



**CONNECTICUT
ENERGY EFFICIENCY BOARD**

REQUEST FOR QUALIFICATIONS

**Program Manager (PM)
for
Connecticut's Standardized
Energy-Savings Performance Contract Program**

RE-ISSUED: January 19, 2013
DUE DATE FOR RESPONSES: February 21, 2013

1. Introduction

The Connecticut Energy Efficiency Board (EEB) seeks applications from qualified professionals to manage and administer Connecticut's newly developed Energy-Savings Performance Contract Program (ESPCP). The ESPCP was developed in accordance with Public Act 11-80, Section 123 (effective July 2011) to provide a standardized process for state agencies and municipalities to implement energy efficiency improvements through various financing mechanisms that rely on future energy savings. The program is designed to minimize risk while overcoming the barriers of constrained state and municipal budgets and has the potential to unlock hundreds of millions of dollars in energy savings at state and municipal facilities throughout Connecticut. The EEB seeks to enter into a contract for the full-time services of a qualified professional for up to three years to act as Program Manager (PM). Office space will be provided at an office location of the Department of Energy and Environmental Protection (DEEP) (New Britain or Hartford). The selected contractor will be required to report to this office location on a full-time basis for the duration of the contract.

The Connecticut Light and Power Company, a subsidiary of Northeast Utilities, is issuing this Request for Qualifications (RFQ) and will serve as the contracting agent on behalf of the EEB.

The ESPCP was developed by DEEP in coordination with the EEB and consultation with the Office of Policy and Management (OPM), Department of Administrative Services (DAS), Department of Construction Services (DCS), Office of the Treasurer (OTT), Office of the Attorney General (AG), and the Clean Energy Finance and Investment Authority (CEFIA). The ESPCP will be used by Connecticut state agencies and municipalities to implement comprehensive energy savings projects at K-12 schools, office buildings, prisons, higher education campuses and dormitories, wastewater treatment facilities, hospitals, and other government facilities.

The EEB seeks submissions from highly motivated and experienced candidates with excellent technical and communication skills that can exceed program goals and objectives. The successful administration of this program requires unique energy technical expertise and experience.

The PM will provide outreach, technical, and analytical support to state and local government facility owners/managers to build an understanding of the benefits of the ESPCP. Further, the PM will help initiate and oversee implementation of successful energy-savings performance contract projects that result in significant energy, water, operational and maintenance savings. The PM will provide broad technical support for individual Energy Savings Performance Contract projects, but detailed project-level technical support will be provided by other contractors. The PM will provide oversight of pre-qualified energy services providers to ensure compliance with the requirements of the ESPCP and coordinate project and program reviews with multiple state agencies

and organizations, as appropriate, including EEB, DEEP, DAS, DCS, OPM, OTT, AG, and CEFA.

The ESPCP includes the following resources in addition to the services of the PM. The PM will work with these resources, but is not responsible for providing or developing these services:

- A set of standardized [pre-approved contract documents](#),
- A list of pre-qualified energy services providers,
- A pool of vendors that will provide project-specific energy technical support, and
- Technical assistance to municipalities on financing projects.

2. Scope of Work

A. Duties and Responsibilities

The PM will perform the following duties in a manner consistent with Section 123 of Public Act 11-80 (and any future amendments) under the direction and oversight of the EEB and DEEP.

- *Program development and guidance:* Help with continued development and continuous improvement of program guidelines and procedures to ensure successful implementation of the ESPCP.
- *Program management:* Assist state and local governments with selection of energy services providers from the pre-qualified list and use of the standardized contract documents and process. Manage interagency coordination, including review required on individual project proposals. Provide review and oversight of pre-qualified energy services providers to ensure compliance with the ESPCP process, requirements, and contracts.
- *Technical and analytical support:* Provide technical and analytical support on procurement of energy-savings performance contract services. Assist facility managers with technical evaluation of potential energy-savings measures. Review verification procedures for energy, water, operation and maintenance savings. Assist in the structuring and arranging of financing for projects. Provide technical and analytical support throughout the process, including review of the Investment-Grade Energy Audit, monitoring and verification plan, negotiation of statements of work, and installation of equipment, implementation of energy-savings measures, and mediation of disputes.
- *Program outreach:* Apprise state agencies and municipalities of opportunities to develop and finance projects. Coordinate education of state and local government decision-makers and facility managers to recognize the value and energy savings that result from successful ESPC projects. Facilitate understanding of Connecticut's standardized ESPC process. Coordinate with other agencies, partner with non-governmental organizations, and collaborate with pre-qualified energy services providers to assist with program outreach.

