

Evaluation of Energy Performance Contract – Proposal

Here are sample format for systematic evaluation of ESCO proposal

Evaluator Name: _____

ESCO Evaluated: _____

EVALUATION FOR: Proposal _____ Interview _____ (Check one)

| | Score | Total Points |
|--|----------------------|--------------|
| 1, QUALIFICATIONS AND CAPABILITY | (0-10 points) | |
| - General firm information | | |
| - Experience of firm <i>(experience in energy-related and performance contracting services)</i> | | |
| - Scope of services offered by firm <i>(comprehensiveness of management, maintenance & monitoring services)</i> | | |
| - Financial soundness of firm <i>(financial soundness & stability)</i> | | |
| NOTES | | |
| 2. EXPERIENCE AND EXPERTISE | (0-20 points) | |
| - Project history <i>(Quality of past projects including scope & savings)</i> | | |
| - Personnel information <i>(Engineering, project management & other experience)</i> | | |

NOTES

| | | |
|--|----------------------|--|
| 3. TECHNICAL APPROACH | (0-10 points) | |
| - Audit <i>(Quality of audit sample)</i> | | |
| - Design/construction <i>(Overall approach)</i> | | |
| - Engineering analysis <i>(Reasonableness of baseline & savings methodologies)</i> | | |
| NOTES | | |
| 4. PERFORMANCE CONTRACTING APPROACH | (0-10 points) | |
| - Approach <i>(Overall approach to performance contracting & contract adjustments)</i> | | |
| - Other services <i>(Full range of services and flexibility in application)</i> | | |
| - Construction issues <i>(Handling of environmental liabilities, warranties, maintenance service)</i> | | |
| - Standardized Contracts <i>(Agreement to use standardized contracts attached to RFP)</i> | | |
| NOTES | | |

| | | |
|---|----------------------|--|
| 5. SITE SPECIFIC APPROACH | (0-30 points) | |
| - Project scope for this project <i>(Understanding of conditions, systems & operations. Responsiveness in strategies. Comprehensiveness and clarity of technical approach. Relevance and benefits of proposed retrofits for these facilities.)</i> | | |
| - Relevant experience to apply to this site <i>(Relevance and documented savings of past projects completed that are similar in size, scope and building type)</i> | | |
| - Project management for this project <i>(Management approach and relevant qualifications of assigned personnel involved in auditing, design, project management & construction, regarding size, scope and building type of this project.)</i> | | |
| - Technical and construction issues <i>(Construction management, scheduling, operation and maintenance approach, standards of comfort and insurances)</i> | | |
| NOTES | | |
| 6. COST AND PRICING | (0-20 points) | |
| - Audit cost <i>(Reasonableness of audit cost)</i> | | |
| - Markup costs <i>(Reasonableness of markup costs)</i> | | |
| - Other costs <i>(Reasonableness of markup costs)</i> | | |
| - Best value <i>(Value for the investment)</i> | | |
| - Open book pricing <i>(Experience & willingness to provide open book pricing)</i> | | |
| NOTES | | |
| ESCO PROPOSAL TOTAL SCORE: | | |

Energy Audit Review Checklist

Contact Information

Title of Energy Audit: _____

ESCO responsible for audit: _____

Name of ESCO contact: _____

Contact details of ESCO contact: _____

Energy Baseline

1. Is the software appropriate for normalizing data (adequately accounting for significant variables such as weather fluctuations, occupancy changes, etc.)?
2. Is the correlation between historical vs. modeled baseline close enough to allow for use of the modeled baseline (the r squared)?
3. Have correct rates been used in establishing the baseline?
4. Are the proposed baseline's calculations correct?
5. Is the facility on the best rate and has the ESCO considered rate changes for energy cost savings?

Notes: _____

Engineering and Project Oversight

1. Has the technical engineering audit received oversight and approval from a licensed professional engineer?
2. Does the ESCO staff have sufficient expertise to manage the size and scope of the proposed ECMs?

Notes: _____

Costing

1. Is the cost for each ECM adequately documented? Are the proposed equipment, vendor, and labor costs reasonable?
2. Do the costs for each ECM adequately provide a breakdown of costs per the price structures proposed in the ESCOs RFP response?
3. Are the costs for the TA incorporated into the overall project costs and cash flow analysis?

Notes: _____

Proposed ECMs

1. Is the cost savings associated with each ECM adequately interacted with other ECMs?
2. Are cost savings included for each individual ECM and are those cost savings based upon calculations and assumptions that are detailed, reasonable and in accordance with generally accepted engineering practices.
3. Has the ESCO included all ECMs for analysis and/or recommendation that should have been included?
4. Does any proposed ECM's payback exceed that measure's useful life?
5. Do appropriate ECMs correct power factor to >90 (if utility power factor charges apply)?
6. For ECMs eligible for Utah Power incentive funding, has this funding been included to reduce ECM capital cost and shorten the ECM paybacks?
7. Does the TA specify special training for facility staff for long-term ECM maintenance and operation (inadequate training can negatively impact savings)?
8. Has the ESCO not included savings from maintenance or deferred capital expense in the project cash flow analysis?
9. Does the TA adequately address handling and disposal of hazardous materials associated with ECM installation?
10. Do the ECMs improve space conditions and meet industry standards (footcandles, air quality, etc.)?
11. Do lighting ECMs include an area by area analysis of readings per IES standards rather than a "blanket" retrofit?
12. Is there a retrocommissioning ECM? Does the ESCO possess expertise for meeting the state standard for retrocommissioning?

Notes: _____

Proposed M&V and Savings Guarantee

1. Does the overall proposed ECM package provide an acceptable cash flow (the overall payback cannot exceed 20 years for this procurement and each year's cash flow must provide a positive cost savings)?
2. Is the approach for comparing the baseline with post-retrofit savings reasonable and appropriate?
3. Option C of the IPMVP is recommended due to the interactive nature of most ECMs' savings – has the ESCO utilized this option for all ECMs where interactions occur?

Notes: _____

Reference:
<http://www.energyservicescoalition.org>