

**Philadelphia Quadplex plus Health Facilities GESA**  
*Request for Professional Services of Owner's Representative*

**Background:** On October 30, 2023, the Philadelphia Energy Authority (PEA) and the City of Philadelphia issued a Request for Proposal for a guaranteed energy savings project for the following fourteen City-owned buildings:

- Juanita Kidd Stout Center for Criminal Justice, 1301 Filbert St.,
- Municipal Services Building, 1401 JFK Blvd.,
- One Parkway Building, 1515 Arch St.,
- Philadelphia City Hall, 1400 JFK Blvd.,
- Health Center #3, 555 S. 43rd St.,
- Health Center #4, 4400 Haverford Ave.,
- Health Center #5, 1900 N 20th St.,
- Health Center #6, 301 W. Girard Ave.,
- Mattie L. Humphrey Health Center (Health Center #9), 131 E. Cheltenham Ave.,
- Health Center #10, 2230 Cottman Ave.,
- Strawberry Mansion Health Center, 2840 West Dauphin St.,
- Our Brothers' Place, 907 Hamilton St.,
- Stenton Family Manor, 1300 E. Tulpehocken St., and
- Woodstock Family Center, 1981 N. Woodstock St., Philadelphia.

The RFP seeks qualified Proposers, including Energy Services Companies (ESCOs), to perform under an energy performance contract between PEA and Selected Proposer(s) under the Pennsylvania Guaranteed Energy Savings Act (GESAs).

The RFP requests proposals for these facilities that will comprehensively reduce energy costs and meet other goals, as outlined in the RFP (link below). The proposals must guarantee savings that exceed that cost of the project including financing costs. It is expected that up to two Proposers (i.e., one or two) will be selected to perform the work.

**Scope of Work:**

The Philadelphia Energy Authority and the City of Philadelphia are seeking a company to provide energy performance engineering (EPE) services and act as an owner's representative for our GESAs project. This entails the following:

- Assist in the selection of winning Proposers by evaluating proposals and preparing written analysis and comparisons.
- Support contracting with winning Proposers by reviewing contract exhibits and providing guidance during negotiations to ensure favorable outcomes for the City.
- Supervise the preparation of a detailed Investment Grade Audit (IGA) and the development of site-specific work that will produce the largest and most dependable energy savings and meet other project objectives.
- Review preliminary designs and assist in the evaluation and selection of Energy Conservation Measures (ECMs).
- Supervise and review final design deliverables, construction plans and specifications, and ensure they reflect the scope of work identified in the IGA.

- Track construction progress, resolve issues that arise, identify punch list items and verify overall completion. Monitor project budget and timelines and identify potential risks. Assist in the review and approval of change orders. Monitor all system commissioning.
- Review payment invoices and requisition requests.
- Ensure all guarantees, rebates, training, equipment manuals, and other contractual requirements are provided and documented.
- Confirm that the M&V plan and procedures will ensure the guaranteed energy savings are realized.
- If the guaranteed energy savings are not realized, assist the City in recovering the shortfall.
- May provide monitoring and support in ensuring compliance with ongoing operations and maintenance requirements as appropriate.
- Attendance on regular and ad-hoc meetings at various stages of the project.

**Project Timeline:**

Activity	Date
Final Selection of Proposer(s)	April 2024
Project approval and contract signing	Summer 2024
Investment Grade Audit (IGA) Completed	Winter 2025
Financing Secured	Spring 2025, following IGA completion
Notice to Proceed Issued	Spring 2025, following securing of financing
Construction (may vary across project sites)	Spring 2025 to Summer 2027
Measurement & Verification	Ongoing, for at least 36 months post-construction

**Proposal Requirements:**

**1. Relevant Work Experience**

Provide details on previous projects that demonstrate ability to successfully fulfill the scope of work as detailed above and support PEA and the City as an owner’s representative for the Quadplex plus Health Facilities GESA project(s). At minimum, please provide the following for three reference projects:

- a brief project summary
- project size
- completion date
- a sample of work provided that illustrates how you supported the owner’s decisions making process e.g., in selecting an ESCO, choosing between Energy Conservation Measures (ECMs), etc.

- references and contact information

## **2. Staff Qualifications & Capacity**

Please define key personnel and the overall management structure for the project. Provide bios for key personnel, demonstrating their qualifications, certifications and related work experience. Additionally, provide a brief description of your team's ability to handle varying workloads during different project phases, including backup capacity if/as needed.

## **3. Pricing for Services**

Please provide hourly rates for each staff level that may provide services and annual escalation rates, if any. If multiple staff levels are represented, please outline the responsibilities within the listed scope of work each staff level would provide services toward.

Alternative pricing proposals are welcomed, including fees based on a percentage of total construction cost of the Energy Performance/GESA Contract.

***Proposal due date: emailed to [gesa@phila.gov](mailto:gesa@phila.gov) by March 8, 2024***

### **Relevant Documents:**

- [Philadelphia Quadplex plus Health Facilities GESA Request for Proposal](#)
- [Technical Building Profiles for Quadplex Buildings and Health Centers](#)
- [Proposal Scopes and Previous Energy Related Studies](#)
- [Full RFP posting](#) (including documents linked above)