



COUNTY OF LOS ANGELES
Internal Services Department
Contracting Division



Energy Support Services Master Agreement (ESSMA)
Request for Statement of Qualifications (RFSQ)
RFSQ # GCS-I10681-S

Proposers' Conference
May 10, 2022

Note: This Presentation is being shared for information purposes and does not supersede any information in the RFSQ and subsequent addendums.

INTRODUCTIONS



CONFERENCE GUIDELINES

- ▶ Please MUTE your microphone
 - ▶ Please hold your questions until the end of the presentation.
 - ▶ Submit your questions via the meeting chat or use the “raise hand” option.
- 
- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide.

CONFERENCE AGENDA

Request for Statement of Qualification (RFSQ) Overview



Master Agreement Process



General Information



Instructions to Vendors



SOQ Review/Selection/Qualification Process



Master Agreement to Work Orders Overview



Minh Le, EES General Manager



Questions

PURPOSE

- ▶ The County of Los Angeles (County), Internal Services (ISD) Department is seeking qualified companies to enter into an Energy Support Services Master Agreements (ESSMA) with the County to provide energy and environmental sustainability support services on an as-needed basis. The purpose of this Request for Statement of Qualifications (RFSQ) is to ensure the continuous provision of energy support services which are currently being provided by qualified vendors through ESSMA. ESSMA has provided a timely, efficient, and cost-effective method of enabling ISD to respond to various energy issues.
- ▶ The current Master Agreement will be expiring on August 19, 2022

RFSQ OVERVIEW



- ▶ Section 1.0 - General Information
- ▶ Section 2.0 - Instructions to Vendors
- ▶ Section 3.0 - SOQ Review/Selection/Qualification Process
- ▶ Appendices (Sample Master Agreement, Required Forms)



SECTION 1.0 GENERAL INFORMATION

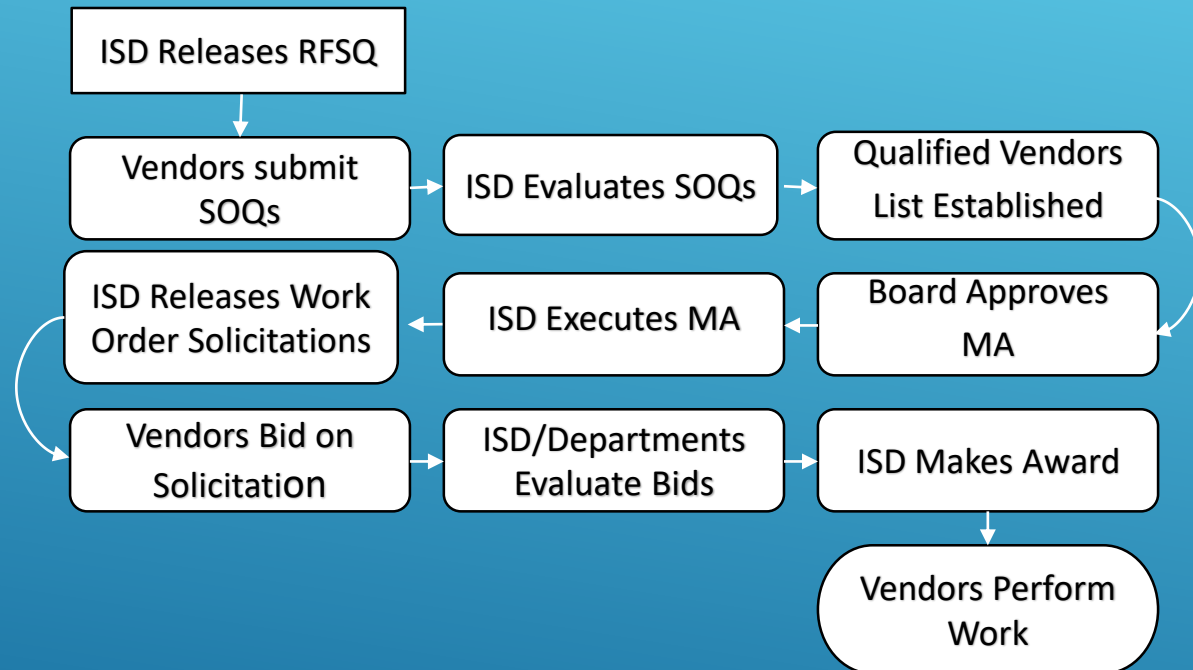
- ▶ Scope of Work
- ▶ Minimum Requirements or Qualifications
- ▶ Master Agreement Term
- ▶ Contact with County Personnel
- ▶ WebVen
- ▶ Other County Provisions



MINIMUM REQUIREMENTS FOR QUALIFICATION (RFSQ 1.4)

- ▶ Vendor must demonstrate 12 months experience, within the last 18 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.
- ▶ If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Vendor must not have unresolved questioned costs 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 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.

