

ADDENDUM No. 1

RFP No. 17-07

Municipal Facilities Energy Audits

Due Date and Time: April 13, 2017 by 10:00 A.M. (Local Time)

The following adjustments shall be made to the Request for Proposal for Municipal, RFP No. 17-07 on which proposals are to be received on/or before April 13, 2017 by 10:00 A.M. (local time).

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes three (3) pages.**

Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered nonconforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

Proposals that fail to provide these completed forms listed above upon proposal opening will be deemed non-responsive and will not be considered for award.

I. QUESTIONS AND RESPONSES

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: The cover indicates that the proposal is due at 10:00 am on April 13th. Page 7 of the RFP has the proposals due at 2:00 pm on April 13th. Could you please clarify the time the proposals are due?

Response 1: To clarify, the due date and time for responses to this RFP is April 13, 2017 at 10:00 a.m. (local time).

Question 2: On Page 5 of the RFP it indicates that we are to provide Attachment B, Attachment C, and Attachment D with our submittal. Is Attachment A, not required in our submittal?

Response 2: Attachment A would ideally be included in the submittal but unlike Attachment B, Attachment C and Attachment D not including Attachment A will not be an automatic disqualification as outlined on Page 5 of the RFP Document.

- Question 3: Can a cover letter be included with our submittal?
Response 3: Yes
- Question 4: Can a sample report be included in the Appendices? Or can the appendices only include the resumes and the requisite Attachments.
Response 4: Yes
- Question 5: The scope of work as written is for audits of City owned facilities, yet the first paragraph of Section II Scope of Services indicates that “Respondents should have demonstrated experiencemaking and implementing recommended energy conservation measures (ECMs), including preparing investment payback/returns of proposed improvements. All other language in the RFP would indicate that this solicitation is for auditing only, yet this sentence refers to actual implementation of ECMs. We typically see in public sector solicitations for professional engineering services or audits that the selected firm would not be able to compete for the actual implementation of the recommended scope, but I want to clearly understand the City’s philosophy and goals, and ask for your guidance.
Response 5: This RFP is for energy audits. The company selected via RFP# 17-07 would not be precluded from performing any future measures.
- Question 6: Will the selected partner be able to implement the ECMs selected by the City?
Response 6: A future RFP or solicitation would be issued for implementation measures. The company selected via RFP# 17-07 would not be precluded from performing any future measures.
- Question 7: Would the City be interested in a performance contracting approach?
Response 7: At this time, the City is not seeking a performance contracting approach to finance projects, but successful performance approaches can be presented as a means of achieving cost-effective savings. If in the course of an audit, a performance contract approach appears the optimal or recommended path, such a recommendation won’t be discarded.
- Question 8: What is the city’s intent after the audit has been delivered? Is there a process in mind to implement the energy measures uncovered by the audit?
Response 8: The intent is to inform future budget and facility priorities and implement sensible measures. There is no guarantee of future implementation, but persuasive audit findings will drive internal advocacy to pursue implementation in a timely manner.
- Question 9: Have the Level 1 audits already been perform, or will SEEL need to do them?
Response 9: Recent (<10 years) Level 1 audits have not been performed for facilities listed in RFP 17-07.
- Question 10: Will facility drawings be provided?
Response 10: The selected company will receive copies of any available or relevant documents. Quality, availability, and age of facility drawings will largely vary across facilities.
- Question 11: Will facility past usage bills be provided?
Response 11: This information will be provided to the selected company.

Question 12: Was benchmarking performed for any of the buildings using EPA Energy Star Portfolio or any other method?

Response 12: The listed facilities do have information in Energy Star Portfolio Manager and/or other benchmarking platforms.

Question 13: Is there an equipment inventory for buildings?

Responses 13: There are generally not equipment inventories, though retrievable information, to the extent possible, will be provided to the selected company.

Question 14: Record of O&M logs/issues (are they available)?

Response 14: To the extent possible, this information will be shared with the selected company, but there should not be an assumption of completeness of any information or availability for all facilities.

Question 15: Is this open to everyone or just preferred existing energy vendors?

Response 15: Any service provider of ASHRAE Level II audits can submit a proposal. There are no preferred vendors.

Question 16: Does the Company that is awarded the study, also doing the improvements?

Response 16: See Question and Response #6.

Question 17: I am hoping you can email me a copy of any specifications and/or documents associated with this bid. If it can't be emailed, please let me know. Please do not send them if a fee is required.

Response 17: The selected company will receive copies of any available or relevant documents. Equipment inventory or equipment specification documents are highly variable depending on facility and generally limited. Access to this information is not possible in advance of the proposal submittal deadline.

Question 18: Will the energy audits that were done for the ARRA Stimulus project (or any other available audits) be available for review to the awarded consultant?

Response 18: None of the facilities listed in this RFP have recent (< 10 years) reviewable ARRA or other energy audits.

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum.