



WELCOME

Pre-Proposal Conference

Energy Savings Performance Contract

Solicitation No. DCAM-24-NC-RFP-0019

April 11, 2024

DISCLAIMER



- The information contained in this presentation is for informational purposes only.
- In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.
- Remarks and explanations during this conference do not qualify or amend the terms of the solicitation.
- Nothing stated at the pre-proposal conference shall change the solicitation unless the change is made by the Contracting Officer by a written amendment.

REMINDERS



- Mute audio settings
- Disable video feed
- Reserve questions until end of presentation
- Activate “raised hand feature” during Q&A
- In-meeting chat function to host and/or all participants
- PP presentation will be made available to the public via addenda to the solicitation and posted to the Department’s Solicitation landing page
- All verbal questions are to be submitted to Contracts and Procurement for consideration and formal response via Department’s QuickBase Contracts and Procurement Submission Portal (“QBSP”)

AGENDA



- Introductions
- Purpose
- Procurement Schedule
- Project Description
- Explanation to Offerors
- Proposal Submission Requirements and Method
- Evaluation Criteria
- Q&A

INTRODUCTIONS



➤ Contracts and Procurement Division

- Domonique Banks Contracting Officer
- Karen Araujo Senior Contract Specialist

➤ Sustainability and Energy Management Division

- Jen Croft Interim Associate Director

➤ DGS Consultants / NV5 Team

- Jim Pagliaro Executive Director of Operations
- Aldo Mazzaferro Executive Director of Business Development

PURPOSE



- To inform potential offerors about the RFP
- To provide potential offerors clarity and direction as it relates to the RFP
- Offer potential offerors a platform to discuss and ask questions

PROCUREMENT SCHEDULE



- **Issue Date:** April 1, 2024
- **Pre-Proposal Conference:** April 11, 2024, at 2:30 p.m. EST via TEAMS web conference
- **Last day for Questions:** April 29, 2024, by close of business via Department's QuickBase Contracts and Procurement Submission Portal ("QBSP")
- **Proposal Due Date:** June 3, 2024, at 2:00 p.m. EST via QBSP
Attention: Karen Araujo

PROJECT DESCRIPTION & KEY ELEMENTS



➤ Overview

- Solicitation is in the Open Market.
- Department intends to award one (1) contract.
- Contract is for a base period and up to four (4) additional option year periods.
- Offerors are expected to provide financing options for DGS review. DGS will select most favorable financing option for DC government.
- *D.C. Law 24-176 Climate Commitment Amendment Act of 2022*: bans fossil-fuel burning or space heating appliances starting Jan. 1, 2025, except where technically infeasible.

OVERVIEW OF SOW



- The awarded ESCO shall conduct an Investment Grade Audit (“IGA”) at the District’s facilities identified in Exhibit E.7 (Technical Facility Profile), with the intention of utilizing the IGA as the basis for an ESPC project.
- The goal of the ESPC is to support the District in their greenhouse gas emission reduction goals; reduce energy and water consumption and spend; and finance these facility improvements via guaranteed savings. The District may, if it deems it to be beneficial, require the selected ESCO to provide partial or full-service operation, maintenance, repair, and/or replacement services for the equipment over the contract term.

OVERVIEW OF SOW



- Offerors shall take care to review the **ENTIRE** RFP solicitation document, ensuring full understanding of the District's expectations and Terms and Conditions. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become fully acquainted with all information, schedules, and liability concerning the services to be performed as provided by the District.

EXPLANTION TO PROSPECTIVE OFFERORS



➤ Questions and Answers

All questions and answers discussed during this TEAMS web conference are for discussion purposes only and all questions **must be** formally submitted to the Department via QBSP system:

Department's QBSP Portal:

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

Solicitation ID:

DCAM-24-NC-RFP-0019

Project Name:

Energy Savings Performance Contract

Designated Senior Contract Specialist:

Karen J. Araujo

PROPOSAL SUBMISSION REQUIREMENTS



- Proposals are due on **June 3, 2024, no later than 2:00 p.m.** via electronic submission using the Quickbase Contracts and Procurement Submission Portal (“QBSP”).
- Refer to Section L and M of the RFP and **Attachment A.9** (Quickbase Submission Portal Instructions).
- Technical proposal must clearly demonstrate capacity to provide services.
- **Proposal Organization and Content**
 - Refer to Section L.2 of the RFP
 - All attachments shall be submitted as a .pdf, with exception of Price-Cost Proposal, which is to be submitted as excel format.
 - Label each attachment, i.e., “technical proposal”, “price-cost proposal”, “compliance documents package.”

PROPOSAL SUBMISSION REQUIREMENTS



- **Technical Proposal**
 - Table of Contents
 - Pages must be numbered consecutively
 - Proposal typewritten in 12-point font size; with each section separated as organized in section L.2.5.2, categories A-G.
 - Submitted in organized manner:
 - Factor A: Firm's Relative Experience and Past Performance
 - Factor B: Project Management Experience and Approach
 - Factor C: Technical Approach
 - Factor D: Financial Approach
 - Past Performance Evaluation Form (**Attachment A.7**)
 - List of Key Personnel (**Attachment A.8**)

PROPOSAL SUBMISSION REQUIREMENTS



- **Price-Cost Proposal**

Submitted in organized manner:

- Complete in form of **Exhibit E.6** (excel format). Offeror shall provide pricing for all CLINs. Failure to do so shall be sufficient to render Offeror's proposal nonresponsive and excluded from further evaluation (see Section L.2.6)
- Price Proposal must include the following:
 - Pricing
 - Project Cost Breakdown
 - Investment Grade Audit Fee – Maximum
 - Self-Performed Work Fees
 - Annual Costs and Fees – Maximum
 - Contingency
 - Equipment /Labor Cost Competition
 - Open Book Pricing
 - Best Value

PROPOSAL SUBMISSION REQUIREMENTS



- **Compliance Documents Package**
 - Representations, Certifications, and Acknowledgements
 - Bidder-Offeror Certification Form
 - DOES First Source Employment Agreement
 - DOES First Source Initial Employment Plan
 - DSLBD SBE Subcontracting Plan *
 - EEO Employer Information Report
 - Campaign Finance Reform Contractor Self-Certification Form
 - List of Key Personnel
 - Certificate of Clean Hands
 - Active/Current DC Business License

- **Vendor Submission Portal**
 - Technical, Price, and Compliance documents must be submitted via QBSP no later than proposal due date/time.

PROPOSAL SUBMISSION REQUIREMENTS



- **DSLBD SBE Subcontracting Form**
 - For Contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified SBEs
 - Must be fully and accurately completed, and legible

- **DOES First Source Employment Agreement & Plan**
 - Must be accepted by DOES prior to start of services
 - Contracts valued at \$300,000 or more

- **Insurance Requirements**
 - Certificate of Insurance (“COI”) must be submitted within 7-10 business days from Notice of Award
 - DC Office of Risk Management must approve COI prior to execution of Contract

EVALUATION CRITERIA



- **Technical Evaluation Factors**
 - **Factor A: Firm's Relative Experience and Past Performance** 30 points
 - **Factor B: Project Management Experience and Approach** 15 points
 - **Factor C: Technical Approach** 30 points
 - **Factor D: Financial Approach** 5 points
 - Total Maximum Technical Points Allowable 80 points

- **Price** 20 points

- **CBE Preference Points** up to 12 points

- **Total Possible Points** 112 points Max

EVALUATION CRITERIA



➤ Technical Rating Scale

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.



QUESTIONS?



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