

Request for Qualifications to Provide

Retro-Commissioning Services

for the Ameren Illinois

ActOnEnergy[®] Business Program

(Compressed Air, Healthcare, and Commercial Buildings Programs)

December 8, 2011

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INTRODUCTION

BACKGROUND

Ameren Illinois has established three retro-commissioning programs; Compressed Air, Healthcare, and Commercial Buildings. If you provide retro-commissioning services (as described later in this document) to these industries, and would like to become a Retro-Commissioning Service Provider (RSP) for the ActOnEnergy® business program then please review this document and submit the required information. RSPs will work closely with the Ameren Illinois customers and with the ActOnEnergy business program staff to support the Retro-Commissioning Programs.

We currently have two options for prospective RSPs – apply as a contractor for a one-time job for a customer you are already working with, or apply to be an approved RSP, which will qualify your company to be listed on the ActOnEnergy website and also the retro-commissioning application. Any company reviewing the retro-commissioning program could then contact you for your services with the ActOnEnergy incentive program. In either case, this application must be completed, submitted, and approved before any work can be done on the project in order for your customer to be eligible for any incentive money.

The retro-commissioning programs are similar, but have different goals based on the equipment covered, as specified:

Compressed Air

The Compressed Air Retro-Commissioning Program is designed to achieve electric energy savings through the optimization of compressed-air systems in manufacturing and industrial facilities throughout the Ameren Illinois service territory. These savings are achieved through strategies including leak loss reduction, resolution of inappropriate uses of compressed air, and tune-up of system controls and operating parameters.

Healthcare and Commercial Buildings

The Healthcare and Commercial Buildings Retro-Commissioning Programs are designed to achieve electric and/or natural gas energy savings through the optimization of HVAC, lighting, and other energy-using systems in healthcare facilities throughout the Ameren Illinois service territory. These savings are achieved through strategies such as the calibration of equipment operating schedules and set points to correspond to facility usage patterns, repair of inoperable dampers and valve controls, cleaning/filter replacement of heat transfer surfaces, and tune-up of Energy Management Control Systems (EMCS) and lighting control systems.

To be eligible for the Retro-Commissioning survey incentives, customers must work exclusively with the pool of pre-approved RSPs. The Ameren Illinois commitment is to provide the market with qualified and experienced service providers that are governed by a rigorous quality-control process. Ameren Illinois will provide incentives to defray 50-80% of the cost of a retro-commissioning survey to identify electric and natural gas energy-savings opportunities for no cost/low cost energy-efficiency measures with an aggregate simple payback of 0-1 year. The survey will also identify measures with a one-year+ payback period, which the customer may or may not decide to complete. It will be up to the customer to select a service provider they would like to use for those upgrades (this does not have to be a registered RSP).

OVERVIEW

The scope of services for compressed air RSPs is outlined in Appendix A, and Appendix B is a copy of the compressed air service provider manual. Appendix C is the scope of services for healthcare and commercial buildings service providers, and Appendix D is a copy of the healthcare and commercial buildings service provider manual. If you are approved as an RSP your initial period of service is for one

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(1) program year (a program year ends on May 31st). Additional RSP RFQ (Request for Qualifications) solicitation cycles will occur as needed.

EXPECTATIONS

To determine if your company would be a suitable Retro Commissioning Service provider please review the Retro Commissioning applications on the ActOnEnergy.com website (click on the “For My Business” tab in the top tool bar, click on the Retro-Commissioning page). The application specifies the tasks that must be completed during the survey process - it is expected that your company will be able to provide these services. The actual repairs or improvements to be made can be done by any contractor (they do not have to be on the RSP list) – it is up to your customer to decide who they would like to hire to complete these tasks (in other words, at this point it is up to you to sell your services).

As an RSP you are representing ActOnEnergy and Ameren Illinois. We expect your company to present the professional and personable demeanor expected of all ActOnEnergy personnel.

APPLICATION PROCESS

This application may be used to apply to become an RSP for the next program year, or as application for a one-time project. RSPs are renewed annually, for each program year that begins on June 1st. Applications can be submitted any time, but updates to the annual listing for RSP typically takes place in May so to be considered for the annual listing your application should be submitted by April 30th. If you have not heard from us within two weeks after submitting this application please feel free to contact us to find out what the status is for your application (we will notify you when we receive your application so you know it was received by ActOnEnergy staff). Do not proceed with any projects until you are formally notified by ActOnEnergy staff that you have been approved to proceed with your one-time project, or that you have been approved to be an RSP for the ActOnEnergy program. Work done prior to this notification will be ineligible for incentive money.

Complete Appendix A for Compressed Air applications, or Appendix C for Healthcare and Commercial Buildings applications, and submit via fax, e-mail, or US mail to the address listed on the bottom of the page.

