



REQUEST FOR STATEMENT OF QUALIFICATIONS
QUALITY BASED SELECTION
FOR
ENERGY ANALYST CONSULTANT SERVICES

RFQ#: LM080121

DUE DATE:
November 18, 2021

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UNIVERSITY COVID-19 MITIGATION GUIDELINES

As part of UConn's on-going effort to ensure a secure and safe working environment for its students, workforce, clients, and visitors, the University has developed the "University COVID-19 Mitigation Guidelines for the Contractor Community." Furthermore, the Governor's Executive Order No. 13G (attached) was enacted on September 10, 2021. Executive Order 13G ("Order") mandates that all contract workers performing professional services or construction work in any building owned or controlled by UConn, except those performing *onetime construction work or related services or limited-duration construction work or related services*, must be vaccinated for COVID-19 by September 27, 2021, unless eligible for an exemption or a test option. The firm selected for this project will need to comply with the Governor's Executive Order No. 13G. Further information on the vaccination requirements can be found in the Guidelines.

A copy of the Guidelines can be found by visiting the following website: <https://updc.uconn.edu/contractors-working-at-uconn/> and clicking on the document located under the Resources section. You may also find additional information at: <https://ehs.uconn.edu/ehs-covid-resources/>.

These guidelines establish consistent standards for mitigating the spread of COVID-19 that must be undertaken by the Contractor and are intended to assist UConn in meeting its commitments.

Note: No documents have to be included with the RFQ submission. Further information on when to submit the completed documents will be provided to the Vendor of Interest.

SECTION I **SCOPE OF WORK**

PURPOSE OF SOLICITATION

The University of Connecticut (University) is soliciting Statement of Qualifications from experienced and qualified firms (hereinafter referred to as "applicant", "vendor", "proposer", "bidder", "firm", or "respondent") to provide the specific services of an "on-call energy consultant" to advise on the technical and analytical aspects of fuel and energy supply as related to the University of Connecticut Campuses.

OVERVIEW

The University of Connecticut campuses operate Distributed Energy Resources (DER), microgrids, and are developing additional sustainable energy programs. The selected firm must be able advise on energy procurement, energy sales, and energy attributes. The selected firm must be able to advise on energy conservation, carbon management and sustainable planning.

SCOPE OF WORK

The intent is for the selected firm to advise on the technical and analytical aspects of fuel, water, and energy supply and usage as related to the University of Connecticut Campuses, the Cogeneration facility located at the University of Connecticut Storrs campus, the University of Connecticut Health Center, as well as other utility related facilities issues such as bill tracking and verification for ~500 minor accounts pertaining to the branch campuses.

The Energy Analyst Consultant will be expected to act in the capacity of an independent, unbiased risk analyst in providing said services as described within this solicitation. The firm must be able to provide and/or perform the following task categories:

Fuel Management

- This will entail market analysis of fuel and energy demand and provide modeling of current and future trends to assist the University in its hedging and fuel purchasing strategies.

Power Management

- The firm, with its in-depth knowledge of competitive energy, renewable resources industry and trading market, will assist the University in developing strategies to manage its energy, energy attributes, capacity, ancillary services and emissions requirements.

Energy, Water, Reclaimed Water, or Wastewater Attributes

- Assist the University in the purchase and sale of environmental and energy attributes.

Strategic Planning & Risk Management

- Collaborate with University stakeholders in creating risk management strategies that mitigate energy price volatility and develop energy management plans.

Contract Evaluation and Administration

- Assist and advise the University on environmental and energy specifications for solicitations.
- Act as an advisor to the University during contract evaluation and negotiations.
- Perform audit services for the University utility accounts.

Budgeting and Tracking

- Develop and maintain effective reports and systems to record and analyze fuel and energy requirements and corresponding transactions that will be presented at the Operational level and Executive level.
- Track energy consumption and billing verification.

