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**APPENDIX C: RFP Template**

**Please Note: This document is intended to be a template and should be viewed as a starting point for negotiation and further refinement.**

[FIRM NAME]

[ADDRESS]

[CITY, STATE, ZIP]

[DATE]

[SERVICE PROVIDER]

[ADDRESS]

[CITY, STATE, ZIP]

**RE: REQUEST FOR PROPOSAL – Preliminary Opportunity Assessment**

Dear XXX,

Thank you for taking the time to present your qualifications to [FIRM NAME]. Based on the strength of your response in the preliminary interview, [FIRM NAME] would like to invite [SERVICE PROVIDER] (“Company’) to conduct a Preliminary Opportunity Assessment of the building site[s] (“Sites”) listed in Appendix 1 below. This letter outlines the desired outcomes of the Preliminary Opportunity Assessment and describes the roles and responsibilities of [FIRM NAME] and the SERVICE PROVIDER[s] in developing preliminary pro-forma financial information to build an investment business case and justify Investment Grade Audit contract(s) for building(s) in the portfolio.

Based on the attached Project Background (Appendix 1), the information contained in the attached Property Information Summary (Appendix 2), observations gathered during a technical walkthrough of the facility, and conversations with [FIRM NAME] operations staff, we ask [SERVICE PROVIDER] to provide a Preliminary Opportunity Assessment Report outlining potential Energy Conservation Measures at the selected building[s]. This report will help [FIRM NAME] evaluate the business case for the proposed project and better understand [SERVICE PROVIDER]’s specific approach. Please keep responses as brief as possible, and respond only to the specific requirements set forth in Appendix 4.

Technical walk-throughs of the selected site[s] are scheduled to take place between [DATE 1 and DATE 2]. [FIRM NAME] operations staff will accompany the [SERVICE PROVIDER] representatives on the walk-through to answer site-specific questions. Subsequent interviews to discuss [SERVICE PROVIDER]’s qualifications and the results of the Preliminary Opportunity Assessment will take place between [DATE 1 and DATE 2].

The [SERVICE PROVIDER] representatives present at the interview should include the individuals who will have responsibility for the project’s development and execution and who will be the primary points of contact for [SERVICE PROVIDER]. In order to make the most efficient use of the allotted time, please transmit a copy of the Report and the requested qualifications information as far in advance of the scheduled interview date as possible.

To schedule the technical walk-through and subsequent interview, to submit written responses, or to clarify [FIRM NAME] expectations, please contact:

[CONTACT NAME]

[TITLE]

[ADDRESS]

[EMAIL]

[PHONE]

Assuming that [SERVICE PROVIDER]’s Preliminary Opportunity Assessment Report and presentation is evaluated favorably by [FIRM NAME], [FIRM NAME] would be prepared to discuss an Investment Grade Audit (IGA) to be conducted by your Company as soon as possible following the presentation of the Preliminary Opportunity Assessment. It is our hope and expectation that either the BOMA Energy Performance Contracting (BEPC) Model or the BEPC energy assurance language would be included, negotiated and executed with all deliberate speed after the IGAs are completed and evaluated.

Thank you in advance for your efforts. We look forward to developing and continuing a rewarding relationship with your Company.

Sincerely,

[NAME]

[TITLE]

Appendices to RFP Template

1. Project Background and Objectives

2. Property Information Summary

3. [FIRM NAME]’s Expectations for the Project

4. Preliminary Opportunity Assessment Report Content

**Appendix 1 (to the RFP Template): Project Background and Objectives**

[FIRM NAME] has identified the following objectives for the project:

1. Identify improvement measures that help to contribute to overall operating expense and energy consumption reduction targets.
2. Reduce operating expenses by a minimum \_\_ percent.
3. Reduce energy consumption by a minimum of \_\_ percent.
4. Stabilize utility expense through a variety of utility programs and technologies.
5. Evaluate, develop and document best practice strategies as it relates to energy management, building automation, infrastructure operations and maintenance, and where appropriate, site facilities services.
6. Achieve a goal that a minimum of \_\_ percent of energy requirements be supplied by renewable and alternate energy sources.
7. Assess whether the sites conform to the energy standards set forth in the Leadership in Energy and Environmental Design (LEED) Green Building Rating System and by the US EPA ENERGY STAR Program [add other certification programs as appropriate].
8. Prioritize the improvement measures to create capital investment packages that meet corporate requirements.
9. Evaluate the extent to which performance contracting models and alternate financing structures can be employed to (i) improve the overall opportunity with respect to the improvement measures and (ii) provide a no-capital option associated with the implementation of identified energy conservation measures (ECMs).

