



SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Request for Proposals for the Heating, Ventilation, and Air Conditioning (HVAC) System Optimization Program

Issuance Date: May 4, 2016

Response Deadline: May 18, 2016

I. Introduction

The Southern California Public Power Authority (SCPPA), on behalf of its Member Utilities (Members), is hereby soliciting competitive proposals from qualified firms to provide optimization services of heating, ventilation, and air conditioning units for customers of participating Members, as described below in Section III.

SCPPA is interested in discovering all Respondent's capabilities related to specified Areas of Interest and associated pricing to enable informed decisions and potentially proceed to more specific negotiations on contract development with one or more qualified Respondents to this Request for Proposals (RFP).

Responses to this RFP are due on or before **4:00pm (PDT), May 18, 2016**, as described below in Sections III and V.

II. Background

SCPPA is a joint powers authority and a public entity organized under the California Joint Exercise of Power Act found in Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, and through the SCPPA Joint Powers Agreement, for the purposes of planning, financing, developing, acquiring, constructing, operating and maintaining projects for the generation or transmission of electric energy. SCPPA also facilitates joint service contracts, at the request of its members, to aggregate like project efforts among its Members for the purposes of developing energy efficiency, demand response and resource procurement Programs or Projects to improve operating efficiencies and reduce costs.

Membership of SCPPA consists of eleven cities and one irrigation district, which supply electric energy within Southern California, including the municipal utilities of the cities of Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, and Vernon, and the Imperial Irrigation District. SCPPA is governed by its Board of Directors, which consists of representatives from each of its Members. The management of SCPPA is under the direction of an Executive Director who is appointed by the Board.

Any service contract subsequently entered into by SCPPA pursuant to this RFP would be utilized directly by the interested Members to serve their respective utility customers' needs. The service and work

SCPPA HVAC System Optimization Program RFP – May 4, 2016

products would be ordered and approved directly by SCPPA and/or the participating Members and the billing would be administered through SCPPA.

III. Areas of Interest

Certain SCPPA Members, including the Los Angeles Department of Water and Power, (1.6 million customers and over 2 million meters) have expressed potential interest in:

1. Vendor to perform the following services:
 - a. Electronic diagnostics on Heating, Ventilation, and Air Conditioning (HVAC) systems including but not limited to efficiency evaluation of existing air conditions and heat pumps;
 - b. Servicing of HVAC systems as defined in the Scope of Services below; and
 - c. Installation of wireless-capable programmable thermostats. LADWP may provide thermostats, unless option to have vendor purchase thermostats is exercised as described below.
2. Vendor *may* perform the following services:
 - a. Duct testing and repair services;
 - b. Purchase of wireless capable programmable thermostats if LADWP elects not to provide thermostats for installation as described above.
 - c. Establishment and staffing a local office;
 - d. Website development (i.e. online application and scheduling portal);
 - e. Program data capture (i.e. reporting: savings, participating customers, measures implemented, etc.) and application processing; and
 - g. Data management.

Scope of Services

1. Vendor to perform electronic diagnostics on HVAC systems and submit report to the utility. The report is not limited to but shall include the following:
 - a. State of the HVAC prior to and after servicing.
 - b. Listing of services performed as well as, services recommended to be performed.
2. Vendor to provide per HVAC System pricing for each service to performed for the identified customer types and System sizes, the services are as follows:
 - a. Electronic diagnostics as defined above
 - b. Checking air filter and replacing as needed
 - c. Cleaning indoor/outdoor coils
 - d. Checking and adjusting refrigerant charge
 - e. Duct testing and repairs
 - i. Repairs
 1. Provide a comprehensive list of repair options and corresponding price for each.

Identified Customer Types and HVAC System Sizes	
Customer Type	Size of HVAC System
Single Family and Multi Family	2.5 tons or less
Single Family and Multi Family	> 2.5 tons ≤ 10 tons
Commercial Units	5 tons or less
Commercial Units	> 5 tons ≤ 10 tons

SCPPA HVAC System Optimization Program RFP – May 4, 2016

3. Vendor to provide pricing for the installation of wireless programmable thermostats for each of the identified customer types and System sizes.
4. Vendor to purchase programmable thermostats that meets program criteria, thermostat specification sheet to be provided by the utility.
5. Vendor shall provide pricing for the following optional services:
 - a. Quality assurance inspections of installed program measures;
 - b. Establishment and staffing a local office;
 - c. Website development (i.e. online application and scheduling portal);
 - d. Program data capture (i.e. reporting: savings, participating customers, measures implemented, etc.) and application processing; and
 - e. Data management.

