



REQUEST FOR INFORMATION (RFI) FOR BUSINESS CUSTOM REBATE TRADE ALLIES

INTRODUCTION

The intent of this RFI is to obtain information from firms who are capable of performing the services noted herein, and meet the criteria as described in this document.

The Omaha Public Power District (OPPD) is offering a Custom Rebate Program to qualified Customers. The intent of the Program is to provide financial incentives to commercial and industrial Customers for improving the energy efficiency of their existing building. Information regarding this Program can be found at www.oppd.com. Approved Custom Trade Allies shall adhere to the guidelines, forms, and documents as provided on the website.

All information will be submitted to OPPD via email sent to: Businessrebates@oppd.com with The company's name followed by **Custom Trade Ally RFI** shown in the subject line.

EVALUATION OF SUBMITTALS

OPPD will evaluate all information, be sole judge of the information received, and shall reserve the right to accept or request additional information or clarifications from the firm or to allow corrections of errors or omissions. Evaluations are anticipated to be performed on an as needed basis.

LIST OF SERVICE PROVIDERS

Firms who, upon evaluation, are deemed to have met the minimum requirements contained herein, will be placed on a list of Custom Trade Allies on OPPD's website. The list of Custom Trade Allies shall not be construed as an endorsement of these providers, nor certification or guarantee of their work. The only purpose of the list of Custom Trade Allies is to indicate that they have met the minimum set of requirements and have attended program training.

A firm, who, upon evaluation, does not meet the minimum requirements, will be notified in writing (which includes email) of the reason(s) why. This firm may resubmit information for review, including actions taken to resolve prior deficiencies in meeting the requirements, during the next evaluation period.

OPPD reserves the right to remove any listed Trade Ally at any time if that Trade Ally cannot meet the Program requirements, including but not limited to:

- Substantial Errors: Substantial errors in the development and/or implementation of Energy Conservation Measures (ECMs).

- Untimely or Non-Performance: Failure to implement ECMs in a timely manner.
- Timeliness of submitting deliverables and quality of work performed.

A firm being removed from the list of Custom Trade Allies will be notified in writing (which includes email), of the reason(s) why, and will remain off the list for a minimum of 6 months. After 6 months, the Trade Ally may resubmit information, including actions taken to resolve prior deficiencies, for review during the next evaluation period.

ACCEPTANCE AND REJECTION OF SUBMITTALS

OPPD reserves the right to reject any or all responses to this RFI, and be the sole and final judge of all information submitted. OPPD reserves the right to discontinue its evaluation of submittals from any respondent who submits false, misleading, or incorrect information.

Once an RFI is accepted by OPPD the applicant will be notified via email. The applicant must also attend Custom Program training and sign a Trade Ally Agreement as the final qualifications in becoming an accepted Custom Trade Ally. These qualifications can occur in any order. However, the acceptance email will contain Custom Trade Ally Training information and if an interested Trade Ally would like to attend training prior to their submittal it will be their responsibility to check OPPD's website to gain information about those dates. Training is provided by OPPD and is free of charge.

INFORMATION TO BE SUBMITTED

Provide documentation of the following information for each member of your firm who will be assigned to a Custom project. If experience/expertise was gained at a previous firm(s), provide supporting documentation/references. A Professional Engineer will be required for many projects, including optimization projects. For lighting system projects only, a Lighting Certified (LC) qualification from the National Council of Quality Lighting Professionals (NCQLP) is recommended but will not be required. For equipment change outs only an engineer of record will not be required. If you have questions regarding professional qualifications of the team please direct them to BusinessRebates@oppd.com.

Resume

Resume demonstrating 5 years of experience in the area(s) being addressed in the types of projects the applicant will be implementing. Example: Firms submitting optimization projects will need to show five years of experience in optimization.

Demonstration of Experience

Demonstration of experience in energy efficiency related work and knowledge of energy principles through:

- Two energy studies/energy audit reports completed by your firm, and,
- Two sample functional performance tests of systems from past work completed by your firm.

The energy studies/energy audit reports and functional performance tests should provide evidence of experience with:

- ✓ the operation, troubleshooting, and optimization of HVAC systems, refrigeration systems, motor efficiency studies, etc.
- ✓ the operation, troubleshooting, and optimization of building automation systems (BAS), as applicable,
- ✓ commercial HVAC system energy calculations and/or energy simulations/modeling,
- ✓ air and water system functional measurements,
- ✓ the collection of baselines of system performance, and
- ✓ performing measurement and verification of energy consumption.

References

Provide three acceptable client references from previous projects. Include: company name, contact name, city and state and current telephone number.