



Agency Invitation to Interview an ESCO For EPC Services

for the
Arkansas Energy Performance Contracting Program

Version 1.1
March 2014



Arkansas Economic Development Commission – Energy Office
900 West Capitol Avenue
Little Rock, Arkansas 72113
501-682-6103
www.arkansasenergy.org

Invitation to Interview an ESCO for Energy Performance Contracting Services

<Agency Name> (Agency) seeks qualified Energy Service Companies (ESCOs) to provide Services to develop a Guaranteed Energy Cost Savings Project, hereafter referred to as an Energy Performance Contract (EPC). To be eligible for consideration, the ESCO must be pre-qualified with the Arkansas Energy Performance Contracting (AEPC) program and properly registered to conduct business in the State of Arkansas.

The Agency wishes to competitively evaluate, select and contract with an ESCO to perform and submit an Investment Grade Audit (IGA) and Project Proposal for the facilities and project identified in Attachment A.

The Agency anticipates the awarded ESCO will be a long term partner in the Agency's energy program. As such, the Agency may contract with selected ESCO for multi-year services through the implementation of an Energy Performance Contract, subject to State of Arkansas rules and regulations. The Agency desires an aggressive energy saving program to result from the relationship.

An introductory informational meeting will be at <Place on Date/time>. Additionally, facility walk-throughs will be held. This meeting is mandatory. Agency highly encourages interested ESCOs to have key staff attend to familiarize them with the Agency's staff and program, its facilities, sub-systems, and current state of energy usage.

After completion of the site visits, Agency will schedule interviews with interested ESCOs. ESCO's interview team must consist of the individuals that will be assigned to this project. ESCOs should be prepared to present in detail, the following which will be evaluated according to Arkansas rules and legislation:

- (1) Whether the qualified provider meets the objectives of the solicitation, including without limitation a reduction in the state agency's energy consumption or operating costs resulting from a guaranteed energy cost savings [Energy Performance] contract with the qualified provider;
- (2) The qualifications and experience of the qualified provider;
 - a) Provide brief overall company qualifications highlighting length and breadth of experience.
 - b) Provide project histories and savings results for up to five (5) similar completed guaranteed energy savings [Energy Performance Contract] projects that have been completed by your firm. All projects must have at least one full year of repayment history.
 - c) Provide the qualifications and experience of the individuals to be assigned to this project including a clear description of the roles and responsibilities each individual will have for this project if your company is selected.
- (3) The technical approach to the energy cost savings measures;
- (4) The financial aspects of the energy cost savings measures;
- (5) The overall benefit to the state agency; and
- (6) Any other relevant factors.

After evaluating a response to a solicitation as required, a state agency may:

- (1) Reject the response; or
- (2) Award a contract to a qualified provider [Pre-qualified ESCO] to conduct an energy audit to be used in developing the guaranteed energy cost savings [Energy Performance] contract.

Compliance with AEPC Program

ESCOs Selected ESCO agrees to adhere to the rules outlined in the AEPC Program Manual, including the use of standard documents and procedures.

IGA Pricing

The AEPC Program requires use of standard pricing for the IGA based on the square footage of the building or buildings to be audited, as specified in the AEPC Investment Grade Audit and Project Development Agreement, Exhibit B.

When the scope is a single "campus" with multiple buildings, the total SF of the buildings on the "campus" will be used for the pricing calculation. (See following table.) All ESCOs submitting information to the Agency will use this IGA pricing when negotiating a final IGA contract. In the case where there are buildings or facilities outside of a typical building type, (e.g. water and waste water treatment, baseball fields, pools, street lighting, etc.), the Agency should incorporate language about these facilities in their Invitation to Interview as there will be additional costs associated with these buildings. The estimated additional costs for performing the IGA on these buildings should be provided by proposing ESCOs and finalized after ESCO selection has taken place.

IGA Pricing per SF	Under 250 k SF	250 - 500 k SF	501 k + SF
	\$0.20	\$0.18	\$0.15

Project Cost and Pricing Elements

Once the Agency has selected an ESCO, estimated project costs and pricing elements will be negotiated and become part of the final IGA contract. The pricing table format to be used is provided in Attachment C, AEPC Investment Grade Audit and Project Development Contract.

For the purposes of the IGA contract, ESCO may provide estimated cost percentage ranges for each of the elements. Once the IGA is completed and final scope is developed, ESCO will provide true costs for which each category must fall within the proposed percentage range. ESCOs agree to use the cost and pricing values when developing a final IGA and Project Proposal.

Attachment A: Technical Facility Profile

Instructions to Agency: Complete a profile of the proposed project using the facility profile outline below. Use as many pages as required.

1. GENERAL FACILITY DATA

Name of Campus:
Address of Building:
Building Engineer:
Phone:

2. OPERATING DATA

General description of building use, hours of operation, etc.

3. PHYSICAL DATA

<u>Building Name</u>	<u>Building Age/Renovations</u>	<u>Building Type</u>	<u>Gross Square Feet</u>
----------------------	---------------------------------	----------------------	--------------------------

4. ENERGY SYSTEMS DATA

General description of each buildings' energy systems: Boilers, chillers, HVAC, temp controls, BAS/EMS, etc.

5. PLANNED UPGRADES AND CHANGES

General description of planned future renovations and expansions.

6. CAPITAL BUDGETS

General description of capital budgets, grants, utility rebates or other funding sources planned to supplement this project.

7. SUSTAINABILITY OR GREEN GOVERNMENT GOALS

General description of needs and goals for sustainability plans, environmental goals or reporting requirements.

8. ENERGY AND WATER CONSUMPTION DATA

For each meter, indicate the utility company, rate and area served. Include tables showing a minimum of 12 months (preferably three years) for each meter:

Electricity: Consumption (kWh), Demand (kW) and Cost

Natural Gas or Propane: Consumption (Therms, CCF or Gallons) and Cost

Water: Consumption (Gallows) and Cost

9. OTHER SPECIAL CIRCUMSTANCES

General description of any special circumstances that have a significant impact on the project, e.g. project timeline, special coordination or financing needs.