



Department of Procurement,  
Management & Budget  
Division of Procurement



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**DATE:** August 04, 2021

**TO:** Responders to RFP No. 21-025CMO

**FROM:** City of Dayton, Ohio  
Division of Sustainability Office

**SUBJECT: ADDENDUM 1 – Questions and Answers / Addition to Scope of Work**

The City of Dayton has received questions relating to RFP No. 21-025CMO.

The following are the questions with answers for this RFP. Please consider this document in preparation of your bid response. In the answers of these questions the City of Dayton shall be denoted as “City”.

**ADDITION TO SCOPE OF WORK: For pricing, please give a price for addressing only the scope of work in this RFP. You may also include a separate itemized pricing if the bid response includes a recommended energy management system/ software. Pricing should NOT be based on an energy performance contract.**

To ensure the integrity of the bid process, a signed copy of this bid addendum notice shall be included with your company’s response to this document.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Company Name)

Sincerely,

*Michele D. Simmons*

Michele Simmons  
Sustainability and Environmental Projects Administrator



**CITY OF DAYTON**

**Request For Proposals (RFP) NO. 21-025CMO  
BUILDING ENERGY EFFICIENCY AUDITS AT MULTIPLE CITY FACILITIES  
July 2021**

In the answers of these questions the City of Dayton shall be denoted as "City".

**Question 1**

Would the selected winner of this RFP be precluded from implementing the "energy upgrades" following the Audit?

**Answer: No. The selected winner of this RFP will not be precluded from implementing a portion of the energy upgrades. Another RFP bid process may be initiated before work is implemented. All vendors are welcome to bid on the additional work.**

**Question 2**

Are there any natural gas utility bills?

**Answer: Yes. There is natural gas utility bill information for selected facilities which will be made available to the vendor that is awarded the contract.**

**Question 3**

So, bidder does not have to be design/build firm?

**Answer: No.**

**Question 4**

Does the city use an energy managing software? If so will the data be intended to be uploaded into that software?

**Answer: Yes. The City has selected facility information entered in the USEPA, Portfolio Manager software. That is one of the systems available on the public domain, and free of charge. If vendors suggest other energy managing software, they should add any costs associated with use and licensing etc.**

**Question 5**

If a firm does a comprehensive audit, it would not be allowed to be involved in implementation via an energy performance contract?

**Answer: Another RFP bid process may be initiated before work is implemented. The City will explore a performance contract as part of our next steps. All vendors are welcome to bid on the additional work.**

**Question 6**

RFP seems to highlight measurements - this will cost separate /so, are you OK, to add on top of audit? If we need additional software- would we explore proprietary software? Is the City interested in looking at additional software?

**Answer: Yes. The City would be interested in exploring other software. If a proprietary software is recommended, costs and details regarding the software should be included in the bid response. See question #4.**

**Question 7**

The winning bidder of this RFP, would not be able to implement the actual work or upgrades?

**Answer: Another RFP bid process may be initiated before work is implemented. All vendors are welcome to bid on the additional work.**

**Question 8**

Does the city have a budget established for this audit project?

**Answer: We are unable to answer that question, due to the competitive bidding process.**

**Question 9**

The RFP asks for information in Section 1.05 and then asks for a Technical Proposal in Section 2.0. Is the entire submittal limited to 10 pages or the just the technical proposal?

**Answer: The bid information provided in response to Section 1.05, Required Proposal Contents, will not be counted within the 10 page limit. Section 2 – Scope of Project is what is requested to be limited to 10 pages. If the vendor chooses to include an example of an energy audit, it will be considered as an appendix and not included as part of the requested 10 page limit.**

**Question 10**

Do you have the building square footage for missing buildings?

**Answer: No. Building square footage was not included for the Community Golf Course and Wegerzyn Gardens facilities as they consist of multiple small buildings within the property.**

**Question 11**

How does the City of Dayton plan to implement the list of recommendations for facility efficiency improvements projects provided by the selected firm's detailed building energy efficiency audit?

**Answer: City will review the recommendations by cost and potential savings opportunities and group the types of improvements such as HVACs, lighting, etc. for prioritized buildings to take advantage of economy of scales for similar projects.**

**Question 12**

How does the City plan to contract for the work recommended?

**Answer: See question 11 for proposed process. Contracts for specific projects/buildings may be bid and negotiated individually.**

**Question 13**

How would this be prioritized, funded, and approved, and is it based on a defined budget amount?

**Answer: The process to prioritize projects will be based on the proposed savings to the City and priority buildings. The funding and approval process are still to be determined.**

**Question 14**

Would the firm who completes the 'Audit' be prohibited from implementing the facility efficiency improvements as a result of the audit?

**Answer: No. The work/projects may be broken into specific work assignments and awarded thru new and existing City approved contracts. Another RFP bid process may be initiated before work is implemented. All vendors are welcome to bid on the additional work.**

**Question 15**

On Exhibit A, page 15 of the RFP – does the City want only one contact designated as Primary, or can multiple Key Personnel be listed as a Primary Contact?

**Answer: Contractors may designate multiple key personnel. We suggest not more than three for project accountability during project delivery.**

**Question 16**

Can we include with Exhibit A one-page resumes for each of the Key Personnel listed, or does that need to be fit in the 10 page technical proposal portion?

**Answer: Yes. Contractors may submit a one-page resume with Exhibit A for each key personnel listed. Resume do not need to fit in the 10 page technical proposal portion.**

**Question 17**

Similarly, can we include with Exhibit B one-page case studies describing the projects completed for each Customer Reference listed, or would this count toward to the 10-page technical proposal?

**Answer: Yes. Contractors may include with Exhibit B a one-page case study describing the projects completed for each customer listed. Case studies will not count towards the 10-page technical proposal.**