



ENERGY EFFICIENCY PROGRAMS

AmerenIllinoisSavings.com

Request for Qualifications to Provide

Large Facilities Retro-Commissioning Services
for the Ameren Illinois Energy Efficiency Programs

January 30, 2019

Large Facilities Retro-Commissioning Request for Qualifications to Provide Services

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INTRODUCTION

BACKGROUND

Ameren Illinois has established four retro-commissioning programs; Compressed Air, Large Facilities, Industrial Refrigeration, and Grocery Store. If you provide retro-commissioning services (as described later in this document) to eligible Ameren Illinois customers, and would like to become a Retro-Commissioning Service Provider (RSP), please review this document and submit the required information. RSPs will work closely with the Ameren Illinois customers and with the Ameren Illinois Energy Efficiency Business Program staff to support the Retro-Commissioning Programs.

There are two options for prospective RSPs – apply as a contractor for a one-time job for one of your existing customers, or apply to be an approved RSP, which will qualify your company to be listed on the AmerenIllinoisSavings.com website and also future versions of the Retro-Commissioning application. Any company reviewing the Retro-Commissioning program could then contact you for your services with the Ameren Illinois incentive program. In either case, this application must be completed, submitted, and approved before any work can be done on the project in order for your customer to be eligible for any incentive money.

The Large Facilities Retro-Commissioning offerings are designed to achieve electric and/or natural gas energy savings through the optimization of HVAC, lighting, and other energy-using systems in healthcare facilities throughout the Ameren Illinois service territory. These savings are achieved through strategies such as the calibration of equipment operating schedules and set points to correspond to facility usage patterns, repair of inoperable dampers and valve controls, cleaning/filter replacement of heat transfer surfaces, and tune-up of Energy Management Control Systems (EMCS) and lighting control systems.

The Ameren Illinois commitment is to provide the market with qualified and experienced service providers that are governed by a rigorous quality-control process. To be eligible for the Retro-Commissioning survey incentives, customers must work exclusively with a pool of pre-approved RSPs. Ameren Illinois will provide incentives to defray 80% of the cost of a retro-commissioning survey to identify electric and natural gas energy-savings opportunities for no cost/low cost energy-efficiency measures with an aggregate simple payback of 0-1 year. The survey will also identify measures with a one-year+ payback period that may be eligible for incentives through the Standard or Custom programs.

OVERVIEW

The scope of services for Large Facilities RSPs is outlined in Appendix A, and Appendix B is a copy of the service provider manual. If you are approved as an RSP, your initial period of service is for one (1) program year (a program year ends on December 31st). Additional RSP RFQ (Request for Qualifications) solicitation cycles will occur as needed.

EXPECTATIONS

To determine if your company would be a suitable Retro-Commissioning Service Provider, please review the appropriate appendices included with this document and the Retro-Commissioning application on the AmerenIllinoisSavings.com/Business website. The application specifies the tasks that must be completed during the survey process - it is expected that your company will be able to provide these services. The actual repairs or improvements to be made can be done by any contractor (they do not have to be on the RSP list) – it is up to your customer to decide who they would like to hire to complete these tasks (in other words, at this point it is up to you to sell your services).

As an RSP you are representing Ameren Illinois. We expect your company to present the professional and personable demeanor expected of all Ameren Illinois personnel.

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APPLICATION PROCESS

This application may be used to apply to become an RSP for the next program year, or as application for a one-time project. RSPs are renewed annually, for each program year that begins on January 1st. Applications can be submitted any time, but updates to the annual listing for RSP typically take place in December; to be considered for the annual listing, your application should be submitted by November 30th. If you have not heard from us within two weeks after submitting this application, please feel free to contact us to find out the status (we will notify you when we receive your application so you know it was received by program staff). Do not proceed with any projects until you are formally notified by program staff that you have been approved to proceed with your one-time project, or that you have been approved to be an RSP for the Ameren Illinois Energy Efficiency Business Program. Work done prior to this notification will be ineligible for incentive money.

Complete Appendix A and submit via fax, e-mail, or U.S. mail to the address listed on the bottom of the page.

ESTIMATED RSP WORKLOADS

Program staff will select a very limited number of approved RSPs for each program year. Information regarding the assignment of RSPs to projects is provided in the appendices. Selection as an RSP does not imply a guaranteed minimum level of work under this program – it is up to you to market your company's products and services. During Program Year Nine (PY9), each RSP must successfully complete at least one application to be eligible as a PY2019 RSP (PY19 runs from January 1, 2019 to December 31, 2019).

CONFIDENTIAL INFORMATION

Sensitive company and project information submitted as part of an application will be treated confidentially to the fullest extent possible and will not be provided to outside parties, provided that it is clearly labeled "Confidential Information".

APPLICATION EVALUATION

SUBMITTAL EVALUATION

A company will be evaluated for selection as a Retro-Commissioning Service Provider (RSP) based on the following criteria:

- Qualifications and experience of the individuals identified to perform the work.
- Project experience of the firm in the successful completion of large facility building improvements.
- References.
- Innovative ideas/strategies offered by the respondent to maximize the effectiveness of this program.