Fee Schedule

The Fee Schedule, presented as Attachment A to this RFP, is to provide a standard format by which the Respondent submits to a summary of estimated costs suitable for detailed review and analysis. In addition to the specific information required by this form, the Respondent is expected, in good faith, to incorporate in and submit with this form any additional data, supporting schedules, or substantiation reasonably required for the conduct of an appropriate review and analysis in the light of the specific facts of this procurement.

For effective evaluation, it is essential that there be clear understanding of:

- The existing, verifiable data,
- The judgmental factors applied in projecting from known data to the estimate, and
- The contingencies used by the Respondent in his proposed price.

In short, Respondent's estimating process itself needs to be disclosed. When attachment of supporting cost or pricing data to this form is impracticable, the data will be described (with schedules as appropriate) and made available to SCPPA and Member upon request.

The Fee Schedule form is not intended as a rigid requirement. Pricing may be presented in a different format with the prior approval of Members, if more effective and efficient.

Evaluation Process and Evaluation Criteria

Proposals will be evaluated to determine if the Respondent has fulfilled the requirements of the RFP, has a complete understanding of the work to be performed, has exhibited completeness and competence in addressing the statement of work and has delineated a viable methodology for meeting the requirements of the work. All proposals will be solely evaluated on their content. Materials not included in the written proposal will not be considered.

For each of the Areas of Interest described in Section III above, provide sufficient information to demonstrate Respondent's understanding of the requirements. Proposals must comprehensively describe the approach for meeting all of the requirements of the Statement of Work. Particular emphasis should be given to confirm depth and breadth of technical and/or industry knowledge. Include narrative which shows the Respondent's understanding of the regulatory requirements affecting each Area of Interest.

SCPPA HVAC System Optimization Program RFP – May 4, 2016

1. Specific Evaluation Criteria

Proposals submitted for this effort shall be evaluated against the following criteria:

Evaluation Criteria	Relative Ranking or Weight
Qualifications and Experience	25%
Areas of Interest	
<i>Electronic diagnostics on HVAC systems and report</i>	20%
<i>Pricing per repair listed in Scope of Services, Section 2.a.-e. above, for the Customer Types and HVAC System sizes</i>	15%
<i>Pricing for installation of wireless programmable thermostats</i>	15%
<i>Pricing for optional services listed in Scope of Services, Section 5, a.-e.</i>	15%
References	10%

* In the event that the vendor elects to submit a proposal for certain options, the weight for the unselected option(s) will be evenly distributed amongst the remaining criteria.

Timeline / Schedule*

SCPPA Home Service Line Warranty Program RFP Selection Process	
Schedule of Requirements	Target Date(s)
Issue RFP	May 4, 2016
Responses Due	May 18, 2016
Review of Responses	May – June 2016
Interviews (if necessary)	June 2016
Selection of Respondent(s)	June 2016

*Timeline/Schedule is subject to change.

IV. Proposal Submission Required Elements

1. Transmittal Letter Content:

- a. A brief statement of the Respondent's understanding of the work to be done and commitment to perform the work as scheduled, including:
 - i) statement of work specifications; and
 - ii) reference to any proposed contractual terms and conditions required by the Respondent; and
 - iii) a summary of exceptions taken to the RFP requirements; and
 - iv) any and all expectations from SCPPA including, but not limited to: requirements definitions, strategy refinement, and staffing requirements to support the proposed project or program implementation.
- b. An officer authorized to bind must sign the proposal on behalf of the Respondent and must include the following declarations on the transmittal letter:

SCPPA HVAC System Optimization Program RFP – May 4, 2016

“This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the Respondent has not in any manner sought by collusion to secure for themselves an advantage over any other Respondent.”

