REQUEST FOR PROPOSALS

ENERGY AND WATER AUDIT SERVICES

RFP# 2013-104

Date Issued: January 2, 2014
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1 Request for Proposals (RFP) Instructions and General Scope of Services

1.1 Public Notice
The City of Charlotte (“City”) is soliciting proposals from qualified auditing firms/teams (“Firms”) to provide audit services (“Services”) for (a) energy systems, and (b) water systems, on an as-needed basis for existing City facilities. Firms may submit proposals for (a) and/or (b).

A Firm will not be considered unless the following minimum requirements are met:
- Firm must be properly registered with the Office of the Secretary of State of North Carolina, if applicable; and
- Firm must be properly licensed.

Information related to this solicitation, including any addenda, will be posted to the City’s website at http://epmcontracts.charmeck.org. For questions related to this solicitation contact:

Mene Roming, Contracts Administrator
Engineering & Property Management/Contracts Section
City of Charlotte
600 East Fourth Street, Charlotte, NC 28202
Direct Phone: 704.336.4254   Main Phone: 704.336.2291
Email: mroming@charlottenc.gov

1.2 Scope of Services
The Building Services Division of the Engineering & Property Management Department is responsible for the operations and maintenance of 200+ municipal facilities, structures, and assets, with a range of uses including office, warehouse, storage, parking, vehicle maintenance, communication towers, and public safety.

Energy and water audits will span the entire facility portfolio. Expertise with HVAC, lighting, and compressed air is particularly desirable. Energy audits are expected to be comparable to an ASHRAE Level II.

Specific tasks may include:
- Meet with City representatives and/or other team members as needed to discuss the existing facilities’ energy and/or water use and coordinate the work of design consultants.
- Review existing plans and documentation to become familiar with original design capabilities and configurations of various systems.
- Perform field investigations of the areas involved to gain a better understanding of existing conditions.
- Provide audit documentation and energy and/or water reduction recommendations.
- Assist with energy, water, and cost savings estimates.
- Provide assistance during design to answer questions and provide recommendations as needed.
  o The City will be responsible for the design contract and RFP process.
  o The City will be responsible for the construction contract and bid process.
  o The Contractor will be responsible for all permit and inspection fees.
- Assist with incentive programs opportunities, such as Duke Energy Smart Saver™.
The City anticipates negotiating contracts with a one-year term and an option for two additional one-year extensions. No representation or guarantee is made regarding the quantity of work to be awarded under any as-needed service contract.

### 1.3 RFP Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement of RFQ</td>
<td>January 2, 2014</td>
</tr>
<tr>
<td>Pre-Submittal Meeting</td>
<td>January 14, 2014 at 8:30 AM</td>
</tr>
<tr>
<td></td>
<td>Building Services Offices</td>
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<tr>
<td></td>
<td>531 Spratt Street</td>
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<tr>
<td></td>
<td>“Ready Room”</td>
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<td></td>
<td>Charlotte, North Carolina 28206</td>
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<tr>
<td>Deadline for Questions</td>
<td>January 21, 2014</td>
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<tr>
<td>DUE DATE &amp; TIME FOR SOQs</td>
<td>January 30, 2014 at 2:00 PM</td>
</tr>
<tr>
<td>Selection Announcement</td>
<td>February 28, 2014 (anticipated)</td>
</tr>
</tbody>
</table>

*Attendance at the Pre-Proposal Meeting is not mandatory, but is highly encouraged.*

### 1.4 Charlotte Business INClusion Program

The City of Charlotte has a long history of creating and implementing strategies to support and encourage local business growth. In 2013, Charlotte City Council adopted the Charlotte Business INClusion ("CBI") Program.

The CBI Program promotes diversity, inclusion, and local business opportunities in the City’s contracting and procurement processes for Minority, Women, and Small Business Enterprises (MWSBEs) headquartered in the Charlotte Combined Statistical Area (“CSA”). The Charlotte CSA consists of the following 13 counties: Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Union, and Stanley in North Carolina; and Chester, Lancaster, and York in South Carolina. The CBI Program is incorporated herein by reference and is available for review on the City’s website at Charlotte Business Inclusion.

The City maintains a strong commitment to inclusion of MWSBEs. We encourage you to consider any and all possibilities for MWSBE participation. A complete list of MWSBEs is available on the City’s website at Charlotte Business Inclusion.

