

## OFFICE OF ENERGY RESOURCES

**C.L. "BUTCH" OTTER**  
Governor



322 East Front Street, P.O. Box 83720  
Boise, Idaho 83720

**PAUL KJELLANDER**  
Administrator

(208) 287-4891  
FAX (208) 287-6713

June 25, 2009

Dear Idaho Professional Engineers:

The Idaho Office of Energy Resources is issuing a Request for Qualifications (RFQ) seeking qualified professional engineering consulting firms (individuals, partnerships, and companies) interested in conducting energy scoping audits in public K-12 existing school buildings in Idaho.

The Idaho Office of Energy Resources is committed to reducing energy bills in K-12 school districts statewide using funds provided through the American Recovery and Reinvestment Act State Energy Program funds. The purpose of these audits, which will be conducted on all public schools in Idaho, is: 1) to determine high priority buildings for improving system operating performance of lighting, envelope, mechanical and water systems in selected Idaho K-12 buildings with the objective of significantly reducing the baseline energy use in those buildings by end of state fiscal year 2012; and, 2) to establish the baseline energy use of each audited building through entry of 18 months of energy use data into the Environmental Protection Agency's on-line data base, Portfolio Manager.

**Qualifications are due to our office no later than 4:00 PM MST on Friday, July 31, 2009.**

As indicated in the RFQ, please direct any inquiries you may have to me at 208-287-4904 or [sue.seifert@oer.idaho.gov](mailto:sue.seifert@oer.idaho.gov).

Sincerely,

A handwritten signature in cursive script that reads "Sue Seifert".

Sue Seifert  
Commercial/Institutional Program Manager  
Senior Energy Specialist

Enc. Request for Qualifications

Idaho Office of Energy Resources  
Request for Qualifications  
For  
K-12 Public School Energy Scoping Audits  
June 25, 2009

Contact:

Sue Seifert  
Idaho Office of Energy Resources  
322 E. Front Street  
P.O. Box 83720  
Boise, ID 83720

## I. INTRODUCTION

The Request for Qualifications (RFQ) is being issued to Professional Engineering Consulting firms (individuals, partnerships, and companies); interested in conducting energy scoping audits in public K-12 existing school buildings in Idaho. The Idaho Office of Energy Resources (OER), through the American Recovery and Reinvestment Act (ARRA) State Energy Program funds, is committed reducing energy bills in K-12 school district statewide. The purpose of these audits, which will be conducted on all public schools in Idaho, is: 1) to determine high priority buildings for improving system operating performance of lighting, envelope, mechanical and water systems in selected Idaho K-12 buildings with the objective to significantly reduce the baseline energy use in those buildings by end of state fiscal year 2012; and, 2) to establish the baseline energy use of each audited building through population of 18 months of energy use data into the Environmental Protection Agencies on line data base, Portfolio Manager.

### A. Qualified Engineer Energy Auditors

OER plans to establish a list of qualified professional engineering firms or individuals for development of up to 25 statewide contracts for the purpose of implementing approximately 703 scoping audits and other services for Idaho K-12 school districts. The qualified firms or individuals selected for the list will be eligible to contract with OER to perform specified work.

### B. Minimum Qualifications

- The areas of expertise required to perform the services identified in this RFQ include expertise in energy efficiency and building energy systems maintenance, theory and operation of various equipment and systems, including but not limited to, the following:
  - HVAC equipment, systems, and controls
  - Central fan systems and packaged fan systems
  - Boilers
  - Steam distribution systems
  - Hydronic heating and cooling systems
  - Chillers
  - Motors and variable frequency drive systems
  - Controls (pneumatic, electric, and direct digital)
  - Electrical systems
  - Lighting systems and standards
  - Domestic water heaters
  - Heat recovery systems
  - Energy efficiency envelope improvements
- Scoping experience should include demonstrated expertise in the following areas:
  - Energy efficiency, building science, and system optimization for reduced energy use
  - building system functionality

- critical control sensor calibration issues
- specified operating performance
- Identification of low cost/ no cost operational changes that can improve system operating performance focusing on:
  - Improved energy efficiency
  - optimizing outside air usage;
  - equipment and systems scheduling;
  - building automation systems operation; and
  - simultaneous heating and cooling.
- preliminary estimates and identification of the potential benefits of operational and other energy conservation measures (e.g. calculating energy savings and simple payback analysis of identified opportunities.)
- Using data collection devices, such as Hobo Data Loggers, portable true power metering devices, and on-line energy information systems such as Energy Expert, that can be used to monitor and analyze building energy use.

