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EXECUTIVE DIRECTOR OF PROCUREMENT & ACCOUNTS PAYABLE

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SUPERINTENDENT

DATE: 3/27/2025
RFP NUMBER: 25-066CG
RFP TITLE: Energy Management Services
ADDENDUM NUMBER: 1

The RFP deadline to submit offers has been extended to April 4, 2025 at 3pm local time.

Questions and Answers:

1. Can we please request a 1-2 week extension to the due date?

APS Response: APS is able to extend the deadline to submit offers to April 4, 2025 at 3 pm.

2. We are finding it difficult to provide a fixed, firm monthly retainer due to the open-ended nature of the scope of services. Can you provide more explicit detail on assumptions for this monthly fee? These clarifications will help ensure the District receives more apples:apples proposals a - Shall it be assumed that the monthly retainer is only for Item 2. Documentation?

APS Response: No, the retainer is for ready availability of the consultant to respond quickly and thoroughly to energy management needs of the District. Item 6: “Team Membership -- The Energy Management consultant selected from this solicitation will become an ongoing member of the APS Energy Team, helping to address day-to-day management and optimization of systems District-wide. They will be expected to participate on a regular basis in the various meetings of the group, and be generally available and responsive to the team. The consultant will also help analyze detailed functionality/efficiency of equipment and systems as needed.”

b - Do monthly efforts/retainer include the bi-monthly WECC & Annual BOE meetings.

APS Response: Yes.

c - Should it be assumed that these will be held in-person or virtually?

APS Response: In person participation – by at least one representative from the consulting firm -- is preferred, due to the level of personal interaction fostered at these meetings.

d - How will building performance data be captured & reported monthly? Directly from the Utilities electronically or as hard copy utility bills?

APS Response: Data collection is a complicated and sometimes challenging exercise, as there are many diverse sources of data in different formats. Most utilities can provide at least electronic CSV files,

either through API or monthly emails. Other systems, such as air quality data, work order histories, Building Automation System (BAS) data, etc. must be extracted from logins or other monitoring sources. One of the consultant's primary roles will be to concatenate the disparate data sources into a useful dashboard (or equal alterative) that allows comparison site by site, day by day, and system by system. The design format of reports can be suggested by the consultant, and will ultimately be a collaboration with APS.

e- Should we assume a certain number of hours of support to each of the members of the APS Energy Team? For example, assume X hrs/month of support each to the EE Coordinator, the BAS Specialist, the Energy Education Specialist, Facility Usage Specialist, Special Systems PM, Utility Analyst, Water Specialist, etc.

APS Response: No, the Energy Team meets as a group. Each member has different areas of focus and periodic needs, so it is not possible to quantify exact hours person-by-person.

3. Can you please provide a list of buildings and their SQFT? This will help us gauge the level of effort and fees for the Utility Data base.

APS Response: APS is currently monitoring 214 building clusters on approximately 160 campuses, totaling 17,361,016 sq ft, with 1130 utility accounts.

4. Does the Environmental Engineer need to be a CEM? It's unclear from the Evaluation Criteria.

APS Response: No, the Environmental Engineer and CEM can be separate individuals.

5. Does the copy of the contract or award letter for our references count towards the page count? These can be lengthy documents. Please provide guidance on where to include this in the RFP.

APS Response: The contract(s) or award letter(s) are supporting documentation, and are not included in the total page count. APS may find the offer non responsive if page count is exceeded.

6. Can you provide a Rough Order of Magnitude budget that is acceptable for the fixed monthly retainer? This will help gauge the scope we can offer to APS monthly versus the T& M-based, "specific project involvement & deliverables"

APS Response: Vendors are responsible for making an offer to based upon the scope and deliverables described in the RFP.

7. If selected to perform the energy management services for the District, is that firm eligible at a later date to implement any future measures (whether it be design/build or ESPC)?

APS Response: Vendors may not be eligible to participate in other procurement that have a conflict of interest.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:
Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

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COMPANY/FIRM NAME

_____

SIGNATURE

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DATE