### 1.5 Evaluation Criteria and Process

Evaluation criteria include the following, listed in relative order of importance:

- Qualifications and Experience of the Firm in Providing Similar Services for Similar Projects;
- Key Team Member Qualifications and Relevant Experience;
- Project Approach;
- Pricing; and
- Proposal readability and presentation.
Proposals will be evaluated based on the Firms’ responses to the RFP. Evaluations will focus on relative strengths, weaknesses, deficiencies, and risks associated with the Proposal. Interviews with Firms are not anticipated, but may be held at the option of the evaluation committee. The City reserves the right to obtain clarification or additional information from any Firm regarding its Proposal. The City reserves the right to select a responsive, responsible firm(s) on the basis of best overall value that is most advantageous to the City. All Firms that submit Proposals will be notified of the selection results. Contract award to any selected firm is subject to the approval and action of City Council or City officials.

1.6 Proposal Format
The Proposal package should consist of responses to the specific inquiries in Section 1.7 below and a set of completed Forms A through D. Interested Firms must submit 6 original bound Proposal packages, including all required forms and sample audit report(s), and one (1) CD containing a digital copy of the complete Proposal package in PDF format.

Proposals are limited to a maximum of 10 numbered, printed pages, excluding required forms, resumes, sample reports, covers, sub-tabs and dividers. Proposals should be printed on 8-1/2” x 11” paper; however pages with organizational charts, matrices, or diagrams may be printed on larger sheets. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc., while maintaining legibility. Required forms, resumes, sample reports, covers, sub-tabs and dividers do not count toward the page limit. Non-conforming submissions may be removed from consideration at the sole discretion of the City. Please submit packages comprised of materials that are easily recyclable or reusable at the conclusion of the evaluation process.

1.7 Proposal Package Content
Proposals should be arranged in the following order:

- Section A: Qualifications and Experience of Firm in Providing Similar Services for Similar Projects
- Section B: Key Team Member Qualifications and Relevant Experience
- Section C: Project Approach
- Section D: Pricing
- Section E: Required Forms A – D
- Section F: Sample Audit Report(s)

1.7.1 Qualifications and Experience of Firm in Providing Similar Services for Similar Projects
Provide a description of the company that would enter into an agreement with the City, including origin, background, size, financial capacity, type of business organization, company headquarters, and name and title of the person authorized to enter into an agreement.

A. Identify individual audit projects, in progress or completed in the past 3 years, comparable to this RFP, as follows:
   - List only projects involving current staff of the proposed prime consultant and any proposed subconsultants. For each project listed, identify the key team member’s or subconsultant’s role.
   - List projects in date order with newest projects listed first and include the following:
- Brief project description;
- Owner’s representative including contact name, phone, email, address;
- Contract dollar amount, completion date, and total time period involved;
- Legal claims, if applicable; and
- Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner.

- List a maximum of five (5) relevant projects each for (a) energy audits and/or (b) water audits.

B. Describe any unresolved claims, disputes, and/or current litigation with the City.

C. Disclose any past or pending judgments. The City reserves the right to request additional information to explain any of the above citations/violations.

D. State any conflicts of interest your Firm or any key individual may have with these projects.

1.7.2 Key Team Member Qualifications and Relevant Experience

A. Provide an organization chart of all key team members who will be directly involved in providing the services, including any subcontractors, to be assigned specifically to this Project.
   - Identify the Project Manager who will be empowered to make decisions for and act on behalf of the Firm.

B. What opportunities are available to utilize MWSBE contractors under this RFQ?
   - Which MWSBE firms did you solicit?
   - Describe your outreach efforts. How did you contact the firms? Did you perform any follow-up?

C. In addition to Form B, provide a resume for each proposed key team member. Resumes will not count towards the page limit, but should not be longer than 2 pages each or a maximum total of 10 pages.

D. If the submittal is from a team, please note if the team members have worked together before. Discuss successful collaborations, the responsibility of each team member, and the project outcome.

1.7.3 Project Approach

Discuss your Firm’s approach to the following tasks:

A. Meeting with City representatives and/or other team members to discuss the existing facilities’ energy and/or water use and coordinate the work of consultants.

B. Reviewing existing plans and documentation to become familiar with original design capabilities and configurations of various systems.

C. Performing field investigations of the areas involved to gain a better understanding of existing conditions.
D. Providing audit documentation and energy and/or water reduction recommendations.

