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ADDENDUM NUMBER ONE TO REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #GCS-I10681-C FOR ENERGY SUPPORT SERVICES MASTER AGREEMENT (ESSMA)

This Addendum Number One is issued to provide changes/clarifications and answers to ESSMA RFSQ #GCS-I10681-C.

CHANGES/CLARIFICATIONS:

Changes/Clarifications appear in **red** text.

1. Refer to Request for Statement of Qualifications (RFSQ) Energy Support Services Master Agreement (ESSMA) Sub-paragraph 1.4.1. Delete Sub-paragraph 1.4.1 in its entirety and replace with the following:
 - 1.4.1 Vendor must demonstrate 12 months experience, within the last **36** months in each ESSMA category for which the Vendor is attempting to qualify. The ESSMA categories are listed in sub-paragraph 1.1 – Scope of Work.
2. Refer to Request for Statement of Qualifications (RFSQ) Energy Support Services Master Agreement (ESSMA) sub-paragraph 2.7.3. Delete second bullet from sub-paragraph 2.7.3 in its entirety and replace with the following:
 - Describe 12 months experience, within the last **36** months, providing energy support services in one or more of the categories listed in Sub-paragraph 1.1. This section must demonstrate the qualifications of the individual(s) within Vendor's organizations proposed to perform the work to meet the minimum requirements set forth in Sub-paragraph 1.4 of this RFSQ.
3. Refer to Appendix A Required Forms – Exhibit 1 Vendor's Organization Questionnaire/Affidavit. Delete Exhibit 1 in its entirety and replace with Exhibit 1 attached Attachment 1 to this addendum.
4. Refer to Appendix A Required Forms – Exhibit 6 Prospective Contractor References. Delete Exhibit 6 in its entirety and replace with Exhibit 6 attached Attachment 2 to this addendum.
5. Refer to Appendix H Category Submission. Delete Appendix H in its entirety and replace with Appendix H attached Attachment 3 to this addendum.

QUESTIONS/ANSWERS:

1. Q: Does the County have desired formatting or page limits for narrative components of the SOQ (e.g., the Executive Summary)?

A: There are no page limits for the narrative components of the SOQ. Vendors are encouraged to provide as much detail as possible of relevant background information to demonstrate that the Vendor meets the minimum requirements of this RFSQ.

2. Q: May Vendors submit resumes or key personnel as an appendix?

A: Vendors can submit resumes or key personnel as an appendix; however, the County is looking for the experience of the firm itself and when a Contractor is awarded a Master Agreement, they list the experience of the company and are qualified as a company.

3. Q: Section 2.7.4 References and Experience (p. 28) instructs Vendors to provide two references in which the same or similar scope of services was provided in Exhibit 6. However, the actual Exhibit 6 (p. 47/160) instructs Vendors to provide five references. Can the County confirm the required number of references?

A: Vendors are to provide a minimum of two (2) references; however, that is the minimum that we are asking for. Vendors are to provide enough references to validate the years of experience. Exhibit 6 has room for five (5) references; but, vendors may provide two or more to accumulate to 12 months of experience over the past 36 months. If additional references are to be provided, please duplicate the form and list the additional references.

4. Q: Can the County clarify the minimum requirement of 12 months experience over the past 18 months (Section 1.41, p. 8)? Does this mean that reference projects must have been completed in the past 18 months (with a contract term of at least 12 months), or does this mean that firms must have conducted work in this category for at least a year during the past 18 months? Our firm has multiple years of experience in all proposed categories and actively performs these services but wishes to include reference projects completed more than 18 months ago.

A: Please refer to Item #1 in the Changes/Clarifications Section in this Addendum to review changes to minimum requirements.

5. Q: Section 2.7.3 Executive Summary (p. 28) directs Vendors to "demonstrate the qualifications of the individual(s) within Vendor's organizations proposed to perform the work to meet the minimum requirements set forth in Sub-paragraph 1.4 of this RFSQ." Sub-paragraph 1.4 is the Vendor's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking (p. 23). Can the County confirm that this is the correct section to reference for describing our key personnel experience and if so, how we should apply it?

A: Sub-paragraph 1.4 is Vendor's Minimum Qualifications in the RFSQ. Sub-Section 1.40 on page 23 is Vendor's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking in the RFSQ.