MASTER AGREEMENT PROCESS (RFSQ 1.6)



MASTER AGREEMENT TERM (RFSQ 1.7)

▶ Initial Master Agreement (MA) Term:

- Five (5) years

▶ Option Years:

- Two (2) additional three (3) year renewal options and six (6) month-to-month option periods

▶ Total Maximum MA Term:

- Eleven (11) years and six (6) months
- Option periods will be exercised at the sole discretion of the County's Director of ISD or designee.

CONTACT WITH COUNTY PERSONNEL (RFSQ 1.9)

Nazeli Albaryan

Internal Services Department, Contracting Division

1100 N. Eastern Ave.

Los Angeles, CA 90063

Email: nalbaryan@isd.lacounty.gov



WEBVEN (RFSQ 1.10)

► Mandatory Requirement to Register on County's WebVen

- Registration can be accomplished online via the internet by accessing the County's home page at:

<http://camisvr.co.la.ca.us/webven/>

or

Vendor Relations (323) 267-2725

Several white lines of varying lengths and angles are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

OTHER COUNTY PROVISIONS

Highlights:

- ▶ Public Records Act - RFSQ 1.13
- ▶ Indemnification and Insurance - RFSQ 1.14
- ▶ Jury Service Program - Appendix G; RFSQ 1.30



2.0 INSTRUCTIONS TO VENDORS

- ▶ RFSQ Timetable
 - ▶ Solicitation Requirements Review
 - ▶ Vendor's Questions
 - ▶ Preparation and Format of SOQ's
 - ▶ SOQ Submission
 - ▶ Acceptance of Terms and Conditions of MA
- 
- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide.

RFSQ SCHEDULE (RFSQ 2.3)

- ▶ Written Questions
 - Due by 5:00 PM (PST) on May 16, 2022
- ▶ Questions and Answers Addendum
 - Released on May 19, 2022
- ▶ First Round Review of SOQ's
 - Due by 3:00 PM (PST) on May 26, 2022

PREPARATION & FORMAT OF SOQ (RFSQ 2.7)

The content and sequence of the SOQ must be as follows:

- ▶ Table of Contents
- ▶ Vendor's Organization Questionnaire/Affidavit & Community Business Enterprise (Section 1)
- ▶ Executive Summary (Section 2)
- ▶ References & Experiences (Section 3)
- ▶ Required Support Documents for Corporations & Limited Liability Companies (Section 4)
- ▶ Required Forms (Section 5)
- ▶ Individual(s) Pending Litigation & Judgments (Section 6)
- ▶ Proof of Insurability (Section 7)



REFERENCES AND EXPERIENCE (SECTION #3)

REQUIRED FORMS - EXHIBIT 6 PROSPECTIVE CONTRACTORS REFERENCES

CONTRACTOR'S NAME: _____ CATEGORY: _____

List five (5) references 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.

SOQ SUBMISSION (RFSQ 2.8)

The SOQ and any related information shall be mailed or emailed to:

Nazeli Albaryan
County of Los Angeles
Internal Services Department, Contracting Division
1100 North Eastern Avenue, Room 101
Los Angeles, CA 90063

Thursday, May 26, 2022, 3:00PM (PST)

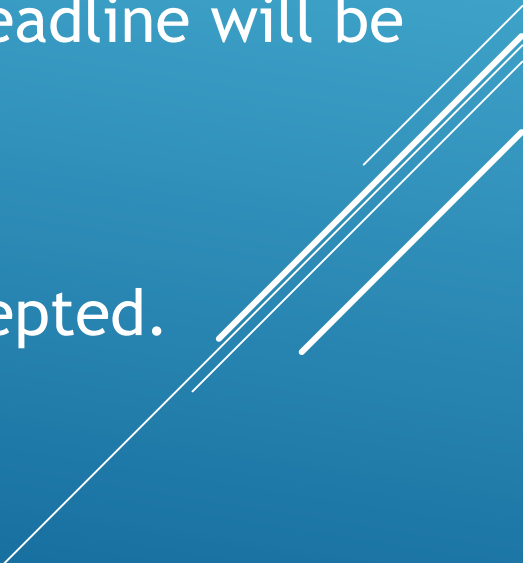
SOQ SUBMISSION (RFSQ 2.8)

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the initial submission deadline identified in subparagraph 2.3

(RFSQ Timetable.)

