



**PRIVATE SCHOOLS AND CHURCHES ENERGY AUDITOR
REQUEST FOR QUALIFICATIONS**

Issued by:

Wyoming Energy Authority

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wyoenergy.org

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Additional copies of this solicitation are available from the Wyoming Energy Authority website at <https://www.wyoenergy.org/news/> This program is subject to the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. Ann. §§ 27-9-101 - 106), the Americans with Disabilities Act, 42 U.S.C. § 12101 - 12213, and the Age Discrimination Act of 1975, 42 U.S.C. § 6101 - 6107, and any rules or regulations promulgated under these state and federal anti-discrimination statutes.

Funding recipients shall not discriminate against any individual on the grounds of age, sex, sexual orientation, creed, color, race, religion, national origin, ancestry, pregnancy, or disability in connection with funding under this Request for Proposals.



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PRIVATE SCHOOLS AND CHURCHES ENERGY AUDITOR

REQUEST FOR QUALIFICATIONS

1. INTRODUCTION

The mission of the Wyoming Energy Authority (WEA) is to advance Wyoming's energy strategy by driving data, technology, and infrastructure investments. The WEA is issuing a request for qualifications (RFQ) from service providers, consultants, qualified individuals, and other interested entities to perform investment-grade energy audits for private schools and churches located in the State of Wyoming.

The current energy efficiency programs administered by the Wyoming State Energy Program (SEP) are focused on local government, public schools, and small business buildings. None of the existing programs are designed to evaluate the potential energy savings of private schools and church buildings. This program is intended to expand the ongoing energy efficiency initiatives of the SEP. The US Department of Energy funding will be used for these efforts.

2. PURPOSE, SCOPE OF WORK AND DELIVERABLES

a. Purpose

The purpose of this solicitation is to secure services from qualified organizations or individuals to perform investment-grade energy audits for private schools and churches interested in reducing energy consumption and energy cost.

b. Scope of Work

- i. Conduct **two (2)** energy management workshops targeted toward private schools and churches
- ii. Undertake **at least 15 and up to 30** private school and/or church energy audits for energy efficiency savings. Specifically:
 1. Develop, coordinate, facilitate and conduct ongoing outreach activities with participants of the WEA energy efficiency programs
 2. Participate on-site in the investment grade audit and provide technical assistance to the audit recipients

3. Review investment grade audits and project proposals to ensure the proposed work is technically and financially appropriate, including, but not limited to:
 - a. reviewing proposed energy efficiency measures, baseline methodology, and measurement and verification strategies
 - b. reviewing energy and cost calculations for reasonableness; reviewing proposed equipment for appropriateness
 - c. reviewing financial analyses; and reviewing audits, proposals, etc., to ensure compliance with the technical requirements of the program
4. Complete ASHRAE Level II energy audits or equivalent investment-grade audits
5. Prepare and deliver an energy audit and project assessment summary to the Wyoming Energy Authority. This summary will include prioritizations of identified energy efficiency recommendations

c. Deliverables

Overall, the selected vendor will work alongside the WEA to achieve the expected deliverables over the course of one year, specifically 12 months from the contract signature date:

- i. Conduct **two (2)** energy management workshops targeted toward private schools and churches
- ii. Undertake **at least 15 and up to 30** private school and/or church energy audits for energy efficiency savings

3. APPLICANT ELIGIBILITY AND DESIRED QUALIFICATIONS

Participation in this program is open to companies, organizations, and individuals that have the experience and capacity to undertake such an engagement.

A Qualified Consultant must meet at least one of the following qualification criteria:

- a. A Certified Energy Auditor certified by the Association of Energy Engineers
- b. A Certified Energy Manager certified by the Association of Energy Engineers

- c. A Licensed Professional Engineer in the State of Wyoming with at least 1-year experience and who has completed at least two similar type of energy audits
- d. An individual with a 4-year engineering or architectural degree with at least 3 years of experience and who has completed at least five similar type energy audits

An additional and desired qualification is a consultant's knowledge of private funding sources for private schools and churches to implement the energy-saving measures identified in the investment-grade energy audits.

Subcontractors are permitted provided they possess the same required qualifications described above or are under the direct supervision of one person meeting these qualifications.

4. RFQ Q&A (QUESTIONS AND ANSWERS)

Direct questions to Patrick Millin, SEP Program Manager, via email:

patrick.millin@wyo.gov

Please include "Energy Auditor RFQ Query" in the subject line.

Responses to all questions will be posted on the WEA RFQ website in accordance with **Section 6. Dates** for viewing by all prospective RFQ respondents.