E. Developing energy and/or water cost saving estimates.

F. Experience with incentive programs opportunities, such as Duke Energy Smart Saver™.

G. Providing assistance during design to answer questions and recommending revisions, as required.

1.7.4 Pricing
A. Provide a chart with names of staff members, their job titles/functions, and their billable hourly rates.

B. Provide sample fee proposals for the following representative projects:
   
   1. ASHRAE Level II Audit for a 2-story, 108,000 SF police/fire training facility that includes uses such as offices, classrooms, workout areas, and an auditorium.

   2. ASHRAE Level II Audit for 7 facilities that include compressed air systems. The facilities are used for repair and maintenance of light, heavy, and non-road vehicles, and are comprised of predominantly open, high bay areas. Some facilities include parts warehouse areas and office space. All 7 facilities fall within 3 ranges of square footage: Less than 25,000; between 25,000 and 50,000; and nearly 100,000.

1.7.5 Required Forms
Complete Forms A thru D provided with this RFP and submit them with the Proposal. Required Forms, will not count toward the page limit.

1.7.6 Sample Audit Report(s)
Provide a sample audit report for an energy audit and/or water audit. A page limit for sample audit reports has not been set and they will not count toward the page limit.

1.8 Due Date for Proposals
Proposals must be received no later than 2:00 PM on January 30, 2014, at the place designated for delivery in Section 1.9 below.

1.9 Proposal Submission
Proposals shall be enclosed in a sealed envelope or package, addressed to the City of Charlotte. The name and address of the firm, and the RFP number and title shall be placed on the outside of the package. All items required for a responsive submittal shall be included. It is the responsibility of the Firm to ensure that the Proposal package is complete and received at the proper date and time. Proposals received after the due date and time will not be considered. Proposals submitted by facsimile or other electronic means will not be accepted. Please allow enough time for security procedures if delivering the package in person; security guards may request that you open the package for inspection.
Submit/Deliver to: City of Charlotte
Engineering & Property Management, 14th Floor
600 East Fourth Street, Charlotte, North Carolina 28202
Attn: Ms. Mene Roming, Contracts Administrator

1.10 **Failure to Comply with Instructions**
The City may elect to exercise any of the following options for Proposal packages that fail to comply with any requirements of this RFP: (a) assign a low rating, or (b) deem the Proposal nonresponsive and remove it from further consideration.

1.11 **Modification or Withdrawal of Proposals**
Firms may change or withdraw their Proposals at any time prior to the due date specified in Section 1.8 above by written notice to the Contracts Administrator at the address provided in Section 1.9 above. In order to be effective, the intent of the notification must be clearly and concisely spelled out.

2 **Representations, Conditions, and City Requirements**

2.1 **Communications**
All communication of any nature with respect to this RFP shall be addressed to the Contracts Administrator identified in this RFP. With the exception of communications with the Contracts Administrator and SBE Officer for this RFP, Firms and their staffs are prohibited from communicating with elected City officials, City staff and any evaluation committee member regarding this RFP or Proposal from the time the RFP is released until the selection results are publicly announced. These restrictions include “thank you” letters, phone calls, emails, and any contact that results in the direct or indirect discussion of this RFP and/or the Proposal submitted by the firm/team. Violation of this provision may lead to disqualification of the Firm’s Proposal for consideration.

2.2 **Duties and Obligations of Firms in the RFP Process**
Interested Firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting a Proposal. Firms must perform their own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFP. Failure to notify will constitute a waiver of claim of ambiguity, inconsistency or error.

2.3 **Addenda**
In order to clarify or modify any part of this RFP, addenda may be issued and posted at the City’s official website at [http://epmcontracts.charmeck.org](http://epmcontracts.charmeck.org). Any requests for additional information or clarifications should be submitted in writing to the Contracts Administrator listed in Section 1.1 by the “Deadline for Questions” stated in **Section 1.3 – RFP Schedule of Events**.

2.4 **No Collusion, Bribery or Conflict of Interest**
By responding to this RFP, the Firm shall be deemed to have represented and warranted that its Proposal submittal is not made in connection with any competing firm submitting a separate
response to this RFP, and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subconsultants, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the City in connection with this RFP.

2.5 Public Records
Upon receipt by the City, each Proposal becomes the property of the City and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City’s evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In providing a Proposal, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside Firm or other third parties who serve on the evaluation committee or who are hired by the City to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Proposal as a trade secret may be disqualified from consideration.