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MISCELLANEOUS

AMEREN ILLINOIS RIGHTS

All applications will become the property of Ameren Illinois and will not be returned. Ameren Illinois and its implementation contractor Leidos reserve the right to open these submittals privately, to reject any and all submittals, and to be the final judge of these submittals.

Ameren Illinois reserves the right to make adjustments to the program guidelines and the list of Retro-Commissioning Service Providers as needed to meet program goals.

REGISTERED PROGRAM ALLY

All RSPs must also be a registered Program Ally for the Ameren Illinois Energy Efficiency Business Program. The link to the application is located on the AmerenIllinoisSavings.com website (under the “For Contractors” tab at the top of the page, choose the “Become a Business Program Ally” option and download the Business Program Ally Enrollment Form). If you are uncertain whether you are a registered Program Ally, click on the “Find a Service Provider” link and search for your company. Only registered Program Allies are included in this list.

REQUIRED RSP TRAINING

At least one representative from each of the selected RSPs will be required to attend approximately two hours of program-specific training per program year (through mandatory biannual webinars). These training sessions will be provided at no charge to RSPs. Respondents are required to agree to this training requirement as part of the selection process.

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APPENDIX A. SUBMITTAL REQUIREMENTS – Large Facilities

Large Facilities Retro-Commissioning Program Retro-Commissioning Service Provider Qualifications Submittal

Company:	
Address:	
City, State, Zip	
Contact Name:	
Contact Title:	
Contact Phone:	
Contact Fax:	
Contact E-mail:	

Signature of Authorized Individual:	
Name (printed):	
Title:	
Date:	

To learn more about your company we need you to provide a narrative that includes the following information (at a minimum):

Company Profile

- Office locations serving the Ameren Illinois service territory
- Organizational chart
- Description of retro-commissioning services
- Years in business
- Recognition/awards
- Experience in supporting state or utility energy efficiency/demand response programs

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Project Experience

- Provide project summaries for 10 large facilities projects completed in the last five years.
- Include information on the relevance of each project to the scope of services to be performed on this Retro-commissioning program.
- Include information on the factors that made each project a success story.

Individual Experience

- Provide resumes for those individuals that will be utilized by your firm in support of this program.
- Include information on specific training, certifications, and awards obtained by each individual.
- Indicate the role that each individual will serve in support of this program.

Technical Approach

- Describe your firm's technical approach/methodology for identifying, implementing, and verifying retro-commissioning energy savings opportunities in large facilities.
- Describe your firm's technical approach/methodology for achieving persistent savings in large facilities as a long-term impact of the retro-commissioning process.

Innovation

- Include information on innovative approaches, survey methodology, or technology that you believe could be utilized to maximize the effectiveness of this program.

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APPENDIX B. SERVICE PROVIDER MANUAL – Large Facilities

Program Goals

- Work with the Ameren Illinois customers to educate them on the program and to identify project opportunities.
- Leverage the expertise and experience of RSPs to identify savings opportunities through the optimization of HVAC, lighting, and other energy-using systems in large facilities.
- Achieve annual energy savings through successful program implementation to meet program year kWh goals.
- Work with the Ameren Illinois Energy Efficiency Business Program staff to identify/implement strategies to achieve persistent savings in customer facilities.
- Achieve recognition as an award-winning program through superior customer support, technical expertise, and project results.

Retro-Commissioning Service Provider Pool

- A core group of Retro-Commissioning Service Providers (RSPs) will be selected to work with customers and program staff to deliver this program.
- Additional RSPs may be added or existing RSPs removed from the group at the beginning of each program year or at the discretion of Ameren Illinois.
- The number of providers in the RSP group may be increased based on program workload.
- An RSP may be dismissed from the program due to failure to comply with program requirements.

Assignment of RSPs to Customer Projects

- It is expected that the majority of program participants will submit their incentive application in cooperation/coordination with a large facilities service provider that is on the list of approved Retro-Commissioning Service Providers.
- In cases where a customer submits an incentive application that does not identify an RSP, program staff will work with the customer to match their project to an appropriate RSP. Geographic location and RSP work load will be used as criteria in matching customers with RSPs.

Quality Assurance/Quality Control

- Each RSP must follow the large facilities retro-commissioning program process as described in the incentive application.
- RSPs are expected to provide consistent, professional and timely support to customers in the implementation of this program.
- Program staff will monitor, survey, and review the conduct, deliverables, and results of each RSP to ensure effective delivery of this program.

Training

- Selected RSPs will receive approximately two hours of training via biannual webinars.
- This training will include an initial orientation session at the start of each program year.
- Additional training may include specific technical topics, lessons learned, and project case studies.

Partnering

- Program staff will encourage selected RSPs to provide feedback on program and process improvements.
- Ameren Illinois will develop co-branding materials for RSPs to enable identification of their firm as a pre-approved service provider for this program.