

## Request for Qualification and Experience (RFQ)

### RFQ for Commercial and Industrial Energy Audit Program

***Responses accepted on an ongoing basis beginning April 1, 2010***

SAIC, as the Implementation Contractor for FirstEnergy's commercial and industrial sector (C/I) energy efficiency programs implemented in response to Act 129, requests qualification submittals from companies or individuals interested in providing energy analysis and technical assessments of energy-saving projects (Energy Audits) for non-residential electric retail customers of Metropolitan Edison Company (Met Ed), Pennsylvania Electric Company (Penelec), and Pennsylvania Power Company (Penn Power) (together FirstEnergy) in the commercial, industrial, government, and institutional sectors.

This solicitation seeks to identify experienced companies or individuals who are qualified and interested in providing Energy Audits to FirstEnergy's commercial, industrial, governmental, and institutional customers interested in obtaining these services. Respondents to this RFQ should complete the fields in Appendix A and attach up to three (3) pages of qualifications in addition to returning a signed copy of this RFQ Form.

Auditors and technical assessment providers (ATAPs) that may apply for this RFQ include, but are not limited to, individuals or companies that provide Energy Audit services to non-residential facilities such as schools, hospitals, office buildings, etc. ATAPs may be engineers, architects, energy services providers, contractors, etc.

*This solicitation is not a guarantee of work or an endorsement and successful completion/selection will result only in a listing in the program website.* FirstEnergy's customers may use an ATAP of their choice, regardless of whether the individual or firm performing the Energy Audits on the ATAP list. The ATAPs may enter into direct and independent contracts with FirstEnergy customers. Neither SAIC nor First Energy will solicit or provide direct compensation to the participating ATAP for their services on a FirstEnergy customer's behalf.

Interested parties must be able to provide the following:

- Perform and deliver Energy Audits
- Respond in a timely manner when a service is requested
- Encourage the implementation of energy efficiency measures (EEMs) based upon audit findings via FirstEnergy's incentive programs (currently available and to be announced at [www.energysavepa-business.com](http://www.energysavepa-business.com)), including:
  - Standard Lighting Incentives for Business Program
  - Non-standard Lighting Incentives for Business Program
  - Motors & Drives Incentives for Business Program
  - HVAC Incentives for Business Program

- Custom Incentives for Business Program
- Federal Incentives Program
- Coordinate efforts and report Energy Audit results to the Implementation Contractor
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- Understand and conform to the processes and requirements of FirstEnergy's incentive programs, the Terms and Conditions of which can be found at [energysavepa.com](http://energysavepa.com)
- Respond in a timely fashion to reasonable follow-up questions or requests for information by customers or their EEM contractor.

## Proposal Submission

Responders must submit qualifications via electronic copy (Word or PDF). Proposals must be submitted to: [energysavePA@saic.com](mailto:energysavePA@saic.com)

Please include 'Response to CI Audit RFQ' in email subject line.

SAIC reserves the right to reject any and all responses received as a result of this request.

Any comments or questions regarding this solicitation must be made to: [energysavePA@saic.com](mailto:energysavePA@saic.com)

SAIC and FirstEnergy are not responsible for any expenses which any responder may incur in the preparation and submittal of information requested by this RFQ.

## Purpose

Through this RFQ, SAIC seeks companies or individuals to participate in a *listing* of ATAPs to serve non-residential electric retail customers of Metropolitan Edison Company (Met Ed), Pennsylvania Electric Company (Penelec), and Pennsylvania Power Company (Penn Power) in the commercial, industrial, government, and institutional sectors. The goals of Energy Audits are to identify energy savings opportunities in these customers' facilities, to make customers aware of incentive programs offered by the FirstEnergy Companies in Pennsylvania, and to facilitate customers' participation in these incentive programs as appropriate. These incentive programs may be used to offset costs of implementing the savings opportunities identified through the audits and technical assessments.

The ATAP List will be available on the commercial and industrial programs website at [www.energysavePA.com](http://www.energysavePA.com). ATAPs that are included in the ATAP list are also encouraged to inform other potential customers of theirs about this posting of the ATAP list and about the other incentive programs available to FirstEnergy customers in Pennsylvania.