Strategic Planning

- Assist, develop and maintain Energy and Sustainability portfolio strategy.

Other

- Provide additional energy and sustainability advising as requested regarding peer institutions with similar consumption and sustainability goals.

CONTRACT TERM

The initial term shall be three (3) years, beginning on April 1, 2022 with options to renew for three (3) additional one (1) year periods.

SECTION II

REQUEST FOR QUALIFICATIONS PROCESS/SUBMISSION

QUALITY BASED SELECTION

This Quality Based Selection (QBS) will be a two-part process. The first part will be the receipt and evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a shortlist of the most qualified firms that possess the type of experience required in this document.

In the second part of the process the University will provide the short-listed firms further scope information. A fee proposal/fee matrix will be submitted by the short-listed firms during the Request for Proposal phase. Fees are not required during the Request for Qualifications stage.

The University may choose to interview firms as part of the selection process; however, the proposer should not assume that this will be done. The technical proposal shall be “stand-alone” document and may be the sole basis of selection. The University reserves the right to award the assignment based on the qualifications submitted or what best serves the needs of the University.

EVALUATION PROCESS

The award of an agreement to the successful proposer will be based upon a comprehensive review. All proposals will be evaluated by a committee that will use the specific evaluation criteria listed in this document with the University reserving the right to base an award on proposal presentation and subsequent interviews.

The University also reserves the right to reject any or all proposals, in whole or in part, to award any item, group of items, or the total proposal, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University.

NOTIFICATION

All Applicants will be notified of the status of their Application via email as soon as practical after the Evaluation process is complete. Successful firms will be invited to participate in the RFP stage for this Project.

PRE-PROPOSAL MEETING

There will be a Pre-Proposal meeting on **Tuesday, November 2, 2021, at 11:00 a.m.** to discuss the RFQ and project scope of work. Although the Pre-Proposal meeting is not mandatory, it is highly recommended that a representative from your Firm attend.

Due to the current pandemic, the Pre-Proposal Meeting will be held as a virtual video conference. A link for the virtual video conference will be provided upon request. Please send all requests for a meeting invite to lisa.mieszkowicz@uconn.edu.

REQUEST FOR INFORMATION (RFI)

All Requests for Information (“RFI”) must be received no later than **Tuesday, November 9, 2021, at 2:00 p.m.** and sent electronically to lisa.mieszkowicz@uconn.edu. The subject line of the email shall read: **RFQ LM080121 – Energy Analyst Consultant Services**. Be sure and plan accordingly as any RFI received after the due date and time stated in this paragraph will not be answered. Also, no RFI’s will be answered verbally, no phone calls please. RFI responses will be posted to the CFPF website under the project name after the RFI deadline.

SUBMISSION FORMAT/RECEIPT OF SOQ

The Statement of Qualifications is to be e-mailed to cpca@uconn.edu no later than **Thursday, November 18, 2021, at 2:00 p.m.** The subject line of the email submission shall include **RFQ LM080121 – Energy Analyst Consultant Services**, and the Firm’s name.

In order to maintain the integrity of the sourcing process, any SOQ sent to email addresses other than cpca@uconn.edu may be disqualified. Any SOQ received after 2:00PM on the due date will remain unopened and will be disqualified.

The University expressly reserves the following rights:

1. To reject any and all Applications and to waive any informalities, irregularities or technical defects in the Application if it is deemed to be in the best interest of the University.
2. To solicit, receive and/or utilize information from any persons or entities referenced or used as references, or from persons or entities having knowledge of the Applicant's experience, abilities, past performance, integrity, financial status or any other definitive characteristics.
3. The submission of an Application shall constitute an express authorization by the Applicant to the University to obtain all information it deems pertinent.

COMMUNICATION

Under no circumstances may any applicant or its representative contact any employee or representative of the University regarding the RFQ prior to the closing date, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in the Applicant being considered non-compliant and ineligible for award.

