

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: May 3, 2017

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RFP No. 014-2017 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Monday, June 5, 2017 @ 4:00 o'clock p.m.** Atlantic Standard Time.

SCOPE OF SERVICES: See Attached

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firm/s or individual/s so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of principals of the firm or individual; (ii) the extent to which the firm or individual specializes in or has performed services of similar scope to the hereunder; (iii) familiarity with the location(s) in which services will be performed; (iv) quality of performance on other similar projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, their competence and qualification, and shall continue until an agreement is reached.

Lloyd T. Bough, Jr.
Commissioner Nominee
Department of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

RFP-014-2017 (P) Develop an Energy Benchmarking and Efficiency Pilot Program in the U.S. Virgin Islands

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Services should be directed in writing to **Deputy Commissioner of Procurement Ms. Latisha Blyden** at latisha.blyden@dpp.vi.gov. Requests will be forwarded to Ms. **Josette Walker, Acting Deputy Director, Virgin Islands Energy Office.**

B. STATEMENT OF PURPOSE

RFP-014-2017 (P) Develop an Energy Benchmarking and Efficiency Pilot Program in the U.S. Virgin Islands

C. PROPOSE SCOPE OF SERVICES

See Attached

D. TIMETABLE

1. Last day for requests for written clarification will be **Wednesday, May 17, 2017 @ 4:00 p.m.** Atlantic Standard Time.
2. Proposals will be accepted at the Department of Property & Procurement, no later than **Monday, June 5, 2017 @ 4:00 p. m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit *one (1)* original and *five (5)* copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Monday, June 5, 2017 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.
Commissioner Nominee
Property & Procurement
8201 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:

SEALED PROPOSALS-DO NOT OPEN
RFP-014-2017 (P)
(Name of Bidder)
(Mailing Address of Bidder)
(Telephone Number of Bidder)
(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Department of Property & Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to **Commissioner Nominee of Department of Property and Procurement Lloyd T. Bough, Jr.** GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, email and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for project. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. Cost: The Cost Proposal (*one (1)* original and *four (4)* copy sets) must be submitted in a **separate** sealed envelope.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. Business License within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Bidder must provide public liability insurance within ten (10) business days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) business days after award of contract, the successful bidder must submit a copy of their certificate verifying his firm and agents are covered by Workers' Compensation Insurance.
3. **FAILURE TO PROVIDE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

N. REQUIREMENTS FOR CORPORATION

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE ARE REQUIRED PRIOR TO AWARD OF CONTRACT.

SCOPE OF WORK

Energy Benchmarking & Efficiency Pilot Program

Contractor will develop an Energy Benchmarking and Efficiency Pilot Program to achieve the goals of greater efficiency and better data collection of energy use in buildings in the Virgin Islands.

Mandatory Qualifications: Electrical Engineering or Energy Management firm with 10 years or more of energy efficiency and/or energy management expertise. Prior participation in the Department of Energy's – Better Buildings Alliance portfolio and ENERGY STAR Portfolio Manager expertise. Knowledge of various building types and electrical/plumbing components in residential, commercial and government buildings in subtropical and/or tropical climates with prior experience working with local/Federal Government agencies. Must have DUNS number.

Preference for local U.S. Virgin Islands based Veteran and/or minority-owned businesses.

PHASE 1: CONDUCT ENERGY BENCHMARKING FOR PILOT PROPERTIES

CONTRACTOR will coordinate with VIEO staff to identify a representative select sample of up to ten properties, excluding single-family homes, and no fewer than six, to be included in the Energy Benchmarking and Efficiency Pilot. The properties should include both V.I. hospitals, and can also include hotel, large multifamily dwelling, restaurant, small business, school, and/or buildings owned or leased by the Government of the Virgin Islands. CONTRACTOR will assist VIEO to obtain, review, validate, and upload energy data for these properties into ENERGY STAR Portfolio Manager.

The benchmarking review process will serve several functions important to the operational performance of each individual property:

- Establish an accurate energy performance baseline for each eligible property, and where necessary recalibrate existing data entered into the ENERGY STAR Portfolio Manager.
- Enable the facility management teams and VIEO staff to monitor and track energy performance with Portfolio Manager as an effective environmental performance and cost management tool.

CONTRACTOR will assist to gather, enter and review data in ENERGY STAR Portfolio Manager, specifically:

- Conduct online review of each property's Portfolio Manager account, including energy meter entries, cost data, space use characteristics, and usage trends to identify anomalies or inconsistencies.
- Review a sample amount of utility bills to confirm consumption and cost data.
- Evaluate and/or establish each property's baseline in Portfolio Manager.
- For the hospitals, CONTRACTOR will train VIEO staff and facility/management staff on the use of Portfolio Manager and instruct them on the process to update data monthly. The Portfolio

Manager account can be used to verify projected energy savings projected in a school that has undergone energy retrofits.

CONTRACTOR will complete the energy benchmarking review and calibration within four months of receiving authorization to proceed and the requested information from the property teams.

Upon completion of benchmarking activities, CONTRACTOR will provide VIEO with a written summary of key findings, including potential efficient energy performance as compared to the established baseline. CONTRACTOR will utilize professional tools and software to confirm and improve data quality, identify unique data trends and potential anomalies, and highlight opportunities for energy savings.

