

To: All Prospective Proposers

From: Houston Community College System

Subject: Informational Letter #1 – Request for Proposals (Project# 07-40)  
Utilities Audit, Conservation Management, and Broker Services

The following written questions were submitted to the Houston Community College System (“HCC”) by vendors interested in the subject solicitation for:

Utilities Audit, Conservation Management, and Broker Services  
Project 07-40  
Questions and Answers

**Question #1**

Will HCC be providing the bidders with a list of meters, load, and current agreements for electricity, natural gas, water sewer, steam and chilled water as appropriate? Meter counts and current prices/costs are necessary to determine the suggested prices and the estimated savings where applicable.

**HCC Response:**

HCC will provide the vendor(s) awarded the contract with a list of meters, load, and utilities agreements for project 07-40.

**Question #2**

Will HCC provide details on current billing dispute or known billing errors? Are any audit recoveries in progress? If yes, please provide specifics: entity, time period, invoice number, etc. This information is critical to establishing the suggested savings sharing percentage.

**HCC Response:**

Currently there are no known billing errors, disputes, and there are no known audit recoveries in progress.

**Question#3**

How does HCC intend to convey utility data for purposes of the bill audit and other services to the winning bidder during the term of the contract?

**HCC Response:**

HCC will provide the pertinent utility data it has available to the successful contracted vendor(s).

**Question#4**

Is a complete set of existing supply contracts available to determine audit period limitations for all commodities/utilities?

**HCC Response:**

HCC will provide existing supply contracts to awarded vendor(s).

**Question#5**

Are transactions in progress, i.e. price/term/change of ownership/add-delete amendments/negotiations that would affect the utilities in question?

**HCC Response:**

There are no known transactions in progress at this time that would affect the utilities in question.

**Question#6**

Can you clarify the first two bullet points, and the last bullet point in Attachment 3, Page 12, Section IIB. Does this process contemplate the deployment of capital? If so, please provide clarification with respect to capital budget parameters. (Attachment 3, Page 12, Section IIB)

**HCC Response:**

The bullets referenced are related to the scope of work assigned to the selected vendor(s). It is unknown if deployment of capital is required.

**Question#7**

How does HCC contemplate the process to evaluate financial resources listed in the instructions on Page 3? What criteria will HCC use to evaluate a bidder's financial resources?

**HCC Response:**

The evaluation committee will grade the proposals based on the criteria stipulated on page 4 and page 5 of the solicitation. Preparation of the Proposal requirements are on page 4-5, and the Evaluation Criteria is on page 5.

**Question#8**

Can you please elaborate on the first bullet point in Instructions, Page 4, Conservation Management Services "Method used to identify cost savings/avoidance opportunities". Would this include the physical evaluation and identification of energy conservation measures? If so, are there any financial requirements, i.e. payback, cost, etc. that you can share with us?

**HCC Response:**

The proposals should identify the method(s) of achieving cost saving/cost avoidance opportunities to HCC. The proposal shall identify how this would take i.e. (physical evaluation and identification of energy conservation measures, etc.). HCC does not have any additional information to share at this time.

**Question#9**

Can you please elaborate on the last bullet point *Instructions, Page 4, Conservation Management Services*: “Define firm’s recommended utility conservation methodology” and provide an example. Is this a calculation methodology or a something more like a strategy or approach to conserving energy?

**HCC Response:**

The bullet is self explanatory. It is the responsibility of the vendor submitting the proposal to define its utility conservation methodology/approach/strategy.

**Question# 10**

Can you please explain the following requirement, *Instructions, Page 5, Qualifications and Experience of Firm*: “Describe in detail your firm’s guarantee that audit will provide savings, and that your firm will recover the savings on behalf of HCC”. How does HCC suggest that a provider guarantee savings without having any knowledge of or access to HCC’s historic bills?

**HCC Response:**

Historically, most firms provide a guarantee that saving recovery will occur. If firm can guarantee a savings, please state your guarantee. If not, state your firm cannot guarantee any savings.

**Question#11**

What is the contemplated selection process for student internship program? Will the winning bidder be able to interview multiple candidates? Are there a minimum/maximum number of interns contemplated? Are there a minimum or maximum number of hours each intern would be required to work?

**HCC Response:**

Any information related to the internship program parameters should be addressed to Dr. Freddie Wade @ (713) 718-7596 as stated in the solicitation page 7, paragraph 12b.

**Question#12**

Will 1-line electrical drawings for all buildings be available prior to implementation of the energy conservation management services?

**HCC Response:**

HCC will make available to the selected vendor(s), 1-line electrical drawings for all buildings prior to implementation of the energy conservation management services.

**Question#13**

Can we get a total number of meters per campus?

**HCC Response:**

Yes, however it is unavailable at this time. The Director of Maintenance will provide a list at a later date.

**Question#14**

Who is current Broker for utilities?

**HCC Response:**

Choice Energy

**Question#15**

How will the college implement the energy conservation measures?

**HCC Response:**

It is unknown at this time how HCC will implement the energy conservation measures.

**Question#16**

Should the energy audit cost be listed as a separate fee?

**HCC Response:**

Attachment#2, Lines 1-4 specifies the area where the energy audit cost if any, should go. It is listed as a percentage.

**Question#17**

Can you please define 005 Utility Cost Recovery on page 11?

**HCC Response:**

If vendor charges a fee to recover utility costs, enter it on this line. If not, enter No Fee Required.

**Question#18**

Can the company selected to do the energy audit also be selected to implement the recommendations?

**HCC Response:**

It is possible.

**Question#19**

Can you please provide current and anticipated meter counts by utility type for each facility for the next three years?

**HCC Response:**

HCC will provide the contracted vendor(s) with all related information including current and anticipated meter counts by utility type.

**Question#20**

Could you please provide a list of HVAC equipment (chillers, boilers, package A/C units, air handlers, control technologies, etc.) for each facility and include the nameplate specifications (i.e. manufacturer, age, capacity, etc.) for each piece of equipment as available?

**HCC Response:**

HCC will provide the contracted vendor(s) with all the information listed above.

**Question#21**

Do I have to fill out all the forms and attachments?

**HCC Response:**

Yes

**Question#22**

Page 4 of the RFP states that the format of the proposal be either portrait or landscape with binding (wire or spiral), Is a three ring binder or comb binding acceptable?

**HCC Response:**

Yes

**Question#23**

Is the whole of the Pricing Proposal, the schedule of items and prices as revised by Amendment#1?

**HCC Response:**

Yes