



CCC Contractor Selection Process for PIER Tech Innovations

The California Energy Commission/PIER Tech Innovations solicitation is a potential funding source that would allow the California Commissioning Collaborative to pursue a significant research agenda resulting in new knowledge, tools, and resources for California's commissioning industry and utilities' energy efficiency programs. The CCC will respond with a substantial scope of projects related to commissioning and building performance.

The proposed research program will be carried out over multiple years, led by the CCC staff and conducted by a team of partners and contractors with oversight from the CCC Board of Directors.

A proposal of this size will require considerable effort by the CCC staff, with input from the Advisory Council and pre-approved contractors. The proposal process will involve two phases. It is anticipated that Phase One will involve definition of general scopes of work, budgets and teaming based on type of work, and Phase Two will further define scopes and specific budgets and teams. The CCC will use its existing process for selecting contractors to facilitate teaming on the PIER proposal. The CCC may also develop partnerships with other firms to assemble the team required.

Selection of Contractors

The CCC maintains a list of pre-approved contractors, established by an RFQ process in 2005. Firms are approved in specific project-type categories and are eligible to respond to RFPs issued for work sponsored by the CCC. This process of identifying pre-qualified contractors allows the CCC to streamline the selection process and minimize administrative costs.

To prepare for the proposal effort, the attached Request for Qualifications is being released to update the CCC's list of pre-approved contractors, establishing a deep bench of qualified firms to become part of the CCC's PIER proposal.

All contractors who wish to be considered for CCC-sponsored projects (funded by PIER or other funders) will be required to respond.

If you are currently a pre-approved contractor:

Please provide updated information for each approved category. You will automatically remain on the list for each category previously approved. You may also submit qualifications to be reviewed for categories not previously approved.

If you are NOT currently a pre-approved contractor:

Please respond to the RFQ for all areas for which you would like to be considered.

Please direct any questions about the PIER proposal or contractor selection process to Beth Littlehales at blittlehales@peci.org.

Request for Qualifications



Qualified contractors to perform commissioning-related research, writing, tool development and technical projects

RFQ Issued: June 23, 2008
Qualifications Due: July 11, 2008

I. Summary

The CCC is a non-profit 501(c)3 organization committed to improving the performance of buildings and their systems. The CCC is made up of government, utility and building services organizations and professionals who have come together to create a viable market for building commissioning in California.

The CCC develops cost-effective programs, tools, techniques and a service delivery infrastructure to encourage the use of the building commissioning process in new and existing buildings. Our purpose is as follows:

- To improve building and system performance by developing and promoting viable building commissioning practices in California;
- To facilitate the development of cost effective programs, tools, techniques and service delivery infrastructure to enable the implementation of building commissioning processes;
- To educate and inform concerning building commissioning processes; and
- To identify opportunities, establish priorities and promote solutions relating to building commissioning processes in California.

In order to accomplish its goals, the CCC utilizes a pool of pre-approved contractors who can perform commissioning related research, writing and technical tasks. Pre-approved contractors will be offered projects by the CCC Board of Directors on a case-by-case basis.

This RFQ will select contractors eligible to receive project contracts in 2008 through 2011.

II. Selection Process and Provisions

The CCC will accept RFQ responses from individuals, firms, or teams comprised of individuals and firms. The CCC will evaluate responses based on how well the applicant's experience matches the CCC's needs, and the feedback of the applicant's references. The CCC reserves the right to accept any number of contractors in any category and may choose to reject any and all applicants.

Confidentiality

Respondents shall clearly identify portions of their submission that they do not want revealed to parties beyond the CCC Board, Advisory members and selection team. Normal business practices will be observed in handling proposal materials.

Ownership and Return of Proposals

Materials submitted in response to this RFQ shall become the property of the CCC and shall not be returned to the candidate.

Proposal Costs

Each application prepared in response to this RFQ will be prepared at the sole cost and expense of the respondent and with the express understanding that there will be no claims whatsoever for reimbursement by the CCC.

III. Response Format

Applicants should submit the following information:

1. A one-page overview of the firm's experience and areas of expertise in the commissioning industry.
2. For each specific type of project work, a one-page statement of relevant project experience and one to two references:
 - In-building commissioning and retrocommissioning
 - Tools development, including software, guidelines and codes
 - Commissioning-related technical research
 - Commissioning-related market research
 - Curriculum development and training
3. Resumes of key personnel who will complete project work.

IV. Evaluation Criteria

All pre-approved contractors and firms wishing to become pre-approved for CCC project work must meet the following criteria:

- Firm has at least three years of experience and significant current activities in each category in which it is applying.
- Reference in each category holds the firm in high regard.
- Firm has demonstrated project management capabilities in previous projects with positive remarks from references.
- Key personnel have at least three years of experience, appropriate educational background and significant projects completed to date.

V. Submission Requirements

Please email responses as **MS Word documents** by 5:00pm (PST) July 11, 2008, to blittlehales@peci.org. Faxed and mailed submittals will not be accepted.

Requests for additional information should be directed to:

Beth Littlehales

PECI

503.467.0881

blittlehales@peci.org