

Solicitation Amendment No. 002

To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	May 29, 2015
Project Title:	Project No.:
Energy Engineering Consulting Services	RFQ 15-18

The Request For Qualifications (Project RFQ No. 15-18) is hereby amended as set forth below:

A. Firm's Financial Status:

Provide evidence that the firm is in good financial standing and current in payment of all taxes and fees such as state franchise fees.

Please provide a statement from the president, owner or financial officer on company letterhead certifying that the company is in good financial standing and current in payment of all taxes and fees.

Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

The updated changes are highlighted in yellow in the attached document:



Tab 1_and Tab
3_Updated Sections.c

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Company Name (Bidder/Offeror):	
Signed by:	Date:
Name (Type or Print):	Title:

TAB 1 – Qualification & Experience of the Firm: This section should establish the ability of the firm and its sub-consultant, if any, to satisfactorily perform the required work.

- a. State the full name and address of your organization, include the name, address and telephone number of the person in your organization who has primary responsibility for developing this proposal and to whom questions may be addressed. State names of individuals (s) responsible to perform a detailed Energy Assessment Report (EAR), in accordance with LoanSTAR Technical Guidelines, and as reflected in the Preliminary Energy Audit (PEA).
- b. Responses shall include a description of the firm’s overall experience in handling retro-commissioning projects in support of the LoanSTAR program, thermal system designs and controls and automation similar in character or scope to this project.

Responses shall include a description of the firm’s overall experience in handling commissioning projects in support of the LoanSTAR program, thermal system designs and controls and automation similar in character or scope to this project.

- c. Explain how your firm is organized and how its resources will be applied to HCC's work.
- d. Provide firm’s principal(s) and staff commitment in providing the Energy Engineering Consulting services described in this solicitation.
- e. Provide firm’s overall ability in providing the Energy Engineering consulting services and describe the projects your team has been associated with in providing the service. Provide details of the consultant or firm’s experience in the design, implementation, and installation of energy and water conservation measures.
- f. Provide a detailed list where your firm has provided Energy Engineering Consulting Services during the past 5 years for 3 commercial office buildings or technical projects similar to the projects contained in the scope of work in this RFQ.
- g. Provide a detailed list where your firm has provided Energy Engineering Consulting Services during the past 5 years for 3 projects especially related to community college, junior college project experience or higher education facilities, or school districts and other special projects similar to the projects contained in the scope of work in this RFQ
- h. Demonstrate successful completion of multiple LoanSTAR projects, including providing of Preliminary Energy Audits, Energy Assessment Reports, and periodic progress reporting. Specify number of prior SECO project reports submitted and approval that resulted in projected energy savings.
- i. Proposer shall provide evidence that the firm is currently licensed/registered to provide services in the State of Texas and certified in

retro-commissioning.

Proposer shall provide evidence that the firm is currently licensed/registered to provide engineering services in the State of Texas and certified in providing commissioning services from AEE or BCA.

- j. Respondents to this RFQ shall identify their experience and qualifications to perform energy analysis, developing of Energy Assessment Report (EAR), providing mechanical design engineering, preparation of engineering plans and specifications, commissioning and retro-commissioning, monitoring and verification of energy savings, and management of a major utility conservation project which address facility components and applications.

Respondents to this RFQ shall identify their experience and qualifications to perform energy analysis, developing of Energy Assessment Report (EAR), providing mechanical design engineering, preparation of engineering plans and specifications, commissioning and monitoring and verification of energy savings, and management of a major utility conservation project which address facility components and applications.

- k. Provide any additional experience that you believe supports your qualifications and experience in providing the types of services described herein especially related to prior experience working with HCC or similar community college, junior college or higher education facilities experience and that which supports the accomplishment of past projects involving energy engineering, conservation and assessment consulting work. List if firm was prime or subcontractor.

Tab 3 - Technical Approach & Methodology:

This section should discuss and respond to the following questions and requirements described in the scope of services described herein. Proposals will be accepted only from independent consultants not engaged in or associated with the business of selling, servicing, or leasing mechanical equipment. Responses must clearly state the independence and objectivity of the consultant.

This section should discuss and respond to the following questions and requirements described in the scope of services described herein. Proposals will be accepted only from independent consultants. All designs should not be tied to a particular device and may be based on preferences of the College. Responses must clearly state the independence and objectivity of the consultant.

- l. Based upon information contained in this Request for Qualifications, prospective consultants shall prepare a preliminary work plan identifying point by point the specific tasks they believe to be necessary to accomplish the objectives of HCC. The plan shall detail in a simple and straightforward manner the step-by-step approach the consultant proposes and the rationale for selecting this particular methodology. All areas of retro-commissioning shall be included.

Based upon information contained in this Request for Qualifications, prospective consultants shall prepare a preliminary work plan identifying point by point the specific tasks they believe to be necessary to accomplish the objectives of HCC. The plan shall detail in a simple and straightforward manner the step-by-step

approach the consultant proposes and the rationale for selecting this particular methodology.

- m. Describe the approach that your firm will take in providing Energy Engineering Consulting Services which are the primary goals of this RFQ.
- n. Describe the overall team approach towards the provision of Comprehensive Retro-commissioning services as required by this RFQ.

Describe the overall team approach towards the provision of Comprehensive Commissioning services as required by this RFQ.

- o. Describe the firm's plan to assist the College to meet its goals for Energy Engineering Consulting Services as discussed in the scope of services.
- p. Describe methods your firm will use to achieve short and long-term objectives for representation.
- q. Provide or demonstrate creative or innovative strategies in developing and planning an energy conservation program as required by the LoanSTAR Technical Guidelines.
- r. Describe your firm's coordination of all activities with HCC staff and how your firm maintains appropriate correspondence files with copies provided to HCC staff and trustees, as appropriate.
- s. Describe and explain other services your firm may perform that are reasonably related to the provision of energy engineering consulting services.
- t. Provide a detailed project schedule that completely outlines key milestones of the work as described in the scope of service.