



**REQUEST FOR INFORMATION (RFI)
FOR
HVAC SYSTEM OPTIMIZATION SERVICE PROVIDERS**

INTRODUCTION

The intent of this Request for Information 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 Nebraska Public Power District (NPPD) and its wholesale customers have developed a HVAC System Optimization Program (Program). The intent of the Program is to provide financial incentives to commercial customers for improving the energy efficiency of their existing HVAC systems. This Program is applicable only to certain end use commercial customers of Nebraska Public Power District and its wholesale customers. Information regarding this program can be found at www.nppd.com. Potential Service Providers shall adhere to the guidelines, forms, and documents as provided on the website.

INQUIRIES

All inquiries relating to this request shall be addressed to:

Attn: Steve Zach
Nebraska Public Power District
1414 15th Street
Columbus, NE 68601
(402) 563-5472

SUBMITTAL DATE AND LOCATION

Send one copy of the submittal in a sealed envelope plainly marked:

Request for Information
Attn: Steve Zach
Nebraska Public Power District
1414 15th Street
Columbus, NE 68601

ELECTRONIC PROPOSALS

Electronic submittals and/or submittals sent by electronic devices are not acceptable and will be rejected upon receipt.

EVALUATION OF SUBMITTALS

The Nebraska Public Power District and members of its wholesale customers 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 a semiannual 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 Service Providers on NPPD's EnergyWiseSM website. The list of Service Providers shall not be construed as an endorsement of these providers, nor certification or guarantee of their work. The only purpose of the list of Service Providers is to indicate that they have met the minimum set of requirements.

A firm, who, upon evaluation, does not meet the minimum requirements, will be notified in writing 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.

NPPD and its wholesale customers reserve the right to remove any listed Service Provider at any time if that Service Provider cannot meet the Program requirements, including but not limited to timeliness of submitting deliverables and quality of work performed.

Listed Service Providers may be removed from the list due to the following:

- 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.

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

As the objective of the HVAC System Optimization Program is to save energy in existing buildings and sustain those energy savings over time, all listed Service Providers will be required to submit an annual summary of their HVAC system optimization projects, describing ECMs implemented and energy savings to date, for review by NPPD.

ACCEPTANCE AND REJECTION OF SUBMITTALS

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

INFORMATION TO BE SUBMITTED

Provide documentation of the following information for each member of your firm who will be assigned to the HVAC System Optimization Program. If experience/expertise was gained at a previous firm(s), provide supporting documentation/references.

- Resume - indicating 5 years of experience related to HVAC system optimization processes.
- Demonstration of experience in energy efficiency related work and knowledge of energy principles through:
 - two reports or studies completed by your firm, and,
 - two sample functional performance tests of HVAC systems from past work completed by your firm.
- The reports/studies and functional performance tests should provide evidence of experience with:
 - the operation, troubleshooting, and optimization of HVAC systems,
 - the operation, troubleshooting, and optimization of building automation systems (BAS),
 - 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.
- Three acceptable client references from previous projects. Provide company name, contact name, city and state, and current telephone number.