

## ADDENDUM 1

**CONTRACT NO. RFP 12-17**  
**Guaranteed Energy Performance Contract**

**DATE ISSUED:** May 30, 2017  
**RESPONSE DUE:** June 16, 2017 at 2:30 P.M. (local time)

This addendum is intended to correct, change, add, delete, or supplement the drawings, special conditions, and/or specifications, and is hereby made part of the bidding documents on which the General Contract will be based. Acknowledge receipt of this addendum by signing below and returning no later than **June 16, 2017**.

Pre-bid attendees:

Name	Representing:		Name	Representing:
Michael Lowe	City of Salisbury		Jennifer Miller	City of Salisbury
Richard Anderson	CQI Associates, LLC		Barbara Nichols	Constellation
Robert Tidona	Honewell		Jon Zeller	Ameresco
Alison Shea	Siemens		Joe Cranston	Siemens
Adam Shuster	Johnson Controls		Eric Hellster	Johnson Controls
Katherine Manger	Noresco		Karen Galindo-White	ESG
Nathan Botwright	ABM		Chris Dellinger	ABM
Walt Donzilla	Celtic Energy		Anthony Karwoski	Celtic Energy
Chris Bozek	Constellation		Scott Harriman	TA Engineering
Dipesh Pandya	WESCO Distribution			

1. Has the City ever completed an Energy Performance Contract in the past?

Answer: No.

2. Have any audits of these facilities and City street lighting systems recently been completed? If so, when were these audits completed and by what company?

Answer: Select audits were performed in 2008 & 2009 by CQI Associates, LLC.

3. Has a utility analysis of City facilities and street lights recently been performed? If so, when, and what company performed the analysis?

Answer: No analysis has been recently performed.

4. Can you please provide electronic scanned copies of the City's most recent street lighting bills?

Answer: The City will provide this information to the Successful Vendor.

5. Please provide square footage information for each facility included within the project scope.

Answer: The City does not have square footage data for each facility.



6. Is the utilization of Union labor / contractors required on this project?

Answer: No.

7. On page 16 of the RFP, it defines “capital improvement projects that must be included in a resulting Energy Performance Contract.” Please clarify whether these are the measures that ESCOs should use to develop and base their Measurement and Verification (M&V) service pricing?

Answer: Yes, the Police Headquarters projects are key measures to be included in the Contract. The Measurement and Verification must be based on a project value of \$1,500,000 for the City to have a basis for comparison across proposal responses. The total project value, however, is not limited to this amount.

8. Also on page 16 of the RFP, it states “The City implemented a comprehensive energy retrofit improvement program in 2009 and 2010 with funding provided through the Economic Stimulus Programs.” Can you please provide additional details on the specific scope-of-work implemented by this program?

Answer:

**MEA Empower Grant Projects**

<u>Lighting Conversion Projects: T-12 to T-8 fixture and bulbs</u>
<u>Parking Garage Lighting: Conversion T-12 fixtures to current technology</u>
<u>Install Atomic Clock Based Seven Day Programmable Exterior Light Time Clocks with Photocell backups</u>
<u>Install lighting control occupancy sensors in storerooms, mechanical rooms, work rooms, rest rooms and selected areas</u>
<u>Install Seven Day Programmable Thermostats</u>

	Investment	Annual Savings	Payback Est.
MEA Grant Totals	\$ 80,000	\$ 34,345	2.33

**DOE Block Grant Projects**

HID Lighting Conversion Project
Neighborhood Service & Code Compliance Department Energy Retrofit Projects
Upgrade Energy Controls for Fire Station 16 - Apparatus Bay
Replace Aged HVAC Units - Services Center



	Investment	Annual Savings	Payback Est.
<b>DOE Block Grant Total</b>	<b>\$147,300</b>	<b>\$60,600</b>	<b>2.4</b>

<b>MEA Loan Garage</b>			
Projects	Investment	Annual Savings	Payback Est.
<b>Parking Garage Lighting</b> Technology Conversion from Sodium Vapor to LED technology			
<b>Total Parking Garage Project</b>	<b>\$73,500</b>	<b>\$18,800</b>	<b>3.9</b>

<b>MEA Loan Traffic Lights</b>			
Projects	Investment	Annual Savings	Payback Est.
<b>Traffic Signal</b> conversion from bulb type fixtures to LED bulb technology and fixtures Estimate based on proposal from Aldis to include 10 year financing and maintenance cost		Savings Energy Only - Maintenance Cost Reduction could exceed \$135,000 annually making the overall payback 2.4 years	
<b>Total Traffic Signal Project</b>	<b>\$351,485</b>	<b>\$45,660</b>	<b>7.7</b>

	Investment	Annual Savings	Payback Est.
<b>Total Program</b>	<b>\$652,285</b>	<b>\$159,405</b>	<b>4.1</b>

Savings Percentage

6%

9. The street lighting line-by-line data included with the RFP document appears incomplete. Is all of the listed "Exterior Lighting" data provided with the RFP considered "street lighting" (only), or are portions of this inventory list being used to serve other exterior lighting purposes, such as facility exteriors or parking lots?