2. **Respondent Information:** Provide legal name of Company or Individual, physical street address, the name(s) and title(s) of the individual(s) authorized to represent the Respondent, including telephone number(s) and email address(es).
3. **Proposal:** Proposals must include a description of the proposed project or program, how it meets (or does not meet) each of the objectives of this RFP, and a detailed description addressing all of the Areas of Interest. Such submittals shall be no more than 10, double-sided, pages in length. Respondents may also include additional information or offerings for services, products, tasks, task elements and/or functions that may not be part of or included in the RFP, but are deemed by the Respondent to be pertinent and potentially valuable to SCPPA or its Members. Any additional information provided to supplement the Respondent’s Proposal, as defined directly above, shall be clearly marked as “Supplemental Information”. SCPPA will have full discretionary authority to consider, accept and/or reject without cause such supplemental information that is not directly requested, included in or made part of the RFP.
4. **Fees:** All price proposals should be made based on good faith estimates of the requirements defined in this RFP. Pricing for support services can be presented on a fixed-fee basis or on a time and materials (T&M) basis. One response from the same Respondent can include one or more fixed-fee offerings and one or more T&M offerings. T&M proposals should include all necessary details of the fees, labor rates and service charges associated with any and all service offerings, with an estimated number of hours required for all different levels of labor. These estimates shall not be binding but instead be used as benchmarks for comparative evaluation. Responses do not need to include, but Respondent shall be prepared to provide, a breakdown of the applicable overheads and fringe benefit costs that are part of any labor rates and other direct costs associated with the services to be performed.
5. **Experience:** Respondent shall clearly identify project participants and management team, including:
 - a. Describe your firm's experience as may be applicable to this RFP, your organizational structure, management qualifications, and other contract related qualifications, including number of years firm has been in business.
 - b. Specify key employees and describe their qualifications, experience and duties related to this RFP, including the office location(s) where work will be performed, in addition to the physical street address referenced above.
 - c. Provide a commitment statement for the retention and use of key employees as proposed, their availability to initiate and sustain the proposal, as well as planned supplemental employees if key personnel are not available to assure project delivery.

SCPPA HVAC System Optimization Program RFP – May 4, 2016

- d. State whether Respondent will use subcontractors to perform services pursuant to the contract. Should the use of subcontractors be offered, the Respondent shall provide the same assurances of competence for the subcontractor, plus the demonstrated ability to manage and supervise the subcontracted work. Subcontractors shall not be allowed to further subcontract with others for work. The provisions of any contract resulting from this RFP shall apply to all subcontractors in the same manner as to the Respondent.
- e. Respondent shall indicate any and all pending litigation that could affect the viability of Respondent's proposal, continuance of existing contracts, operation or financial stability.

6. References:

- a. Describe whether the Respondent has, within the last five (5) years, rendered any service to SCPPA or to any of SCPPA's Members, either as a contractor or subcontractor, either under the current Respondent's name or any other name or organization. If so, please provide details (status as prime or subcontractor, brief description of the contract, contract start and end date, the contract administrator name, and total actual contract expenditures).
- b. If the Respondent has not rendered any service within the last five (5) years to SCPPA or to any of SCPPA's Members, then please provide references over that period with the details described above including the counterparty for which services were provided.
- c. Identify existing related or relevant projects or programs which Respondent developed and/or operates that would demonstrate Respondent's capabilities in this area.
- d. Describe relevant program development and implementation experience, approach, and provide a list of references for similar projects completed.

V. Proposal Submission Delivery Requirements

There will not be an initial Respondent's pre-bid conference associated with this RFP. Clarification questions may be addressed to bcope@scppa.org.

The deadline to submit questions on this RFP will be 4:00PM (PDT) on **May 11, 2016**. All questions should be submitted electronically via e-mail to: bcope@scppa.org, referencing **HVAC Optimization Program** in the subject line. Answers to all questions will be provided to inquisitor via e-mail within 2 business days from the date received. Answers to questions that SCPPA, at its sole determination and discretion, deems to be substantive or that would place the inquisitor at a distinct and unfair advantage to other potential Respondents will be posted on SCPPA's website at <http://www.scppa.org/pages/misc/RFPs.html> within 1 business days from the date received, but no later than **May 13, 2016**. It is the responsibility of potential Respondents to review this website for any and all postings.