ESTIMATED RSP WORKLOADS

ActOnEnergy staff will select a very limited number of approved RSPs for each program year. Information regarding the assignment of RSPs to projects is provided in the appendices. Selection as an RSP does not imply a guaranteed minimum level of work under this program – it is up to you to market your company’s products and services. During program-year four (PY4) each Compressed Air RSP must successfully complete at least one application to be eligible as a PY5 RSP (PY4 ends on May 31, 2012), and each Healthcare or Commercial Buildings RSP must successfully complete at least one application in PY4 to be eligible as a PY5 RSP.

CONFIDENTIAL INFORMATION

Sensitive company and project information submitted as part of an application will be treated confidentially to the fullest extent possible and will not be provided to outside parties, provided that it is clearly labeled “Confidential Information”.

APPLICATION EVALUATION

SUBMITTAL EVALUATION

A company will be evaluated for selection as a Retro-Commissioning Service Provider (RSP) based on the following criteria:

- Qualifications and experience of the individuals identified to perform the work.
- Project experience of the firm in the successful completion of manufacturing/industrial compressed-air optimization projects, healthcare facility and/or commercial building improvements.
- References.
- Innovative ideas/strategies offered by the respondent to maximize the effectiveness of this program.

MISCELLANEOUS

AMEREN ILLINOIS RIGHTS

All applications will become the property of Ameren Illinois and will not be returned. Ameren Illinois and its implementation contractor SAIC reserve the right to open these submittals privately, to reject any and all submittals, and to be the final judge of these submittals.

Ameren Illinois reserves the right to make adjustments to the program guidelines and the list of Retro-Commissioning Service Providers as needed to meet program goals.

REGISTERED PROGRAM ALLY

All RSPs must also be a registered program ally for the ActOnEnergy business program. The link to the application is located on the ActOnEnergy.com website (click on "For Contractors" in the top tool bar – the link for the Commercial/Industrial program ally application is near the bottom of this page). If you are uncertain whether you are a registered program ally, click on the "Find a Service Provider" link in the bottom tool bar of the business page, and search for your company. Only registered program allies are included in this list.

REQUIRED RSP TRAINING

At least one representative from each of the selected RSPs will be required to attend approximately eight hours of program-specific training per program year (through mandatory quarterly webinars). These training sessions will be provided at no charge to RSPs. Respondents are required to agree to this training requirement as part of the selection process.

**APPENDIX A.
SUBMITTAL REQUIREMENTS – Compressed Air**

**Compressed Air Retro-Commissioning Program
Retro-Commissioning Service Provider Qualifications Submittal**

Company:	
Address:	
City, State, Zip	
Contact Name:	
Contact Title:	
Contact Phone:	
Contact Fax:	
Contact E-mail:	

Signature of Authorized Individual:	
Name (printed):	
Title:	
Date:	

To learn more about your company we need you to provide a narrative that includes the following information (at a minimum):

Company Profile

- Office locations serving the Ameren Illinois service territory
- Organizational chart
- Description of compressed air products and services
- Years in business
- Recognition/awards
- Experience in supporting state or utility energy efficiency/demand response programs



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Project Experience

- Provide project summaries for 10 manufacturing/industrial projects completed in the last five years.
- Include information on the relevance of each project to the scope of services to be performed on this Retro-Commissioning program.
- Include information on the factors that made each project a success story.

Individual Experience

- Provide resumes for those individuals that will be utilized by your firm in support of this program.
- Include information on specific training, certifications, and awards obtained by each individual.
- Indicate the role that each individual will serve in support of this program.

Technical Approach

- Describe your technical approach/methodology for addressing leak-loss reduction.
- Describe your technical approach/methodology for addressing the resolution of inappropriate uses of compressed air.
- Describe your technical approach/methodology for addressing system tune-ups.

Innovation

- Include information on innovative approaches, survey methodology, or technology that you believe could be utilized to maximize the effectiveness of this program.

APPENDIX B. SERVICE PROVIDER MANUAL – Compressed Air

Program Goals

- Work with the Ameren Illinois customers to educate them on the program and to identify project opportunities.
- Leverage the expertise and experience of RSPs to identify savings opportunities in leak-loss reduction, resolution of inappropriate uses of compressed air, and system tune-ups.
- Achieve annual energy savings through successful program implementation to meet program year kWh goals.
- Work with the Ameren Illinois ActOnEnergy program staff to identify/implement strategies to achieve persistent savings in customer facilities.
- Achieve recognition as an award-winning program through superior customer support, technical expertise, and project results.

Retro-Commissioning Service Provider Pool

- A core group of Retro-Commissioning Service Providers (RSPs) will be selected to work with customers and ActOnEnergy program staff to deliver this program.
- Additional RSPs may be added or existing RSPs removed from the group at the beginning of each program year or at the discretion of Ameren Illinois.
- The number of providers in the RSP group may be increased based on program workload.
- An RSP may be dismissed from the program due to failure to comply with program requirements.

Assignment of RSPs to Customer Projects

- It is expected that the majority of program participants will submit their incentive application in cooperation/coordination with a compressed air product/service provider that is on the list of approved Retro-Commissioning Service Providers.
- In cases where a customer submits an incentive application that does not identify an RSP, the Ameren Illinois ActOnEnergy program staff will work with the customer to match their project to an appropriate RSP. Geographic location, industry type, and RSP work load will be used as criteria in matching customers with RSPs.