The University considers this process as "open" from the posting date of this RFQ, until a binding contractual agreement is executed. The contact for any communications during this process is the CFPF designee listed in this RFQ. Informal communications with any University personnel (outside of CFPF) shall not occur. Informal communications shall include, but are not limited to:

- a. Requests from the applicants to any department(s) at the University, for information, comments, speculation, etc.; and
- b. Requests from any department at the University, or any employee of the University for information, comments, speculations, etc.

VENDOR CODE OF CONDUCT

Corporate Social Responsibility: In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University requires all Vendors to adhere to the ["Vendor Code of Conduct"](#) policy.

CONTENTS OF APPLICATION

The Statement of Qualifications shall include the requested information and documents arranged in the following order:

Coversheet (***Use form provided***)

Tab 1 – Narrative of Assignment Approach (no more than 3 pages).

Tab 2 – Assignment Team Qualifications (including sub-consultants) (***Use form provided***)

Tab 3 – Assignment Relevant Experience (***Use form provided***)

Tab 4 - Quality Assurance/Quality Control Narrative (no more than 3 pages)

Tab 5 - Cost Control and Budgeting Narrative (no more than 3 pages)

Tab 6 – Miscellaneous Documents:

- a. If certified, provide Applicant's Connecticut certificate of Small Business Enterprise and/or Minority Business Enterprise (SBE/MBE).
- b. Formal Acknowledgement that Applicant has reviewed the contract and its terms and accepts it without exception. (***Note***: contract will be issued as an Addendum to this RFQ).
- c. The Verification of Information Form executed by an Officer of your Firm.

TECHNICAL CRITERIA – QUALIFICATIONS AND EXPERIENCE

The Technical Qualification/Experience criteria shall address the following:

1. **Narrative of Assignment Approach** – Prepare a narrative that demonstrates the Firm’s understanding of the needs of this Project. Concisely present a technical approach to completing the proposed scope of work. The Narrative should be no more than three (3) pages.
2. **Project Team Qualifications** - Describe the professional qualifications and responsibilities of the key project team personnel who will be assigned to the project including their experience on similar assignments and their specific responsibilities on the proposed project. The proposal shall include complete resumes for each principal as well as resumes of sub-consultants that the Firm deems necessary to complete the purposes of this project. Utilize the *Resume of Proposed Key Personnel for this Project* Form provided with this RFQ.

Provide an Organizational Chart that identifies the primary firm and any sub-consultants. Include the address for each sub-consultant listed on the organizational chart under the sub-consultant’s/individual name.

If after technical proposals are submitted to the University, there are staffing changes to the proposed assignment team, the Firm must notify the University immediately and submit the resumes of the staffing changes. Lack of notification could be grounds for disqualification.

3. **Project Relevant Experience** - Describe the overall qualifications of the Firm (and any sub-consultants), including background in this field and the services that it provides. Utilize the *Proposed Team and Assignment Relevant Experience and Assignment Relevant Experience for this Application* Assignment Information Sheet. The Firm shall:
 - a. Provide **five (5) examples** of similar assignments: comparable in size and scope, completed within the past **ten (7) years**.
 - b. Provide documentation on team experience for applicable relevant assignments.
 - c. If a joint venture is proposed, provide the proposed joint venture arrangement between the parties outlining the percentage of responsibilities and the organizational structure associated with a joint venture established for the assignment.
 - d. The prime Firm should also highlight its experiences with its sub-consultants and their successful assignments together. The prime Firm should demonstrate:
 - Fuel supply, transportation and contract negotiations for a dual fossil fuel cogeneration facility.
 - Highlight its experience in providing energy analysis and energy models for cogeneration facilities and with distributed generation and Demand Reduction Programs.
 - Its experience in energy analysis and energy models for Distributed Energy Resources.
 - Experience in power supply and associated negotiations for both wholesale and retail markets
 - Knowledge in marketing energy, water or wastewater attributes.
 - Demonstrated experience with Connecticut Department of Energy and Environmental Protection programs.
 - Experience working with Non-Profit Government Agencies and with ISO-NE operations and marketing and with multiple stakeholders in a university setting for an assignment of similar size, scope and complexity.
 - Capability to manage large University or College accounts dealing with Connecticut utilities, regulations and municipalities.

