.
9. Provide MDA-ED with all available data, information and audit reports generated or acquired during performance of the audit. Auditor has thirty days (30) from the initial site visit to complete the audit(s) and close-out the project.

VII. PROPOSAL CONTENT & ORGANIZATION

The proposal should be organized as follows:

Cover Letter. The cover letter should be signed by an individual authorized to commit the bidder to a contract, along with a statement that the bidder is willing to perform the services and enter into a contract with MDA-ED. Identify your office location(s), applicable website(s), contact information, etc. Also identify locations in Mississippi where the applicant is willing to conduct audits, e.g. statewide, specific counties or regional areas. Identify whether you are a Minority-, Woman-, or Veteran-owned business.

Experience & Summary of Approach. This section should include a comprehensive description of the company or individual's experience. Summarize your overall approach to the Work Statement, emphasizing any unique features, specialized energy expertise, certifications, technology used, qualifications and relevant experience. Discuss the process that will be followed to complete audits, describe any data collection equipment that will be used to accomplish audits, along with building simulation programs.

Company Organization. Provide an organizational chart or narrative identifying who will complete the required work.

Personnel Qualifications & Resumes. Provide resumes of the key personnel assigned to provide technical services, include any relevant continuing education, certifications, licenses, and professional membership(s). Identify the specific tasks they will be assigned, including who will participate in the orientation, gather energy data, conduct the audits and develop the report and energy management plan addressing retrofits.

List of References. Provide a minimum of three (3) references for whom you have provided audit services similar those described in this RFQ. For each reference, provide the company or organization name, contact name, address, telephone number, nature of service provided, date of service, and project status.

Sample Audits. Attach two (2) relevant examples of audits completed during the past five (5) years.

Proposed Rate Schedule. Applicant should identify proposed rates for conducting audits, preparing reports, population of Energy Star Portfolio Manager, etc. based on square footage. A list of other applicable rates and/or fees should also be provided.

Form 1: Experience. Complete a separate form for each person, using the Minimum Qualifications section of this RFQ as a guide, indicate the audit level for which the person qualifies in each area, and an estimate of the number of buildings audits performed.

Form 2: Software and Equipment. Complete a form indicating the software energy engineering models and the data collection and monitoring equipment used by your firm.

Form 3: Geographic Availability. Complete the form informing MDA-ED of the areas around the state that the Proposer serves or can reasonably serve if awarded a contract.

VIII. REVISED AND/OR ADDITIONAL PROVISIONS

MDA-ED reserves the right to add, delete, or revise any section of the RFQ and Statements of Qualifications. MDA-ED reserves the right to: 1) accept those Professional Firms it deems most suitable and beneficial; 2) reject any or all Professional Firms; and 3) waive any informalities in requirements of the selection procedures outlined in this document. MDA-ED also reserves the right to retain all copies of Statements of Qualifications submitted.

IX. RATING CRITERIA

A technical committee will conduct a detailed and objective evaluation, the sole intent of which will be to identify professional firms or individuals who would contribute most positively to this project.

| Weighing Factors & Rating Criteria | Maximum Points |
|---|-----------------------|
| <p style="text-align: center;"><u>Approach to Work Statement</u></p> <p>Demonstrated understanding of tasks Demonstrated experience with similar tasks Ability to provide requested deliverables Competitiveness of Rate schedule</p> | 15 |
| <p style="text-align: center;"><u>Company/Individual Technical Experience</u></p> <p>Quality and relevance of experience in conducting energy audits Depth, relevance and quality of work examples References Depth of relevant project implementation experience</p> | 50 |
| <p style="text-align: center;"><u>Organization, Management, Administration</u></p> <p>Organizational strengths of proposed company/Individual Appropriate level and type of staff to complete work in a competent and timely manner</p> | 15 |
| <p style="text-align: center;"><u>Qualifications and Experience of Personnel</u></p> <p>Qualifications of assigned personnel Experience of assigned personnel Licensing & certifications of assigned personnel Availability of assigned personnel</p> | 20 |

X. PROPOSAL SUBMISSION

One original and four (4) complete copies of the firm's statement of qualifications and all supporting documentation shall be assembled in a sealed enclosure bearing the name and address of the proposer and the words PROFESSIONAL ENGINEERING AND RELATED TECHNICAL SERVICES and mailed or delivered to: Mississippi Development Authority, Attn: Lynn Johnson, Woolfolk State Building, 501 North West Street, Suite 1500, Jackson, MS 39201.

XI. DEADLINES

MDA-ED will adhere to the following schedule:

Statements of Qualifications must be received at the above address no later than 3:00 pm Central Standard Time on November 6, 2009. Qualifying firms will be notified within 30 days following the review process.

XII. INQUIRIES

Inquiries on all matters pertaining to this RFQ must be submitted in writing to the address below. Inquiries submitted via email to the email address listed below are also acceptable.