Quality Assurance/Quality Control

- Each RSP must follow the compressed air retro-commissioning program process as described in the incentive application.
- RSPs are expected to provide consistent, professional and timely support to customers in the implementation of this program.
- The Ameren Illinois ActOnEnergy program staff will monitor, survey, and review the conduct, deliverables, and results of each RSP to ensure effective delivery of this program.

Training

- Selected RSPs will receive approximately eight hours of annual training via quarterly webinars.
- This training will include an initial orientation session at the start of each program year.
- Additional training may include specific technical topics, lessons learned, and project case studies.

Partnering

- The Ameren Illinois ActOnEnergy program staff will encourage selected RSPs to provide feedback on program and process improvements.
- Ameren Illinois will develop co-branding materials for RSPs to enable identification of their firm as a pre-approved service provider for this program.

**APPENDIX C.
SUBMITTAL REQUIREMENTS – Healthcare/Commercial
Buildings**

**Healthcare/Commercial Buildings Retro-Commissioning Program
Retro-Commissioning Service Provider Qualifications Submittal**

Company:	
Address:	
City, State, Zip	
Contact Name:	
Company Web Address:	
Contact Title:	
Contact Phone:	
Contact Fax:	
Contact E-mail:	

Signature of Authorized Individual:	
Name (printed):	
Title:	
Date:	

To learn more about your company we need you to provide a narrative that includes the following information (at a minimum):

Company Profile

- Office locations serving the Ameren Illinois service territory
- Organizational chart
- Description of retro-commissioning services
- Years in business
- Recognition/awards
- Experience in supporting state or utility energy efficiency/demand response programs



Retro-Commissioning Request for Qualifications to Provide Services



Project Experience

- Provide project summaries for 10 healthcare or commercial building projects completed in the last five years.
- Include information on the relevance of each project to the scope of services to be performed on this Retro-commissioning program.
- Include information on the factors that made each project a success story.

Individual Experience

- Provide resumes for those individuals that will be utilized by your firm in support of this program.
- Include information on specific training, certifications, and awards obtained by each individual.
- Indicate the role that each individual will serve in support of this program.

Technical Approach

- Describe your firm's technical approach/methodology for identifying, implementing, and verifying retro-commissioning energy savings opportunities in healthcare or commercial facilities.
- Describe your firm's technical approach/methodology for achieving persistent savings in healthcare or commercial facilities as a long-term impact of the retro-commissioning process.

Innovation

- Include information on innovative approaches, survey methodology, or technology that you believe could be utilized to maximize the effectiveness of this program.

APPENDIX D. SERVICE PROVIDER MANUAL – Healthcare/Commercial Buildings

Program Goals

- Work with the Ameren Illinois customers to educate them on the program and to identify project opportunities.
- Leverage the expertise and experience of RSPs to identify savings opportunities through the optimization of HVAC, lighting, and other energy-using systems in healthcare or commercial facilities.
- Achieve annual energy savings through successful program implementation to meet program year kWh goals.
- Work with the Ameren Illinois ActOnEnergy program staff to identify/implement strategies to achieve persistent savings in customer facilities.
- Achieve recognition as an award-winning program through superior customer support, technical expertise, and project results.

Retro-Commissioning Service Provider Pool

- A core group of Retro-Commissioning Service Providers (RSPs) will be selected to work with customers and ActOnEnergy program staff to deliver this program.
- Additional RSPs may be added or existing RSPs removed from the group at the beginning of each program year or at the discretion of Ameren Illinois.
- The number of providers in the RSP group may be increased based on program workload.
- An RSP may be dismissed from the program due to failure to comply with program requirements.

Assignment of RSPs to Customer Projects

- It is expected that the majority of program participants will submit their incentive application in cooperation/coordination with a healthcare/commercial building service provider that is on the list of approved Retro-Commissioning Service Providers.
- In cases where a customer submits an incentive application that does not identify an RSP, the Ameren Illinois ActOnEnergy program staff will work with the customer to match their project to an appropriate RSP. Geographic location and RSP work load will be used as criteria in matching customers with RSPs.

Quality Assurance/Quality Control

- Each RSP must follow the healthcare or commercial building retro-commissioning program process as described in the incentive application.
- RSPs are expected to provide consistent, professional and timely support to customers in the implementation of this program.
- The Ameren Illinois ActOnEnergy program staff will monitor, survey, and review the conduct, deliverables, and results of each RSP to ensure effective delivery of this program.

Training

- Selected RSPs will receive approximately eight hours of annual training via quarterly webinars.
- This training will include an initial orientation session at the start of each program year.
- Additional training may include specific technical topics, lessons learned, and project case studies.

Partnering

- The Ameren Illinois ActOnEnergy program staff will encourage selected RSPs to provide feedback on program and process improvements.
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