

Questionnaire
for
Measurement and Verification Support for Energy Savings Performance Contracts
Statewide

Experience and professional qualifications relevant to the project

1. This project will provide measurement and verification (M&V) support energy savings performance contracts statewide including review of vendor M&V reports, utility billings, equipment performance, and maintenance performance.
 - a. Please describe your firm's experience in providing measurement and verification support for airports facilities or for agencies with facilities and missions similar to airports. Specifically cite your firm's roles and responsibilities for each project or contract.
 - b. Please describe your firm's experience in providing measurement and verification support for other relevant or noteworthy projects. Specifically cite your firm's roles and responsibilities for each project or contract.
 - c. Does your firm have experience in working in an active airport environment?

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

2. For airports maintenance or other pertinent projects where your firm has provided measurement and verification support, please list the following:
 - Project title, location, year completed and scope
 - Client's name and phone number
 - Client's primary project manager or contract administrator
 - Successful project elements
 - Project challenges and how they were overcome
 - How successes or lessons learned can apply to this contract

Capacity to accomplish the work in the required time

3. Please identify your firm's organizational chart as to how this project will be staffed, at a minimum, by the following classifications, and the name of the employee(s) per classification. Please submit a one page resume for each employee listed.
 - * Project Manager – (one employee)
 - * Project Engineer – (one employees)

- * Inspectors – (maximum of two employees)
- * Subconsultant subject matter experts
- * Accounting support

4. List all current project(s) for each listed employee and the expected project completion dates.
5. Please list all of your firm's contract(s) with the Department of Transportation, the amount of the contract(s), and the status of the contract(s).
6. How would your firm handle a situation where the State's Project Manager and your firm had a strong difference of opinion with regard to a jobsite condition.
7. The following are Airports policies are with regard to consultant contracts and will apply to your firm and subconsultant(s). Please provide an explanation for any of the conditions that your firm cannot meet:
 - a. Unless a field office is set up at the project site and staffed with a contract administrator and/or a clerical type of position, these positions will not be considered as project chargeable, and shall be considered as an overhead expense unless otherwise allowed by the State for other project tasks.
 - b. The direct labor rates shall be the actual rates, supported by the latest payroll register for each employee. Hourly rates will be based on 2,080 hours per year. If there are multiple employees per classification, then an average rate shall be used. If payroll registers are not available, then the corresponding DAGS classification and maximum hourly rates will be used. There will be no increases to the direct labor rates during the contract time period.
 - c. The maximum allowable multiplier factor (overhead rate and profit) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an Airports Division or any other Department of Transportation Division audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum.
 - d. If your firm is selected, your firm will be obligated to staff the project in accordance with the organizational chart submitted in question 3, regardless of work order timing. The Airports Division will have the authority to request that certain key employee(s) be added and/or deleted from the organizational chart. If a request is made to delete key employee(s), those employee(s) shall be promptly replaced with another employee(s) subject to the Airports Division's approval.