B. Minimum Qualifications and Experience

Qualified individuals and companies are eligible to respond to this RFQ. However, if a company responds, the following requirements must be met: 1) the company must designate one individual who will fulfill all of the duties and responsibilities of the PM and who will report to the DEEP office location on a full-time basis for the duration of the contract; 2) the response to this RFQ should address the qualifications and experience of the designated individual, not the company as a whole; and 3) if such designated individual from a company is selected as the contractor, the company will be excluded from qualifying as a vendor under any DAS solicitations or any additional EEB solicitations related to the Connecticut ESPCP.

- Bachelor's degree in engineering, buildings-related field (engineering, architecture, project management), business, or energy/environment-related field.
- At least five years experience in energy or facility management or technical sales.
- Knowledge and thorough understanding of energy-savings performance contracting.
- Comprehensive knowledge of building energy use and energy and water systems, including: lighting, lighting controls, HVAC, energy management systems, motors and variable speed drives, building envelope, co-generation, water saving measures, and renewable energy.
- Experience in identifying and evaluating energy-savings measures, identifying opportunities for comprehensive energy retrofits, analyzing energy cost savings, life cycle analysis, and estimating project costs.
- Knowledge of energy-efficient technologies and implementation strategies to retrofit existing buildings.
- Knowledge of financing mechanisms.
- Familiarity with government procurement and contracting practices.
- Project management related to building construction.
- Experience in establishing energy benchmarks and measurement and verification systems for energy projects.
- Program management capability in strategic planning, program troubleshooting, program design/development, marketing and planning.
- Experience working with energy services providers, financing entities, and state and local government.
- High level of objectivity and integrity. Commitment to maintain confidentiality in procurement processes.
- Demonstrated skills in human relations, oral and written communications, public speaking, creative problem solving, and conflict resolution.
- Computer skills (e.g., spreadsheets, word processing programs, data management).

- Ability to provide activity reporting on project and program milestone achievement and success.

C. Outcomes

The PM will be evaluated at least bi-annually on the success of the ESPCP and will lead the program in meeting or exceeding the following outcomes within the first year. These outcomes may be revised at the discretion of the EEB and DEEP.

- Initiation of at least 3 State agency energy savings performance contract projects (in the Investment-Grade Energy Audit stage or further)
- Initiation of at least 7 municipal energy savings performance contract projects (in the Investment-Grade Energy Audit stage or further)
- Development of at least 2 energy savings performance contract projects with completed Energy-Savings Performance Project Statements of Work
- Average projected energy reductions from ESPCP projects of greater than 25%
- Highly effective coordination with the EEB, DEEP, CEFIA, electric and gas utilities, and key state agency program partners
- Positive feedback from municipal and state agency users of ESPCP on outreach and technical and analytical support provided
- Effective oversight of qualified energy services providers and qualified technical support providers
- Strategic recommendations for program improvements and direction for year two
- Successful achievement of program goals and timelines established by DEEP in coordination with EEB

3. Timeline

- Express interest by: Noon EDT on Thursday, February 7, 2013
- RFQ release date: 5:00 p.m. Thursday, February 7
- Deadline to submit questions: Noon EDT on Tuesday, February 19, 2013
- Response date: 5:00 p.m. EDT, Thursday, February 21, 2013
- Position start date: As soon as possible, after selection
- Length of contract: One-year renewable contract from start date. Potential to renew contract for three years based on successful performance.

4. Proposal and Evaluation

The Connecticut Light and Power Company, a subsidiary of Northeast Utilities, is issuing this RFQ and will serve as the contracting agent on behalf of the EEB.

