

# Energy Efficient Indoor Air Quality (IAQ) Mini-Bid

May 27, 2020

## Overview

As buildings begin to reopen, safe building operational guidance to avoid the spread of COVID-19 continues to be developed and refined by various groups, including ASHRAE and the Illuminating Engineering Society (IES). This mini bid is seeking approximately five<sup>1</sup> FlexTech Consultants to evaluate energy efficient COVID safe building operations for commercial customers who pay the electric Systems Benefit Charge (SBC), are looking for safe and efficient options to reoccupy their space(s), and are presently motivated to proceed with an energy analysis. The analysis should focus on COVID safe Indoor Air Quality (IAQ) improvements that incorporate energy efficiency without sacrificing safety. NYSERDA would like to evaluate, document, and disseminate the energy impacts of introducing Ultraviolet Germicidal Irradiation (UVGI) with COVID safe operating procedures, as described in ASHRAE and IES guidelines. Specifically, the evaluation should examine safe and efficient filtration, ventilation, and HVAC controls improvements, as well as other building operation optimization measures that in conjunction with UVGI will reduce operational costs and provide safe IAQ. Major mechanical capital improvement recommendations are outside of this analysis.

NYSERDA will collect multiple deliverables throughout the life of the Task Work Order, including but not limited to: Preliminary Findings Reports, Individual energy analyses, Individual case studies and Study Conclusion Report. Consultants must be willing to publicly share all findings and the associated technical details.

The analyses will target commercial customers that pay into the electric Systems Benefit Charge (SBC) on their utility bill who are looking to reoccupy their facility(ies). Ideally, awarded consultants will focus their individual efforts on a particular commercial sub-sector. Customers must be ready to move forward with analysis promptly upon execution of the agreed upon Task Work Order (TWO) (Attachment A).

To be eligible for this mini bid, the proposing firm must be a current NYSERDA FlexTech Consultant. The Consultant must be able to demonstrate that they have two (2) projects, ideally from two (2) independent customers, ready to proceed upon Task Work Order execution.

**Responses must be received by NYSERDA by 5PM on June 3rd, 2020.**

## Contracting

The awarded Consultant(s) must be able to execute the services outlined in Attachment A – Task Work Order. Please refer to Attachment A for details on tasks to be performed. The not-to-exceed TWO amount is currently set at \$200,000. NYSERDA reserves the right to adjust the TWO amount at their discretion. Failure to meet the terms of the TWO may result in cancellation of the TWO. In this event, NYSERDA reserves the right to contract with the next highest ranked proposer.

## Project Payments

NYSERDA will provide up to 100% the actual time and materials associated with all Tasks in Attachment A – Task Work Order, not to exceed the negotiated Task amounts. Each study work plan must be approved by NYSERDA and will be capped at the lesser of 10% of the customer's annual energy expenditures or the negotiated cost per square foot. Cost shares will be paid directly to the

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<sup>1</sup> NYSERDA reserves the right to select fewer or greater than the five FlexTech Consultants based on proposals received and workload

FlexTech Consultant for the allowable FlexTech Consultant fees, as negotiated within each project work plan. Progress payments are available at the discretion of the NYSERDA Project Manager.

### Timeframe

The awarded Consultant(s) should be prepared for a kickoff meeting the week of June 8<sup>th</sup>, 2020 and for services to commence immediately after the kickoff meeting. Consultants must have at least two studies initiated by July 1, 2020.

### Response requirements

There are **two (2) required components** to the proposal response, both of which must be submitted by the June 3, 2020, 5pm deadline.

#### **Component 1 – Two Project Examples & Budget:**

The Consultant must submit two (2) Project Examples demonstrating their qualifications and ability to work on the following **areas of focus (UVGI, Air Filtration, and Building Operation Optimization)**. The Consultant must also develop a cost per square foot budget based on the buckets listed below.