4. **Quality Assurance/Quality Control Narrative** – Describe your Firm’s process and procedure for managing and assuring quality of its documents and those of its sub-consultants. The Narrative should be no more than three (3) pages.
5. **Cost Control and Budgeting** - Provide your firm’s approach, and a maximum of three project examples, for developing project cost budget estimates and managing costs once budgets are developed. Narrative should be no more than three (3) pages.
6. **Contract** - The Contract template will be issued as an addendum to this RFQ. In submitting applications in response to this RFQ, Applicants will be deemed to have accepted the terms of the contract without exception, as well as any modifications to the contract that the University deems necessary prior to execution. Include behind Tab 6 that you have reviewed the draft contract and its terms and accept the contract without exception.

END OF INSTRUCTIONS TO APPLICANTS

FORMS START ON NEXT PAGE

COVER SHEET

**RESPONSE TO THE REQUEST FOR QUALIFICATIONS
ENERGY ANALYST CONSULTANT SERVICES
RFQ#: LM080121**

SOQ DUE DATE: November 18, 2021 by 2:00 PM.

Firm Name: _____

Firm Address: _____

Principal Office (Headquarters) Branch Office

If Firm Address is branch office, list the principal office address:

Name of Authorized Agent submitting as Primary Contact: _____

Title of Authorized Agent: _____

Signature of Authorized Agent submitting as Primary Contact: _____

Phone Number for Primary Contact: _____

Email for Primary Contact: _____

Indicate if your Firm is a:

Corporation Partnership Individual
 Joint Venture Other

Indicate if your Firm is certified by the CT Department of Administrative Services as one of the following:

SBE MBE WBE
 DBE N/A

RESUME OF PROPOSED KEY PERSONNEL FOR THIS ASSIGNMENT

(Complete one resume for each key person. Submit completed form behind Tab 2.)

(No substitution of format is permitted.)

NAME OF PERSON:	
STAFF POSITION FOR THIS PROJECT:	
TOTAL YEARS OF EXPERIENCE:	
YEARS WITH CURRENT FIRM:	
EDUCATION (DEGREE AND SPECIALIZATION):	
CURRENT PROFESSIONAL REGISTRATION(S) (STATE AND DISCIPLINE):	
OTHER PROFESSIONAL QUALIFICATIONS (PUBLICATIONS, ORGANIZATIONS, TRAINING, AWARDS, ETC.):	

RELEVANT ASSIGNMENT

1	PROJECT NAME, LOCATION (<i>City and State</i>) AND PROJECT OWNER	YEAR COMPLETED	
		PROFESSIONAL SERVICES PERFORMED	CONSTRUCTION (if applicable)
BRIEF DESCRIPTION (<i>Brief scope, size, construction cost, etc.</i>) AND SPECIFIC ROLE			
<input type="checkbox"/> Check here if project performed with current firm			
2	PROJECT NAME, LOCATION (<i>City and State</i>) AND PROJECT OWNER	YEAR COMPLETED	
		PROFESSIONAL SERVICES PERFORMED	CONSTRUCTION (if applicable)
BRIEF DESCRIPTION (<i>Brief scope, size, construction cost, etc.</i>) AND SPECIFIC ROLE			
<input type="checkbox"/> Check here if project performed with current firm			

