



# JUDICIAL COUNCIL OF CALIFORNIA

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## NOTICE RESPONSE TO QUESTIONS

RFP solicitation for On-going Technical Assistance for Energy Efficiency and Sustainability Program

**RFP Solicitation No. REFM-2016-18-RP**

March 9, 2017

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#	RFP Reference (Page-Section)	Question	Response
1	Page 4, Section 1.3	Does the JCC intend to complete additional audits in the time period of this contract period?	It is possible, but at this point in time we are focusing on implementation of the energy efficiency measures identified in the existing audits.
2	RFP, page 5	For the development of the sustainability policy moving forward, are we to submit a formal policy that would be documented at the state level or would we providing language that JCC would develop for formal policy?	Consultants will not develop a sustainability policy per se, but might identify policies that support an overall sustainability program. For example, consultant might identify the need for a policy related to back up power that supports the use of battery storage systems.
3	Page 5, Section 2.1, and Page 4, Section 1.3	Can the JCC clarify what level of utility data analysis has been completed through efforts with utilities to identify inefficient buildings (referenced in section 1.3) versus what is envisioned in Section 2.1 in the "organization and analysis of utility data"? Is the JCC intending for the consultant to perform portfolio benchmarking?	The utilities performed a quick energy usage intensity (EUI) analysis for us, based on our account information. The JCC is in the process of soliciting an on-line, web based energy dashboard, which will assist with additional analysis. In the interim, we might need to look at the entire portfolio in order to prioritize sites for energy efficiency projects.

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4	Page 5, Section 2.1	For analysis of existing utility rates, is it acceptable for the consultant to leverage existing IOU and POU utility rate analysis channels to accomplish that task or did you have something else in mind?	Generally, rate analysis using commonly available data is acceptable. For projects where new usage patterns are proposed, rate analysis may require factors beyond the tools utilities offered, such as using forecasted data based upon project implementation or future occupancy change, etc.
5	Page 5, Section 2.1	Regarding "Identification and assisting with implementation of energy efficiency measures..." does the JCC intend for the consultant to perform full project management and construction management services related to energy and sustainability project implementation?	No, more like assisting with prioritization and reviewing proposed scopes of work.
6	Page 5, Section 2.1	Does the JCC intend for RFPs to address ECMs across building portfolios, or to seek project implementation resources who can implement multiple ECMs within a building?	No.
7	Page 5, Section 2.1	For "Identification and evaluation of on-site self-generation options", does the JCC intend that the consultant perform a QA/QC type review of recommendations already made through utility audits, or that the consultant perform additional evaluations of self-generation opportunities, costs, and benefits?	Additional evaluations of self-generation opportunities.
8	Page 5, Section 2.1	Will water efficiency retrofits part of the scope?	No.

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9		Could the bidder perform Retro-Commissioning services or is this considered a conflict of interest	If recommended by a separate consultant it would not be considered a conflict of interest.
10	Page 5, Section 2.1	Has the JCC identified any long term strategic goals in terms of energy, cost or carbon reductions for buildings, regions or the portfolio that could be shared, or is that part of the future scope?	The primary goal is to reduce on-going utility costs.
11	Page 5, Section 2.1	Page 3, Section 1.1 Does the JCC have a list of preferred suppliers that it already uses for energy efficiency and sustainability project implementation?	No.
12	Page 5, Section 2.1	Does the JCC intend to group buildings regionally for assignment to different consultants, by specialty, or other?	No, unless there is a valid reason to group buildings.
13	Page 5, Section 2.1	What is the estimated budget the JCC has to implement energy and sustainability projects, and in what timeframe?	Approximately \$8 million in the next two years. However, that number could increase.
14	Page 5 – Section 2.1	Are energy audits part of the expected SOW?	Not at this time.
15	Page 7, Page 10, Page 12	Regarding Attachment 5 – Payee Data Record, Page 7 indicates that “this form ... must be submitted with the qualification”. Page 10 indicates that “the Proposer must submit ... all attachments, including the Payee Data Record Form (Attachment 5) in electronic format”. Page 12, under Item 8.1.E.2, however, does not include Attachment 5 in the list of “Other Required Attachments”. Does Attachment 5 in fact need to be completed and submitted with the qualification, and if so, where should it be included in the Proposal?	Please complete Attachment 5 and include it with the Proposal Package. It can be attached at the end of the proposal.

