

Addendum 1

City of Vallejo's Request for Qualifications

Energy Services Companies

Timely Submitted Question No. 1:

- What is the intent of the RFQ
 - Is it to select a consultant for the Investment Grade Audit
 - Then bid it out to other ESCO's to implement the project
- Or is your intent to select a single ESCO to perform the IGA as well as the implementation of the recommended measures.

Response:

The intent of the RFQ is to acquire information from qualified firms for evaluation for possible future energy services and energy-related improvements via an Energy Performance Contract, including an Investment Grade Audit (IGA). If the City elects to proceed to the next step (conducting an IGA), it would select from Responders to this RFQ based upon their submitted qualifications. The City would evaluate the information gleaned from an IGA and determine whether to proceed to the next step (any energy services and/or energy-related improvements), again selecting from Responders to this RFQ based upon their submitted qualifications. The RFQ indicates the City may select a single ESCO or multiple ESCOs.

Timely Submitted Question No. 2:

Can the city provide more clarity on this statement:

Responder shall include a brief statement acknowledging its willingness to accept the attached City's standard Consultant and Professional Services Agreement (Exhibit A) as is, without modifications. If the firm is not willing to acknowledge acceptance of the Agreement, please do not submit firm qualifications for consideration.

Response:

The City has provided as an attachment the Services Agreement it intends to use if it elects to proceed with next steps. Those contemplating submitting a Statement of Qualifications in response to the RFQ shall acknowledge within the Statement that they agree to the terms of the Agreement, without modification. There will not be any negotiations regarding the terms.

Timely Submitted Question No. 3:

Once the city receives all RFQ replies by close will their [be] interviews and when [will] selections be made.

Response:

The RFQ indicates *“A demonstration/interview of one or more responders may be scheduled to facilitate evaluation of submitted Statements. Responders will be notified of the date and time of said demonstration/interview, if applicable, via electronic mail.”*

The RFQ also indicates notification of selection is *“TBD”* (to be determined).

Timely Submitted Question No. 4:

In Appendix A, page A-5, what are you looking for regarding your request for “Agency Staff Size” (see highlighted text below)? Agencies include cities, water utilities, municipalities and the like.

APPENDIX A RESPONSE PAGES, FORM 2, Page 3 of 5

BACKGROUND INFORMATION

B. Company Background (continued)

Agency Staff Size

Response:

Under Company Background, Paragraph 6, the City is requesting information for past IGAs the Responder has performed for other municipal or governmental agencies. There is a grid that follows to organize the information, and one column is entitled “Agency Staff Size” to provide information relating to the municipal or governmental agency’s size in the corresponding row. An example is provided below:

Client List

	Agency Name	Address of Agency	Agency Staff Size	Contact Name	Phone Number & Email Address
1.	Sample City, California	123 Main Street Sample City, CA 99999	Approximately 475 employees	Jane Smith	(999) 999-9999 Jane.Smith@samplecity.net

Timely Submitted Question No. 5:

Is there a page limit to SECTION IV. STATEMENT FORMAT Sections B.4. and B.5. shown below?

B. Statement to be Submitted to the City of Vallejo....

4. Statement Summary

Responder shall attach an executive summary that discusses the highlights, key features, and distinguishing points of the Statement. This summary should be specifically tailored to the desired qualifications requested in Section III.

5. Statement of Qualifications

Responder shall attach a narrative that includes a detailed description of its organization and the experience of its personnel responsive to the desired qualifications identified in Section III. The description must include information relative to the experience and technological expertise, including certifications, of identified personnel.

Response:

There are no page limits for either item; however, please note the City expects the responses to each item to be relevant and to not contain superfluous information.