5. SCREENING AND EVALUATION PROCESS

a. Screening

The Wyoming Energy Authority will screen all submissions prior to official review to ensure completeness and compliance with the requirements of this solicitation. Those submissions that do not comply, or are otherwise deemed to be non-responsive, will be returned to the Applicant with an explanation of the submission's deficiencies. All accepted submissions will be reviewed by the agency. Applicants may be contacted directly if the WEA requires clarification or more information.

b. Evaluation Criteria

Submissions will be evaluated according to the criteria described below:

- i. Applicant's qualifications, experience, demonstrated capabilities, understanding of requirements, and references. Note that preference will be given to applicants that have knowledge of private funding sources for private schools and churches to implement the energy-saving measures identified in the investment-grade energy audits
- ii. Timeframe and Ability to Meet Deadlines - Flexibility and willingness to accommodate the requirements from various project demands; and ability to complete the required energy audits and energy management workshops within the required timeframe
- iii. Cost for Services - including any other related fees
- iv. Responsiveness – The degree to which the applicant has responded to the purpose and scope of the specifications, the flexibility to meet the agency's needs, conformance in all material respects to this request for qualifications, etc.
- v. Responsibility – The applicant has the capability to perform fully the contract requirements, and the moral and business integrity and reliability which will assure good faith performance as required
- vi. Compliance and Good Standing - Compliance with all state and federal entities that govern business operations, including, but not limited to, possessing good standing with the State of Wyoming Secretary of State and having no indictments or convictions resulting in suspension and debarment for federal funding
- vii. Insurance - Maintaining sufficient general liability insurance
- viii. Suitability of the proposal to fulfill the requirements - Proposals must show the ability to complete all items described in the scope of work

The Wyoming Energy Authority will rank the submissions according to the guidelines and evaluation criteria. The Wyoming Energy Authority reserves the right, without limitation or qualification, to consider any other criteria or factors that the agency deems relevant to provide the best services.

NOTE: Decisions of the Wyoming Energy Authority are final and are not subject to appeal.

c. Applicant Notification

All Applicants will be notified by email regarding the outcome of the evaluation process and final vendor selection by the date indicated in Section 7.

6. DATES

All dates and times are Mountain Time and subject to change at the sole discretion of the Wyoming Energy Authority. Proposals received after the time and date specified will not be considered.

- a. Issue Date: **August 14, 2023**
- b. Deadline for submission of questions: **August 28, 2023**
- c. Q&A Posted on WEA website under this RFQ solicitation: **August 14, 2023 - September 7, 2023**
- d. Receipt of proposals: **September 8, 2023 5:00 PM Mountain Time**
- e. Internal review process: **September 11, 2023 - September 18, 2023**
- f. Target date for notification of contract award: **September 19, 2023**
- g. Target date for contract execution: **September 22, 2023**
- h. Target date for vendor to initiate work: **September 25, 2023**
- i. Progress reports: Conducted quarterly via conference call with WEA's SEP Coordinator
- j. Final deliverables: Work as described in the final contract document must be completed within 12 months of contract execution date

7. RIGHTS AND DISCLAIMERS

The Wyoming Energy Authority reserves the right, without limitation or qualification and at its sole discretion, to extend or terminate this solicitation process at any time. The Wyoming Energy Authority reserves the right, without limitation or qualification, to reject any submission at any part of this solicitation process. All decisions made by the Wyoming Energy Authority are not subject to appeal.

8. SUBMITTAL INFORMATION

All costs incurred in the preparation and presentations of the submission are the applicant's sole responsibility. All documentation submitted with the submission will become the property of the Wyoming Energy Authority.

Submission method: Upload submissions via email to patrick.millin@wyo.gov. The subject line of the email should read “Energy Auditor RFQ Proposal - [Company Name]”. A confirmation email acknowledging receipt of the proposal will be sent within the next business day of submission. The submission time and date will be based on the timestamp of the proposal submission email.

Confidentiality: The proposer shall clearly identify all information that is considered confidential (Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205). Identify each confidential page with “CONFIDENTIAL” in capital bold letters centered at the bottom of each page, and preface each line that is confidential with an asterisk (*). Information not clearly marked may be considered public.

Proposal information is restricted and not publicly available until after award.

Submissions must include:

- a. Exhibit 1: Application Form, signed by the proper official
- b. Exhibit 2: Confidential Disclosure Agreement
- c. Exhibit 3: Certifications Signature Page
- d. Narrative statement of approach to achieve the deliverables in the required timeframe
- e. Narrative of organization and statement of qualifications. This statement must include:
 - i. Company profile to include specific experience (background, qualifications, etc.)
 - ii. Profile of any associated firms or organizations that would be involved in providing services
 - iii. Two or more examples of energy audits that demonstrate the applicant’s ability to perform the requested work
 - iv. Two to five references from past consulting work
 - v. Total cost estimate to complete the Scope of Work. Cost breakdown of all materials and services for the project period, including staff name, respective hourly rate, and estimated working hours
 - vi. Proposed project timeline showing the project deliverables such as the kick-off meeting, stakeholder meetings, anticipated site visit dates, and date to deliver final energy audit reports
 - vii. A commitment that demonstrates flexibility and willingness to accommodate the varying demands and timelines that arise from complex projects
- f. Resumes of key personnel

1912 Capitol Avenue | Suite 305 | Cheyenne, WY 82001

WWW.WYOENERGY.ORG

Exhibit 1

APPLICATION FORM

PRIVATE SCHOOLS AND CHURCHES ENERGY AUDITOR

Proposal Title:

Instructions: Please complete the form below. Attach additional pages as needed for additional investigators. Each additional investigator shall provide a brief letter from their organization authorizing their participation in the project signed by both the additional investigator and the organization authority if that is a separate person.