2.6 Cost of Proposal Preparation
The City accepts no liability for the costs and expenses incurred by Firms responding to this RFP, in preparing responses for clarification, in attending interviews, participating in contract development sessions, or in attending meetings and presentations required for the contract approval process. Each Firm that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that the Firm cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement process. The RFP does not commit the City to pay for any costs incurred prior to the execution of a final contract.

2.7 City’s Reserved Rights and Options
The City expects to select one or more Firms, but reserves the right to request substitutions of any key team member, including staff and subconsultants. The City reserves the right to contact any Firm if such is deemed desirable by the City to obtain any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to conduct investigations with respect to the qualifications and experience of any Firm.

The City reserves the right to modify any part of this RFP by issuing one or more addenda during the RFP response period. The City reserves the right to reject any or all responses to the RFP, to
advertise for new RFP responses, or to accept any RFP response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

This RFP does not constitute an offer by the City. A response to this RFP shall not be construed as a contract, nor indicate a commitment of any kind. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the City unless the City and the Firm execute a contract. The City may select the Firm to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by the City to execute a contract or to continue discussions. The City can terminate discussions at any time and for any reason. No recommendations or conclusions from this RFP process concerning the Firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

2.8 Vendor Registration with City of Charlotte
All successful firms and their first-tier subconsultants and suppliers must be registered in the City’s Vendor Registration System to receive payment for services and/or supplies provided under any City contract.

2.9 Financial Capacity; Insurance Requirements
The selected Firm must have the financial capacity to undertake the work and assume associated liability. The selected Firm will be required to furnish proof of professional liability insurance coverage in the minimum amount of $1,000,000. The Firm will also be required to provide certificates of insurance evidencing coverage for automobile liability in the minimum amount of $1,000,000, commercial general liability in the minimum amount of $1,000,000, and workers’ compensation insurance as required by North Carolina statutes.

2.10 Registration with Secretary of State for North Carolina
Any firm wishing to be considered for the Services must be properly registered with the Office of the Secretary of State and have all appropriate licenses, as applicable.

2.11 No Lobbying
The Firm certifies that it has not and will not pay any person or organization to influence or attempt to influence an officer or employee of the City or the State of North Carolina in connection with obtaining a contract under this RFP.

2.12 Compliance with Anti-Discrimination and Equal Opportunity Laws and Regulations
Firms must comply with all applicable anti-discrimination and equal opportunity statutes, regulations, and Executive Orders.
2.13 **E-Verify Certification**  
As a condition for payment under a Contract resulting from this RFP, the Firm shall: (i) comply with the E-Verify requirements set forth in Article 2 of Chapter 64 of the North Carolina General Statutes (the “E-Verify Requirements”); and (ii) cause each subcontractor under the Contract to comply with such E-Verify Requirements as well. The Firm will indemnify and save harmless the City from all losses, damages, costs, expenses (including reasonable attorneys’ fees), obligations, duties, fines, penalties, interest charges and other liabilities (including settlement amounts) incurred on account of any failure by the Firm or any subcontractor to comply with the E-Verify Requirements.

2.14 **City of Charlotte Policy for Sustainable City Facilities**  
All work will be performed in accordance with the City’s Policy for Sustainable City Facilities. A copy of the Policy is provided below.
City of Charlotte

Policy for Sustainable City Facilities

Adopted by Charlotte City Council
on September 28, 2009
City of Charlotte Policy for Sustainable City Facilities

Policy Intent
The policy is intended to direct City staff to design, construct, and operate sustainable City facilities which meet the functionality and service delivery needs of the citizens of Charlotte while minimizing environmental impacts and conserving and protecting all resources.

The foundation for this policy is City Council’s Environment Focus Area Plan, which states Council’s intent to:

• Promote environmental best practices and protect our natural resources: the air we breathe, the water we drink, and the natural ecosystems we cherish, including the tree canopy;
• Recognize important interrelationships among air quality, water resources, land preservation, and energy and resource conservation;
• Make sound land use decisions regarding our future growth and development supporting sustainability so as not to jeopardize our future generation of citizens;
• Achieve our goals of becoming a national leader in the successful stewardship of our environment by maintaining a cooperative and open agenda with Mecklenburg County, our regional neighbors, and the business community;
• Lead by example and promote sound, cost effective environmental and energy conservation practices in City operations; and includes the specific initiative to:
  o Incorporate environmentally responsible elements in the design, construction and operations of City facilities.

