



COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES & SUPPLY (DPS)
1111 East Broad Street, Richmond, Virginia 23219

E194-77519

PRE-QUALIFIED ENERGY SAVINGS CONTRACTORS (ESCOS) for
ENERGY PERFORMANCE CONTRACTS

1	CONTRACT PERIOD:	November 13, 2017 to November 30, 2019
2	PURPOSE:	Update of Contractor Information
3	RENEWAL OPTIONS REMAINING	None
4	COMMODITY CODE	90900, 91000, 91200, 96131
5	AUTHORIZED USERS:	Commonwealth of Virginia state agencies, localities, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-4301
6	PRE-QUALIFIED CONTRACTORS	See Section 1
7	PRE-QUALIFIED CONTRACTOR CONTACTS	See Section 1
8	DPS CONTRACT OFFICER	Laura Lee S. Oliva, VCO, VCCO, VCA Phone: 804-371-0814 LauraLee.Oliva@dgs.virginia.gov

OVERVIEW

The following list of energy savings contractors (ESCOS) for energy performance contracts has been established based on a pre-qualification process that included the ability to be bonded, experience in providing services on similar contracts, references, judgements, claims and viability to support this program for the Commonwealth of Virginia.

1. **Eligibility:** State Agencies, Institutions of Higher Education, and local public bodies are responsible for determining if use of energy performance contracting versus use of other procurement methods is the appropriate approach to the project. Energy performance projects shall not include new construction;
2. **Utilization Determination:** Upon determination that an Energy Performance Contract may be in the best interest of the public body, they shall proceed by following the attached instructions and with the Request for Proposal for the Back of the Envelope Proposal (RFP/BOE);
3. **DMME Notification:** **All public bodies** are required to notify Department of Mines, Minerals, and Energy of its decision to move forward with the Request for Proposal for the Back of the Envelope Proposal (RFP/BOE).
4. **Posting Requirements:** The RFP/BOE **shall be** publicly posted in eVA for state agencies and institutions. It is optional, but encouraged for local public bodies to post in eVA if local does not use eVA they must notify all pre-qualified ESCOS.
5. **Changes:** Any changes to the Pre-Qualified list, processes, procedures, terms or any other additional updates shall be communicated by the Division of Purchases and Supply (DPS) by amendment to this summary. Disputes between the using entity and the vendor will be resolved in accordance with the terms of their contract.

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1. CONTRACTOR INFORMATION

Contractor Name	eVA Vendor ID#	Location Address(es)	Contact Information (Name, Phone, Fax and Email)
ABM Building Service, LLC	VS0000205154	3711 Saunders Avenue Richmond, VA 23230	Nathan Botwright Regional Director Phone: 804-254-5790 Fax: 804-254-5799 Nathan.Botwright@abm.com
AECOM Technical Services, Inc.	VS0000221753	3101 Wilson Boulevard Arlington, VA 22201	Brooke Smallwood Phone: 202-715-3531 Brooke.Smallwood@aecom.com
Ameresco, Inc.	E58825	10024 Stonemill Road Richmond, VA 23233	Richard Ritter Senior Account Executive Phone: 804-762-4943 Fax: 804-762-4468 RRitter@ameresco.com
CEG Solutions, LLC DBA "Clark Energy Group"	VS0000107838	1005 N. Glebe Road, #620 Arlington, VA 22201	Shawn Stancill, P.E. Project Executive Phone: 703-294-5600 shawn.stancill@cegsolutions.com
CMTA Energy Solutions, Inc	VS0000167633	10411 Meeting Street Prospect, KY 40059	Theo Milford Phone: 240-753-2595 FAX: 502-409-4604 tmilford@cmta.com
Constellation NewEnergy, Inc.	VS0000227121	1310 Point Street 13 th Floor Baltimore, MD 21231	Johan Ulloa Sales Manager Phone: 410-470-1897 johan.ulloa@constellation.com
Energy Systems Group, LLC	E5645	4655 Rosebud Lane Newburgh, IN 47630	David Ames, Jr. Sales Manager, Northeast Region Phone: 804-442-3691 Mobile: 804-339-2487 FAX: 812-492-8304 Dames@energysystemsgroup.com
Honeywell Building Solution	VC0000139740	7870 Villa Park Drive, #900 Richmond, VA 23228	Peter Monstello Phone: 804-338-6514 FAX: 443-458-5585 Peter.Monstello@honeywell.com
Johnson Controls, Inc	E2189	2315 Commerce Center Dr. Ste. D Rockville, VA 23146	John Poggi Phone: 410-382-4882 FAX: 804-749-8803 John.J.Poggi@jci.com