1. **Project Examples:** The Consultant must submit two (2) Project Examples in response to this mini bid. Each Project Example must:
  - a. Demonstrate experience working on two (2) of the three (3) **areas of focus** listed above
  - b. Demonstrate quality of work
  - c. Describe methodology
  - d. Describe data collection process and how that would translate to this effort
  - e. Showcase types of measure analyses performed; focus on activities related to the requested **areas of focus** (HVAC analysis, RCx, BMS optimization, etc.)
  - f. Highlight sector(s) served
  - g. Include customer contact information
  
2. **Budget:** Each individual Task Work Order is anticipated to be \$200,000. Billing must be on a time and materials basis using the approved fee schedule (Exhibit E) in the FlexTech Consultant’s agreement. Each work plan will be capped at the lesser of 10% of the customer’s annual energy expenditures or the negotiated cost per square foot. Consultants must provide an estimate of:
  - The not to exceed (NTE) cost based on expected level of effort required to complete Tasks 1, 3, and 4 in Attachment A. This estimate should be based on a 7-month TWO period, from June – December 2020.

	Monthly NTE
Task 1 (Project Management)	
Task 3 (Preliminary Reports)	

	NTE - per unit
Task 4.1 (Case Studies, min of 2)	
Task 4.2 (Conclusion Report & Slides)	

- The not to exceed cost per square foot to conduct the required tasks outlined under Task 2 in Attachment A, based on the sizing bins below:

	NTE - per sf
Buildings up to 50,000 sf	
Buildings 50,001 sf – 100,000 sf	
Buildings 100,001 sf – 500,000 sf	
Buildings 500,001 sf or greater	

## **Component 2 – Customer Commitment:**

The Consultant must submit either two (2) letters or emails conveying customer commitment (Attestation) and/or two (2) completed and customer-signed FlexTech applications ([PON 4192 Attachment A](#)). The customer's goals should align with the intentions of this mini bid.

The Attestation(s) or FlexTech application(s) may be for projects with a single customer or individual projects from individual customers.

Attestation(s) must include the following:

- a. Customer contact information
- b. Confirmation of electric SBC
- c. Statement from the customer confirming willingness to participate in the required energy analysis and subsequent case study development upon execution of this agreement.

## **Response Submissions:**

Interested Consultants must submit their proposal to [flextech@nyserda.ny.gov](mailto:flextech@nyserda.ny.gov) by **5PM on June 3<sup>rd</sup>, 2020**. Submission should be in Microsoft Word (.doc), Microsoft Excel (.xls/.xlsx) and/or Adobe Reader (.pdf) formats.

## **Response Evaluations**

All responses received by the due date will be evaluated. Consultant selection is expected approximately **one (1) week** from the due date.

The following criteria will be used **in selecting Consultants:**

1. Ability to proceed with two (2) or more projects upon Task Work Order execution
2. Cost effectiveness (cost/sf)
3. Relevance and quality of Project Examples
4. Ability to analyze the requested areas of focus (UVGI, Air Filtration, and Building Operation Optimization).

NYSERDA may consider the following Program Policy Factors in making award selections:

- There is diversity in the commercial sub-sectors proposed for this analysis
- There is geographic diversity with the customers proposed for this analysis

## **Supporting Materials**

The following documents are provided for use in the response and/or as reference:

- Attachment A – Task Work Order
- Attachment B – Work Plan Template
- [IES Committee Report, FAQs, and Webinar in response to COVID-19, explaining Germicidal Ultraviolet \(GVU\) disinfection](#)
- [ASHRAE Recommendation on UV Light Use in Air Systems for Microbial Control](#)
- [ASHRAE Position Document on Infectious Aerosols](#)
- [ASHRAE Filtration/ Disinfection FAQs](#)
- [ASHRAE Recommendations for operating commercial office buildings under epidemic conditions](#)
- [ASHRAE Recommendations for Healthcare Facilities](#)
- [ASHRAE Recommendations for reopening Schools and Universities](#)

## **Contact Person:**

If you have any questions concerning this mini bid, please contact Matthew Christopher at 518-862-1090 x3064 or [Matthew.Christopher@nyserda.com](mailto:Matthew.Christopher@nyserda.com)