The policy further aligns with and supports the City’s:

• Environmental and Infrastructure General Development Policies
• Post Construction Controls Ordinance
• Tree Ordinance
• Resolution Committing to Reduction of Green House Gas Emissions.
• Centers, Corridors, and Wedges Growth Framework under development at the time of adoption of this policy.

The policy shall:

• balance “environmental” and “economic” considerations.
• be applicable for a diversity of facility types; for new construction and renovations.
• be sensitive to neighborhood character and historic structures.
• describe appropriate use of decision and rating tools such as LEED, Energy Star, etc.
• include mechanisms to measure/verify sustainable decision-making.

Sustainability Priorities
The Policy directs staff to make decisions in the design, construction, and operation of City facilities that support and advance the City’s Sustainability Priorities.

City Council’s priorities for sustainability have been established through the Environment Focus Area Plan, General Development Policies, and other Council-approved policies, ordinances, and plans.

The Sustainability Priorities pertinent to facilities and therefore reflected in this policy are:

• Preserve Land and Trees
- Conserve Clean Water Resources
- Reduce Energy Use & Carbon Footprint
- Maximize Transportation Alternatives
- Lead by Example & Encourage Local Sustainable Industry
- Protect Occupant Health, Maximize Productivity & Encourage Sustainable Employee Behaviors

**Expectations and Requirements**

This Policy shall apply to every new facility and “major” renovation project. A “major” renovation is defined as a renovation of at least 5000 square feet of internal space.

The policy will direct staff to make decisions about facility design, construction, operation, and renovation that align with local sustainability priorities as measured in relation to the sustainability goals, where established by Council, in those priority areas. The goals are outlined in the following table.

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Goals</th>
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<tbody>
<tr>
<td><strong>Preserve Land &amp; Trees</strong></td>
<td>Meet the intents of City Environmental and Infrastructure General Development Policies (GDP) and other existing City Ordinances.</td>
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<tr>
<td></td>
<td>The GDP guides staff and the community to:</td>
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<td></td>
<td>– Take a comprehensive approach to defining the site location and infrastructure needs, based on the City’s land use policies and overall growth framework of Centers, Corridors and Wedges (GDP I1-A)</td>
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<td>– Pursue sites that encourage and facilitate redevelopment of abandoned/underutilized sites and vacant sites (GDP E2-A)</td>
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<td></td>
<td>– Encourage infill and redevelopment to take advantage of existing infrastructure (GDP I4-B)</td>
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<td>– Identify environmentally sensitive areas in site development and discuss protection and mitigations (GDP E1-B)</td>
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<td>– Consider the impacts to existing neighborhoods when providing infrastructure (GDP I5-B)</td>
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<td></td>
<td>– Minimize impacts to the City’s tree canopy (GDP E3-B)</td>
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<td></td>
<td>– Enable site designs that: 2) reduce ground level temperatures; 3) minimize the impact on the environment (GDP E3-A)</td>
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<tr>
<td><strong>Conserve Clean Water Resources</strong></td>
<td>Meet current State Statute (GS 143-135.37) water use reduction targets which at the time of policy adoption are:</td>
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<td></td>
<td>- <em>Indoor water usage 20% below State Code requirement</em></td>
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<td></td>
<td>- <em>Outdoor water usage 50% below State Code requirement</em></td>
</tr>
<tr>
<td><strong>Reduce Energy Use &amp; Carbon Footprint</strong></td>
<td>Meet current State Statute (GS 143-135.37) energy consumption targets which at the time of policy adoption are:</td>
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<td>- <em>New facility energy consumption calculation 30% below ASHRAE requirement</em></td>
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<tr>
<td></td>
<td>- <em>Major renovation energy consumption calculation 20% below ASHRAE requirement</em></td>
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<tr>
<td><strong>Maximize Transportation Alternatives</strong></td>
<td>Meet the intents of City Environmental and Infrastructure General Development Policies (GDP) and other existing City Ordinances.</td>
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RFP 2013-104 – Energy and Water Audit Services
<table>
<thead>
<tr>
<th>Priorities</th>
<th>Goals</th>
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</thead>
<tbody>
<tr>
<td>The GDP guides staff and the community to:</td>
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<tr>
<td>– Facilitate development of well-designed and well-connected mixed/multi-use development (GDP E2-B)</td>
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<tr>
<td>– Locate buildings where transportation facilities, public utilities and services already exist, or are planned, in order to minimize impacts of undeveloped areas (GDP E2-C)</td>
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<tr>
<td>– Integrate plans for existing and future bus routes/service improvements and expansions with adopted future land use policies (GDP E2-E)</td>
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<tr>
<td>– Enable site designs and construction practices that: 1) facilitate the use of alternative modes of transportation (GDP E3-A)</td>
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<tr>
<td><strong>Lead By Example &amp; Encourage Local Sustainable Industry</strong></td>
<td>Goals will be project-specific.</td>
</tr>
<tr>
<td><strong>Protect Occupant Health, Maximize Productivity &amp; Encourage Sustainable Employee Behaviors</strong></td>
<td>Goals will be project-specific.</td>
</tr>
</tbody>
</table>