Conducting this analysis on a select sample set of properties will enable greater insight into the operations and energy performance of typical properties in the Virgin Islands, and provide the basis for developing a larger energy benchmarking and efficiency improvement program.

In addition to analyzing the specific pilot properties, CONTRACTOR will capitalize on its industry experience and network to conduct research, facilitate stakeholder conversations, and develop testimonials explaining the business case and management benefits of benchmarking activities. This information, as well as a summary of the initial data analysis will be compiled and presented to VIEO staff.

Deliverables:

1. *Memo summarizing the efforts undertaken to establish accurate energy performance baselines for the properties.*
2. *Energy performance data analysis, utilizing appropriate modeling or analytical software, and a written summary of findings that identify any trends or anomalies.*
3. *A memo providing the energy performance baselines for the buildings analyzed, including available information useful to compare the buildings' performance against the performance of other similar buildings, such as historical consumption information, energy use intensity (e.g., kBtu/sf), end uses in the building (e.g., lighting and air conditioning), average consumption per occupant, and cost per square foot for comparison.*
4. *Presentation of results including testimonials and recommendations for overcoming market barriers and promoting benchmarking through a government-sponsored program across the Virgin Islands.*

PHASE 2: IDENTIFY ENERGY EFFICIENCY MEASURES FOR PILOT PROPERTIES

Site Visit

As soon as practicable after receiving notice to proceed, CONTRACTOR will build on the information collected in Phase One through a survey and site visits, with the intention of producing an investment-grade audit or similar energy performance assessment report. This will include a survey form to be completed by the property team, and, as appropriate, a call with the property team to review the data - and obtain additional property information.

Once CONTRACTOR has conducted the survey, site visits will be conducted at each property to meet the property team, confirm survey results, assess current operational and maintenance procedures and to identify no- and low-cost improvement opportunities, and those that may require capital. It is recommended that VIEO management or an engineering staff member of the agency be present during all site visits. After the survey and site visit(s), the information collected should include all reasonably available information on the performance, age, and condition of key building systems, such as cooling equipment, hot water production, lighting, building envelope, and the operations and maintenance practices for those systems.

CONTRACTOR will assess the following property components:

- Mechanical equipment.
- Lighting.
- Control systems.
- Hot water systems.
- Operations and maintenance procedures.
- Building envelope (roof and curtain wall).
- Potential for photovoltaics (solar panels).
- Appropriate procurement activities.

Property Energy Performance Assessment Report

CONTRACTOR will use information gathered, observed, and derived from the site visit, including a review of documents and materials provided by the property team, to develop a written assessment documenting findings with recommendations prioritized by the estimated payback periods. Within six weeks of the site visit and the collection of all relevant information, CONTRACTOR will submit the property assessment report for review and will schedule a conference call to discuss the observations and recommendations.

The report will summarize the following key information:

- A list of key findings grouped by topic (including cooling and ventilation systems, controls, lighting, building envelope, operations and maintenance). This will include any observed deficiencies in the systems.
- In consideration of the baselines established in Phase One, a prioritized list of no- and low-cost recommendations that, when implemented by the property team would reduce energy consumption and operating expenses.
- Estimated improvement costs, returns on investment, payback periods, energy savings, and the projected reduction in energy use intensity as represented in ENERGY STAR's Portfolio Manager tool after implementing the recommended measures.
- Photographs to support the observations and recommendations.

Deliverables:

1. *An investment grade audit or similar energy performance assessment report for each property, other than the two hospitals.*

2. *Review of the investment grade audit of energy use equipment previously conducted at hospitals, with a focus on the operational characteristics of the equipment and its efficiency.*
3. *Review of the existing energy operations and maintenance policies and procedures of properties visited.*

PHASE 3: DEVELOP RECOMMENDATIONS FOR A COMPREHENSIVE ENERGY SAVINGS PROGRAM

Based on the results of the pilot program, and the insights gained from the property assessments, CONTRACTOR will leverage industry knowledge and program design expertise to assist the VIEO to develop recommendations for a comprehensive benchmarking and energy efficiency program for the Virgin Island that includes a public education component. The program will incorporate the messages unique to different segments of the market, recommended solutions to overcome barriers, potential incentives to motivate and engage regional leaders, and identify action items to gain consensus for the development and launch of a broader and more comprehensive program.

One way to promote energy savings is through friendly competition, for example, this could be arranged similar to television's popular "Biggest Loser" competition. Buildings from Phases 1 and 2 could encourage each other, and any other "competitors", to realize the potential savings identified by that earlier work. To the extent feasible, buildings that did not participate in Phases 1 and 2 should be allowed or encouraged to participate in some aspect of the competition. These results are intended to enable VIEO, the Virgin Islands Water and Power Authority's viEnergize Services, and others to raise the profile of and improve the adoption of energy conservation measures throughout the territory

Deliverables:

1. *A report that will be submitted to VIEO as well as the VIEO's Energy Roundtable, for endorsement, summarizing the recommended program design elements including those regarding an effective awareness and education campaign for a benchmarking and energy efficiency program in the Virgin Islands.*
2. *Based on the above, design a program template for a competitive energy reduction initiative within one or more of the sectors examined in Phases 1 and 2.*