SCPPA HVAC System Optimization Program RFP – May 4, 2016

One (1) hard copy of your response, including a transmittal letter of an authentic offer with wet-ink signature, and any supporting documentation should be delivered no later than 4:00 pm PDT on **May 18, 2016** to:

Southern California Public Power Authority
HVAC Optimization Program
Attention: Bryan Cope
1160 Nicole Court
Glendora, California 91740

One (1) electronic copy of your proposal should also be delivered to the address above, preferably on a CD or USB flash drive, or alternatively e-mailed to bcope@scppa.org no later than the time and date referenced above.

No contact should be made with the Board of Directors, committees or working group representatives, or SCPPA Members concerning this RFP.

All information received by SCPPA in response to this RFP is subject to the California Public Records Act and may be subject to the California Brown Act and all submissions may be subject to review in the event of an audit.

VI. Terms and Conditions

1. SCPPA reserves the right to cancel this RFP at any time, reject any and all proposals and to waive irregularities.
2. SCPPA shall determine at its sole discretion the value of any and/or all proposals including price and non-price attributes.
3. Proposals may be sub-divided or combined with other proposals, at SCPPA's sole discretion.
4. SCPPA shall perform an initial screening evaluation to identify and eliminate any proposals that are, for example, not responsive to the RFP, do not meet the minimum requirements set forth in the RFP, are not economically competitive with other proposals, or are submitted by Respondents that lack appropriate creditworthiness, sufficient financial resources, or qualifications to provide dependable and reliable services for this RFP.
5. SCPPA reserves the right to submit follow up questions or inquiries to request clarification of information submitted and to request additional information from any one or more of the Respondents.
6. SCPPA reserves the right, without qualification and in its sole discretion, to accept or reject any or all proposals for any reason without explanation to the Respondent, or to make any award to that Respondent, who, in the opinion of SCPPA, will provide the most value to SCPPA and its Members.
7. SCPPA may decline to enter into any potential engagement agreement or contract with any Respondent, terminate negotiations with any Respondent, or to abandon the request for proposal process in its entirety.

SCPPA HVAC System Optimization Program RFP – May 4, 2016

8. SCPPA reserves the right to make an award, at its sole discretion, irrespective of price or technical ability, if SCPPA determines that to do so would result in the greatest value to SCPPA and its Members.
9. Those Respondents who submit proposals agree to do so without legal recourse against SCPPA, its Members, their directors, officers, employees and agents for rejection of their proposal(s) or for failure to execute or act on their proposal for any reason.
10. SCPPA shall not be liable to any Respondent or party in law or equity for any reason whatsoever for any acts or omissions arising out of or in connection with this RFP.
11. SCPPA shall not be liable for any costs incurred by any Respondents in preparing any information for submission in connection with this RFP process or any and all costs resulting from responding to this RFP. Any and all such costs whatsoever shall remain the sole responsibility of the Respondent.
12. SCPPA may require certain performance assurances from Respondents prior to entering into negotiations for work that may result from this RFP. Such assurances may potentially include a requirement that Respondents provide some form of performance security.
13. Prior to contract award, the successful Respondent shall supply a detailed breakdown of the applicable overheads and fringe benefit costs that are part of the labor rates and other direct costs associated with the services to be performed.
14. SCPPA Members, either collectively or individually may contact Respondents to discuss or enter into negotiations regarding a proposal. SCPPA is not responsible or liable for individual Members interactions with the Respondent which are not entirely conducted through SCPPA or at SCPPA's option or election to engage the Respondent as defined within the RFP.
15. Submission of a Proposal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFP and any addenda subsequently issued by SCPPA.
16. Information in this RFP is accurate to the best of SCPPA's and its Members' knowledge but is not guaranteed to be correct. Respondents are expected to complete all of their due diligence activities prior to entering into any final contract negotiations with SCPPA.
17. SCPPA reserves the right to reject any Proposal for any reason without cause. SCPPA reserves the right to enter into relationships with more than one Respondent, can choose not to proceed with any Respondent with respect to one or more categories of services, and can choose to suspend this RFP or to issue a new RFP that would supersede and replace this RFP.

