



Energy Auditor

REQUEST FOR QUALIFICATIONS

Issued by:

Wyoming Energy Authority
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Cheyenne, WY 82001
PHONE: (307) 635-3573
wyoenergy.org

Issue date: December 28, 2021

Closing date: January 31, 2022

Additional copies of this solicitation are available from
the Wyoming Energy Authority website at
<https://www.wyoenergy.org/news/>

This program is subject to the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. Ann. §§ 27-9-101 - 106), the Americans with Disabilities Act, 42 U.S.C. § 12101 - 12213, and the Age Discrimination Act of 1975, 42 U.S.C. § 6101 - 6107, and any rules or regulations promulgated under these state and federal anti-discrimination statutes. Funding recipients shall not discriminate against any individual on the grounds of age, sex, sexual orientation, creed, color, race, religion, national origin, ancestry, pregnancy, or disability in connection with funding under this Request for Proposals.

REQUEST FOR QUALIFICATIONS
ENERGY AUDITOR

1. INTRODUCTION

The mission of the Wyoming Energy Authority (WEA) is to advance Wyoming's energy strategy by driving data, technology, and infrastructure investments. The WEA is issuing a request for qualifications (RFQ) from service providers, consultants, qualified individuals, and other interested entities who can perform investment grade energy audits for K-12 Schools and Local Governments participating in WEA grant programs.

2. SPECIFICATIONS AND SCOPE OF WORK

A. Purpose

The purpose of this solicitation is to secure services from qualified organizations or individuals that can perform investment grade energy audits for participants in the WEA's K-12 Schools and Local Government grants. The number of energy audits to be completed depend on the budget and grant interest for each program year. In the past, the amount has ranged from 15 to 30 energy audits in a program year.

B. Scope of Work

The required services include:

1. Project Assessment
 - a. Conducting pre-project meetings with the WEA and partner agencies.
 - b. Performing pre-project review of each proposed project. This review may include inspecting the facility, examining historical energy usage records, interviewing and meeting with building owners and property managers.
2. Program and Project Consulting
 - a. Developing, coordinating, facilitating and conducting ongoing outreach activities with participants of the WEA grant programs.
 - b. Participating in the investment grade audit and project development process to assure requirements are met.
 - c. Reviewing investment grade audits and project proposals to assure that the proposed work is technically and financially appropriate, including, but not limited to: reviewing proposed energy efficiency measures, baseline methodology, and measurement and verification strategies; reviewing energy and cost calculations for reasonableness; reviewing proposed equipment for appropriateness; reviewing financial analyses; and reviewing audits, proposals, etc. to ensure compliance with the contractual, technical and financial requirements of the grant programs.
 - d. Monitoring project construction and operation for compliance with the Contract and program requirements including attendance at project meetings as required. This monitoring will not include day-to-day project management.
 - e. Completing ASHRAE Level II energy audits, or equivalent investment grade audits. Preparing and delivering an energy audit and project assessment summary to the Wyoming Energy Authority. This summary will include conclusions regarding feasibility of the proposed project.
 - f. Reviewing measurement and verification reports for documentation of savings and compliance with contract requirements.
3. Program Development
 - a. Promote and implement WEA grant programs with appropriate agencies.
 - b. Assist in the implementation of any program changes.
 - c. Evaluate program implementation.
 - d. Assist in developing recommendations based on program implementation.

3. PROJECT PERIOD

The project period will be for twelve months with an anticipated start date of April 2022. It is anticipated that the bulk of the energy audit work will be concentrated over three months, from June through August. The contract will have the option for annual renewals.

4. APPLICANT ELIGIBILITY

Participation in this program is open to companies, organizations, and individuals that can undertake such an engagement.

5. 5. RFQ Q&A (QUESTIONS AND ANSWERS)

If you have questions regarding this solicitation or if you need more information, please email: Kaeci Daniels, SEP Program Coordinator, at kaeci.daniels2@wyo.gov with “Energy Auditor RFQ Query” in the subject line.

6. SCREENING AND EVALUATION PROCESS

A. Screening

The Wyoming Energy Authority will screen all submissions prior to official review to ensure completeness and compliance with the requirements of this solicitation. Those submissions that do not comply, or are otherwise deemed to be non-responsive, will be returned to the Applicant with an explanation of the submission’s deficiencies. All accepted submissions will be reviewed by the agency. Applicants may be contacted directly if the WEA requires clarification or more information.

