



August 19, 2020

Addendum #1

Solicitation: RFQ MSU2020

Energy Efficiency Project

The following changes, additions, deletions, and clarifications are hereby made part of the solicitation for the above referenced project and shall be taken into account in the preparation of the solicitation response and execution of all work. Vendors shall acknowledge receipt of this addendum.

Notice: The following changes, additions and clarifications should be considered as amendments to the above referenced RFQ

Item #1

Includes answers to questions regarding the form of the Qualification Submittal, the due date of the Qualification Submittal and a kickoff meeting. Answers to questions are attached to this addendum.

Note: Acknowledgement of this and any other addenda must be included in your Qualifications Submittal. All other terms and conditions shall remain unchanged. Failure to acknowledge and respond to this addendum in your Qualification Submittal may result in the bid proposal being considered non-responsive.

Date Issued: August 19, 2020

By: Wyatt Shiflett



Item #1

Q- Will there be a kick off meeting.

A – No. Page 1 of the RFQ indicates there will be no Pre-Qualifications Submittal Conference.

Q- Section 4.11 states the responses are not to exceed 30 pages. What section(s) of the required qualifications make up the 30 pages?

A- The 30-page limitation is for answers to the questions asked in Section 4.11.

Q- Section 4.2 mirrors the MD IDC 8.0 and for all ESCOs will be significantly large documents to submit. On the submission, is there a limit on the size of email attachment that can be sent? And if yes, would it be possible to set up a ‘drop box’ type of service to deliver the submittal?

A- A “drop box” type of services will be created for secure confidential submittals. Each ESCO will have a dedicated drop box set up by MCEC, the details of which will be communicated in a separate correspondence. Email correspondence will still be required to confirm receipt of files submitted the drop box.

Q- Are we to submit both a response to 4.1.1 Qualification Information and a separate Qualifications Submittal (following section 4.4)? If so, does the 30 page limit only apply to 4.1.1?

A- Yes, the entire Qualification Submittal is detailed in all of Section 4, not just Section 4.1. The question regarding the 30-page limit has been answered above in this addendum.

Q- Are you expecting the responses to be sent to you via email by 11 am on 9/14/20?

A- The Qualification Submittal Due Date is September 14, 2020 at 11:00a.m. The mode of document submission has been amended as part of this Addendum #1.



August 31, 2020

Addendum #2

Solicitation: RFQ MSU2020

Energy Efficiency Project

The following changes, additions, deletions, and clarifications are hereby made part of the solicitation for the above referenced project and shall be taken into account in the preparation of the solicitation response and execution of all work. Vendors shall acknowledge receipt of this addendum.

Notice: The following changes, additions and clarifications should be considered as amendments to the above referenced RFQ

Item #1

Addendum #2 includes RFQ clarifications, modifications and answers to questions present by ESCOs qualified to submit a Qualifications Submittal for RFQ MSU 2020.

Note: Acknowledgement of this and any other addenda must be included in your Qualifications Submittal. All other terms and conditions shall remain unchanged. Failure to acknowledge and respond to this addendum in your Qualification Submittal may result in the bid proposal being considered non-responsive.

Date Issued: August 31, 2020

By: Wyatt Shiflett



Item #1

Change to the Evaluation Committee

Regarding Section 3.6 – The Procurement Officer will assist in facilitating the efforts of the Evaluation Committee but will not be part of the Evaluation Committee. Katherine Magruder, Executive Director or the Maryland Clean Energy Center shall be added to the Evaluation Committee.

Clarification on Section 4.11 (also referred to by Bidders as Section 4.1.1)

Resumes submitted as part of the responses to the 12 questions in Section 4.11 shall be excluded from the 30 page limit for responses.. Resumes are only being requested for staff that will work on the MSU project. Please include your responses to Section 4.11 in section in TAB E (subheading E-4.4.2.6.3) and label the section with answers to the questions in Section 4.11 as “MSU 2020 Qualification Information Response”. Resumes can be an attachment to the MSU 2020 Qualification Information Response.