Mississippi Development Authority
Attn: Mike McCollough
Woolfolk Office Building
501 North West Street
Suite 1500
Jackson, MS 39201
mmccollough@mississippi.org

Inquiries will be received until 3:00 pm on Thursday, October 29, 2009. Answers will be provided to all known applicant parties and posted on MDA's stimulus website (<http://stimulus.mississippi.org> in the "Funding Opportunities and Announcements" section) by Monday, November 2, 2009.

Form 1- Experience

Name of Individual: _____

Company Name of Proposer: _____

Use the definitions in the Minimum Qualifications section of the RFQ to complete this form. Check only the highest audit level for which you qualify in each area, and indicate number of buildings audited.

| Area of Expertise | Level I Energy Audit | Level II Energy Audit | Estimated Number of Buildings |
|---|-------------------------|--------------------------|-------------------------------------|
| Commercial Lighting | | | |
| Building Envelope | | | |
| HVAC-Package | | | |
| HVAC-Custom Built | | | |
| Heating and Cooling Distribution Systems | | | |
| Central Heating Plants | | | |
| Controls-DDC | | | |
| Controls-Pneumatic | | | |
| Motors | | | |
| ASD Motor Drives | | | |
| Compressed Air | | | |
| Other Specify | | | |
| Central Cooling Plants | | | |

Form 2 – Software and Equipment

Software energy engineering models licensed and used by your firm:

| Software | Use Weekly | Use Monthly | Do Not Use |
|---------------------|------------|-------------|------------|
| DOE II–all versions | | | |
| ASEAM | | | |
| Energy - 10 | | | |
| Energyplus | | | |
| Trace | | | |
| MotorMaster | | | |
| ASDMaster | | | |
| Other | | | |
| Other | | | |
| Other | | | |
| Other | | | |

Data collection and monitoring equipment your firm uses and owns:

| Equipment types: real power, pressures, flow, etc. | Brand & Model | Number of units available | Usage: Per Weeks, Month, Year |
|--|---------------|---------------------------|-------------------------------|
| | | | |
| | | | |
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| | | | |
| | | | |

Form 3 - Geographic Availability

Proposers must complete this form and submit it with the proposal. This information will be used as part of the Provider List Selection Process.

Company Name of Proposer: _____

| Region | Availability | Yes | No |
|-------------------|---------------------|------------|-----------|
| Statewide | | | |
| North West | | | |
| North East | | | |
| Central | | | |
| South West | | | |
| South East | | | |

**MISSISSIPPI DEVELOPMENT AUTHORITY
REQUEST FOR QUALIFICATIONS
AMERICAN REINVESTMENT AND RECOVERY ACT
ATTACHMENT 1: SUBMISSION FORM**

RFQ # _____

Company/Entity _____

Address _____

Contact Person _____

Telephone Number _____

Email _____

NOTE: It is the Proposer's responsibility to provide adequate information in their proposal package to enable MDA-ED to ensure that the proposal meets the required criteria. Items listed in the package shall be in the same order as listed in the specifications. Failure to do so could result in the rejection of the proposal.

EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of MDA, or members of his/her family, including spouse, parents, or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

CONFLICTS OF INTEREST

The Proposer [] is [] is not aware (mark one box) of any information bearing on the existence of any potential organization conflict of interest.

COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same services, materials, supplies, or equipment and without collusion or fraud. I understand collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company.

Signature

Date

Name (Printed)

Title

ATTACHMENT 2: SEP-ARRA Certification

To the best of my knowledge and belief, all data contained in this response is true and correct. By signing this document I certify that all requirements of this Request for Qualifications and requirements for the State Energy Program Grantees in accordance with the American Recovery and Reinvestment Act of 2009 are and will be followed. This certifies that I possess legal authority to sign and apply for the grant. This certifies that if this proposal is chosen for funding that I understand that the program requirements may/will change as federal and state guidelines come forth, and that I will follow all guidelines including reporting, financial management and tracking requirements to the degree necessary to carry out the intended use of these funds. I certify that should I receive funds through this program, I will carry out all of the following requirements and restrictions: State of Mississippi rules and regulations, Department of Energy-NETL rules and regulations; Certified Lobbying, Debarment, Suspensions and other Responsibility Matters; Drug Free Workplace; National Environmental Policy Act (NEPA); Nondiscriminatory Practices and applicable Labor Laws; MS Employment Protection Act; Buy America; Wage Rate/Davis Bacon Act; all Office of Management and Budget Requirements (OMB Circular A-133, OMB Circular A-122, 2CFR 215.21, OMB Circular A-102, 2CFR176-210, and 48 CFR 31.2); and protect whistleblowers and prompt referral to an appropriate inspector general.

I certify that I understand that this is only a Request for Qualifications and in no way does this constitute a contract with the Mississippi Development Authority. If selected, I the recipient will remain fully obligated under the provisions of this award until such time that the project has been completed and fully closed out to the satisfaction of MDA.

Signature, Executive Director/Chairman

Print Name and Title

Company Name

Date