Noresco, LLC	VS0000208544	2800 East Parham Rd. Richmond, VA 23228	Janet Tribble Senior Account Executive Phone: 804-278-7647 jtribble@noresco.com
Schneider Electric Building Americas, Inc.	E5973	6800 Paragon Place Ste. 470 Richmond, VA 23230	Barry Wilhelm Sales Team Leader Phone: 804-486-1005 FAX: 919-800-3660 Barry.wilhelm@schneider-electric.com
Siemens Industry, Inc.	E2571	5106 Glen Alden Drive Richmond, VA 23231	Alison Shea Account Executive Phone: 301-289-9105 FAX: 804-226-4278 alison.shea@siemens.com
Southland Energy	VS0000017192	21670 Ridgetop Circle Sterling, VA 20166	Spencer Morgenthau Director of Business Development Phone: 703-834-5570 FAX: 703-834-5572 Smorgenthau@southlandind.com
Trane U.S., Inc.	E14975	10408 Lakeridge Parkway Suite 100 Ashland, VA 23005	Larry Cummings District General Manager Phone: 804-496-4146 FAX: 804-273-0119 Larry.Cummings@trane.com
Wendel Energy Services, LLC	VS0000030783	375 Essjay Road, Suite 200 Williamsville, NY 14221	Joseph DeFazio, PE Executive Vice President Phone: 877-293-6335 FAX: 716-625-6825 jdefazio@wendelenergy.com

2. INSTRUCTION TO USERS

Definition: “using agencies” means state agencies, institutions of higher education, local and other public bodies.

- 1- Using agencies shall develop the Statement of Needs for the RFP/BOE using the attached Request for Proposal for the Back of the Envelope
- 2- Using agencies shall provide, at a minimum: three years of utility bills, floor plans as needed, and maintenance records as needed to support the pre-qualified vendors in their response.
- 3- Using agencies are required to notify all pre-qualified contractors of the RFP/BOE. The RFP/BOE shall be publicly posted in eVA for state agencies and institutions. It is optional, but encouraged for local public bodies to post in eVA. If local does not use eVA they must notify all pre-qualified ESCOS via email notification. A minimum of 30 days shall be provided from the date of the email notification to the receipt of the proposals.
- 4- Using agencies shall conduct a site visit for the pre-qualified vendors. Using agencies may request pre-qualified ESCO's notify them of intent to participate.
- 5- Using agencies shall evaluate the proposals received in response to the RFP/BOE, by using a committee, (State agencies shall invite DMME to participate and it is optional for local) based on criteria which shall be included in the RFP/BOE. The criteria shall address the following in the evaluation criteria:
 - Team Qualifications and Staffing
 - References/experience of similar projects (a minimum of five)
 - Costing/pricing which shall address costs of installation, maintenance, repairs, debt service, post installation project monitoring and reporting, and the cost of the Investment Grade Audit
- 6- Using agencies shall conduct interviews and negotiations with two or more offerors based on the information provided in their proposals. Investment Grade Audit shall not be accepted at no cost.
- 7- The highest scoring offeror shall be selected to complete the Investment Grade Audit. See Number 15 for requirements of the Investment Grade Audit)
- 8- Prior to the start of the Investment Grade Audit, the Owner shall conduct a kick off meeting that will include the Owner, DMME and the ESCO project managers, applicable Owner facility staff, and ESCO project staff. Owner security requirements and building access shall be addressed at this meeting.
- 9- Upon completion of the initial Investment Grade Audit:
 - A. State Agencies and Institutions of Higher Education:
 - i. The State Agency or Institution of Higher Education shall forward a copy of the Investment Grade Audit to DMME and the State Building Code Official, BCOM for review.
 - ii. DMME will notify State Building Code Official, BCOM if the project is accepted. (See 9.C for projects greater than \$7 Million)
 - iii. State Building Code Official, BCOM will notify the agency within 30 days of the DMME notification if the project meets the construction criteria requiring a building permit and if BCOM review is required.
 - B. Local and Other Public Bodies:
 - i. Local and Other Public Bodies shall forward a copy of the Investment Grade Audit to DMME if their assistance is requested.