RESUME OF PROPOSED KEY PERSONNEL PROPOSED FOR THIS ASSIGNMENT
RELEVANT ASSIGNMENTS SECTION - CONTINUED

3	PROJECT NAME, LOCATION (<i>City and State</i>) AND PROJECT OWNER	YEAR COMPLETED	
		PROFESSIONAL SERVICES PERFORMED	CONSTRUCTION (if applicable)
BRIEF DESCRIPTION (<i>Brief scope, size, construction cost, etc.</i>) AND SPECIFIC ROLE			
<input type="checkbox"/> Check here if project performed with current firm			
4	PROJECT NAME, LOCATION (<i>City and State</i>) AND PROJECT OWNER	YEAR COMPLETED	
		PROFESSIONAL SERVICES PERFORMED	CONSTRUCTION (if applicable)
BRIEF DESCRIPTION (<i>Brief scope, size, construction cost, etc.</i>) AND SPECIFIC ROLE			
<input type="checkbox"/> Check here if project performed with current firm			
5	PROJECT NAME, LOCATION (<i>City and State</i>) AND PROJECT OWNER	YEAR COMPLETED	
		PROFESSIONAL SERVICES PERFORMED	CONSTRUCTION (if applicable)
BRIEF DESCRIPTION (<i>Brief scope, size, construction cost, etc.</i>) AND SPECIFIC ROLE			
<input type="checkbox"/> Check here if project performed with current firm			

ASSIGNMENT RELEVANT EXPERIENCE FOR THIS APPLICATION
ASSIGNMENT INFORMATION SHEET

(Complete a separate sheet for each Contract/Assignment. Submit completed forms behind Tab 3.)
(No substitution of format is permitted.)

1. Contract Name:

2. Contract Location:

3. Contract Owner:

4. Contract Contact name:

5. Contact Telephone Number:

6. May we contact owner: Yes/No

7. Contract /Assignment Commencement Date:

8. Contract/Assignment Completion Date:

9. Estimated value of contract:

10. Contract / Assignment Duration:

11. Describe the assignment and its relevance to the University assignment for which this Application is submitted, including the items listed in the Scope of Work section. Photos and additional information can be included.

12. List the key personnel in your firm who had direct responsibility for the day-to-day management for this contract / assignment, (if applicable):

Principal:

Seniour Associate:

Associate:

Other (specify):

List the sub-consultants from the Proposed Team involved with this Contract/Assignment:

PROPOSED TEAM AND ASSIGNMENT RELEVANT EXPERIENCE

(Submit completed form behind Tab 2.)

(No substitution of format is permitted.)

NAME OF KEY PERSONNEL <i>(List the Key Personnel your company is proposing to use on the contract/assignment. Provide their resumes on the pages after this table.)</i>	ROLE IN THIS ASSIGNMENT <i>(List the role of the Proposed Key Personnel for the contract/assignment.)</i>	ASSIGNMENT KEY NUMBER <i>(Fill in the Assignment Relevant Experience Assignment Key section below before completing the table. Place an "X" under Assignment Key Number for each Personnel member that participated in the same or similar role on the Assignment Relevant Experience Assignments)</i>				
		1	2	3	4	5

ASSIGNMENT RELEVANT EXPERIENCE PROJECTS KEY

NO.	TITLE OF ASSIGNMENT	NO.	TITLE OF ASSIGNMENT
1		4	
2		5	
3			

RFQ VERIFICATION OF INFORMATION FORM

I do hereby certify and affirm that all of the information contained in this Qualifications Application, including all attachments and responses hereto, have been examined by me and to the best of my knowledge are true and accurate. We recognize that the University will rely on the accuracy of the information and our responses in this Qualifications Application to determine whether our firm meets the qualification criteria.

Name of Firm: _____

Completed by (Must be an Officer of the Firm):

Print Name: _____ Print Title: _____

Is being duly sworn, deposes and says that the foregoing information provided in this Qualifications Application is a true and accurate as of the date thereof and the statements made therein are true and correct.

Signature: _____

Subscribed and sworn before me this _____ Day of _____, 20_____

Notary Public: _____

My Commission Expires: _____