This Policy directs each Key Business Unit (KBU) responsible for the design, construction, and/or operation of City facilities to report annually on:

- their achievements in sustainable design and construction, and
- the performance of their Facility Portfolio against standardized benchmarks as described in the section on “Verification and Reporting”.

The Policy further requires that any staff member with facility construction or renovation project management responsibilities will earn the credential of LEED Green Associate or demonstrate an equivalent level of training and/or experience in the area of sustainable facilities.

**Tools & Their Use**

In order to ensure applicability to the broadest set of facility- and project-types, and to accommodate the growing diversity of resources available for sustainable facilities, the Policy will not prescribe the use of a specific tool, rating system, or information source to aid decision-making or to achieve certification/recognition. Staff may utilize a variety of tools, systems, and sources for to aid decision-making, including but not limited to: Leadership in Energy and Environmental Design (LEED), Green Globes, Energy Star, Whole Building Design Guidelines, energy modeling, and cost-analysis tools.

Staff may choose whether to pursue external recognition or certification on a project-by-project or facility-by-facility basis.

The Policy will require that each construction or renovation project be scored using one or more point-based tools (such as LEED and Energy Star) for the purposes of consistency and comparability.

Recognizing that the City has limited resources, that City facilities are long-term assets intended to be functional in service to citizens and contributing to the community for decades, and that additional upfront investment may yield considerable long-term benefits, including but not limited to: energy cost savings, advancing Council’s Sustainability Priorities in the community, preservation of historic structures, increased productivity, the Policy directs City staff to utilize appropriate tools and resources.
to analyze and report on the costs and long-term effectiveness of sustainable elements within each construction and renovation project.

**Verification & Reporting**
The City Manager or designee, along with the Key Business Units responsible for the design, construction, and operation of City facilities, will verify adherence to this Policy and report on facility status on a regular basis.

Processes and reporting mechanisms will be structured to ensure:

- Appropriate and adequate training and credentialing of facility project managers and operational staff.
- Appropriate and adequate application and use of sustainability tools for decision-making, measurement, and certification, including but not limited to: Leadership in Energy and Environment Design (LEED), Green Globes, Energy Star, Whole Building Design Guidelines, energy modeling, and cost-analysis tools; including process-related incentives for pursuing certification through LEED.
- Documentation of facility project intents and achievements related to each of the Sustainability Priority Areas.
- Robust internal vetting of facility project intents related to sustainability, functionality, and cost.
- Transparency of project intents throughout the design and construction process.
- Technical verification of decisions and outcomes specific to each new facility or renovation project.
- Public reporting on achievements of each new facility construction and major renovation project.
- Public reporting on the performance of all City facilities against standardized benchmarks.

**Policy Review and Revision**
The policy will be reviewed annually to determine the need for revision due to changes in Council's Sustainability Priorities or Goals, the availability of tools for designing sustainable facilities, the roles prescribed by the policy, etc.
I. Qualification Package Submitted By:

<table>
<thead>
<tr>
<th>Company Full Legal Name:</th>
<th>Are there opportunities for MWSBE subcontractors under this RFQ?</th>
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<tbody>
<tr>
<td>Contact Person for RFP Process:</td>
<td>Yes</td>
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<tr>
<td>Address:</td>
<td>(a) Energy Audit Services</td>
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<tr>
<td>City/State/Zip:</td>
<td>This Proposal is for: [Check applicable box(es)]</td>
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<tr>
<td>Telephone Number:</td>
<td>[ ] (a) Energy Audit Services</td>
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<td>Email Address:</td>
<td>[ ] (b) Water Audit Services</td>
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<tr>
<td>City VMS Number:</td>
<td>The person executing the Proposal, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.</td>
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<td>Submission of a response to this RFP constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.</td>
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<td>NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.</td>
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<td>The information contained in this qualification package, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This qualification package includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.</td>
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<td>Represented and Warranted By (Signature):</td>
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<td>Printed Name and Title:</td>
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<td>Date Signed:</td>
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### Key Team Members

