**TO**: **Commonwealth of Virginia Energy Savings Contractors (ESCOs)**

**FROM**:

**DATE**:

**SUBJECT: Request for Qualifications (RFQ) Regarding Energy Performance Contracting**

**AGENCY/PUBLIC BODY** is seeking qualifications for a potential Energy Performance Contract. The intent is to solicit a minimum of five (5) Energy Service Companies (ESCOs) for the “Back of the Envelope” (BOE) estimates for an Energy Performance Contract (EPC). The project may include any of the facilities in the attached RFQ Facility List spreadsheet and all work will be done in accordance with the energy performance-based contracting process put forth by the Commonwealth of Virginia. At this time, we want to evaluate the qualifications, experience, and approach of the pre-approved ESCOs listed by the Virginia Department of General Services in order to determine which of these firms we will invite to the BOE.

**AGENCY/PUBLIC BODY** INFORMATION

* **Estimated Total, Annual Utility Spend: $**
* **Total Square Feet of Facilities that may be included in an ESPC Project: ft2**
* **Total Number of Facilities that may be included in an ESPC Project:**
* **Facilities Types: (example: K-12, Commercial Office, Warehouse, Museum)**
* **Additional/Relevant Information: Please include any additional information that you feel is relevant/necessary to this RFQ. Limit your response to a single paragraph.**

If you are interested, we request the following information in a summary of **NO MORE THAN 5 PAGES, FRONT AND BACK:**

* + A cover letter/executive summary stating interest in participating in this RFP, why your organization is qualified to participate, any distinguishing qualities of your organization and any other information relevant to this RFQ. Limit this section to **NO MORE THAN 1 PAGE.**

Your qualifications and current project experience **by market segment** as it relates to this project. Please provide the information listed below under the categories for this type of project: **Example:** If the RFQ is for a school system **ONLY** provide the information in your RFQ as it relates to K-12 schools. If the RFQ is for a correctional facility **ONLY** provide the information in your RFQ as it relates to correctional facilities. You may need to provide information for multiple market segments (i.e. if you have a state prison, this is both a state agency and a correctional facility), **PLEASE INCLUDE ALL RELEVANT MARKET SEGMENTS**.

* + Your qualifications and current project experience by market segment. Please identify all
    - Public Bodies ***(Total # projects/Total Project Costs/Total Energy Savings in $):***
      * + K-12 Schools
        + Localities [City/County Government] and facility type(s)
        + Water/Wastewater Facilities
        + Correctional Facilities
    - State Agencies ***(Total # projects/Total Project Costs/Total Energy Savings in $):***
      * + Higher Education (State College/University or Community Colleges)
        + State Agencies and facility type(s)
        + State Correctional Facilities
    - List the total number of EPC projects in the US by Project Size (# of projects/total project $) **ONLY FOR PROJECTS THAT ARE THE IN THE SAME MARKET SEGMENT** as is relevant to this RFQ:
      * Small: up to $5 million
      * Medium: between $5 and $10 million
      * Large greater than: $10 million
    - List the total number of ESPC projects completed in the **US** (**ACROSS ALL MARKET SEGMENTS**) and the total project $.
      * Total # of ESPC projects in the US (ALL segments):
      * Total cost of these projects:
    - Is the team responsible for this project, currently working on other EPC projects? If yes, please list those projects (customer name, customer location, total project cost, customer type and expected completion date).
    - A single point of contact who will represent your company during this process.
    - A list of personnel and their qualifications that will work on the project.
    - **A list of references (min 5, max 10) from projects for this specific market segment(s)**.

**This information should be submitted as one electronic file (Word or PDF format) emailed to** [**CONTACT EMAIL**](mailto:John.manzella@vbschools.com) **no later than TIME on DATE**

Thanks for your time, and we look forward to hearing from those interested in participating in this effort.