**Appendix 2 (to the RFP Template): Property Information Summary**



**Appendix 3 (to the RFP Template): [FIRM NAME]’s Expectations for the Project**

[FIRM NAME] expects to use the BOMA Energy Performance Contracting (BEPC) Model, including the Investment Grade Audit Contract and Performance Contract for this project. [FIRM NAME] expects SERVICE PROVIDER to support the BEPC Best Practices Terms and Conditions and will be using these as one of the criteria for selection. These Terms and Conditions are summarized below.

**Guaranteed Savings**

At the end of the audit process, the SERVICE PROVIDER will provide the owner with a *fixed minimum guaranteed* annual energy savings, measured in kWh or other units of energy consumption and converted to dollars (or other currency) based on a cost per unit of energy at the time the contract is completed (supported with a financial guarantee backed by the service provider, a short term performance assurance and/or guarantee, third-party energy savings insurance, etc.). These savings amounts should also be expressed as a percentage reduction from the baseline. If the savings is not realized, the owner will be made whole for any savings shortfall – over the term of the guarantee.

**Guaranteed Maximum Price (GMP)**

At the end of the audit process, the SERVICE PROVIDER will provide a GMP for the recommended project. The owner and the SERVICE PROVIDER will sign a contract to implement a project with a *known, fixed maximum cost.*

**Transparent Pricing**

SERVICE PROVIDER will be as transparent in pricing the project as the building owner requests. Some examples of transparent pricing methodologies include:

* Total cost and savings by type of measures, with savings broken down by fuel type, and other (non-guaranteed) savings, such as labor and capital savings,
* Total materials costs, labor costs, and margins for the whole project or breakdown of total labor costs, total material costs, labor margin and materials margin by energy conservation measure (ECM),
* Breakdown of total soft costs (including such items as design, project management, profit, etc.) for project, in percentages or fixed amounts.
* Breakdown of final cost for each intervention, as well as total amount of soft costs and SERVICE PROVIDER overhead and profit.
* Additional information to ascertain that competitive bidding requirements have been met.

**Gain Sharing**

Any reduction of final project cost below GMP will be shared between the SERVICE PROVIDER and the owner in a negotiated split.

**Standard M&V Protocol**

SERVICE PROVIDERs will use one of four standards provided in the International Performance Measurement and Verification Protocol (IPMVP) to measure and verify energy savings.

**Appendix 4 (to the RFP Template): Preliminary Opportunity Assessment Report Content**

1. Include a detailed list of all potential ECMs ranked by order of payback and IRR including both estimated investments and cost savings. We ask that your estimates be within [XX] percent range of accuracy. We understand that an Investment Grade Audit would be the next step to verify terms and a final proposal, but we want to have a high degree of confidence in your initial assessment. List ECM opportunities by category such as HVAC, lighting, water, etc.
2. Recommend a combination of ECMs (“Project”) that meets or exceeds [FIRM NAME]’s financial and other requirements. If there are synergies between certain ECMs, please briefly explain what they are. When appropriate, identify base cost, utility cost, maintenance cost and life cycle analysis.
3. Include a description of a short payback project and a longer payback project so that [FIRM NAME] can evaluate the investment choices.
4. Briefly describe performance measurement and verification methodologies (or protocols) used to calculate energy savings potential.
5. Provide suggestions for operating and maintenance improvements along with an estimate of the potential impact on energy savings. Please specify which improvements are required to support recommended material and equipment installations, and which are dependent only on management practices.
6. Discuss possible changes in tenant behavior that could create energy savings.
7. Describe opportunities for retro-commissioning that would benefit the energy profile of this project and recommendation of the best approach to achieve these.
8. Outline your staffing and schedule for your recommendations. Because we understand this will vary depending on what ECMs [FIRM NAME] would implement, please describe a typical scenario for this response.
9. Describe how [SERVICE PROVIDER] would structure a performance guarantee.
10. List the major business issues to be agreed upon, along with the major technical and contractual terms to help [FIRM NAME] determine if it wishes to pursue energy savings with, or without, performance guarantees.
11. Confirm that your firm can approach this project on a vendor neutral basis.
12. Provide suggestions for how these ECMs can be financed.
13. (Optional) Outline those areas where this project could earn LEED EBOM points.
14. (Optional) Analyze the potential ENERGY STAR rating compared to current rating.
15. (Optional) Outline recommendations for potential onsite renewable energy strategies that would be practical for this project.