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#	RFP Reference (Page-Section)	Question	Response
16	8.1.E.2.ii - Page 12	Is a general contractor required to perform work at any facility? The ten bullet points mentioned under 2.0 - Scope of Work (Page 5) do not indicate any obvious requirements for construction.	This contract is for services only. No construction will be included in these contracts.
THE SPACE BELOW INTENTIONALLY LEFT BLANK			

<p>17</p>	<p>Pages 9-10 – Section 7.2-7.3</p>	<p>What are the actual submission requirements? I see original copies being requested, and “copy thereof” of proposals, and then another entire proposal package as electronic format. How many originals, how many copies, how many electronic and in how many envelopes does this submission require?</p> <p>Do we need to submit the attachments for our subcontractors as well? Or are they only required of the Prime Proposer?</p>	<p>Submission requirements are as follows:</p> <ol style="list-style-type: none"><li>1. In the first envelope: Qualifications and all attachments shall be submitted in one envelope marked “Proposal Package.” This envelope should contain <u>one printed copy</u>, and one electronic copy on a USB drive of everything included in the envelope (qualifications and attachments) in PDF format. PDF format is requested to facilitate easy printing.</li><li>2. In the second envelope: The Cost Proposal shall be submitted in a second envelope marked “Cost Proposal.” This envelope should contain <u>one printed copy</u> of the Cost Proposal and <u>one electronic copy</u> of the Cost Proposal in PDF format on a USB drive.</li></ol> <p>Attachments are for the Prime Proposer. If the SubContractors are claiming DVBE then please complete the attachments for DVBE. Hourly wages, classifications and other requirements for SubContractors will be submitted to the JCC via the Prime Proposer’s service request form, and on a Work Order by Work Order basis. Approval of SubContractors is at the sole discretion of the JCC.</p>
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#	RFP Reference (Page-Section)	Question	Response
18	Page 9 – Section 7.2	In both the Part One (Qualifications) and Part Two (Cost Proposal) submittals, it states 'The original XXX Proposal (and the copy thereof)'. Is the 'copy thereof' referring to the requested electronic copy or an additional paper copy? If it's the electronic copy, do we need to have a separate USB drive for Part One and Part Two in addition to the whole package USB drive?	The JCC requires one printed copy and one electronic copy of the entire Proposal. You may include both Part One and Part Two on a single USB drive. Please name the files for easy identification and for readability purposes. Limited to 15 characters per naming convention.
19	Page 10 – Section 7.3	In the electronic format, do you want the cover letter, proposal content and all the attachments in a single PDF or as individual files on the USB drive?	A single PDF is preferred for both the Qualifications, attachments, etc. and the Cost Proposal. The PDFs should be separate PDFs, included on two USB drives. One drive should have the Qualifications, attachments, etc. The other drive should only have the Cost Proposal. The PDF is requested to facilitate easy printing.
20	Page 11, Section 8C	The RFP request that we provide a description of similar services conducted for five (5) separate clients. If we have a client that we provided similar services for on a number of projects, can we only list one of the projects? For example: Will we be disqualified if we list four (4) separate clients, but show five (5) separate projects?	Please provide a description of similar services conducted for five (5) separate clients. There is no limit on the number of projects you include, but we would like to stress quality over quantity.

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21	Page 13, Section 8.1.E.2.iii	We are an energy engineering consultant form, not a construction contractor, and our firm does not have a “required contractor’s ‘C’ license with the California Contractors State License Board.” Does this disqualify us from a contract award?	No, please note the clarification on the RFP website. A contractor’s C license is not required.
22	Page 13 – Section 8.1.E.2.iii	The RFP states that the ‘the required contractor’s C license’ be submitted. Since a ‘C’ license is required for construction projects and the RFP’s scope of work does not include that function, is a ‘C’ license required to respond to this RFP?	Please note the clarification on the RFP website. A contractor’s license is not required.
23	13.10 – Page 16	Is a general contractor required to perform work at any facility? The ten bullet points mentioned under 2.0 - Scope of Work (Page 5) do not indicate any obvious requirements for construction.	This contract is for services only. No construction will be included in these contracts.

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#	RFP Reference (Page-Section)	Question	Response
24	Page 15, Section 13.4	<p>“No person, firm, or subsidiary who has been awarded a Master Agreement for consulting services under this RFP may submit a bid for, nor be awarded an agreement for, the providing of services, procuring goods or supplies, or any other related action that is required, suggested, or otherwise deemed appropriate in the end product of this RFP.”</p> <p>Would building retrocommissioning, operations and maintenance services be included in the above scope that is conflicted out, or could the proposer also perform these services under this RFP and contract?</p>	<p>Contractors may perform any service that was not previously identified as a need by the same contractor.</p>

END OF NOTICE