



**Energy Auditing Services
Request for Proposal (RFP)
Due by 5 PM on Friday, July 11, 2014**

USGBC-Missouri Gateway Chapter is a 501c3, non-profit organization in the state of Missouri. We seek the services of an Energy Auditor to perform a limited number of building energy audits for congregations and faith communities within our [Chapter territory](#).

BACKGROUND:

We recently launched the *25 x 20 Voluntary Energy Benchmarking Campaign* in collaboration with the St. Louis Regional Chamber of Commerce, Missouri Interfaith Power & Light and the signatories of the *St. Louis High Performance Building Initiative* (www.25x20.org). Through the 25 x 20 campaign, we are challenging buildings in the region to reduce their energy consumption by 25% by the year 2020. As part of this initiative, we are partnering with Missouri Interfaith Power & Light to provide energy audits for a limited number of local congregations and faith-communities.

Missouri Interfaith Power & Light addresses the environmental and social justice consequences of climate change by promoting energy conservation, energy efficiency, and renewable energy to Missouri's faith communities. One of the most common requests they receive is assistance with energy audits since nearly all congregations worship in a building and buildings are responsible for 40% of our greenhouse gas emissions.

USGBC-Missouri Gateway Chapter and Missouri Interfaith Power & Light will oversee an application process for congregations and faith communities to participate in the 25x20 campaign and receive an energy audit. USGBC-Missouri Gateway will oversee / supervise the energy auditor and may assign a professional volunteer to assist the congregation if appropriate.

We are seeking the services of an Energy Auditor to perform ASHRAE Level 1 and Level 2 audits (or equivalent) for 8 – 12 congregations or faith communities. Services for each building audited should include:

- Interviews with key operations staff and/or volunteers.
- Review and analysis of at least one year's worth of utility bills
- Benchmark building energy and water use via ENERGY STAR Portfolio Manager (if building not already benchmarked).
- Walk-through of the facility to become familiar with the building operation and to identify opportunities for energy efficiency or conservation.
- Evaluation of building energy systems include the building envelope; lighting; heating, ventilation & air conditioning (HVAC); refrigeration; hot water; plug loads, process use (if applicable); and any special building uses or conditions.
- A report detailing the following information:
 - All recommended energy conservation measures, including low and no cost measures, modifications or updates to system controls and building automation (if applicable), operations & maintenance changes and potential capital upgrades.
 - Cost estimates to implement each energy conservation measure & energy savings estimated from each energy conservation measure.
 - Prioritization and next steps for implementation of energy conservation should be provided to each congregation that will assist in decision making now and in the future with the assumption that most participants have limited resources for upfront investments, equipment replacement, etc.

BUDGET:

USGBC-MGC's budget for the proposed project is \$9,000 for all fees associated with the 8 – 12 building energy audits.

Your company has been selected as a candidate to provide these services .We invite you to submit an electronic proposal. **Your proposal should include the following information:**

- Brief overview of your company

- Your experience performing building energy audits, include experience working with congregations, faith communities or churches or with similar types of buildings
- Your approach to building energy audits
- List of key personnel that will work with USGBC-Missouri Gateway Chapter, Missouri Interfaith Power & Light and participating congregations
- **Cost of Energy Auditing Services and number of buildings your company will be able to audit. Please complete the bid form below and include it with your proposal.** Please also indicate any level of in-kind support that will be offered in completion of the project.
- Additional information that you feel would be useful to your proposal

We have enclosed the following information to assist in the preparation of your proposal:

- Appendix A: Bid & References form – to be filled out and submitted with your proposal
- Appendix B: Proposed time table and deliverables

All proposals must be submitted as a single PDF file no larger than 5 MB and sent to emily.andrews@mobot.org by 5 PM on Friday, July 11 2014. You will be notified of our selection no later than August 1, 2014. Please note that the USGBC-Missouri Gateway Chapter reserves the right to reject any proposals submitted and to make the award where it appears to be in our best interest.

Thank you in advance for your interest! If you have any questions or need additional information, please feel free to contact me at (314) 577-0854 or emily.andrews@mobot.org.

Sincerely,



Emily Andrews
Executive Director
USGBC-Missouri Gateway Chapter

Appendix A

BID FORM

Deadline for submitting a proposal is Friday, July 11 at 5:00 PM.

Number of Energy Audits to be Provided	_____
Base Bid for each energy audit	\$ _____
Hourly Rate for additional services	\$ _____
In-kind donation to USGBC-Missouri Gateway Chapter / Congregation	\$ _____
TOTAL BID AMOUNT (Total Available Budget = \$9,000)	\$ _____

Comments/Clarifications (including description of in-kind services offered):

References of local clients for whom you have performed the same or similar services:

Name	Company	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Appendix B

Time Table and Deliverables

Time Table:

July 11, 2014	Proposals due to USGBC-MGC
August 1, 2014	Notification of Award
September 15, 2014	Congregations Chosen
October 1 – December 15, 2104	Benchmarking & Audits Performed
January 10, 2015	Audit Reports submitted to USGBC-MGC, MO IPL and participating congregation or faith community

Deliverables:

- A report of the energy audit that details the following information:
 - All recommended energy conservation measures, including low and no cost measures, modifications or updates to system controls and building automation (if applicable), operations & maintenance changes and potential capital upgrades.
 - Cost estimates to implement each energy conservation measure & energy savings estimated from each energy conservation measure.
 - Prioritization and next steps for implementation of energy conservation should be provided to each congregation that will assist in decision making now and in the future with the assumption that most participants have limited resources for upfront investments, equipment replacement, etc.