# 02 Attachment 3 – Final proposal requirements

**Final Proposal Requirements**

**A. Project Overview (length: 2 pages max)**

1. Executive Summary - As a minimum, a narrative description of the project summarizing the ECMs, the energy, water, and related cost savings, implementation price and financial summary.

2. Site Description and Utility Summary - For the site, the contractor shall submit narrative information for items, as applicable, in the format specified below:

a. Site Description *may* include:

i. Overview, size, location, etc.

ii. Description of mission/commands/agencies on the site, general operations, occupancy.

iii. Map of site showing major areas/designations.

iv. Building/facility list, name /number, type of facility, square footage, hours of operation.

vii. Facility descriptions (for those buildings included in the ESPC). General description of building condition and operations including overview of energy (mechanical/electrical) and water systems.

b. Utility Summary

i. Overview/description of current utility systems on site: electrical, natural gas, fuel oils, water, sewer, etc. Include site diagrams/maps, as available.

ii. Description of metering systems for each utility.

* Utility/revenue meters.
* Sub-meters, advanced metering systems, as applicable.

**B. Volume I - Technical Proposal (length: see sub-sections)**

1. ECM description (length: 3 pages max per ECM) - For each ECM proposed, the contractor shall submit narrative information for items as applicable, in the format specified below:

a. ECM description (existing conditions, proposed upgrades)

b Location affected

c. Energy baseline

d. ECM projected energy use and cost

e. Proposed equipment identification including manufacturer, model number and optional equipment proposed for each ECM component. (may be presented as appendices and excluded from page limit)

f. ECM project schedule – Provide a detailed project schedule to include the duration of the following key phases:

i. Equipment procurement/lead time (i.e., date required to acquire equipment and delivery on-site)

ii. Installation, commissioning, post-installation M&V and post installation report

iii. Project acceptance

2. ECM Performance Measurement (FEMP TEMPLATE, length: pre-defined by FEMP provided template)

a. The M&V plan shall be completed using the provided FEMP ENABLE **08\_M&V Plan Template**.

b. ECM Commissioning Approach – The contractor shall prepare an ECM Commissioning Approach for each of the proposed ECMs based on the FEMP ENABLE **09\_Project Commissioning & Acceptance Guide and Checklist**.

3. Management Approach (length: 2 pages max)

a. Organization -Show the organization for implementing and managing the TO project through the use of an organizational chart. The proposed organization shall contain the responsibilities of each element shown on the organization chart. Identify personnel integral to the performance of the ESPC project, by name within each element. Show the lines of authority within the organization. If portions of the project are to be subcontracted (e.g., installation of an energy conservation system), identify the subcontracted function, and which element of the contractor’s organization will manage the subcontract(s).

**C. Volume II - Price Proposal** - The selected contractor shall complete financial Schedules 1, 2, 3, 4 (populated by results from FEMP ENABLE IGA Audit Tool) and 5 and shall provide supporting documentation listed below. The Schedules can be found in **Attachment 4 – ESPC ENABLE Financial Data Template** of this document. The contractor is required to submit project-level financial and energy-savings information into the eProject Builder (ePB) online system, which will then generate the full set of Task Order financial schedules. The data requirements are specified in **Attachment 4 – ESPC ENABLE Financial Data Template** and on the ePB website and may be amended from time-to-time. Please see: <https://eprojectbuilder.lbl.gov>

1. In addition to the submission of TO schedules and supporting documents, the contractor shall provide information on how financing was competitively selected (desire is to solicit 3 bids).

**D. Individual Small Business Subcontracting Plan** – In the event the selected contractor meets the prescription of FAR 52.219-9, then the selected contractor shall prepare and submit the required document.