

Purchase Request #6
Regular Board Meeting August 5, 2019
Consideration of Approval to Contract for
Strategic Energy Management Consultant Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with ESA Energy Systems Associates to provide strategic energy management consulting services for the Fiscal Initiatives and Capital Projects department.

BACKGROUND

The Facilities Energy Management department, under Fiscal Initiatives and Capital Projects, has a long history of managing the College's installed utilities to maximize user comfort within acceptable efficiency limits. As the College seeks to improve its ability to respond to uncertain climate, energy and fiscal positions in the future; the use of a consultant to assist the College in the development and implementation of a strategic energy management plan is the most expedient path forward. The expected result is a set of institutionalized practices that build long-term relationships with energy users, continuously improve energy efficiency, maintain the value of College assets, and the ability to report progress to stakeholders in a consistent manner.

A request for proposals, Project Number 19-20, was issued to procure strategic energy management consultant services. Four responses were received and evaluated by a team of Facilities Energy Management staff who determined the proposal submitted by ESA Energy Systems Associates most closely aligned with the intended vision and would provide the best value to the College.

IMPACT OF THIS ACTION

The consultant will be on call to assist the College with creating a strategic energy management plan, benchmarking performance against similar institutions, auditing and retro-commissioning of buildings and equipment, and providing technical assistance with new energy initiatives; including consideration of energy dashboards, renewable power, distributed generation, and behavior modification.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$100,000. This expenditure is funded from the Facilities Initiatives and Capital Projects Department's 2019-2020 operating budget and subsequent year budgets, subject to approval by the Board.

MONITORING AND REPORTING TIMELINE

The initial one (1) year award term will commence on September 1, 2019, with renewal options of two (2) one-year terms.

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ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Project Name Strategic Energy Management Consultant Services
Project Number RFP 19-20
Number of Evaluators 4

Stated Criteria	Criteria Explanation	Total Points Available	ESA Energy Systems Assoc.	McKinstry	CES / Way, Ltd	Cenergistic
Price Proposal	Evaluated on a best overall value approach for the College	100	100.0	100.0	100.0	50.0
Qualifications & Experience of Firm	History and references	80	67.0	60.0	46.0	39.0
Qualifications & Experience of Personnel	Project-staffing plan to include resumes of "key" staff members	60	49.0	46.0	43.0	41.0
Project Understanding and Management	Technical approach, implementation, and capabilities	60	55.0	41.0	40.0	34.0
Firm's Project Experiences	Project experience in each of the subject areas in paragraph 5.3	60	47.0	42.0	36.0	35.0
Additional Requirements	Customer service, comparison to competitors, and added value services	40	34.0	30.0	26.0	26.0
		400	352.0	319.0	291.0	225.0
Total Points Received						

Final Ranking	
Vendor Name	Total Score
ESA Energy Systems Assoc.	352.0
McKinstry	319.0
CES / Way, Ltd	291.0
Cenergistic	225.0