SOQ's received after the initial submission deadline will be reviewed at a later date.

No facsimile (fax) copies will be accepted.



ACCEPTANCE OF TERMS AND CONDITIONS OF MA (RFSQ 2.9)

Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix G - Sample Master Agreement.

A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide, creating a modern, abstract graphic element.

MASTER AGREEMENT TO WORK ORDERS

OVERVIEW

- ▶ Once a Vendor is qualified, a Master Agreement will be executed between the ISD and the Vendor. ISD will execute Board of Supervisors authorized ESSMA's with each selected vendor.
- ▶ The qualified Vendor will become a County Contractor and receive notifications of competitive bid opportunities under their prequalified Energy Support Services Master Agreement (ESSMA).
 - ESSMA Contractors must register create a Vendor Self-Service (VSS) Account
 - Work Order Solicitations (WOS) will be released through the VSS system.
 - ESSMA Contractors will submit WOS responses through VSS system.
- ▶ Work Order solicitations include a Statement of Work which will provide the scope of the services required.

Note: The execution of a Master Agreement does not guarantee a Contractor any minimum amount of work.

ESSMA VENDOR SELF-SERVICE (VSS) ACCOUNT

- ▶ ISD's solicitation system has gone paperless
- ▶ To Request a Vendor Self-Service (VSS) vendor verification code online, please visit <https://camisvr.co.la.ca.us/vssvendactiverreq/>
- ▶ eCAPS Procurement Help Desk email is EDL-ePROC_FUNC@isd.lacounty.gov
- ▶ For a step-by-step training video on submitting a bid/proposal electronically, please visit: <https://vimeo.com/562011862>

COUNTY PROJECT MANAGER

Minh Le, General Manager

Environmental & Energy Services Division

Los Angeles County
Internal Services Department



WORK ORDER SOLICITATIONS

SCOPE OF WORK

- ▶ Funding: Infrastructure Bill
 - ▶ Environmental Programs Development
 - ▶ Environmental Programs Development for Communities
 - ▶ Energy and Environmental Grant Writer
 - ▶ Energy and Environmental External Funding Sources Management and Administration
- 
- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide, creating a modern, abstract graphic element.

WORK ORDER SOLICITATIONS

SCOPE OF WORK

- ▶ Energy and Environmental External Funding Sources Management and Administration
 - Administer and manage grants and other external funding sources related to projects and programs that affect energy and environmental issues such as air and water quality, water supply and conservation, greenhouse gas emissions, energy, parks and green space, multi-modal transportation, green jobs workforce development and training and climate change.

WORK ORDER SOLICITATIONS

SCOPE OF WORK

- ▶ Energy and Environmental Grant Writer
 - Prepare competitive grant applications related to projects and programs that affect energy and environmental issues such as air and water quality, water supply and conservation, greenhouse gas emissions, energy, parks and green space, multi-modal transportation, and climate change.

WORK ORDER SOLICITATIONS

SCOPE OF WORK

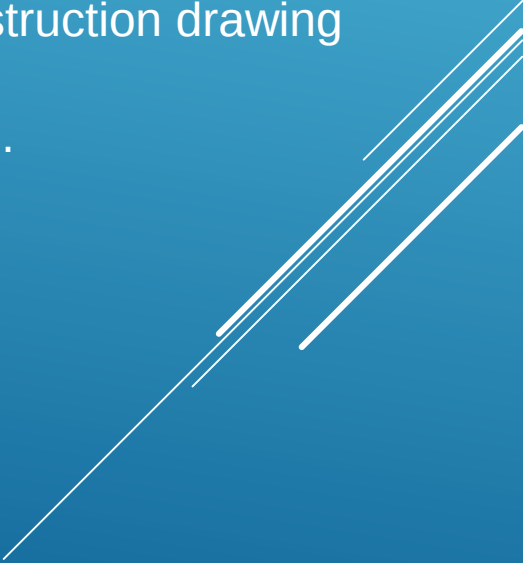
Energy and Environmental Project Manager

- Provide support to the project manager and team, plan meetings, organize project logistics, maintain project records and interface with internal and external stakeholders.
- Create a template Project Management Plan document for energy and environmental Capital Improvement Projects.
- Create and develop Project Management Plans for energy and environmental Capital Improvement Projects.
- Prepare Periodic Project Progress Reports (Monthly Progress Report - Weekly status reports). Determine and Analyze Project critical path.
- Attend and participate in energy and environmental project status meetings. Analyze and Forecast Project Schedule Reports.

