



CITY OF PROVIDENCE, RHODE ISLAND

Department: Sustainability

RFP Title: Energy Management Services – Three-Year Contract with Two One-Year Options

Opening Date: March 27, 2023

Addendum #: 2

Issue Date: February 27, 2023

The purpose of this addendum is to provide responses to questions from bidders.



MAYOR BRETT P. SMILEY
CITY OF PROVIDENCE

**Request for Proposals: Energy Management Services – Three-Year Contract w/ Two One-Year Options
Addendum 2: Pre-Bid Questions and Answers | March 17, 2023**

This document includes responses to questions posed during the voluntary March 6, 2023 pre-bid conference and those posed via email on or before March 9, 2023. This is an updated version of the Pre-Bid Questions and Responses document posted as Addendum 1 on March 14, 2023. This update does not alter responses included as part of Addendum 1. This update only fills in answers that were still being researched at the time of that document's posting.

Energy Management Services – Three-Year Contract with Two One-Year Options Pre-Bid Questions and Answers

#	Category	Question	Answer
1	Attendance	Who attended the pre-bid conference:	Richard Fay, Veolia Christian Carman, Veolia Molly Keleher, JK Muir Lauren Cervino, WatchWire Paul Murphy, EEI Dileep Prabhakar, Freedom Energy Logistics Brian White, Freedom Energy Logistics Jim Olmstead, AGI
3	A/P	Does the City want the vendor to pay all utility bills on their behalf or would you be open to an automated accounts payable feed which could be uploaded directly to your ERP software?	The vendor shall provide the City with vendor-reviewed, bundled invoices for final review and approval by the City. Upon City approval, the vendor shall pay the invoices on behalf of the City. The City will transfer funds to the vendor in lump sums based on the total charges of the bundled invoices.
4	A/P	Does the City expect the vendor to process bill payments, or to simply provide a payment file export so that the City's accounts payable team can process payment?	The vendor shall provide the City with vendor-reviewed, bundled invoices for final review and approval by the City. Upon City approval, the vendor shall pay the invoices on behalf of the City. The City will transfer funds to the vendor in lump sums based on the total charges of the bundled invoices.
5	A/P	For the "Utility Bill Processing, Management, and Data Analysis" scope, is actual payment of the bills by the contractor required, or would you consider bill-pay ready services that provide everything requested except for the actual exchange of funds.	The vendor shall provide the City with vendor-reviewed, bundled invoices for final review and approval by the City. Upon City approval, the vendor shall pay the invoices on behalf of the City. The City will transfer funds to the vendor in lump sums based on the total charges of the bundled invoices.
6	A/P	For the 60-day payment terms-we assume that means for the energy service provider selected? Would the city consider paying through the RI Energy invoices on a utility consolidated billing plan? In other words, the energy service provider	The City will pay the vendor directly for the Utility Bill Processing Management and Data Analysis scope as described in section 1.2 in the RFP.
7	A/P	How many Accounts Payable accounts does the City have?	The City has 706 active electric and gas accounts.
