

Attachment A

Proposer Services & Technical Submittal Requirements

1. Project Summary

Summarize the scope of services (i.e., design, financial, operations, maintenance, training, etc.) offered by your firm for this project, including the added value for the City and PEA of your firm's services.

2. Proposer Characteristics and Project Approach

2.1. Proposer Team Profile

In this section, the Proposer will enter the following information for the Proposer Team and for all proposed sub-contractors:

- Company Name
- Parent Company Name
- Federal EIN
- Year Company Established
- Company Location (City, State)
- Primary Contact Name
- Primary Contact Title
- Primary Contact Email
- Primary Contact Cell #
- Years of Employment with Current Company
- Years of Relevant Industry Experience
- Relevant Reference Projects (project names only)

2.2. Organization Chart

In this section the Proposer will cut and paste a legible image of their Team Organizational Chart. The Organizational Chart should represent all the key Proposer Team members including all subcontractor partners.

2.3. Proposer Team Resumes

It is requested that the Proposer provide a single pdf document with all key Proposer Team Member resumes. Resumes should include relevant experience, qualifications and educational background demonstrating, with narrative and references, that team members and personnel have satisfactorily performed similar work in the past.

2.4. Safety Report

Submit a record of your firm's relevant experience related to safety during construction and operations.

2.5. Annual Report

Submit a copy of your firm's most recent annual report.

2.6. Project History and Client References

Provide at least 3 (three) and no more than 10 (ten) energy performance contracting projects (client

references) in repayment by and currently under contract with your firm. Each project must have at least one (1) year of documented savings performance data.

Each client reference shall include the following information:

- Project Name
- Project Location
- Project Summary (200-word limit)
- Types of Facility(s) and Use; Number of Buildings, Total Square Footage
- Number and Types of ECMs
- Project Dollar Amount (installed project costs)
- Dollar Value of Projected and Guaranteed Annual Energy Savings and Operational Savings (if applicable)
- Construction Start and End Dates
- Proposer Project Lead Name and Title
- Other Proposer Team Members and Titles (limit to those planned to support the City project)
- Client Reference – Name
- Client Reference – Title
- Client Reference – Email
- Client Reference – Phone

2.7. Subcontractor Qualifications

Provide background information for each of the identified subcontractors who will be involved on this project. Information should include the following:

- Firm's Name
- Type of Firm (Specialty)
- Location
- Firm History on energy-related or performance-based projects, including contract dollar amounts
- Resumes of the principal individuals who will be directly involved in this project
- Firm's previous history working with the Proposer (if applicable)
- Company Prospectus including a balance sheet and cash flow statement not more than a year old.

2.8. Project Work Plan and Milestones

Describe your proposed management plan for accomplishing the work, including development of full project scope, ECM selection, and construction management. Provide a project work plan to include all tasks and activities along with a sample timeline of milestones necessary to implement all phases of the project. The work plan and milestones should align with the timeline provided in Attachment A-1.

2.9. Training Provisions

Describe your firm's proposed approach to providing technical training for facility personnel. Indicate the proposed number of personnel to be trained and the type and frequency of training to be provided for the duration of the contract. Indicate how your firm will address any turnover of key facility personnel as it relates to project performance.

3. Financial and Business Experience Summary

3.1. Financial Capacity

In this section the Proposer will respond to specific questions intended to determine the financial capacity to manage all elements of the required work.

This will be evaluated based on requests for audited financials, credit rating and outstanding claims. The Proposer must be able to meet the terms of the Pennsylvania Guaranteed Energy Savings Act (GESA) to mitigate risk on the project performance through performance bonds, parent guarantees, or other means.

- Provide a narrative that demonstrates the financial capacity to manage all elements of the required work. Please submit separately a copy of the company's (or parent company/guarantor) audited financials for the last two (2) years.
- Disclose your credit rating and the providing agency #1
- Disclose your credit rating and the providing agency #2
- Disclose your credit rating and the providing agency #3
- Disclose any work for another entity which may impair the ability to perform the scope and responsibilities under this RFP.
- Disclose any outstanding claims or other matters which may impair the ability to perform, whether financial or otherwise.

3.2. Approach to Economic Opportunity Plan and Workforce Development Plan

The City of Philadelphia's institutional goals for economic opportunity are outlined in Section 4.3.6 of the RFP and in Attachments F and F-1.

In addition to the required forms outlined in Section 4.3.6, provide background information on prior experience and general approach performed under similar economic opportunity programs and provide a narrative with information and a plan to ensure that the Project goals will be met in the construction of the project.

Supplemental to the EOP, your firm must also provide a narrative with information on how it plans to approach this Project to maximize economic opportunity for Minority, Woman and Disabled Owned Business Enterprises and in its employment of an appropriately diverse workforce. The Workforce Development Plan will describe plans for maximizing local employment through training, strategic collaboration, and business opportunities.