Section 4.11, Subsection 7, shall be amended as such:

7) Provide a list of EPC contracts performed over the last 5 years that exceeds \$6 million, the contact information of each contract, the cost estimate prior to IGA, the actual cost of each contract, key personnel names of each contract, the role of each key personnel, and resume for key personnel that will work on the MSU project. Highlight any projects performed for the State of Maryland, or related agencies.

Q – How are Section 4.11, Subsection 7 and Section 4.11, Subsection 8 different?

A- Section 4.1, Subsection 8 asked to provide descriptions of EPC Example Contracts, minimum of 5, which best illustrate your team's qualifications and strengths and is not limited to projects over \$6 million and is not limited to projects performed in the last 5 years.

Additional Clarification, Modification or Amendments

Q - Resumes are requested in 4.4.2.5 Tab D, Section 2. Please let us know how you would like to see this.

A - The resumes requested in Section 4.4.2.5 Tad D Section 2 – shall be for personnel that will work on the MSU project. Furthermore, if this information has already been provided



simply reference the section in your Qualifications Submittal where the appropriate information is supplied.

Q – Regarding Section 4.4.2.6 Tab E Section 3, the information requested seems to be the same information requested in Section 4.11, Subsections 7 & 8. Please clarify.

A - If you deem any request for information in Section 4.4 to be redundant with information requested in section 4.11 please simply reference your answer in section 4.11.

Q- Would submission of a MBE goal (over the 30% requirement) receive additional points during proposal evaluation?

A- Not necessarily but highlighting projects executed with higher than 30% MBA goals could be incorporated in your response to Section 4.11, Subsection 8, which asked for ESCOs to provide descriptions of EPC Example Contracts which best illustrate your team's qualifications and strengths.

Q – In Section 4.4.2.6 (3) Past Performance and References, you specifically mention past projects with Maryland State Agencies, or other municipalities. Can we include Federal Government projects as project references since they are more similar to Morgan State University than a stand-alone municipal building?

A – Yes. The first sentence in the first paragraph in Section 4.4.2.6, Subsection 3 is amended as such:

MCEC will consider the Vendor's past performance on energy performance projects with Maryland State Agencies, Federal Government or other municipalities.

Q - Is MSU utilizing a third-party to develop the Master Energy and Facility Infrastructure Plan (“Master Plan”)? If yes, what firm(s) have been contracted?

A - It is possible that a third party be used. No firm has been contracted with yet and it is not envisioned that step takes place before an ESCO is selected under RFQ MSU 2020.



Q - Regarding Section 2.1, please explain the Phase I proposal requirements in detail and/or provide a sample proposal.

A - The Phase I proposal requirements will follow the IDC requirements.

Q- Regarding Section 3.14 – “All subcontractors must be identified and a complete description of their role to the Qualifications Submittal must be included in the Vendor’s Qualifications Submittal.”

A- MCEC recognizes many of these partners will not be identified until Phase I when additional information regarding the scope of the Task(s) will be made available. Therefore, please supply a list of subcontractors you wish to highlight that have worked for you on in-State projects within the last five years. Please include the name of the subcontractor, role and/or area of expertise, and the project they were hired for. This list does not have to be a complete list but a representation of what you wish to highlight.

Q – Referencing the Minority Business Enterprise Forms | Attachments D – “Within ten (10) Business Days of receiving notification of recommendation for Contract award, the Vendor must submit Attachments D-2 and D-3A/B.”

Given that the Contract award will be for a Master Services Agreement and not for a specific Task is this requirement correct?

A – No. The requirement should be within ten (10) days of a Phase II EPC contract after a Task has been identified and a scope of work determined.

Q- Referencing Section 3.24 of the RFQ indicates that “Bidder shall include with its Qualifications Submittal a completed MBE Utilization and Fair Solicitation Affidavit (Attachment D-1A)”. Part 3 of Attachment D-1A requires that the Prime Contractor list each certified MBE firm it agrees to use to achieve the MBE participation goal and the percentage of total contract value to be performed by each MBE. Because this is a qualifications response and no pricing is being provided, would MCEC/MSU accept letters from MBE firms expressing their interest in bidding, in lieu of specific percentage commitment?

