

## MCEC RFQ: *Goucher-2023*

*Questions and Answers – November 6, 2023*



### 1. **Reference:** RFQ Section 1.0 – *Introduction*

Question: “The RFQ mentions selecting multiple Vendors. What is MCEC’s approach to selecting multiple vendors?”

Answer: MCEC’s intent is to streamline the procurement process and accomplish more qualified related/similar work through a single procurement.

### 2. **Reference:** RFQ Section 2.0 – *Scope of Work*

Question: “Is the initial intent to focus on the Central Utility Plant (CUP), or complete the comprehensive upgrade of the energy systems?”

Answer: Our intent is to utilize the Investment Grade Audit to determine the most effective and feasible approach to addressing comprehensive improvement at Goucher’s campus.

### 3. **Reference:** RFQ Section 1.0 – *Introduction*

Question: “Could you please elaborate on Phases I, II and III of the IDC, and also address the anticipated challenges that may be encountered?”

Answer: Phase I is the preliminary design and development phase, during which the Vendor develops the proposed comprehensive energy efficiency and guaranteed savings program.

Phase II is the final design and construction phase, during which the energy efficiency projects are implemented.

Phase III is the performance period, wherein Measurement and Verification (M&V) is conducted to verify if the actual savings align with the guaranteed savings.

A major challenge of the state’s IDC process is that the savings must be met!

### 4. **Reference:** RFQ Section 4.26 – *Minority Business Enterprise Goals*

Question: “What are the MBE requirements for this project?”

Answer: MCEC’s overall goal for this project is set at 30%, which is in alignment with the state’s target. Vendors should strive to approach this goal as closely as feasible at the Task Order level. At this RFQ phase, vendors should state their intent to utilize the State of Maryland’s MBE forms and process, and to meet or exceed the target for any future work contemplated under the MSA.

### 5. **Reference:** RFQ Section 3.02 – *Questions and Inquiries*

Question: “The RFQ requires submissions to be electronic via email. Considering the size of the documents, will there be an updated submission method?”

Answer: MCEC will create a file transfer process and send the updates instructions to all ESCOs asap.

**6. Reference:** Schedule of Events

Question: “Has there been any feasibility study done for this project? Why the tight timeline? Generally, when the timeline is so tight, the assumption is that another ESCO is driving the project. Is that the case?”

Answer: No feasibility study has been conducted, and the tight timeline is attributed to the upcoming holidays and Goucher’s intention to have an ESCO selected to present to their Board of Directors early 2024.

**7. Reference:** RFQ Section 2.1 – *Investment Grade Audit/Preliminary Design and Development phase*

Question: “Will the Phase 1 IGA include all buildings on campus? Could you share a list of these buildings with their associated square footage? This will help in calculating a cost for the Phase 1 contract.”

Answer: MCEC will obtain details for targeted buildings and send to all pre-proposal meeting participants, and will also post to our RFP bulletin board.

**8. Reference:** RFQ Section 2.0 – *Scope of Work*

Question: “Section 2.0 of the RFQ states that vendors should “Present strategies for enhancing accessibility and achieving ADA compliance. Can you specify examples of what you would like to see evaluated or recommended?”

Answer: MCEC understands that ADA compliance is generally outside the scope of the services ESCOs provide. However, Goucher College will be targeting ADA accessibility concurrently/during the same time that we are working on development and implementation of this ESCO project. Therefore, we are hoping ESCO firms can note symbiotic opportunities that may arise due to concurrent mobilization addressing both energy/infrastructure and ADA compliance.

**9. Reference:** RFQ Section 5.0 – *RFQ Submission Requirements*

Question: “Should our response to RFQ section 5.1.1 Goucher Qualification Information be submitted separately from the main Qualification Submittal, as a section of it, or both?”

Answer: It can be submitted as either a section of the Qualification Submittal, or as a separate document. It is not necessary to include the same information twice.

**10. Reference:** RFQ Section 5.0 – *RFQ Submission Requirements*

Question: “Section D-5.4.2.5 (2) Key Personnel, part (a) of the RFQ refers to the design team for the feasibility study and the design service of all EPC projects. It requests qualifications, business references, and resumes. What exactly are you looking for when you say “business references”?”