3.3. Approach to Rebate and Incentive Management

Describe your firm's approach to ensuring that all eligible rebates and incentives — including but not limited to Renewable Thermal Credits (RECs), Renewable Identification Numbers (RINs); PECO and PJM rebates; and relevant federal tax incentives, grants, and deductions — for the proposed project are claimed and how they factor into project financials. Specify how your firm will confirm eligibility of ECMs for PECO and PJM above rebates and all other incentives prior to construction and management of rebate and incentive submittals through construction.

3.4. Disclosure of Conflicts, Claims or other Matters

Disclose any work for another entity which may impair the ability to perform the scope and responsibilities under this RFP. Disclose any outstanding claims or other matters which may impair the ability to perform, whether financial or otherwise.

3.5. Project Guarantees

Describe your firm's ability to meet the terms of the Pennsylvania Guaranteed Energy Savings Act (GESA) and mitigate risk on the project performance through performance bonds, parent guarantees, or other means. At a minimum, GESA requires that a written guarantee be provided that project savings will meet or exceed the cost of energy conservation measures and that Proposers provide a sufficient bond for performance. Guarantees that are above the minimum requirement during the performance of the project provide additional value for the Procurement Team.

3.6. Options for Project Financing

Describe your firm's ability to provide or arrange financing for this project. Describe the structure of the financing arrangement including projected interest rate, financing term, repayment schedule, equipment ownership, security interest required, the responsibilities/liabilities of each party, and any special terms and conditions that may be associated with the financing of this project. Describe how construction could be financed. Include your firm's bonding references including company name, address, contact person, telephone number and information on your firm's maximum bonding capability. Note that the Procurement Team is exploring a variety of funding options and this project financing may not be used.

4. Technical Site Assessment

4.1. Energy Baseline Calculation Methodology, Procedure for Calculating Energy and Cost Savings, and Measurement and Verification Plan

Describe the methods used to compute baseline energy use and greenhouse gas emissions. Describe any computerized modeling programs used by your firm to establish baseline consumption and emissions. Please summarize procedures, formulas and methodologies including any special metering or equipment your firm will use to measure and calculate energy savings and greenhouse gas reduction for this project. Describe the methods used to adjust the guaranteed level of savings from any material changes that occur due to such factors as weather, occupancy, facility use changes, etc.

Provide a project-specific Measurement and Verification Plan. Indicate any operational cost savings opportunities and how such savings are to be identified, documented and measured. Describe your firm's proposed approach to treatment of savings achieved during construction and how those savings will be documented and verified

4.2. Project Commissioning

Provide a proposed project-specific Commissioning Plan.

4.3. Equipment Maintenance Plan

Submit a proposed project-specific Maintenance Plan. Include a description of any major changes in operations or maintenance for this project that your company anticipates. Include a description of the types of maintenance services projected for this project. Address how you would approach the role of City personnel in performing maintenance on the new and existing equipment. Discuss the relationship of maintenance services to the savings guarantee, any required duration of the maintenance agreement and what impact termination of maintenance prior to the end of the contract term would have on the guarantee.

4.4. Proposer's Preliminary Technical Audit Report

This preliminary audit is to be conducted by your firm on the project sites identified in Attachment D. At a minimum, the following information is required:

- Site Assessment
- Based upon your preliminary technical energy audit of the Northeast Water Pollution Control Plant (NE WPCP) and Southwest Water Pollution Control Plant (SW WPCP) undertaken as part of this RFP response and available information included in attachments to this RFP, describe your findings on the site conditions, status of building systems, current operating procedures and potential cost effective energy improvement opportunities
- Description of preliminary ECMs
 - This description should align with ECMs listed in Attachment D, or meet the conditions of a Proposed Innovative Alternative Concept, as defined in Section 2.4 of the RFP
 - Identify the Site and describe the equipment or building components to be replaced or modified and the proposed technology to be installed to achieve energy, water or wastewater savings
 - Include the make and model of any major equipment planned for installation, including controls
- Construction Cost
- Estimated installed capital cost (As identified in Attachment A-1)
- Expected Useful Life
- Detailed energy and operational cost savings calculations
- Include both the unit saved and dollar cost savings (consistent with Attachment A-1)
- Simple Payback in years based on construction cost and annual savings
- Technical data and assumptions used in this analysis
- Methods to develop baseline consumption and greenhouse gas emissions
- Methods to calculate & document operational cost savings
- M&V Option. Describe the measurement and verification option under the International Performance Measurement & Verification Protocol (A, B, C, or D) that the Proposer recommends and give the details of the approach for option C or D. Provide Proposer's annual fee for conducting measurement and verification for the ECMs