- C. Additional requirements for State Agencies and Institutions of Higher Education projects over \$7 million. Shall be completed prior to moving forward.
- i. If the project cost is over \$7,000,000 then the State Agency or Institution of Higher Education shall submit a decision brief to the Department of Planning and Budget for approval as a Capital Outlay Project before proceeding. Capital Outlay appropriations inclusive of Central Capital Appropriations for Maintenance Reserve shall not be used in any Energy Performance Contract.
 - ii. If the project cost is under \$7,000,000 then the State Agency or Institution of Higher Education may proceed, based upon DMME approval and review by the State Building Code Official for permitting requirements, with the development of the energy contract which is comprised of the following documents:
 - CO-9 ESCO Contract
 - CO-7DB Terms and Conditions of the Design Build Contract
 - Supplemental General Conditions for ESCO Contracts
 - Investment Grade Audit - final approval by DMME that defines the final negotiated scope of work
 - iii. The State Agency or Institution of Higher Education shall compile the items in item 9.C.i and complete the Treasury application process for financing. The State Agency or Institution of Higher Education shall submit the required documentation to Treasury for review and approval.
 - iv. After approval of financing by Treasury, the State Agency or Institution of Higher Education may proceed with the submittal process as required for the building permit.
 - v. The State Agency or Institution of Higher Education shall provide design documents as required for the designated ECMs to BCOM that comply with the Virginia Uniform State Building Code (VUSBC) and the Construction and Professional Services Manual (CPSM). Work requiring a building permit shall not commence until the building permit is issued. The design documents shall be developed by the ESCO and shall follow all criteria defined in the VUSBC and CPSM.
 - vi. The State Agency or Institution of Higher Education shall pay BCOM for these review services and shall include the costs for these reviews in their final cost proposal. It is important to note that incomplete documents cause additional reviews and their associated costs, therefore the ESCO shall be responsible for all costs above two reviews and shall reimburse the agency for any costs above two reviews. These costs shall not come from the project.
- 10- All Energy Performance Contracts require energy bonds as defined in the Code of Virginia section 11-34.3.F.2.
- 11- All Energy Performance Contracts require an annual reconciliation as defined in the Code of Virginia section 11-34.3.F.3. Owners shall involve DMME in the annual reconciliation. Owners may use a 3rd party energy consultant to review the annual audit for M&V and compliance with the payback model.
- 12- Owners shall use FEMP Measures guidelines related to M&V options for ESCO projects. Owners shall send a copy of the annual M&V to DMME.
- 13- Owners shall require the ESCO to enter all project data into DOE's eProject Builder M&V module for M&V and update as needed. The Owner shall not do this task. To access the project data template, go to <https://eprojectbuilder.lbl.gov> and select the "Help/Documentation" tab. Click the "New Project Override Template".