8	A/P	Can vendors submit for only the platform portion of the Utility Bill Processing, Management, and Data Analysis scope-of-work?	Yes, but ideally bidders would provide both the platform and services portion of the scope, either in-house or by partnering with another firm.
9	A/P	How many different ERPs does the City have.	The City's only ERP is Lawson.
10	A/P	Could the City provide more information about their desires for "detailed information about accounts paid"?	A summary of costs and usage, for the current billing cycle, the most recent billing cycle and the previous year's billing cycle. Please include the average cost per unit of energy for each reporting period.
11	Budget	When does the City's fiscal year end?	The City's fiscal year ends on June 30. That said, the City often sets an internal deadline after which funds can no longer be disbursed in mid-June. Therefore, all FY23 funds will need to be disbursed earlier than the internal deadline.
12	Budget	Section 4.2 the project budget-What do those figures (\$30K and \$80K) represent?	The City has \$30K of funding available in FY23 and \$80K budgeted for FY24 for these services. The FY year ends on June 30, 2023.
13	Budget	Regarding Budgeting functionality mentioned in the Fourth Bullet on page 15: Is the City looking for consulting services support in creating budgets or a tool within the proposed software the City can use to create budgets?	Ideally both, the primary focus should be on the development of a tool that the City can use independently, but we reserve the right to consult with the provider as needed.
14	Budget	Does the project budget include both scope items listed below?	Yes.
15	Budget	How much is specifically budgeted for the Scope 1 – Utility Bill Processing and Scope 2 – Energy Procurement, Consulting and Strategy?	The total amount allocated to each scope is not set. A separate budget for each scope should be developed if you intend to bid on both scopes.
16	Data	How many years of historical data is the City interested in migrating into the new system?	The City has metered utility data as far back as FY 2010. The data can be easily exported into a csv or xls file format. Please provide a pricing for migrating all of the data. Also, please note any price difference if data for fewer years were migrated.
17	Data	Will migrated data be coming directly from the utility or from an existing city database?	The bulk of the data will come from an existing city database. Data from 2010 - 2021 can be exported into a csv or xls file format. The City would like to upload from RI Energy at least 2 years of current data in order to capture additional data points not currently tracked. Specifically, kW.
18	Energy Procurement	When will the City's current energy supply contracts expire?	Electric Contract: 12/11/2024 Natural Gas Contract: 11/30/2023 Heating Oil: 6/30/2024 Gasoline: 12/31/2024 Diesel & Bio-Diesel: 12/31/2024
19	Energy Procurement	Does Providence currently have a system or spreadsheet to conduct your annual energy budgeting?	The City uses a simple spreadsheet for budget projections for its municipal accounts. PPSD uses a similar process.
20	General	Can you please share the webinar recording from Monday? I'm unable to find it online.	Yes. The video can be viewed by copying and pasting this link into your browser: https://us02web.zoom.us/rec/share/vwzFfm9xm48N21AqUSX0K1cQcXeNF90F5EFXKPLkk_QFh9W25K9v2R1CE5HS-SL.nX2edvusHeDKuzU?startTime=1678118787000