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<th>Personal Information</th>
<th>Key Team Member 1</th>
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<td>Name</td>
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<td>Professional Designation or License (i.e., AIA, PE, etc.) (list)</td>
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<td>Licensed in North Carolina? Indicate Yes, No, or N/A</td>
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<td>Relevant Academic Degree(s) (list)</td>
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<td>Proposed Role/Function</td>
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<td>Availability for the next 12 months</td>
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<td>Projects Listed in Response to RFP Question 1.7.1.A – Indicate Role and Level of Involvement (Major/Minor or None, as applicable)</td>
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<td>Expertise – Indicate Number of Years or Number of Projects Completed and Specify if Reporting Projects or Years</td>
<td>Key Team Member 1</td>
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FORM C – COMMERCIAL NON-DISCRIMINATION CERTIFICATION

Project: Energy and Water Audit Services
Project Number: RFP 2013-104
Proposer:

The undersigned Proposer hereby certifies and agrees that the following information is correct:

1. In preparing its bid, the Proposer has considered all bids submitted from qualified, potential sub consultants and suppliers and has not engaged in discrimination as defined in Section 2 below.

2. For purposes of this section, discrimination means discrimination in the solicitation, selection, or treatment of any sub consultant, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, discrimination also includes retaliating against any person or other entity for reporting any incident of discrimination.

3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid submitted with this certification and terminate any contract awarded based on such bid. It shall also constitute a violation of the City’s Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.

4. As a condition of contracting with the City, the Proposer agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of sub consultants and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid and to terminate any contract awarded on such bid. It shall also constitute a violation of the City’s Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies that are allowed thereunder.

5. As part of its bid, the Proposer shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Proposer in a legal or administrative proceeding alleging that the Proposer discriminated against its sub-consultants, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.

6. As a condition of submitting a bid to the City, the Proposer agrees to comply with the City’s Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

By: ________________________________

SIGNATURE OF AUTHORIZED OFFICIAL

Title: ________________________________
FORM D - E-VERIFY CERTIFICATION

Project: Energy and Water Audit Services
Project Number: RFP 2013-104
Company:

This E-Verify Certification is provided to the City of Charlotte (the “City) by the company signing below (“Company”) as a prerequisite to the City considering Company for award of a City contract (the “Contract”).

1. Company understands that:
   a. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies to enable employers to verify the work authorization of employees pursuant to federal law, as modified from time to time.
   b. Article 2 of Chapter 64 of the North Carolina General Statues requires employers that transact business in this state and employ 25 or more employees in this state to: (i) verify the work authorization of newly hired employees who will be performing work in North Carolina through E-Verify; and (ii) maintain records of such verification (the “E-Verify Requirements”).
   c. North Carolina General Statute 160A-20.1(b) prohibits the City from entering into contracts unless the contractor and all subcontractors comply with the E-Verify Requirements.

2. As a condition of being considered for the Contract, Company certifies that:
   a. If Company has 25 or more employees working in North Carolina (whether now or at any time during the term of the Contract), Company has complied and will comply with the E-Verify Requirements with respect to Company employees working in North Carolina; and
   b. Regardless of how many employees Company has working in North Carolina, Company will take appropriate steps to ensure that each subcontractor performing work on the Contract that has 25 or more employees working in North Carolina complies with the E-Verify Requirements.

3. Company acknowledges that the City will be relying on this Certification in entering into the Contract, and that the City may incur expenses and damages if the City enters into the Contract with Company and Company or any subcontractor fails to comply with the E-Verify Requirements. Company agrees to indemnify and save the City harmless from and against all losses, damages, costs, expenses (including reasonable attorney’s fees) obligations, duties, fines and penalties (collectively “Losses”) arising directly or indirectly from violation of the E-Verify Requirements by Company or any of its subcontractors, including without limitation any Losses incurred as a result of the Contract being deemed void.

_____________________________________________   __________________
Signature of Company’s Authorized Representative    Date

Print Name and Title: ___________________________________________________________