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**Exhibit B**

**Request for Proposals Issued to Selected Qualified Energy Service Providers  
(QESPs) for a Cost-Effective Feasibility Analysis**

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## **Request for Proposals Issued to Selected Qualified Energy Service Providers (QESPs) for a Cost-Effective Feasibility Analysis**

### **Background**

You have been selected to receive this request for proposals (“RFP”) for a Cost-Effective Feasibility Analysis (“Feasibility Analysis”) because you are a Qualified Energy Service Provider (“QESP”) under Contract 12PSX0153 for Energy-Savings Performance Contract Services (the “Contract”) with the State of Connecticut, and because you have returned a Letter of Interest (“LOI”) relating to the subject project. 2011 Conn. Pub. Act 80, Section 123 (the “Act”) requires that the Feasibility Analysis, which you will prepare as part of your proposal in response to this RFP, will serve as the selection document for purposes of selecting a QESP to perform an Investment-Grade Energy Audit (the “IGEA”). The Act also lists other factors to be considered when evaluating the Feasibility Analysis. Those factors are discussed below. Any capitalized terms used in this RFP without being defined shall have the definition set forth in the Contract.

QESPs who receive this RFP will have an opportunity for a brief walk-through of buildings on the potential Project Site(s). A Department will review the responses to this RFP that it receives from QESPs, including the Cost-Effective Feasibility Analysis and any additional information submitted. The evaluation of responses may include an interview. The Department will invite the preferred QESP to perform the IGEA. If that QESP is unable or unwilling to conduct the IGEA, then the Department will approach the other QESPs in descending order of preference, based on the evaluation criteria, until a QESP agrees to conduct the IGEA. Alternatively, the Department may decide, at its sole option, to start the process again or cancel the project.

### **QESP Response to this RFP**

The primary factor for selecting a QESP to perform the IGEA is the Feasibility Analysis. The relevant factors which will be considered are the following and they are listed in order of relative importance:

1. Feasibility Analysis
2. Comprehensiveness of the cost savings measures
3. Experience and quality of technical approach
4. The QESP’s financial stability
5. The QESP’s contract terms for the proposed project
6. Approach to Project Management and Coordination
7. Project Personnel and Staffing
8. Comprehensiveness of the proposal
9. Overall benefits to the Department

### **Proposal Submittals**

1. Policies

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- 1.1 All submittals shall become the property of the Department and will not be returned.
  - 1.2 No specific work is associated with a QESP responding to this RFP.
  - 1.3 Department will afford due regard to any QESP request for the protection of proprietary or confidential information which the Department receives. However, all materials associated with any submittal are subject to the terms of the Connecticut Freedom of Information Act (“FOIA”) and all corresponding rules, regulations and interpretations. In making such a request for protection, the QESP may not merely state generally that the materials are proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that the QESP believes are exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with the FOIA must accompany the request. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the QESP that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the FOIA. If the QESP indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, the Department will endeavor to keep said information confidential to the extent permitted by law. The Department, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The QESP shall have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the Department have any liability for the disclosure of any documents or information in its possession which the Department believes are required to be disclosed pursuant to the FOIA or other requirements of law.

## 2. Submittal Instructions

- 2.1 Proposals are due no later than 4:00 P.M. on [REDACTED]. Proposals submitted late in any amount of time will not be evaluated.
- 2.2 The Department may reject any or all proposals on the basis of being unresponsive to this RFP.
- 2.3 The Department shall not be responsible for any costs or expenses incurred by QESPs in the preparation of submittals and proposals or for costs or expenses related to any element of the selection or negotiation process.
- 2.4 Questions and requests for clarification on this RFP must be submitted in writing to [NAME], [TITLE], at [E-MAIL ADDRESS] no later than ten (10) business days prior to the due date of the proposals. No verbal inquiries will be addressed. Communication with other Department employees or officials or any others associated with this process and public facilities with regard to this RFP is prohibited.

## 3. Submittal Schedule

The following schedule has been established for this RFP. This schedule is subject to change. Should such a schedule change occur all QESPs will receive notices via email. QESPs are encouraged to check their e-mails frequently and to communicate with the Department regularly since the Department will not adjust the process to accommodate a QESP who claims that they did not receive an e-mail for whatever reason.

	SUBMITTAL SCHEDULE TASK	DATE/TIME
1.	RFP Published	ADD
2.	Pre-Proposal Conference	ADD
3.	Written Inquiries	ADD
4.	Responses to Inquiries	ADD
5.	Proposal Submission	ADD
6.	Proposal Review Period	ADD
7.	Interviews	ADD

The QESP shall include the following in the Response to this RFP:

**1. Cost-Effective Feasibility Analysis**

Based on a facility walk-through and the Technical Facility Profile provided by the Department, QESP shall prepare a Cost-Effective Feasibility Analysis report no longer than 10 pages that addresses the following:

- a. The “contract” terms for the proposed project - Identify the likely term of the SOW (number of years), total cost, and payback period for the project, provided the payback period for any financing is less than the functional life of the proposed Energy-Savings Measures (ESMs) and the payback period does not exceed fifteen years. These terms will be based on the best available information, but are not intended to constitute a guarantee by the QESP.
- b. Comprehensiveness of the cost savings measures – List as part of this item the types of ESMs that would be considered and their estimated energy savings. Briefly describe how the potential ESMs interact to provide a holistic approach that results in maximum cost-effective energy savings.
- c. Financial stability of the QESP – Provide any updates to Section 5.3.2 “Financial Soundness and Stability of the Company” of the Solicitation.
- d. Experience and quality of technical approach – Provide an overview of staff capabilities and experience working in Connecticut.
- e. Overall benefits to the Department.

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## 2. Management Approach

a. Project Management and Coordination

Show the organization chart (by name as available) for implementing and managing the proposed project, including the responsibilities of each individual shown and the lines of authority within the overall organization. Identify portions of the effort, if any, that are proposed to be subcontracted and provide the same information for subcontractor organization and personnel.

b. Appropriate Market Sector Experience/Expertise

Provide information that emphasizes QESP’s experience and expertise in the types of buildings related to this project.

c. Project Personnel and Staffing

- i. Complete the table below to list each individual who will have primary responsibility for key tasks and phases of the proposed project. Provide resumes in a clearly marked appendix.

Name	Title	Staff or Subcontractor	Potential Role	Academic/Professional Qualifications; Level of Expertise; Experience	Project List with Project type, Cost, Role	Base Location

*Potential role in the project:* technical analysis, engineering design, construction management, construction, training, post-construction measurement and verification, support, and other services; note supervisory responsibilities, if any.

*Level of expertise:* specific qualifications related to role and responsibilities for the project; past relevant experience; years in industry or other brief description

*Base Location:* Permanent office in Connecticut; On assignment from other state; Out-of-state support.

*Project List:* List projects, with project type and project cost, that the person was associated with during the last five years.

- ii. Complete an additional table to include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

Name	Title	Staff or Subcontractor	Potential Role	Academic/Professional Qualifications; Level of Expertise; Experience	Project List with Project type, Cost, Role	Base Location

## 3. Cost and Pricing

Provide the maximum IGEA costs, markups, and fees as provided in the Final Exhibit D to the Contract signed by your company and the DAS. These maximums will be applied to the IGEA the QESP will perform.

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The Department may choose to accept the IGEA costs, markups, margins and fees to which the QESP is bound according to its Contract with DAS for individual projects. Alternatively, the Department may directly negotiate with QESP for reductions as dictated by individual facility or project requirements. QESP may also propose lower IGEA costs, markups, and fees depending upon individual project considerations or their own internal business approach.