

ADDENDUM TWO

**Request for Proposal 15002
DOA RFP #2015-0800-2814**

**Building Energy Audits
For Alaska Mental Health Trust Buildings**

October 30, 2014

FAX TO: All RFP recipients on record.

The RFP Package is hereby clarified or changed as follows:

1. The proposal deadline remains the same.

QUESTIONS AND ANSWERS:

2. **Q:** Are ALL plug load devices, demand, and usage to be inventoried or only those over a certain threshold?

A: The audits must meet or exceed ASHRAE level II standards. There is no specific requirement that every single plug load device be identified.

3. **Q:** What restrictions or limited access to the facilities and associated equipment should be anticipated?

A: The auditors should anticipate having full access to the buildings. They will be working directly with the building owners/operators.

4. **Q:** Do either of the two base pricing facilities include special functions or processing that must also be analyzed?

A: No

5. **Q:** Can you please provide samples or templates of the forms to be filled in with the program? Will the EEM Summary be based upon the ASHRAE Excel templates for Commercial Building Energy Audits?

A: Reporting forms will be similar to those for the VEEP program which can be viewed here <http://www.akenergyauthority.org/programs/alternativeVEEP.html>

6. **Q:** Do any of the buildings have central or local DDC control systems and/or energy use trending capability?

A: Unknown

7. **Q:** Referencing Section 5.2 of the RFP, do I provide a cost scenario for both Sitka and Seward?

A: No. Seward is just an example, it provides visual guidance on how your proposal for Sitka should look, what it should include, and how it would be scored.

Example

Personnel Costs			
Offeror's Equivalent Job Name and title	Estimated Hours (Evaluation Purposes Only)	Hourly Billable Rate	Total (hours x rate)
John Doe/Principal	10	\$150	1500
John Doe/Principal	15	\$110	1650
Jane Smith/Economist 1	5	\$100	500
Personnel total	30	121.67*	3,650
Other Costs			
Travel			Total
			\$350
Total			\$4,000

*Weighted average

Using the following matrix for applicant cost proposal. Estimate of hours and other expenses should be based on the following scenario:

- Perform commercial energy audit of 20,000 square foot building in Seward, Alaska.
- Performance requirements and deliverables as described in this solicitation.

Personnel Costs			
Offeror's Equivalent Job Name and title	Estimated Hours (Evaluation Purposes Only)	Hourly Billable Rate	Total (hours x rate)

	Personnel total		
Other Costs			Total
	Travel		
	Total		

The following formula is used for calculating points.

$$\frac{(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})}{\text{Price of Each Higher Cost Proposal}} = \text{Points awarded for cost}$$

Using the example provided and assuming it was the lowest cost proposal:

Rates - 20 points for rates $100 \times 20 / 100 = 20$

Hours - $\$4,000 \times 20 / \$4,000 = 20$

Total Cost points $20 + 20 = 40$

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,

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