6. **Q: Page 28, section 2.7.4 References and Experience (Section 3), item b. Prospective Contractor List of Contracts - Exhibit 7, states: "The listing must include all of Vendor's contracts with public entities for the last three (3) years. A photocopy of the Prospective Contractor List of Contracts form should be used if necessary." Our organization performs a high volume of public agency contracts (100+ per year). Would it be acceptable to limit the contracts to be listed to same or similar services provided to public entities located in Southern California? Or a different limiting factor acceptable to the County?**

A: Yes. Vendors may provide as many contracts as feasible.

7. **Q: Page 30, section 2.8 SOQ Submission, states: "The SOQ shall be submitted by mail or electronic mail (email) in adherence to the following:" We would like to confirm that it is not required to submit both hard copy mail and electronic mail submittals and it is acceptable to submit only one or the other?**

A: Vendors only need to submit their SOQ either by mail or email. There is no need to submit both a hard copy and an email.

8. **Q: Regarding project references, Page 28, item 2.7.4 of the RFSQ says that we need to provide two references with the same or similar scope of services to demonstrate that we meet the minimum requirements for each category, but then Exhibit 6 on page 47 asks for 5 references. Which is required for each category, 2 named references or 5?**

A: Please see Answer #3 in this Addendum.

9. **Q: Each category on the scope of work includes multiple bullets describing the type of work expected under each category. Do we need to demonstrate experience in every one of the bullets in the category to qualify to provide services in that category, or is it sufficient to cover most of the representative bullets?**

A: The bullets for each category are the descriptions for each category. Vendors need to demonstrate experience for each category(ies).

10. **Q: When the bullets in the scope of work in a certain category reference providing service for "County" programs, can you confirm that we don't need to provide representative past work examples for LA County programs, but can demonstrate experience with other jurisdictions, state or regional agencies that cover the same subject area?**

A: That is correct, Vendors do not need to only reference services for the County of Los Angeles programs; vendors can demonstrate experience with other jurisdictions, state or regional agencies that cover the same subject area.

11. **Q: The RFSQ calls for 2 references but this form calls for 5 references. How many should we provide?**

A: Please see Answer #3 on this Addendum.

12. Q: If we are awarded a master agreement, when we respond to the RFPs, are we limited to staff named in our RFSQ response?

A: No. The County is looking for the experience of the firm itself and when a Contractor is awarded a Master Agreement, they list the experience of the company and are qualified as a company. We qualify the company with the experience of the team. Once we release a subordinate work order solicitation, when proposing a certain team then we would ask for the team bidding will be the team that will be working on the project.

13. Q: Are joint ventures eligible to apply?

A: Joint ventures are not eligible to apply. For additional information please see Section 8.21 Independent Contractor Status of Appendix G Sample Master Agreement.

14. Q: If we apply for a category, can we apply for additional categories at a later date?

A: Yes, vendors may apply for additional categories at a later date during the open and continuous qualification period for this RFSQ. The County encourages vendors to apply to all categories for which the firm meets the minimum requirements.

15. Q: There are multiple sub-bullets under each category, do we need to demonstrate experience in all of the sub-bullets or is it just sufficient to generally demonstrate experience across the category?

A: The vendor must meet all requirements in a category in order to be qualified for such category. The category sub-bullets detail the type of experience we are looking for under each category.

16. Q: In Appendix A – Required Forms 1a. CBE information, link is not working. Can you please provide a live link?

A: Please see attached Attachment 4 - CBE form and instructions. The form and instructions can also be found at following link: http://file.mylacounty.gov/SDSIntra/isd/pcs/countyservicecontracts/1111229_CBEForm.xlsx

17. Q: For Environmental and Grant Writing scope of work and specifically how the minimum requirements of the 12-month experience over the past 18 months is defined for that work since the grant life cycle is a little more nebulous than some of these other projects. Do our references have to align with the grants that were written and secured within the past 18 months or can there be projects that have been delivered that are grant funded projects that we have secured the grant funding for within the past 18 months?

A: We are looking for experience that accumulates to 12 months of experience. Please refer to Item 1 on the Change/Clarifications Section in this Addendum for minimum requirements.