The ATAPs may enter into direct and independent contracts with FirstEnergy customers. Neither SAIC nor FirstEnergy will solicit or provide direct compensation to the participating ATAP for their services on a FirstEnergy customer's behalf.

Respondents should be qualified and experienced in providing ASHRAE Level 1 – Walk-Through Audit<sup>1</sup> or equivalent level of technical services to submit documentation appropriate for a Custom Incentives for Business program application (if applicable) as defined in the Report Requirements section below.

Customers interested in other FirstEnergy incentive programs may request the participating ATAP to assist them in completing the program applications based on audit results. Thus it is recommended that this task be clearly defined in the ATAP's scope of work to customers requesting their services

An onsite walk through or limited site assessment must be made to determine existing conditions. It is recommended that digital photographs be taken to record existing conditions.

The county, local and municipal government customers (including schools) may be eligible for an audit incentive up to \$2,000. Eligible customers must submit the County and Local Government Audit Program-Request Form (release date TBD) to [energysavePA@saic.com](mailto:energysavePA@saic.com) .

The ATAPs are also encouraged to structure reports and findings as warranted to support customer participation in other federal, state, regional or local programs, such as the US EPA's Energy Star Benchmarking tool.

Based on agreement between the customer and the ATAP, the ATAP may deploy appropriate levels of metering or monitoring to evaluate operating parameters.

## Report Requirements

The final Energy Audit report delivered to the customer and SAIC shall include:

- Executive summary with project summary chart
- One year's energy data (electric, fuel)
- List of major energy end uses
- Itemized list of recommended EEMs that will capture cost-effective energy and demand savings
- Detailed energy analysis including all technical assumptions, capital and installation cost estimates, annual energy and demand savings estimates, and simple payback calculation
- Description of EEM existing and proposed conditions and energy use
- Recommendations for next steps for participation in other FirstEnergy's energy efficiency programs. Program information is available at: <http://www.energysavepa-business.com/>

## Qualification Submittals

Any materials submitted in response to this RFQ may be shared by SAIC with FirstEnergy customers upon request at any time and will not be considered confidential.

Participating ATAPs should complete the RFQ Response Form found in Appendix A of this RFQ (separate spreadsheet file). In addition to the contact information, Basic Information, Experience and Skill Sets,

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<sup>1</sup> ASHRAE Procedures for Commercial Building Energy Audits, 2004

and Geographical Information, please include a brief synopsis of experience in providing Energy Analysis (not to exceed 3 pages). Relevant qualifications may include:

- Company-wide experience
- Experience and capability in FirstEnergy utility territories
- Technical approach
- Experience with energy efficiency assessment projects
- Proficiency at modeling building operation and energy consumption.
- Experience with evaluating EEMs and sustainability benchmarks (LEED, etc.)

### Other Terms and Conditions

By submitting responses to this RFQ and agreeing to be listed as an ATAP, the ATAP also agrees as follows:

1. ATAP shall protect, indemnify, and hold harmless the Companies' and their agents, contractors, employees, officers and directors from and against all liabilities, losses, claims of death or injury or other damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney's fees and expenses) incurred by or assessed against the Companies or their agents, contractors, employees, officers and directors arising out of or relating to ATAP's participation hereunder.
2. ATAP agrees that the Company and its agents do not endorse any or any particular ATAP
3. Program availability, program terms and eligibility and the ATAP listing may change without notice at the sole discretion of the Companies.
4. Submission hereunder does not give rise to any obligation by the Companies and their agents and ATAP acts only as an independent contractor and only on behalf of its customers and not on behalf of the Companies or SAIC.

### ACKNOWLEDGEMENT

I read, understand and am in compliance with all of the foregoing terms concerning this RFQ. I certify that all information provided is correct to the best of my knowledge, and I give SAIC and FirstEnergy permission to share my records with program auditors and regulators. Additionally, I will allow reasonable access to records to verify the performance of the Energy Audits in general and in particular those that are eligible for incentives under the Programs and to provide a copy of the Energy Audits performed to SAIC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

By signing, I certify that I have read, understood and agree to be legally bound to the terms and conditions set forth above.