## II. DESCRIPTION OF WORK

### A. Project Scope

Selected engineering firms or individuals will be responsible for the following tasks:

- Attend training on process and delivery of scoping audits. Training will be held in three locations statewide.
- Acquire applicable K-12 school building's last 18 months of energy use data, set up a file(s) on EPA's on line Portfolio Manager and populate the file(s) with energy use data. OER will prepare standard utility data release letter.
- Conduct energy scoping audits in designated schools in Idaho using guidelines provided by the trainer and OER.
- Participate in planning meetings with OER as needed.
- Explain the entire program to school officials, including the scoping audits, the equipment tune-ups, energy tracking software and sensors, and potential retrofits on a selected group of schools based on scoping audits.
- Prepare an audit report following a standard format provided. The scoping audit report will summarize the findings of the building investigation and will present a broad assessment of the major energy-consuming equipment within a school building. It will also identify the gross estimated potential savings for low-cost, no-cost measures, and suggest a simple plan of action designed to identify and implement specific cost saving opportunities.
- The audit report shall lay out a scope of work for identified building retrofits.
- Work with OER to resolve any necessary problems, issues, and concerns relating to the audit services.

- Make available all pertinent data and information generated or otherwise acquired during performance of scoping audit.

B. Expectations

Interested professional engineering firms or individual engineers must be able to demonstrate successful experience providing similar services. The OER will look favorably upon firms that have conducted energy audits similar to those identified in the scope of work and a firm or individual with dedicated and experienced technical auditors.

III. INSTRUCTIONS AND SCHEDULE

A. Statements of Qualifications Content and Organization

Firms submitting qualifications should include the following information:

- Brief description of the company or individual including key contact personnel for the purpose of this project. Must be licensed in Idaho.
- Office location(s).
- A description of experience with building energy audits completed during the past five years and/or technical energy engineering experience.
- School districts worked with, if any, include description of projects.
- An organizational chart illustrating who in the company will complete the required work.
- Resumes of the key personnel, who will be assigned to participate in the training, gather energy data, conduct the scoping audits and develop the findings report and scope of work for retrofit.
- A listing of at least five references with phone numbers.
- Hourly rates for this type of work, attending training, conducting audits, preparing reports, population of Portfolio Manager, etc.
- A list of other rates or fees that may apply.

- B. Locations in Idaho where applicant is willing to work. If a substantial number of audits are contemplated by applicant, please include a plan with strategy for accomplishing them.

Each firm will submit four (4) copies of their qualifications statements.

C. Contract Agreement

OER intends to enter into an agreement selected firms to conduct engineer scoping audits in K-12 school buildings around the state. The agreement will include a project scope, schedule, budget, and deliverables.

D. Revised and/or Additional Provisions

OER reserves the right to add, delete, or revise any section of the RFQ and Statements of Qualifications. OER reserves the right to: 1) accept those

Professional Firms it deems most suitable and beneficial; 2) reject any or all Professional Firms; and 3) waive any of the requirements of the selection procedures explained in this document. OER also reserves the right to retain all copies of Statements of Qualifications submitted by Professional Firms.

E. Statements of Qualifications Review Process

A technical committee will develop the criteria to evaluate the Statement of Qualifications. A detailed and objective evaluation will be conducted, the sole intent of which will be to identify professional firms or individuals who would contribute most positively to this project.

F. Inquiries

Inquiries on all matter pertaining to this Request for Statements of Qualifications or the process OER is following to select a Professional Engineer Firm to conduct school energy efficiency scoping audits and sustainability planning services should be directed to:

Sue Seifert  
Sr. Energy Specialist  
Office of Energy Resources  
P.O. Box 83720  
322 E. Front Street  
Boise, ID 83720

G. Statement of Qualifications Submission Procedures

Professional consulting firms shall follow all RFQ procedures specified by OER in the preparation and submission of Statements of Qualifications. Four (4) complete copies of the firm's statement of qualifications' and all supporting documentation shall be mailed or delivered to:

Sue Seifert  
Sr. Energy Specialist  
Office of Energy Resources  
P.O. Box 83720  
322 E. Front Street  
Boise, ID 83720

- G. **Schedule** – OER intends to adhere to the following schedule:
- a. Statements of Qualifications:

**Statements of Qualifications must be received at the above address no later than 4:00 PM MST on Friday, July 31, 2009.**

The review process will follow immediately thereafter. Qualifying firms will be notified by August 15, 2009.

- b. Future Processes and Schedule:

It is expected that scoping auditor training will be scheduled in September and October, 2009.

Over the next year the scoping audits will be conducted in six geographical regions identified by the State Department of Education.