Answer: MCEC requires testimonial(s) provided by someone who has personal knowledge of your work and capabilities in a professional setting.

**11. Reference:** RFQ Section 5.0 – *RFQ Submission Requirements*

Question: “Section 5.4.2.12 part (b) and the associated reference section 4.26 of the RFQ indicate that a vendor is required to submit a completed MDOT Certified MBE Utilization

and Fair Solicitation Affidavit with the Qualifications Submittal, which involves an MBE Participation Schedule (Part 3 of Attachment D1A). Section 4.16 indicates a minimum MBE subcontractor participation of 30% of the total contract dollar value will be required. However, there is no dollar value associated with the MSA that will result from this RFQ. Ben answered a question regarding this topic during the Pre-Submittal conference, but no guidance was ever given in writing. Can you please confirm how you would like us to proceed regarding this requirement for our Qualifications Submittal?"

Answer: Please refer to question 4.

## **12. Reference:** RFQ Section 5.0 – *RFQ Submission Requirements*

Question: Submissions are to be emailed; however, this won't be realistic with the required documentation samples that need to be provided. Is there a portal or drop box that you will use instead (i.e., emma or Scout, etc.)?

Answer: MCEC will provide a link via which files can be transferred. We will send to all pre-proposal meeting participants, and will post to our RFP bulletin board, by COB Friday, 11/10/23.

## **13. Reference:** RFQ Attachments – *MBE Forms*

Question: Please reconfirm that Attachments D-1 through D-5 DO NOT need to be submitted at the time of the RFQ Deadline, November 17<sup>th</sup> (since there is no Scope of Work yet).

Answer: Confirmed that RFQ Attachments D-1 through D-5 do not need to be submitted at the time of the RFQ deadline, but will be required at the Task Order agreement level, when a specific scope and budget are established.

## **14. Reference:** RFQ Section 5.0 – *RFQ Submission Requirements*

Question: On Page 31 of the RFQ it states under 5.4.2.12 "If required, the following documents shall be completed, signed.... etc." – would you reply in this RFQ Q&A with one concise list of what signed documents must be submitted on November 17th?

Answer: MCEC appreciates that the submittal requirements are complex, and because of this, we are happy to answer vendor-specific submittal requirement questions offline and thru the due date of the RFQ. Because submittal requirements may vary per vendor, it is not possible to provide a single, more concise list that is universally applicable to all vendors. It is necessary to include some forms and possible requirements (e.g. Conflict of Interest and Confidentiality statements) which are only applicable in specific situations.

## **15. Reference:** RFQ Section 1.5 - *Questions and Inquiries*

Question: On Page 1 of the RFQ it points out about Terms and Conditions. It also references Section 1.5. Right now, there are only Sections 1.1 and 1.2. Would you clarify about this Section 1.5?

Answer: MCEC confirms that the reference to Section 1.5 on p.1 of the RFQ is an error. The reference should be to Section 3.02 of the RFQ. I revised RFQ will be sent to all pre-proposal meeting participants, and will also post to our RFP bulletin board.

**16. Reference:** RFQ Section 3 – *Terms and Conditions*

Question: Regarding Terms and Conditions, if an organization’s Legal Department wants to attach Exceptions to a response, does this disqualify you? i.e., is it recommended that organizations hold on their Exceptions until they are successful in the RFQ stage and get to a negotiation contract period?

Answer: If the Exceptions are related to specific terms in the RFQ, including how those terms may be applied at a future Task Order Agreement level, then they should be included in your qualifications submittal.

**17. Reference:** RFQ Section 5.2.1 – *General Submission Requirements*

Question: On Page 24 of the RFQ it states under 5.2.1 “MCC’s preference is for the Qualification Submittal a single PDF file including a label...” - - so for example, 5.4.2.6 (1) is asking to include a Sample Detailed Engineering Feasibility Study. This is a large document to submit within an RFQ response and not have it confusing for evaluators. It would be better as a separate Appendix. Would you agree to an Appendices for these types of asks within the RFQ?

Answer: MCEC will accept Appendices for requests for documents accompanying the Qualifications Submittal, including the sample study. However, it is also possible to create a single .pdf binder, which includes all attachments as separate documents within a single “binder” .pdf.