18. Q: Do we have to send responses and proposals to Nazeli?

A: Yes, please send all correspondence to Nazeli Albaryan at nalbaryan@isd.lacounty.gov.

19. Q: Regarding the forms for signature, do we need to sign or submit exhibits, for example Exhibit 1a and Exhibit 4, if we are not applying for any of those preferences?

A: Yes, all forms need to be submitted when submitting the SOQ. If Vendor is not applying for any of the preferences, please put N/A.

20. Q: Regarding Exhibit 7, if certain information requested on the form is not publicly available (a Firm Contact's email address or phone number, for instance) do we need to include it?

A: If information is not available, please put N/A.

21. Q: Regarding Exhibit 7, if we hold on-call contract such as an MSA with a public entity but no work has been completed on that contract in the past three years do we need to include it on the list?

A: No, only include entities for which Vendor has provided services within the last three years.

22. Q: Regarding Exhibit 14, should we submit a signed version of this prior to being issued an ESSMA contract or should we wait to sign until after LA County approves our application and signs?

A: Please submit a signed version of Exhibit 14 when submitting your SOQ since this exhibit is part of the required forms.

23. Q: In our review of the solicitation documents, we did not locate any request for financial information such as rate sheets. Re we correct in our read that we are not to include rates for our staff as part of our response to the RFSQ?

A: Yes, that is correct, rates for staff are not to be included as part of the response to this RFSQ.

24. Q: For our references, contract amounts are requested as part of Required Forms – Exhibit 6 Prospective Contractor References. Because we hold multiple contracts with an individual reference/sponsor agency, would you like to see the aggregate of all contracts with the sponsor to avoid repetition of the contact information or would you like to have each contract with that agency listed separately and individual contract amounts identified for the Dollar Amt. of the form? On Required Forms – Exhibit 7 Prospective Contractor List of Contracts, we will list the individual contracts for the agencies we identified as references, therefore we hoped to avoid any redundancy?

A: Include contract amount for each contract that is listed on Exhibit 6. Vendors may include the same list of contracts in Exhibit 7. Although it may seem redundant, each form fulfills different purposes; all forms need to be completed.

25. Q: Regarding the Insurance Requirements, are we required to add LA County as an additional insured at the time of response to the RFSQ or will that be required at the time of contracting?

A: Vendors are to provide a copy of an additional insured endorsement confirming County and its agents has been given insured status under the vendors General Liability policy as stated in to Sub-Paragraph 8.23.1 of Appendix G – Sample Master Agreement at the time of submission of their SOQ.

26. Q: Could you please clarify how many references you would like for each work category we're applying for? In the RFSQ, Section 2.7.4 References and Experience, page 28, a. Prospective Contractor References Exhibit 6, bidders are requested to "provide two (2) references in which the same or similar scope of services was provided....," while Exhibit 6 itself requests us to "List five (5) references where the same or similar scope of service were provided in order to meet the Minimum qualifications stated in this solicitation. Use a separate sheet for each category Contractor is applying for." Do you need us to provide 2 references per work category?

A: Please see Answer #3 on this Addendum.

27. Q: Regarding Appendix A - Exhibit 7 - Prospective Contractor List of Contracts (page 48), should the listed contracts only include those where we are the prime contractor, or should/can we include those where we are a subcontractor (and the end customer is a public agency)?

A: Vendors may include any contract or subcontract for which they provided services.

All terms and conditions of ESSMA RFSQ #GCS-I10681-C remain in effect.

REQUIRED FORMS - EXHIBIT 1
VENDOR'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Please complete, sign and date this form. The person signing the form must be authorized to sign on behalf of the Vendor and to bind the applicant in a Contract.

1. Is your firm a corporation or limited liability company (LLC)? ☐ **Yes** ☐ **No**
If yes, complete:
Legal Name (found in Articles of Incorporation) _____
State _____ Year Inc. _____
2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. Is your firm doing business under one or more DBA's? ☐ **Yes** ☐ **No**
If yes, complete:
- | Name | County of Registration | Year became DBA |
|-------------|-------------------------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
4. Is your firm wholly/majority owned by, or a subsidiary of another firm? ☐ **Yes** ☐ **No**
If yes, complete:
Name of parent firm: _____
State of incorporation or registration of parent firm: _____
5. Has your firm done business as other names within last five (5) years? ☐ **Yes** ☐ **No**
If yes, complete:
Name _____ Year of Name Change _____
Name _____ Year of Name Change _____
6. Is your firm involved in any pending acquisition or mergers, including the associated company name?
☐ **Yes** ☐ **No** If yes, provide information:

Vendor acknowledges and certifies that firm meets and will comply with the Vendor's Minimum Qualifications as stated in Section 1.4, of this Request for Statement of Qualifications, as listed below.