WORK ORDER SOLICITATIONS

SCOPE OF WORK

Energy and Environmental Field Technician

- Site Assessment and Fielding of energy and environmental projects across the County.
 - Work site progress verification and quality control.
 - Read and interpret CAD drawings for quality control.
 - Organize and review design drawing submittals and construction drawing packages.
 - Verify project permit application submittals and approvals.
 - Update as-built CAD drawings per field redlines.
- 
- A series of white lines of varying lengths and orientations are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

WORK ORDER SOLICITATIONS

SCOPE OF WORK

Energy and Environmental Project Analyst

- Energy and environmental project Intake, Package Preparation, Schedule Tracking, Budget Tracking, Close Out
- Intake of new projects.
- Presenting new projects during routine energy and environmental intake meetings.
- Develop electronic project packages
- Maintain and update project tracker(s)
- Track payroll, invoices and other job records; handle administrative paperwork under close supervision of County's EMD projects staff.
- Track energy and environmental project costs.
- Ensure proper documentation for energy and environmental project close-out.
- Confirm final accounting and project close-out.

WORK ORDER SOLICITATIONS

SCOPE OF WORK

- ▶ **Environmental Programs Development and Implementation**
 - Provide support in developing part or all of an organizational environmental program aimed at helping specific sectors or customer segments becoming more resilient, sustainable, proficient at reducing source waste and diverting waste streams, more sustainable in building operations and maintenance, and certified per green building standards (e.g. LEED, Build it Green, Environmental Regulatory Compliance, and others) as well as implementing clean energy measures (distributed energy resources)
 - Provide public education, marketing, and outreach for the environmental programs
 - Provide program administration and implementation support services that are aimed at meeting a specific program or portfolio of programs

WORK ORDER SOLICITATIONS

SCOPE OF WORK

- ▶ Environmental Programs Development and Implementation for Communities
 - Provide support in developing part or all of an organizational environmental program aimed at helping communities become more sustainable, develop Climate Action Programs, and implement energy efficient and renewable resource projects
 - Provide public education, marketing, and outreach for the environmental programs
 - Provide program administration and implementation support services that are aimed at meeting a specific community program or portfolio of programs

IMPORTANT DATES

Written Questions Due:

Monday, May 16, 2022

nalbaryan@isd.lacounty.gov

Initial Review - SOQs Due:

Monday, May 26, 2022

3:00 pm (Pacific Time)

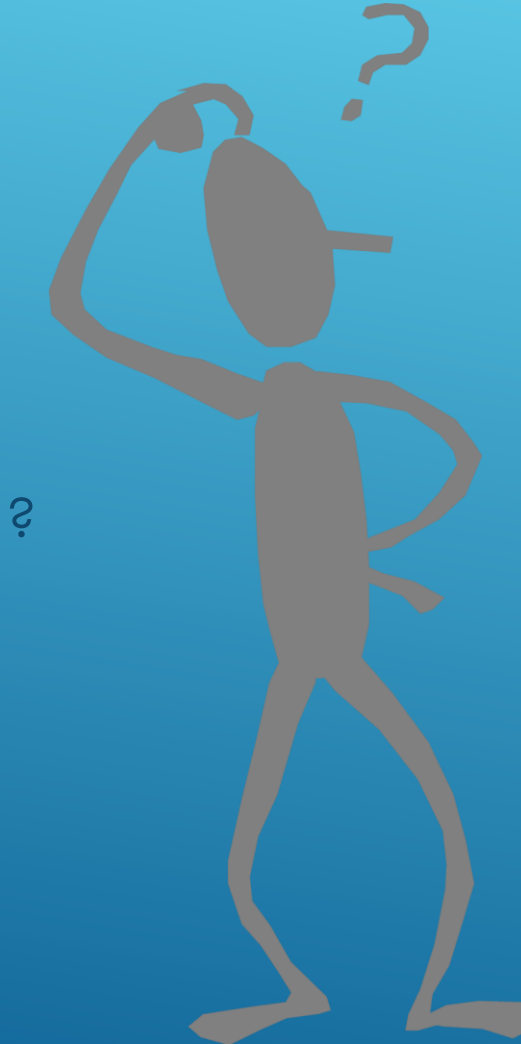
1100 N. Eastern Ave

Los Angeles, CA 90063

Several white lines of varying lengths and angles are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.



QUESTIONS



THANK YOU FOR ATTENDING!



County of Los Angeles
Internal Services Department
Contracting Division