VII. Additional Requirements for Proposal

1. **Consideration of Responses:** Submitted proposals should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Proposals should be submitted on recycled paper that has a minimum of thirty percent (30%) post-consumer recycled content and duplex copied (double-sided pages) where possible.

SCPPA HVAC System Optimization Program RFP – May 4, 2016

2. **Insurance, Licensing, or other Certification:** If selected, the Respondent will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. SCPPA or its Members may require specific insurance coverage to be established and maintained during the course of work and as a condition of award or continuation of contract.
3. **Non-Discrimination/Equal Employment Practices/Affirmative Action Plan:** If selected, the Respondent and each of its known subcontractors may be required to complete and file an acceptable Affirmative Action Plan. The Affirmative Action Plan may be set forth in the form required as a business practice by the Department of Water and Power of the City of Los Angeles which is SCPPA's largest Member.
4. **Living Wage Ordinance:** If selected, the Respondent may be required to comply with the applicable provisions of the City of Los Angeles Living Wage Ordinance and the City of Los Angeles Service Contract Workers Retention Ordinance. The Living Wage Ordinance provisions are found in Section 10.36 of the Los Angeles City Administrative Code; and the Service Contract Workers Retention Ordinance are found in Section 10.37 of the Los Angeles Administrative Code (SCWRO/LW0).
5. **Prevailing Wage Rates:** If selected, the Respondent will be required to conform to prevailing wage rates applicable to the location(s) where any work is being performed. Workers shall be paid not less than prevailing wages pursuant to determinations of the Director of Industrial Relations as applicable in accordance with the California Labor Code. To access the most current information on effective determination rates, Respondent shall contact:
Department of Industrial Relations
Division of Labor Statistics and Research
PO Box 420603, San Francisco, CA 94142-0603
Division Office Telephone: (415) 703-4780
Prevailing Wage Unit Telephone: (415) 703-4774
Web: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>
6. **Child Support Policy:** If selected, Respondent may be required to comply with the City of Los Angeles Ordinance No. 172401, which requires all contractors and subcontractors performing work to comply with all reporting requirements and wage earning assignments and wage earning assignments relative to court ordered child support.
7. **Supplier Diversity:** Respondents shall take reasonable steps to ensure that all available business enterprises, including Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Women-Owned Business Enterprises (WBEs), Minority-Owned Business Enterprises (MBEs), Disabled Veteran Business Enterprises (DVBES), and other Business Enterprises (OBEs), have an equal opportunity to compete for and participate in the work being requested by this RFP. Efforts to obtain participation of these business enterprises may reasonably be expected to produce a twenty-five percent (25%) participation goal for SBEs. For the purpose of this RFP, SCPPA's Supplier Diversity program is modeled after that of the Los Angeles Department of Water and Power. Further information concerning the Supplier Diversity Program may be obtained from the Supply Chain Services Division of the Los Angeles Department of Water and Power.

SCPPA HVAC System Optimization Program RFP – May 4, 2016

8. **SCPPA-Furnished Property:** SCPPA or a Member's utility drawings, specifications, and other media furnished for the Respondent's use shall not be furnished to others without written authorization from SCPPA or the applicable Member(s).

9. **Contractor-Furnished Property:** Upon completion of all work under any agreement developed as a result of this RFP, ownership and title to reports, documents, drawings, specifications, estimates, and any other document produced as a result of the agreement shall automatically be vested to SCPPA and no further agreement will be necessary for the transfer of ownership to SCPPA. SCPPA has the sole right to distribute, reproduce, publish, license, or grant permission to use all or a portion of the deliverable documentation, work product or presentations as it determines in its sole discretion.

Attachment A

Fee Schedule

Firm Name:		
Firm Address:		
Direct Labor		
Name	Title	Hourly Rate
Sub-contractor		
Name	Title	Hourly Rate
Other Direct or Indirect Costs		
Item Description and Purpose	Billing Unit	Amount

* Use additional sheets, as needed.

Reimbursement will be made for reasonable and necessary sub-contractor costs at the actual amount paid by the Respondent to the sub-contractor, consistent with the sub-contractor rates established in this Exhibit. There will be no pay mark-up on sub-contractor services, costs, or expenses.