Organization Authority Information:

Name	
Title	
Organization	
Mailing Address (City, State, Zip)	
Phone	
Email	

Principal Investigator Information:

Name	
Title	
Organization	
Mailing Address (City, State, Zip)	
Phone	
Email	

Additional Investigator Information:

Name	
Title	
Organization	
Mailing Address (City, State, Zip)	
Phone	
Email	

Exhibit 1 Signatures:

Principal Investigator

Date

Authorized Official (if different than above)

Date

Exhibit 2

CONFIDENTIAL DISCLOSURE AGREEMENT

PRIVATE SCHOOLS AND CHURCHES ENERGY AUDITOR

The **Wyoming Energy Authority (“WEA”)**, 1912 Capitol Ave., Suite 305, Cheyenne, Wyoming 82001, understands that **[Submitting Company Name and Address]** **Insert here (“Company”)** may wish to disclose to the **WEA** information related to “Energy Assessments and Energy Management” hereinafter referred to as “Proprietary Information” for evaluation purposes. All Proprietary Information shall be disclosed in writing and identified by Company as confidential or proprietary or disclosed orally and then promptly reduced to writing and identified in such writing by **Company** as confidential or proprietary.

The **WEA** agrees (i) to hold Proprietary Information in confidence and to take all reasonable precautions to protect such Proprietary Information, including, without limitation, all precautions that the **WEA** employs with respect to its confidential materials, (ii) not to divulge any Proprietary Information or any information derived therefrom to any third party, (iii) not to make copies of any Proprietary Information except as necessary for the purpose expressly allowed hereunder, (iv) not to use the Proprietary Information for any commercial purposes, except with the prior agreement of Company. Disclosure of Proprietary Information by the **WEA** shall only be made to those employees, directors, officers, consultants, and outside reviewers who have a need to know the Proprietary Information for the purpose described above and who are under similar obligations of confidentiality and non-use. Should the **WEA** be required by judicial or other governmental authority to disclose Proprietary Information, it shall inform and cooperate with **Company** in responding to such requirement.

The foregoing obligations shall not apply with respect to information the **WEA** can document (i) is in or enters the public domain through no improper action or inaction by the **WEA**, or (ii) was in its possession or known by it prior to receipt from **Company**, or (iii) was rightfully disclosed to it by a third party without restriction, or (iv) was independently developed by the **WEA** or its employees, without use of the subject Proprietary Information.

The **WEA** understands that nothing herein (i) requires the disclosure of any Proprietary Information; Proprietary Information shall be disclosed, if at all, solely at the option of **Company** or (ii) requires **Company** to proceed with any proposed



transaction or relationship in connection with which Proprietary Information may be disclosed.

The **WEA** does not waive its sovereign immunity or its governmental immunity by entering into this agreement and fully retains all immunities and defenses provided by law with regard to any action based on this agreement. The laws of Wyoming shall govern this agreement.

This agreement is effective on the date of last signature hereto. This agreement shall expire one (1) year from the effective date, and all Proprietary Information shall be subject to the restrictions of this agreement for five (5) years after expiration.

Exhibit 2 Signatures:

Principal Investigator

Date

Authorized Official (if different than above)

Date

Exhibit 3

CERTIFICATIONS SIGNATURE PAGE

PRIVATE SCHOOLS AND CHURCHES ENERGY AUDITOR

The undersigned agrees to provide a statement of qualifications to provide the services requested in this Request for Qualifications.

By submission, the proposer certifies:

- Prices in this submission have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition
- No attempt has been made nor will be by the submitter to induce any other person or firm to submit a proposal for the purpose of restricting competition
- The person signing this submission certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this solicitation
- Applicant will comply with all State of Wyoming and Federal regulations, policies, guidelines and requirements, as applicable
- Prices in this proposal have not been knowingly disclosed by the submitter and will not be prior to award to any other submitter
- Direct purchases of material by the State of Wyoming are exempt from Wyoming Sales or Use Tax. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above-quoted prices
- Terms: Net 45; (Wyoming Statute § 16-6-602)
- The undersigned certifies and agrees that this request for qualifications is submitted in accordance with all applicable Wyoming laws
- By signing below, the submitter certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency in accordance with 2 CFR Part 180

‡ *Fill in completely* ‡

COMPANY NAME OF APPLICANT

PO BOX/ STREET ADDRESS

TELEPHONE NUMBER

CITY, STATE AND ZIP CODE

AUTHORIZED OFFICIAL NAME (printed)

AUTHORIZED OFFICIAL SIGNATURE

E-MAIL ADDRESS

DATE

Verification: I certify, under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as Applicant, that I have personally examined and am familiar with the information submitted in this disclosure and any attachments, and that the information is true, accurate, and complete.