14- § 11-34.3.A. excludes roof replacements for energy conservation or operational efficiency measures. However, repairs and alterations are allowed if an integral part of an ECM, such as area under a motor, cooling tower, etc. These roofing repairs and alterations shall not exceed 20% of the roof area.

15- The Investment Grade Audit shall consist of the following sections which shall be clearly defined:

1. Summary section

- a. Contact information.
- b. Summary table of recommended energy and water savings measures, with an itemization of each measure for design and construction costs, annual maintenance costs, the first year cost avoidance (in dollars and energy units), simple payback, and equipment service life.
- c. Summary of annual energy use and costs of existing or base year condition.
- d. Calculation of cost savings expected if all recommended measures are implemented. Include total percentage savings.
- e. Description of the existing facility, mechanical, and electrical systems.
- f. Summary description of measures, including estimated costs and savings for each, as detailed above.
- g. Discussion of measures considered but not investigated in detail.
- h. Conclusions and recommendations.

2. Full description of each energy and water savings measure, including:

- a. Written description:
 - 1. Existing conditions
 - 2. Recommendations. Include a discussion of facility operations and maintenance procedures that will be affected by installation/ implementation. Present the plan for installing or implementing the recommendations.

b. Base year energy use:

- 1. Summary of all utility bills
- 2. Base year consumption and how established
- 3. Plan for reconciling end-of-the-year results with base year figures.
- 4. End year reconciliation with base year (include discussion of any unusual findings).

c. Savings calculations:

- 1. Base year energy use and costs
- 2. Projected post-retrofit energy use and costs
- 3. Savings estimates, including analysis methodology, supporting calculations, and assumptions used
- 4. Conclusions, observations, and caveats
- 5. Savings estimates must be limited to energy use and dollar savings allowed by the Owner, as described above
- 6. Percent cost-avoidance projected
- 7. Description and calculations for any proposed utility rate changes
- 8. Explanation of how savings interactions between retrofit options is accounted for in calculations
- 9. If computer simulation is used, include a short description and state key input data. Show all input data in an Appendix. If requested by Owner, access will be provided to the program and all assumptions and inputs used, and/or printouts shall be provided of all input files and important output files and included in the Technical Energy Audit with documentation that explains how the final savings figures are derived from the simulation program output printouts.
- 10. If manual calculations are employed, formulas, assumptions, and key data shall be stated.

d. Cost estimates. Detailed scope of the construction work inclusive of material specifications and construction details, in a form that is suitable for cost estimating. Include all anticipated costs associated with installation and implementation, including:

1. Engineering and design costs.
2. Contractor/vendor estimates for labor, materials, and equipment; include special provisions, such as overtime, etc., as needed to accomplish the work with minimum disruption to the operations of the facilities.
3. Permit costs
4. Construction management fees
5. Commissioning costs
6. Other costs/fees
7. Company overhead/profit
8. Environmental costs of disposal, handling of hazardous materials, etc.
9. Note that all markups and fees stated in the Technical Energy and Water Savings Audit, Memorandum of Understanding shall be used in the cost estimates, unless otherwise documented and justified (due to changes in scope or size of project or other unforeseen circumstances).
10. Conclusions, observations, and caveats.

e. Other:

1. Estimate of average useful service life of equipment.
2. Preliminary commissioning plan.
3. Preliminary measurement and verification plan, explaining how savings from each measure is to be measured and verified (stipulated by agreement, utility bill analysis, end-use measurement and verification calculations, etc.). **THESE COSTS SHALL BE OUTSIDE OF THE COST MODELS**
4. Discussion of impacts that facility would incur after contract ends. Consider operations and
5. Maintenance impacts, staffing impacts, budget impact, etc.
6. Develop an operations and maintenance plan. **THESE COSTS SHALL BE OUTSIDE THE COST MODELS**
7. Develop a training plan for building operators.
8. Develop a training plan for building occupants.

3. COVA (ESCO) QUALIFICATION CONTACT INFORMATION

ESCO Qualification Administration

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DMME Contacts

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