Answer: The list included is for all City-owned accounts, which are either street lights, parking lot lights, or service area lot lights and in some cases lights mounted on facilities

10. If it is not all street lighting, please distinguish which lighting lines are not street lights, and what these lights serve.

Answer: This differentiation will be made after selection of the Successful Vendor.



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11. Are there any additional street lighting inventories, audits, or information available that can be provided?

Answer: No additional information is available at this time.

12. Who is currently maintaining, or conducting maintenance services on the existing street lights?

Answer: City Staff are currently maintaining the lights.

13. Will utility data be provided by the City at this phase of the project?

Answer: Utility data will be provided to the Successful Vendor.

14. If so, please provide a utility bill history for the last 24 months for each utility (electric, natural gas, fuel oil, water, sewer, etc..) serving each facility included in this project.

Answer: The City will provide the Successful Vendor with this information.

15. Is the City currently working with an independent third-party professional / consultant firm that is assisting the City through this procurement? If so, can the City please identify this consultant?

Answer: Yes, CQI Associates, LLC

16. Is this the same firm that the City will utilize to review the ESCO's monitoring and verification reports?

Answer: Yes

17. Is the City seeking a 3<sup>rd</sup> party to verify the Measurement and Verification data at this time?

Answer: No.

18. Is the City looking for the upgrades to stay within the 1.5 million dollar range?

Answer: No. The City wants to evaluate pricing of submittals on a base number to be fair in review. The City is not opposed to total investments being higher than that number.

19. Is the HVAC maintenance service for facilities done in house or sub-contracted for the various facilities?

Answer: This work is performed by sub-contractors.

20. Are the street lights in the list provided all owned by the City?

Answer: Yes the streetlights outlined in attachment B are all owned by the City.



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21. Do any of the street lights have a shared utility?

Answer: No.

23. Is there a map of all the City streetlights available?

Answer: We do not have this information available at this time.

24. How many meters run the streetlights?

Answer: We do not have this information available at this time.

25. Is the City looking for lighting controls for the streetlights?

Answer: The City is interested in any solutions that may be proposed.

26. Is the Investment Grade Audit set at 90 days able to be extended?

Answer: The City will change this to 120 days excluding City reviews.

27. Because the City is using qualified ESCOs, is the City piggybacking on the Maryland State Contract?

Answer: No.

28. Who is the City getting electricity from currently?

Answer: All of the buildings electricity is provided through Delmarva Power. There are minimal streetlights that are on Choptank Electric. The natural gas is through Chesapeake Utilities.

29. Is the Measurement and Verification pricing based off the projects listed on page 16?

Answer: No it is based on \$1,500,000.

30. Can a sample of a street light bill be provided?

Answer: No. This information will be provided to the Successful Vendor.

31. Is it the City's expectation to list sub-contractors in the submittal process?

Answer: If respondents are utilizing sub-contractors for the investment grade audit, they need to be included.

32. Will CQI Associates be monitoring the Measurement and Verification for the extended term?

Answer: Yes.



33. Will the Measurement and Verification process be the full 15 years?

Answer: No. The Measurement and Verification process is 1 year.

34. On page 17 of the RFP, under **SECTION III: SCOPE OF SERVICES, .4: Scope of Work, B. Investment Grade Audit**, it states: "The report shall be completed within ninety (90) calendar days of the date of execution of the Investment Grade Audit Agreement." Delays to schedule can occur that are beyond the control of the ESCO, such as data collection efforts being performed by the City/others, or events within the City's facilities that prevent the ESCO from gaining access to the site. In addition, 90 calendar days will not be enough time for the awarded ESCO to conduct its necessary due diligence for such a comprehensive scope-of-work being considered by this project. Can the IGA due date please be extended to 180 calendar days?

Answer: The schedule will be set upon selection. City reviews are not included in the 90 days. The City will extend the time frame to 120 days, exclusive of City Reviews and response time.

35. On page 24 of the RFP, under **#3 Qualification of ESCO (Prime)** of the proposal format, it asks for "...a brief description of at least three recent past projects/programs that are similar in nature as those expected to result from this RFP for the ESCO and Project Team. The description for each project/program should include:

1. Project Name
2. Location
3. Year Completed
4. Name of client contract, address, direct email address and phone number
5. Brief description of the project.

However, under **#5 References ESCO (Prime)** of the proposal format, it also asks "...for references from clients the ESCO has provided the Scope of Services called for within this RFP. References are to be provided for projects or services within the last three years for projects/programs that are similar in nature to those expected to result from this RFP for the ESCO and Project Team to include:

1. Project Name
2. Location
3. Year completed
4. Name of client contact, address, direct email and phone number
5. Brief description of the project."

The RFP specifies that project references be submitted twice by ESCOs under two separate proposal sections. Could references please be consolidated under one of these proposal format sections?

If so, please specify under which proposal format section ESCOs should submit their references, and clarify the number of references to be submitted.

Answer: Please delete references page 30.