Applicants should submit a response (not to exceed 6 pages) including:

- A cover letter/narrative summarizing how the applicant's experience and qualifications have prepared the applicant to successfully complete the duties, responsibilities and expected outcomes detailed above.
- A resume detailing qualifications and prior experience relevant to this assignment.
- A list of 3 references including name, title, business, business address, phone number, and email.
- Proposed hourly and total compensation for 2013, 2014, and 2015.
- Any direct or indirect, actual or potential conflicts of interest with Northeast Utilities, The United Illuminating Company, the State of Connecticut, the EEB, DEEP, or any other affiliated party.

A. Proposal Submittal, Questions, and Follow-Up

All applicants are required to participate in the application process online. The entire process will be conducted electronically using Northeast Utilities' eSourcing purchasing system. As such, all pre-application questions and follow-up relating to this RFQ will be conducted using this system. A Frequently Asked Questions (FAQ) for using the eSourcing system is provided to all prospective applicants in the "Attachments" section of eSourcing. **If you are interested in submitting your qualifications, 1) send your name, e-mail address, and phone number to palma.penna@nu.com and 2) register as a vendor through <http://www.nu.com/business/frictionless/default.asp>. You will receive an e-mail with a username and password. Only once both of these tasks are completed will you receive an e-mail invitation to bid on February 7, 2013.** Note that the name and e-mail address sent to palma.penna@nu.com and the name and e-mail address used for the vendor registration **MUST** be identical otherwise you will not be located in the system. See below for additional details on attaching your response and finalizing your bid.

Bidders added by noon, Thursday, February 7, 2013 will have the fully intended amount of time to submit their qualifications. Any bidders added after this date will NOT receive an extension.

Questions may be submitted via the E-Sourcing system until noon on Tuesday, February 19, 2013. Note that all questions and answers will be made visible to all bidders. Questions will not be taken via phone or e-mail.

B. Rejection of Responses

EEB and DEEP reserve the right, in their sole discretion, to refuse any or all responses, to waive any minor irregularities or informalities in a response, and to enter into any agreement deemed by the EEB and DEEP to be in the best interest of the ratepayers of the State of Connecticut. The EEB and DEEP reserve the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed contract.

C. Incurring Costs

The EEB is not liable for any cost or expense incurred by the applicant or any other person or entity in the preparation of their applications, including, without limitation, for attendance at any meetings or interviews related to this RFQ.

D. Submission Deadline

All applications must be submitted by Thursday, February 21, 2013, at 5:00 p.m. EDT. It is highly recommended that you begin the submission process well before the 5:00 p.m. deadline. The system will close at 5:00 p.m. even if you are working in the system. You will not be able to put your application into "Firm" status after 5:00 p.m.

If you decide not to submit an application, please take a moment to go into the system and change your status from "In Progress" to "Decline."

E. Submission

Please refer to the FAQ document found in "Attachments" for detailed instructions on submitting your bid in E-Sourcing. See Step 4, which begins on Page 10.

Your application must be submitted in E-Sourcing and in "Firm" status in order to be accepted. The second to last button (between "Chat" and "Submit") shows your status. If you have begun the process, your application status is currently "In Progress." Once you submit your application, the status will change to "Firm" and you will no longer be able to make edits. Make sure all your attachments are attached before changing your status to "Firm."

You can place your bid in "Firm" status in one of two ways:

1. Click on your current status, "In Progress." The Change Phase box will appear. Click on the "Firm" box to change your status to "Firm."
2. Click "Submit" then "Final Response."

Attaching Your Applications as a File or Files

Please refer to page 14 of the FAQ for instructions on how to attach files. You can attach your application as multiple files or one single file. Each individual attachment should be no larger than 2 MB. There is no limit to the number of attachments. All attachments must be added under the "Attachments" button. Make sure all your attachments are attached before changing your status to

“Firm.” If your application includes multimedia files that exceed 2 MB, please include hyperlinks to those files in your application.

Technical Assistance

E-Sourcing technical assistance is available during normal business hours only. Please submit your technical questions via the “Discussion” button. You may also contact the Purchasing Department of Northeast Utilities via e-mail at purchasing@nu.com or via phone at (860) 665-2222.

Interested parties, please 1) send your name, e-mail address, and phone number to palma.penna@nu.com and 2) register as a vendor through <http://www.nu.com/business/frictionless/default.asp>. **Only once both of these tasks are completed will you have access to enter your response in the on-line system.** An e-mail will be sent to the address provided inviting you to bid.