



CALIFORNIA ENERGY COMMISSION

# Pre-Bid Conference Bright Schools Technical Assistance Program

**RFQ-13-401**

Energy Efficiency Division  
Local Assistance and Financing Office  
California Energy Commission

July 17, 2014



## Agenda

Time	Topic
1:30 pm	Welcome and Introductions <ul style="list-style-type: none"><li>• Purpose, Goals, Background</li><li>• Funding</li><li>• Bright Schools Program</li><li>• Program Participant Recruitment</li><li>• Eligible Applicants</li><li>• Key Dates</li></ul>
2:00 pm	<ul style="list-style-type: none"><li>• Scope of Work</li></ul>
2:15 pm	<ul style="list-style-type: none"><li>• Submission Requirements</li><li>• Statement of Qualifications</li></ul>
2:30 pm	<ul style="list-style-type: none"><li>• Evaluation Process</li></ul>
2:45 pm	<ul style="list-style-type: none"><li>• Questions and Answers</li></ul>



## Housekeeping

- Facilities
- Updates to the Solicitation can be found at:  
<http://www.energy.ca.gov/contracts/RFQ-13-401/>



## Purpose

- Select a dedicated team of energy engineers
- Assist and support the Bright Schools Program
- Provide technical assistance to local educational agencies (LEAs) and community college districts seeking to install Proposition 39 funded projects



## Goals

- Select a dedicated team of engineers with demonstrated knowledge and expertise to assist program participants
- Provide highest quality technical assistance, support, and customer service to both the Bright Schools Program participants and the Energy Commission



## Background

- Proposition 39 – Job Creation Fund
- Senate Bill 73 – Fiscal Year 2013-14
- Budget Act – Fiscal Year 2014-15
- Fiscal Year 2015-16



## Funding

- \$4.0 million currently available
- Option for additional \$2.0 million if Fiscal Year 2015-16 funds become available
- Three-year contract
- Retainer contract – work assigned via work authorizations
- \$20,000 cap per work authorization



## Bright Schools Program in the age of Proposition 39

- Bright Schools Program – past and present
- Proposition 39 specific services
- Eligible program participants include LEAs and community college districts
- Grant of services – not a cash award



## Program Participant Recruitment

- The Energy Commission recruits Bright Schools Program participants through various forms of marketing such as workshops, conferences, direct mailings and association memberships.
- It is not within the scope of work for the contractor to recruit program participants.



## Eligible Applicants

- This is an open solicitation for public and private entities
- Business applicants are required to register with the California Secretary of State and be in good standing in order to enter into an agreement with the Energy Commission.  
<http://www.sos.ca.gov>
- Respondents must propose a team with licensed PE's and demonstrated expertise



## Key Dates

Activity	Action Date
✓RFQ release	June 27, 2014
Pre-Bid Conference	July 17, 2014
<b>Deadline for Written Questions</b>	<b>July 17, 2014 by 5:00 pm</b>
Post Questions and Answers to Website	July 24, 2014
<b>Deadline to Submit SOQ</b>	<b>August 7, 2014 by 3:00 pm</b>
Discussions with Firms	August 27 & 28, 2014
Notice of Selection	September 2, 2014
Cost Negotiations	September 3 – 18, 2014
Notice of Proposed Award	September 30, 2014
Anticipated Energy Commission Business Meeting	November 12, 2014
Anticipated Contract Start Date	November 26, 2014
Anticipated Contract End Date	November 12, 2017



## Questions

- Any questions so far?



## Scope of Work

- Task 1 – Agreement Management (Prime Contractor only)
- Task 2 – Evaluate Energy Efficiency Opportunities in Existing Buildings
- Task 3 – Evaluate Opportunities for Clean onsite Self-generation
- Task 4 – Provide Professional Engineering Support Services



## Energy Commission Staff

Responsibilities include:

- Developing the of work authorization
- Project management
- On-going assistance



## Questions

- Any questions on the Scope of Work?



## Submission Requirements

- Response to solicitation must be a Statement of Qualifications
- Do not submit price quotes or bids
- Rates will be negotiated with top scoring firm
- SOQ format, organization and required documents are explained in the solicitation



## Submission Requirements (continued)

- Firm submitting SOQ must be the Prime Contractor of the team
- Prime Contractor must be a single entity – not a group of representatives
- Prime Contractor must have at least one licensed mechanical or electrical PE and be able to perform one or more of the technical tasks
- Subcontractors must have at least one licensed PE



## Example of Team Structure

Task		Prime Contractor	Sub #1	Sub #2
1.	Agreement Management	X	N/A	N/A
2.	Evaluate Energy Efficiency Opportunities in Existing Buildings	X	X	
3.	Evaluate Opportunities for Clean Onsite Self-Generation	X		X
4.	Provide Professional Engineering Support	X	X	X



## Business Participation Programs

- Disabled Veteran Business Enterprise Participation is required
  - 3% DVBE participation required
  - Incentive points for greater than 3% DVBE participation



## Statement of Qualifications

- Volume 1, Administrative Response
- Volume 2, Technical Response
- Volume 3, Examples of Prior Work Products



# Volume 1, Administrative Response

- Cover Letter
- Table of Contents
- Contractor Status Form (Attachment 1)
- Darfur Contracting Act Form (Attachment 2)
- DVBE Declarations Form Std 843 (Attachment 3)
- Bidder Declaration Form GSPD-05-105 (Attachment 4)
- Contractor Certification Clauses (Attachment 5)
- Iran Contracting Act Form (Attachment 8)



## Volume 2, Technical Response

- Minimum Qualifications
- Approach to Tasks in Scope of Work
- Project Team Organizations Structure & Cost Minimization
- Project Team Relevant Experience and Qualifications
- Analytical Tools
- Client References (Attachment 7)
- Responses to Hypothetical Questions



## Volume 3, Examples of Prior Work Products

- Prime contractor and each subcontractor must provide one example of each type of work product that is representative of services it will provide under the contract
- If more than one firm will provide support to a task, each firm must submit one example work product that demonstrates experience and technical expertise for the task



## After Submission of SOQs

- Administrative and Completeness Screening Criteria
- Grounds to Reject an SOQ
- Minimum Qualifications



## Questions

- Any questions on this section?



## Evaluation Process and Discussion

- Selection Committee composed of technical staff
- Interviews with top three scoring firms will be scheduled for August 27 & 28 at the Energy Commission Headquarters Building
- Exact times TBD
- Team lead and at least one person from each subcontractor are encourage to participate



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## Question and Answers

- Please send written questions to:

Cory Irish

Commission Agreement Officer

[Cory.Irish@energy.ca.gov](mailto:Cory.Irish@energy.ca.gov)

**Deadline to submit written questions is 5:00  
PM PDT, July 17, 2014**