A- Yes, MCEC will accept letters of interest from MBE firms and list of firms that you represent are interested in bidding when a specific Task Order with a defined scope of work has been identified for development.



Q- Regarding Section 4.11 MSU Qualification Information, questions 1 through 12, please confirm that all responses to the 12 questions in this section include the respondent organization's experience only and not the experience of an individual(s) from their previous company experience.

A- We are seeking to evaluate the organizational experience when listing projects developed. The potential place to capture worked performed by key personal outside of their current organization would be on resumes submitted if deemed necessary.

Q- Regarding Section 3.14 Vendor Responsibilities, please confirm that MCEC will consider other types of security such as an irrevocable letter of credit.

A - Yes, the Evaluation team will consider other types of security equal to or greater than a corporate guarantee.

Q - Phase III is referred to in the definition of Phase II Contract (RFQ Attachment N – Abbreviations and Definitions) and also in section 2.2, but not defined. Please define

A - Phase III is the project energy savings measurement and verification, Provide measurement, energy savings guarantee and maintenance services.

Q - Is Section 4.4.2.8 of the RFQ missing subsection 2.

A – No. Section 2 was intentionally omitted.

In Section 4.4.2.8 the following addition has been added for clarity:

Section 4.4.2.8

2) Intentionally omitted.



September 9, 2020

Addendum #2b

Solicitation: RFQ MSU2020

Energy Efficiency Project

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Item #1

Addendum #2 b includes a submittal deadline extension. The due date for the MSU RFQ submittal has been extended by one week. The revised due date for ESCOs qualified to submit a Qualifications Submittal for RFQ MSU 2020 is now Monday September 21, 2020, at 11AM.

Note: Acknowledgement of this and any other addenda must be included in your Qualifications Submittal. All other terms and conditions shall remain unchanged. Failure to acknowledge and respond to this addendum in your Qualification Submittal may result in the bid proposal being considered non-responsive.

Date Issued: September 9, 2020

By: Wyatt Shiflett



September 16, 2020

Addendum #3

Solicitation: RFQ MSU2020

Energy Efficiency Project

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Item #1

The following clarification is being provided regarding to how to submit your respective Qualification Submittals for RFQ MSU 2020.

Please use your judgement regarding how many files to upload to your Dropbox folder in the submittal process. While the RFQ does call for the submittal of one document we realize there may be limitation to downloading one very large file. It is no longer a requirement to submit one single document/file. If you are unable to download one single complete file, we do request that you are judicious about what files are segregated.

Note: Acknowledgement of this and any other addenda must be included in your Qualifications Submittal. All other terms and conditions shall remain unchanged. Failure to acknowledge and respond to this addendum in your Qualification Submittal may result in the bid proposal being considered non-responsive.

Date Issued: September 16, 2020

By: Wyatt Shiflett



October 30, 2020

Addendum #4

Solicitation: RFQ MSU2020

Energy Efficiency Project

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Notice: The following changes, additions and clarifications should be considered as amendments to the above referenced RFQ

Item #1

The Procurement Officer for this solicitation will be changed to Pamela Powers effective Friday November 6, 2020. Contact information for Ms. Powers is listed below.

Pamela R. Powers
Legislative Affairs & Administrative Manager
Maryland Clean Energy Center
5000 College Avenue
Suite 31010
College Park, Maryland 20740
Office: 301-314-6061
Direct: 301-314-6065
ppowers@mdcleanenergy.org

Note: Acknowledgement of this and any other addenda must be included in your Qualifications Submittal. All other terms and conditions shall remain unchanged. Failure to acknowledge and respond to this addendum in your Qualification Submittal may result in the bid proposal being considered non-responsive.

Date Issued: October 30, 2020

By: Wyatt Shiflett