Check the appropriate boxes:

- ☐ **Yes** ☐ **No** Vendor must have 12 months experience, within the last 36 months providing energy support services as outlined in Section 1.1 – Scope of Work.
- ☐ **Yes** ☐ **No** Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

Vendor further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

VENDOR NAME:		COUNTY WEBVEN NUMBER:
ADDRESS:		
PHONE NUMBER:	E-MAIL:	
INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:	CALIFORNIA BUSINESS LICENSE NUMBER:	
VENDOR OFFICIAL NAME AND TITLE (PRINT):		
SIGNATURE		DATE

REQUIRED FORMS - EXHIBIT 6 PROSPECTIVE CONTRACTOR REFERENCES

Contractor's Name: _____ **Category:** _____

List five (5) references **(two (2) minimum)** where the same or similar scope of services were provided in order to meet the Minimum Qualifications stated in this solicitation. **Use a separate sheet for each category Contractor is applying for.**

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email Address
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email Address
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email Address
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email Address
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Email Address
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.

CATEGORY SUBMISSION

ENERGY SUPPORT SERVICES MASTER AGREEMENT (ESSMA) STATEMENT OF QUALIFICATION SUBMITTAL FORM
This serves as an application for the Energy Services Master Agreement. To Complete the Statement of Qualification: 1. Check off/fill out all the requirements met and sign form. ▪ Minimum Qualifications (applies to all vendors) ▪ Category Specific Qualifications (only complete sections in categories you intend to apply for) 2. Attach all applicable documents listed in Required Forms section. 3. Attach copies of the licenses/certificates/proof registrations checked off in specific categories. 4. Vendor acknowledges and certifies that it meets the Minimum Qualifications listed in Paragraph 1.4 - Minimum Qualifications, and the applicable requirements of Paragraph 2.7.2 – Vendor’s Qualifications of this Request for Statement of Qualifications (RFSQ).

COUNTY USE ONLY	
VENDOR NAME	AGREEMENT #
DATE RECEIVED	ANALYST

1.4 MINIMUM QUALIFICATIONS	
APPLICATION CATEGORIES (check all that apply)	MONTHS PERFORMING SERVICE (12 months within the last 36 months)
☐ 1.1.1 Rates and Analytical Support	months Dates:
☐ 1.1.2 Power Plant and Cogeneration	months Dates:
☐ 1.1.3 Energy Efficiency (EE)	months Dates:
☐ 1.1.4 Distributed Energy Resources (DER)	months Dates:
☐ 1.1.5 Electric Vehicle (EV) and EV Supply Equipment (EVSE)	months Dates:
☐ 1.1.6 Legislation and Regulation Support	months Dates:
☐ 1.1.7 Commissioning and Retro-Commissioning	months Dates:
☐ 1.1.8 Utility Contracts/Agreements Support	months Dates:
☐ 1.1.9 Categorizing, Recording, and Reporting Greenhouse Gas Emissions	months Dates:
☐ 1.1.10 Environmental Programs Development	months Dates:
☐ 1.1.11 Environmental Programs Development for Communities	months Dates:
☐ 1.1.12 Energy and Environmental Grant Writer	months Dates:
☐ 1.1.13 Energy and Environmental Project Manager	months Dates:
☐ 1.1.14 Energy and Environmental Field Technician	months Dates:
☐ 1.1.15 Energy and Environmental Project Analyst	months Dates:
☐ 1.1.16 Energy and Environmental Workforce Education, Development and Training	months Dates:
☐ 1.1.17 Energy and Environmental External Funding Sources Management and Administration	months Dates:

INSURANCE REQUIREMENTS (for all vendors) Professional Liability may be submitted at the time of work order execution		County Use Only
GENERAL LIABILITY		
General Aggregate: \$2,000,000	☐	☐
Products/Completed Operations Aggregate: \$1,000,000	☐	☐
Personal and Advertising Injury: \$1,000,000	☐	☐
Each Occurrence: \$1,000,000	☐	☐
AUTO LIABILITY		
Auto Liability: \$1,000,000	☐	☐
WORKERS' COMPENSATION		
Each Accident: \$1,000,000	☐	☐

REQUIRED FORMS		
APPENDIX A		County Use Only
Exhibit 1: Vendor's Organization Questionnaire/Affidavit	☐	☐
Exhibit 1a: Community Business Enterprise (CBE) Information	☐	☐
Exhibit 2: Certification of No Conflict of Interest	☐	☐
Exhibit 3: Vendor's EEO Certification	☐	☐
Exhibit 4: Request for Preference Program Consideration	☐	☐
Exhibit 5: Familiarity with the County Lobbyist Ordinance Certification	☐	☐
Exhibit 6: Prospective Contractor References	☐	☐
Exhibit 7: Prospective Contractor List of Contracts	☐	☐
Exhibit 8: Prospective Contractor List of Terminated Contracts	☐	☐
Exhibit 9: Attestation of Willingness to Consider GAIN/GROW Participants	☐	☐
Exhibit 10: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception	☐	☐
Exhibit 11: Certification of Compliance with the County's Defaulted Property Tax Reduction Program	☐	☐
Exhibit 12: Zero Tolerance Policy on Human Trafficking Certification	☐	☐
Exhibit 13: Compliance with Fair Chance Employment Hiring Practices Certification	☐	☐
Exhibit 14: Vendor Authorization Page of Master Agreement	☐	☐
VENDOR SUPPLIED		
Table of Contents	☐	☐
Executive Summary	☐	☐
Statement of Information or Business License	☐	☐
Certificate of Good Standing		
Individual(s) Pending Litigation and Judgments	☐	☐
LA County named additional insured	☐	☐

APPLICANT ACKNOWLEDGES THAT IF ANY FALSE, MISLEADING, INCOMPLETE, OR DECEPTIVELY UNRESPONSIVE STATEMENTS IN CONNECTION WITH THIS SOQ ARE MADE, THE SOQ MAY BE REJECTED. THE EVALUATION AND DETERMINATION IN THIS AREA SHALL BE AT THE DIRECTOR'S SOLE JUDGMENT AND HIS/HER JUDGMENT SHALL BE FINAL.

I DECALARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT.

PREPARER'S SIGNATURE		DATE
PRINT PREPARER'S NAME	TITLE	
ADDRESS	CITY , STATE	

COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION

TITLE		REFERENCE		
1 FIRM/ORGANIZATION	The information requested below is for statistical			
Total Number of Employees in California:				
Total Number of Employees (including owners):				
Race/Ethnic Composition of Firm. Enter the make-up of Owners/Partners/Associate Partners into the following categories:				
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Percentage of how ownership of the firm is distributed	
	Male	Female	Male	Female
Black/African American			%	%
Hispanic/Latino			%	%
Asian or Pacific Islander			%	%
American Indian			%	%
Filipino			%	%
White			%	%

[illegible]

Instructions for Completing Form

The County seeks diverse broad-based participation in its contracting and strongly encourages participation by CBEs. Complete all fields listed on form. Where a field requests number or total indicate response using numerical digits only.

Section 1: FIRM/ORGANIZATION INFORMATION	
Total Number of Employees in California	Using numerical digits, enter the total number of individuals employed by the firm in the state of California.
Total Number of Employees (including owners)	Using numerical digits, enter the total number of individuals employed by the firm regardless of location.
Race/Ethnic Composition of Firm Table	Using numerical digits, enter the make-up of Owners/Partners/Associate Partners and percentage of how ownership of the firm is distributed into the Race/Ethnic Composition categories listed in the table. Final number must total 100%.

Section 2: CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, DISABLED VETERAN, AND LESBIAN,
If the firm is currently certified as a Community Based Enterprise (CBE) by a public agency, complete the table by entering the names of the certifying Agency and placing an "X" under the appropriate CBE designation (Minority, Women, Disadvantaged, Disabled Veteran or LGBTQQ). Enter all the CBE certifications held by the firm.

Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.