



Request for Qualifications (RFQ) for Pre-Qualified Technical Energy Service Providers

1. Introduction

Reinvestment Fund, a nationally recognized Community Development Financial Institution (CDFI), is seeking to expand its pool of pre-qualified **Technical Energy Service Providers (TESPs)** to support its growing clean energy and energy efficiency lending portfolio. Through this RFQ, Reinvestment Fund aims to pre-qualify firms to provide comprehensive energy services across multiple areas, such as energy audits, design, technical assessments, and verification, with a focus on energy efficiency, renewable energy integration, and achieving Net Zero Emissions Building status. Selected providers will enter into **Master Service Agreements** with Reinvestment Fund, qualifying them for future projects assessments.

2. Scope of Work

The selected providers will be required to deliver a wide range of energy services. Below are indicative requirements and deliverables:

2.1. Energy Audits and Assessments

- Conduct **ASHRAE Level I, II, and III energy audits** in line with established industry standards, covering the identification of energy savings opportunities, equipment condition, operational efficiency, and GHG emission reduction potential.
- Utilize **U.S. Department of Energy's (DOE) Zero Emissions Building standards** to guide assessments.
- Prepare detailed audit reports, quantifying energy savings in kWh, BTU, therms, etc., and provide economic analysis (payback periods, IRR, energy cost savings).

2.2. Net Zero Emissions Building and Zero Over Time Plans

- Develop plans for **Net Zero Emissions Buildings** that align with DOE's National Definition of Zero Emissions Building, ensuring that all energy usage is covered by clean energy sources, on-site emissions are eliminated, and energy efficiency standards are met.
- Provide **Zero Over Time (ZOT)** plans to help buildings transition to zero emissions over a predetermined timeline, incorporating renewable energy, storage solutions, and sustainable design.
- Conduct feasibility studies and financial modeling for integrating solar PV, energy storage, and electrification solutions into building systems.

2.3. Energy Modeling and Simulation

- Perform **energy modeling and simulation** using approved tools (e.g., eQUEST, EnergyPlus, Trace, HAP) to predict energy usage pre- and post-retrofit.
- Ensure compliance with **ANSI/ASHRAE/IES Standard 100** and **ANSI/ASHRAE Standard 228** for energy-efficient building performance.

2.4. Verification of Energy Savings (M&V)

- Conduct **Measurement and Verification (M&V)** in accordance with the **International Performance Measurement and Verification Protocol (IPMVP)** to confirm actual energy savings.

- Utilize tools like **ENERGY STAR's Portfolio Manager** for benchmarking, and provide post-project verification reports detailing realized savings and emissions reductions.

2.5. Retrofit Design and Engineering Services

- Provide engineering design services for implementing **Energy Conservation Measures (ECMs)** such as HVAC upgrades, lighting systems, water heating improvements, and renewable energy installations.
- Create comprehensive project design documents that comply with local and national building codes, including GHG reduction and energy efficiency targets.

2.6. Benchmarking and Monitoring

- Benchmark energy performance using **EPA's ENERGY STAR Portfolio Manager**, providing clients with a performance score and opportunities for certification
- Set up energy monitoring systems for continuous tracking of energy consumption post-project implementation.

2.7. Compliance and Reporting

- Ensure compliance with Reinvestment Fund's reporting requirements for federal programs such as Opportunity Finance Network's Clean Communities Investment Accelerator (CCIA) under the Greenhouse Gas Reduction Fund and other applicable national programs and policies.
- Provide detailed reporting on project energy savings, including tenant energy usage data where applicable.
- Provider shall comply with monitoring and reporting requirements, including periodic progress updates and post-implementation performance evaluations.
- Provider must adhere to all Equal Employment Opportunity laws and certify compliance with anti-discrimination policies in hiring and employment practices.
- Provider must disclose any potential conflicts of interest and affirm that no individual with a personal or financial interest in the RFQ has influenced the development of the response.

3. Pre-Qualification Submission Requirements

Respondents must provide the following to be considered for pre-qualification:

3.1. Company Information

- **Company Overview:** Provide a detailed company profile, including years of operation, organizational structure, key personnel, and areas of specialization (e.g., energy audits, net-zero planning).
- **Certifications:** Relevant certifications such as LEED, ASHRAE, or CEM, and evidence of qualifications in energy performance contracting.

3.2. Project Experience & Geographic Service Area Coverage

- Demonstrate a strong ability to provide comprehensive technical energy services in the United States. Submissions should include:
 - A detailed description of the geographic areas (states) currently served.
 - Examples of projects completed within the specified regions that highlight familiarity with regional energy policies, climate considerations, and stakeholder requirements.
 - At least **five (5) case studies** of completed projects, detailing project scope, savings achieved, technologies used, and client references.
 - Demonstrate experience in projects that resulted in energy savings exceeding 35% compared to baseline consumption.

3.3. Technical Expertise

- Detailed descriptions of services offered in energy auditing, renewable energy integration, and compliance with national standards such as **DOE's Zero Emissions Building** criteria.
- Provide examples of energy models and simulations performed for large-scale retrofit projects or new construction.

3.4. Financial and Legal Compliance

- Submit financial statements demonstrating the company's financial stability and provide proof of liability insurance (minimum \$1 million coverage).
- Include any **disclosures of litigation** or ongoing investigations that could impact your ability to complete the work.

4. Evaluation Criteria

Submissions will be evaluated based on the following weighted criteria:

- **Technical Expertise (30%)**: Demonstrated ability to provide high-quality energy assessments, modeling, and engineering services in compliance with DOE's Zero Emissions Building definitions.
- **Project Experience (30%)**: Proven track record of delivering successful projects in energy efficiency, renewable energy, and emissions reductions.
- **Capacity and Resources (20%)**: Financial stability and operational capacity to handle multiple large-scale projects simultaneously.
- **Cost Competitiveness (20%)**: Competitive pricing models and value proposition for the services provided.

5. Proposal Submission and Timeline

All submissions must be received by **January 31, 2025**, and should be emailed to:

Contact: Elizabeth Friend, Director Clean Energy & Sustainable Finance

Email: elizabeth.friend@reinvestment.com

Subject: RFQ Submission – Pre-Qualified Technical Energy Service Providers

Shortlisted candidates will be notified within **30 days** and invited to a second-stage interview or proposal submission for specific projects.

6. Terms and Conditions

- This RFQ does not constitute an offer of contract or guarantee of work.
- Reinvestment Fund reserves the right to modify or withdraw this RFQ at any time.

For any inquiries related to this RFQ, please contact:

Elizabeth Friend, Director Clean Energy & Sustainable Finance

Phone: 215-574-5930

Email: elizabeth.friend@reinvestment.com