

Minutes for ECC Meeting #7

Date/Time: Thursday, July 17th, 2008 7pm

Attendees:

Rob Darnell, Wendy Dennis, Matthew Jewett, Jennifer Kallay, Pooja Parsons, Anthony Guardia, and Steve Shoap

1. We have been asked to provide an update on our status at the Board of Selectmen meeting on Monday, July 21st. Wendy will take the lead on providing the update and answering any questions, several group members have committed to attend, and anyone and everyone from the group is welcome to attend. We are slated to go first and the meeting begins at 7:30pm. The final RFQ will be available for perusal by board members at this meeting.
2. Status of the RFQ:
 - a. Annual and Monthly Data Attachments: The data attachments for the RFQ are 99% complete. Major progress was made in the past month with getting monthly level data into the RFQ. We will be wrapping this up on Friday and a final draft of the RFQ will be made available at the Board of Selectmen meeting on Monday, July 21st. We are targeting Wednesday, July 23rd to finalize this RFQ by submitting it to the Commonwealth. Attachments that will appear at the back of the paper copy of the RFQ will be referenced in the body of the RFQ. Data will not appear within the main body of the RFQ. Additionally, electronic copies of the attachments will be made available on the Wiki site.
 - b. Request for an Investment-Grade Audit of Galvin Middle School: Members voted to include a request for an audit of Galvin Middle School in the RFQ. An investment grade audit is also known as a detailed audit. It identifies a specific list of facilities improvements along with firm commitments for price, energy savings, financing, service and maintenance. Such audits require time and expense for ESCOs to prepare. Audit content is unique to each firm with different scopes of work, savings calculations and other key variables. A survey of opinions from energy efficiency experts that Pooja talked with at MIT, ESCOs, Eileen at DOER and David Tannozzini who assembled Newton's RFQ resulted in a wide variety of positions on whether or not to include this request in the RFQ. Energy efficiency experts at MIT and ESCOs recommended against including a request for an investment grade audit in the RFQ. However, Eileen at DOER and David Tannozzini recommended including it. The pros are that the audit would be one of the only non-boiler plate components of the response and could help members to better evaluate/differentiate responses. Also, requesting this could filter out companies who are not as committed to the project. The cons are that ESCOs may be less likely to submit responses if they know they need to perform an audit and there is a risk of receiving only 1 or 2 responses to the RFQ. A recent finding is that Wakefield appears to have fewer municipal buildings as compared to other

towns who have recently filed RFQs (Worcester has approximately 120 buildings and Newton has approximately 75 buildings with a total of 2.5 million square feet of floor space, as compared to Wakefield with approximately 20 buildings and 860,000 square feet of floor space). In the end, members believed that the audit would be an essential component of the evaluation phase. We selected a building that would likely be identified in responses as needing work – such that the company that wins the contract would already have completed some of the effort.

- c. Hard Copies of Responses: We will request 3 hard copies of the RFQ responses from the ESCOs. Electronic copies will be posted on the Wiki site for viewing by members and the public.
- d. Request for References: We agreed to slightly alter the language in the standard RFQ to request at least three references from each responding ESCO with their response. This way we will waste no time in having the contact information we need and can begin to check these references immediately.
- e. Update on Northeast Vocational: Eileen we reconnect with this school to see if they wanted to be included in our RFQ – mainly to increase the size of our project and make it more of a draw for ESCOs. I recently learned that they could piggyback on our RFQ. During the contracting stage, we would break out the work into two contracts. I did leave a message for Ernest Zucco to determine if he wanted to piggyback on our efforts. However, to date I have not heard back from him. As a result, we elected to proceed without Northeast Vocational as a component of our RFQ.

Next Steps:

1. Filing the RFQ: Wendy to take the lead on going through the steps to get the RFQ out to the ESCOs.
2. Wiki Site: The email has gone out with the link, so please sign up and begin viewing content on this site.
3. Next Meeting: It is up in the air whether or not we will meet in August. An email will go out as we get closer to the date of that meeting providing a status on responses and a recommendation on whether or not we should meet.
4. Evaluation Phase: With the submittal of this RFQ, we move from the planning and preparation stage to the response evaluation phase of our work. Wendy will be notified immediately when any response to our RFQ arrives, it will be posted on the Wiki site, and members will be notified immediately that it is available for viewing on the Wiki. Members should plan to scan each response on their own and in advance of any group meeting/discussion and develop a list of questions and/or thoughts on each response to discuss with the group. One of the monthly meetings will likely be used to review and discuss all of the responses. Each member should be prepared to participate in the review of the responses as well as the decision-making process.

Potential Next Meeting: Thursday, August 21th at 7pm at the Town Hall

Interim Meetings: None planned for now

Process & Draft Timeline (bolded text denotes where the committee is in this process)

1. The data collection subcommittee collects data on energy use (includes Peter Evangelista, Richard Stinson, Rob Darnell, and Jenn Kallay) – done

- Create spreadsheet containing the energy use for all fuels for each of the buildings that are included in the list of town buildings that Warren's obtained
- Determine whether or not to remove unoccupied space from the square footage estimates – we will not pursue this at this time

2. The research subcommittee surveys other towns to get insights into their experiences (includes Pooja Parsons, Steve Shoap, Richard Stinson and Warren Magoon) – done

- Determine which towns to survey
- Follow up with those towns
- Evaluate the pros and cons of different financing options
- Present findings at future committee meetings

3. Learn more about ESCOs - done

- Coordinate presentations with ESCOs to learn more about their approach, process, etc.

4. Prepare a shell of the RFQ - done

- Determine a purchasing agent, finance agent and attorney from the town who could be available to assist with the preparation of the RFQ
- Work with attorney to determine additional language to be added to the RFQ (the bid document can require there be no affect on the budget or that there be a positive cash flow or that the ESCO conduct an audit on the buildings as part of its response or request that water conservation should/can be included, for example)

5. Present the draft of the RFQ to town officials, the school board, etc.; get buyoff from the town – done

- Incorporate comments from presentation
- Finalize the RFQ
- Advertise the RFQ in newspapers, etc.

6. Seek ESCO Responses – in progress; RFQ to be public by July 1st

7. Evaluate responses and hire ESCO – TBD; aiming for September/October

- Review responses
- Check references
- QC calculations of energy savings/review contractor's annual reports on achieved savings and variance against guarantees
- Review the decision with town officials, the school board, etc.

- Get DOER approval, if needed

8. Negotiate Contract – TBD

- Agree on guaranteed energy savings
- Determine timing to start and complete the needed work
- Recommend that Selectmen to sign the contract

9. Coordinate with ESCO to complete work – TBD