21	GHG	Please provide more information about the carbon-inventorying services mentioned on the second bullet of page 15.	The service provider will be asked to convert all reported fuel usage to an emissions value using a YTB determined GHG multiplier. Progress reports and graphics against a baseline year will be required as well.
22	Procurement	If a contractor is the selected bidder for this project (scope 1 or 2) would that selected bidder be eligible for bidding or working on other City work including energy projects?	The awarded vendor may not bid on a contract if you are assisting in the evaluation of the project. Further, the awarded vendor may not bid on a contract if you gained "inside information" through your work with the City.
23	Procurement	We are able to perform all requested services in-house, but are not a MBE/WBE firm. If we do not propose to work with MBE/WBEs for this project, will we be disqualified from the RFP process? We find the requirement unclear in the RFP as there are statements saying it is a requirement, yet there are stated processes and forms related to requesting an exemption. Please clarify	A non-MBE/WBE firm that is able to perform all services in-house will not be disqualified from the RFP process. Firms in this situation must complete the MBE/WBE Participation Affidavit form and the MBE/WBE Waiver Request Form. The MBE/WBE Waiver Request Form must be sent to Grace Diaz (gdiaz@providenceri.gov) for review and approval. If the waiver has not been granted prior to the submission of your bid, you should include the completed MBE/WBE Waiver Request Form and a copy of your email requesting review from Grace Diaz as part of your bid package.
24	Procurement	Follow up question - can a single MBE/WBE meet this requirement (as a subcontractor to a non-MBE/WBE firm) or do proposed vendors need at least 1 MBE and 1 WBE to be considered for this work?	Your bid will meet the City's MBE/WBE goals as long as the combined total of MBE/WBE is 20%. The 20% goal can be reached with a mix of MBE and WBE, all MBE, or all WBE.
25	RFP Response	Would the City consider accepting only electronic copies of our proposal and related RFP response documents, or are physical copies required?	As stated in the RFP on page 2, bidders must submit 2 original printed copies and 1 copy on a flash drive of their bid.
26	RFP Response	Is the cost proposal to be provided in a separate, sealed envelope?	The City prefers cost estimates to be provided in a separate, sealed envelope. Because this was not specified in the original RFP, bidders will not be disqualified if they do not provide the budget in a separate envelope.
27	RFP Response	Please clarify if vendors should propose separate pricing for the 2 scope areas (utility bill management vs energy procurement consulting)	A separate budget for each scope should be developed if you intend to bid on both scopes.
28	RFP Response	Is the City open to a cost proposal that includes embedded broker fees instead of a monthly fee to perform the procurement scope? Based on the information provided, the former option may help the City to allocate costs directly to facilities based on energy usage and help with budgeting costs on an annual basis.	The city would be interested in reviewing a proposal with embedded broker fees.
29	RFP Response	Is there an incumbent currently providing any of these services? If so, who is it and when do their contracts expire?	Providence does not have under contract any firm or individuals providing these services. However, the City is a member of the PowerOptions via an agreement with Rhode Island League of Cities and Towns, and has participated in a gas procurement effort with the Rhode Island Office of Energy Resources. Additionally, all utility data is uploaded to the Peregrine Focus platform and much of the building level data is reported to Portfolio Manager.
30	Solar/VNM	You mention three solar arrays and that allocations for the credits are currently limited to municipal accounts which takes approximately 50% of the load with the goal of the remaining credits being allocated to the schools. What is happening with those credits now, are those credits being utilized?	The City has participated in a VNM project since 2019. There are three separate sites that produce ~85% of the City's annual electric energy. Issues with credit allocation to Providence Public School District (PPSD) accounts, and with new and overlooked accounts have created a credit surplus. A majority of the surplus credits were sold off at the end of 2022 via a onetime transfer. A long term solution is needed for the City and the PPSD to use as many of the system's credits as possible and to sign a Longterm contract with an off taker for the surplus credits.
31	Utility Info	The RFP states that the City has "575 electric accounts and an additional 50 direct pay electric accounts". Are the 50 direct pay accounts included in the 575 total accounts, or are the 50 direct pay accounts in addition to the 575 total accounts?	A 3/8/2023 RI Energy account update now places the total number of electric accounts at 558. The 558 includes all of the direct pay accounts, which now stands at 35.
32	Utility Info	What is the total number of sites/facilities the City is looking to evaluate in the proposed system?	163 sites/facilities will be tracked across 7 departments. Additionally, the tracking of street lights and traffic lights, and gasoline and diesel fuel for vehicles should also be included.
33	Utility Info	The RFP provides counts of utility accounts. Do any of the accounts have multiple meters? If so please provide estimates for the meter counts.	The City has three accounts that are paid electronically (wired out by RI Energy). They are single accounts that have multiple accounts and meter #'s. A general "City" account aggregates the billing of 47 meters, a "Streetlights" account aggregates the billing of 17 meters, and a "Traffic Lights" account aggregates the billing of 49 meters.
34	Utility Info	Can you confirm Providence's total number of natural gas accounts, including supplier accounts that are billed separately from the utility delivery charges?	The City has 113 active RI Energy natural gas accounts. Presently, 43 of those accounts are billed separately by the supplier. All 43 of these accounts provide service to PPSB operated buildings.
35	Utility Info	What is the difference between "electricity accounts" and "direct pay electricity accounts"?	A direct pay account is one where RI Energy pulls the account balance directly from the City's bank account.
36	Utility Info	How many utility accounts would the City like to be uploaded to EnergyStar Portfolio manager?	Presently the City tracks 86 buildings and 209 active utility accounts in PM. The City would like to add 15 additional buildings to its PM inventory along with 56 utility accounts that service those buildings. (The City plans to bring current all new and inactive accounts that service(d) the existing 86 buildings prior to awarding the contract for this RFP).