

Regarding Insurance requirements:

Q1) I do not have a “company car”, just my personal car, which is insured per state requirements. My insurance agent says I can’t get the coverage you are requesting unless I have a “commercial vehicle”.

Do I have to convert my car to a “company car” in order to get compliant insurance, or just go with what I currently have?

A1) Auto insurance is required that meets the minimum limits (\$1M CSL) and names the City as Additional Insured. If those requirements can be met with a personal policy, that is fine. However, typically a commercial policy is required in order to name any additional insured.

The scope of work explicitly requires the use of an auto and as such the minimum requirements must be met in order to protect the City.

The insurance coverage does not have to be in effect in order to submit a proposal. However, the coverage would need to be in place in order to award a contract.

Regarding Scope of Work:

Q2) Will the work be only on City of Seattle buildings?

A2) Yes.

Q3) What types of buildings are in the Municipal Portfolio?

A3) The Municipal building stock includes the following types of building/spaces:

Office, warehouse, service, public assembly, performance venue, libraries, community centers, pools, police and fire stations. See [Seattle Municipal Buildings 2013-2014 ENERGY PERFORMANCE REPORT](#).

Regarding Multiple Awards:

Q4) The RFP indicates the City may award to multiple consultants. If this is the case would the consultants be expected to work for or with each other or would they work on independent projects?

A4) Yes, the City anticipates awarding to multiple consultants. The City is seeking to add to the bandwidth available to develop and support municipal resource conservation projects. The City may award to additional consultants to ensure suitable expertise in the on-call contracts awarded. Areas of specialty the City is interested in include:

- Low Energy Utilization Intensity (EUI) projects
- Variable Refrigerant Flow (VRF) systems
- District Energy systems
- Central Plant systems

- Steam systems
- Chilled Water systems
- Combined Heat and Power (CHP) systems
- Chiller low delta-T syndrome

Our general expectation is that the consultants would work independently, although specialists, such as Measurement or Measurement and Verification consultants, may supplement the lead consultant on a specific project.

Regarding Sub-consultants

Q5) Are direct expenses on sub-consultants allowed such as city and state B&O tax (2%)?

A5) B&O taxes would be considered an overhead expense and not a direct expense to the project.

Regarding Costing and Scoring:

Q6) Page 13 of the RFP item 6 requires the submittal of a labor estimate with costs to perform an energy audit for a typical building. Is it the City’s intention to evaluate proposals based on proposed cost?

A6) Yes. Section 9.2, Proposal Evaluation states the score weighting.

Experience & Qualifications	40%
Proposed Approach & Delivery of Services	40%
Cost Proposal	20%

Q7) Refer to question 6 above: If the City is not evaluating these cost proposals based on cost, is it the City’s intention to evaluate the typical proposal breakdown for completeness and representation of what could be expected in fee negotiations?

A7) N/A. We will be evaluating the proposals on costs, as well as, Experience & Qualifications, and Proposed Approach & Delivery of Services as stated in Section 9.2.

Q8) Page 13 & 14 of the RFP refer to statement of work SOW 1, 2 and 5. Is the 5 mislabeled and should it be 3? Or are SOW 3 and 4 missing?

A8) The RFP is correct as published. Pricing elements were only asked for a subset of tasks: 1, 2 and 5.