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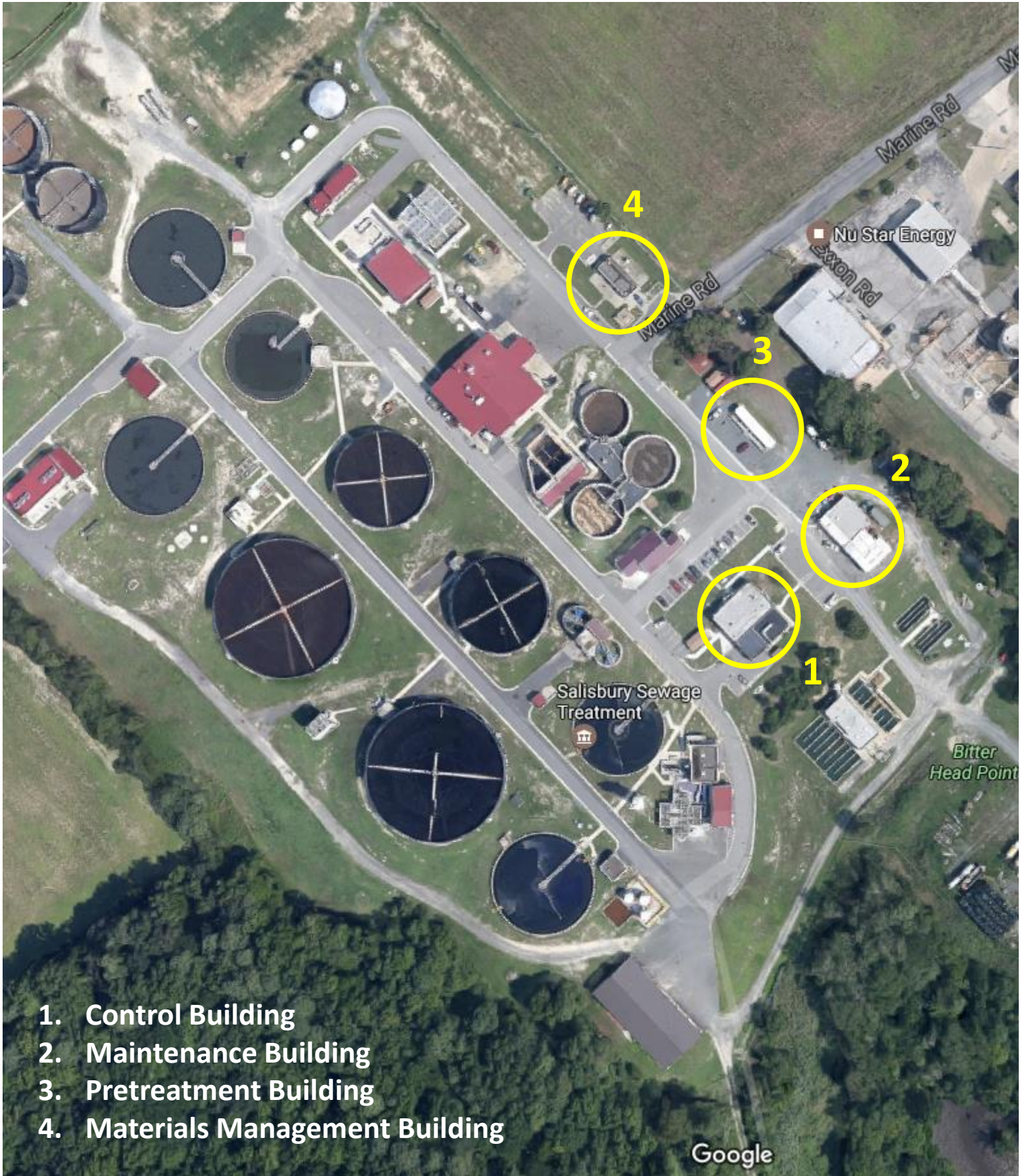
**CLARIFICATION:** In Page 5, Item 4.C Please include tab sequenced items as follows

- (1) Cover letter which should include the items requested on page 24 Item 5.A.1.
- (2) Scope of Services/ Project Understanding/ Project Approach/ Time Schedule should include the items requested on page 24 Item 5.A.2.
- (3) Qualifications/ Standard Form 330 should include the references, project examples and all other items requested starting on page 24 Item 5.A.3 including the Qualifications of the ESCO (Prime), Qualifications of the project Team including sub-contractors, References of the ESCO (Prime). The other sections on page 25 Item 5.A.6 through 5.A.8 can be included after the SF330.

**CLARIFICATION:** The items outlined for the Wastewater Treatment Plant will represent a small amount of opportunity as the area is not inclusive of the entire plant. An outline of the buildings that will be evaluated is attached to this addendum.

**ADDITION:** Please include the most recent annual report which is to include a copy of an audited financial statement (a link to a URL web address is acceptable).

# Salisbury WWTP – Administrative Buildings



1. Control Building
2. Maintenance Building
3. Pretreatment Building
4. Materials Management Building