B. Evaluation Criteria

Submissions will be evaluated according to the criteria described below:

- Applicant’s qualifications, experience, demonstrated capabilities, understanding of requirements, and references.
- The suitability of the proposal to fulfill the requirements. Proposals that show the ability to complete a subset of the expected energy audits may be considered, with the understanding that the submitter will need to work cooperatively with other WEA-contracted companies or individuals to complete the total expected energy audits in a timely manner.
- Flexibility and willingness to accommodate the various deadlines and requirements from various project demands.
- Ability to complete the required energy audits within three months, between June and August of the program year.
- Cost for services including any other related fees.
- Responsiveness – The degree to which the applicant has responded to the purpose and scope of the specifications, the flexibility to meet the agency’s needs, conformance in all material respects to this request for qualifications, etc.
- Responsibility – The applicant has the capability to perform fully the contract requirements, and the moral and business integrity and reliability which will assure good faith performance as required.
- Compliance - Compliance with all state and federal entities that govern business operations; including, but not limited to, maintaining sufficient general liability insurance, possessing good standing with the respective Secretary of State, and having no indictments or convictions resulting in suspension and debarment for federal funding.

The Wyoming Energy Authority will rank the submissions according to the guidelines. The Wyoming Energy Authority reserves the right, without limitation or qualification, to consider any other criteria or factors that the agency deems relevant to provide the best services. **NOTE: Decisions of the Wyoming Energy Authority are final and are not subject to appeal.**

C. Applicant Notification

All Applicants will be notified by email regarding the outcome of the evaluation process and final project selections by the dates indicated in Section 7 “Dates.”

7. DATES

All dates and times are Mountain Time and are subject to change at the sole discretion of the Wyoming Energy Authority. Proposals received after the time and date specified will not be considered.

Issue Date: December 28, 2021

Closing Date: 5:00 p.m. January 31, 2022

Final Project Selection: No later than February 28, 2022

8. RIGHTS AND DISCLAIMERS

The Wyoming Energy Authority reserves the right, without limitation or qualification and at its sole discretion, to extend or terminate this solicitation process at any time. The Wyoming Energy Authority reserves the right, without limitation or qualification, to reject any submission at any part of this solicitation process. All decisions made by the Wyoming Energy Authority are not subject to appeal.

9. SUBMITTAL INFORMATION

All costs incurred in the preparation and presentations of the submission, are the applicant’s sole responsibility. All documentation submitted with the submission will become the property of the Wyoming Energy Authority.

Submission method: Upload submissions via email to kaeci.daniels2@wyo.gov. The subject line of the email should read “Energy Auditor RFQ Proposal - [Company Name]”. A confirmation email acknowledging receipt of the proposal will be sent within the next business day of submission. The submission time and date will be based on the timestamp of the proposal submission email.

Confidentiality: The proposer shall clearly identify all information that is considered confidential (Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205). Identify each confidential page with “CONFIDENTIAL” in capital, bold letters centered at the bottom of each page, and preface each line that is confidential with an asterisk (*). Information not clearly marked may be considered public. Proposal information is restricted and not publicly available until after award.

Submissions must include:

- Signature Page, signed by the proper official
- Description of organization and statement of qualifications - this statement must also include:
 - Company profile to include specific experience (background, qualifications, etc.)
 - Any associated organizations that would be involved in providing services

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- Resumes of key personnel
- One or more examples of energy audits that demonstrate the applicant's ability to perform the requested work.
- Two to five references from past consulting work.
- Total cost estimate to complete the Scope of Work. Cost breakdown of all materials and services for the project period; including staff name, respective hourly rate, and estimated working hours.
- A proposed project timeline showing the project deliverables such as the kick-off meeting, stakeholder meetings, anticipated site visit dates, and date to deliver final energy audit reports.
- Commitment that demonstrates flexibility and willingness to accommodate the varying demands and timelines that arise from complex projects.

SIGNATURE PAGE

The undersigned agrees to provide a statement of qualifications to provide a geothermal resource and technology assessment by location.

By submission, the proposer certifies:

- Prices in this submission have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be by the submitter to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The person signing this submission certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this solicitation.
- Applicant will comply with all Federal regulations, policies, guidelines and requirements, as applicable.
- Prices in this proposal have not been knowingly disclosed by the submitter and will not be prior to award to any other submitter.
- Direct purchases of material by the State of Wyoming are exempt from Wyoming Sales or Use Tax. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Terms: Net 45; (Wyoming Statute § 16-6-602)
- The undersigned certifies and agrees that this request for qualifications is submitted in accordance with all applicable Wyoming laws.
- By signing below, the submitter certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency in accordance with 2 CFR Part 180.

↑ Fill in completely ↓

(COMPANY NAME OF APPLICANT)

(PO BOX / STREET ADDRESS)

(TELEPHONE NUMBER)

(CITY, STATE, AND ZIP CODE)

(OFFICIAL REPRESENTATIVE NAME)

(AUTHORIZED SIGNATURE) required

(E-MAIL ADDRESS)

(DATE)

Verification

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as applicant, that I have personally examined and am familiar with the information submitted in this disclosure and any attachments, and that the information is true, accurate, and complete.