

ADDENDUM ONE

(please sign and return with the submittal)

CHANGES:

Change 1 – Attachments: Evaluation Criteria Questionnaire, Section 2, Method of Approach...400 points, is amended as follows:

Delete the last bullet point that reads, “Provide sample reports/documents: Investment Grade Audits, M&V reports, and Energy Service Agreements.”

Change 2 - Delete the “Service Completion Date” page.

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	Page 44/60 under 2.7.7 Professional Liability insurance. We are a consulting firm and we do not do any construction or design that requires a \$2M claim coverage. It is the industry standard for the type of service we offer to carry \$1M per claim and \$2M aggregate. Confirm if we need to add higher liability insurance premium.	The insurance requirements for all City contracts are determined by the City’s Risk Management Division. If awarded a contract by the City, all insurance requirements must be met by the Contractor.
2.	Page 49/60 under Task Order 3.C.1 “Phase III” Is it the intend to have own firm perform the engineering and economic analysis OR this will be provided by the ESCO and reviewed by our firm?	The firm is expected to perform engineering and economic analyses based on the information provided by the ESCO.
3.	Page 49/60 under Task Order 3.D.3 & 3.D.4, is the intend to have our firm to assist in the resolution of deficiencies and/or adjustment of the baseline, OR this will be by the ESCO and reviewed by our firm?	The firm is expected to assist the City in resolving deficiencies and/or adjusting the baseline.
4.	Submittal. It was discussed during the May 9th pre-bid meeting that no sample/example IGA or M&V reports to be provided with the proposal submittal. Can you please confirm if that these reports are nor required to be submitted.	Refer to the first section of this addendum (change 1).
5.	Page 55/60 References, Can we list some of the ESCO firms as reference or it has to be from the government organization whom we performed the work for?	List the firms and government organizations for which your firm has provided services as Owner



		Representative for Energy Performance Contracts.
6.	On page 7 of 60 of the RFP, Section 1.15 – Offer Results describes a process of reading the Offers received. Is this a virtual event? If so, please provide links to join the meeting.	Offers are received via email and a meeting does not occur. A preliminary Offer tabulation will be posted on the City’s website within five business days of the Offer opening.
7.	On page 51 of 60 of the RFP, the “Method of Approach” section requests that we provide sample reports/documents (IGAs, M&V Reports, etc.). Can you please elaborate on this request? An Owner’s Rep should not be creating these documents, but rather reviewing these documents. Is the request to provide sample reports/documents demonstrating the Owner’s Rep’s work products related to reviewing these documents?	Refer to the first section of this addendum (change 1).
8.	On page 52 of 60 of the RFP, please advise how you’d like us to fill out the “Service Completion Date”. There is no actual projects being contemplated here and therefore no timeline either.	Refer to the first section of this addendum (change 2).
9.	On the Exhibit B – Fee Schedule, are we required to utilize job titles 1-10?	Yes, provide the professional service rates utilizing the job titles listed in Exhibit B. Other job titles not already listed in the table may be added.
10.	Would ESCOs, who have completed a minimum of three (3) ESPCs but not acted as an owner’s representative, meet the qualification listed in 1.3.A?	No, the offeror must have provided similar services as set in the Scope of Work for Owner Representative consulting services.
11.	Would ESCOs, who have completed a minimum of three (3) ESPCs within the last five (5) years for private or public entities similar in size to the City of Phoenix, meet the qualification listed in 1.3.B?	No, the offeror must have provided similar services as set in the Scope of Work for Owner Representative consulting services.
12.	Will the City of Phoenix only entertain ESCOs who have acted as an owner representative for government clients on energy efficiency projects (per Evaluation Criteria No. 1)?	Only government clients will be evaluated for the Evaluation Criteria 1. The references provided by the offeror will be contacted to confirm their role as an Owner Representative.
13.	Will the pricing solely be graded on the hourly rates submitted on the “Exhibit B – Fee Schedule” or is there a project scope anticipated where hours and rates may be applied to determine a fixed price?	Yes, the Fee Schedule will be used to evaluate price. The Professional Services Rates submitted will be the contracted rates utilized for any Scopes of Works under the contract. The Professional Services Rates must reflect all fees and costs required to



	accomplish the Scope of Work and all aspects of the required Services.
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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____