

**REQUEST FOR QUALIFICATIONS STATEMENTS (“RFQ”)
FOR
DEMAND SIDE MANAGEMENT CONSULTANT
ISSUED SEPTEMBER 15, 2017**

Pursuant to the provisions of the Council of the City of New Orleans’ Motion M-17-480, dated September 14, 2017, and in accordance with paragraph 1 of Council Rule 45 (Attachment 1), the Council of the City of New Orleans (“Council”), is seeking Statements of Qualifications from qualified professionals with substantial experience in performing Demand Side Management (“DSM”) potential studies to perform such work for consideration by the Council in formulating inputs to Entergy New Orleans, Inc’s (“ENO”) 2018 Triennial Integrated Resource Plan (“IRP”) and to use the DSM inputs to the IRP to inform future DSM planning relative to the Council’s stated goal of ENO attaining energy savings of 2% relative to sales. Based on the schedule for ENO’s 2018 Triennial IRP, the DSM Potential Study will need to be completed by mid-May 2018, allowing approximately four and a half months to complete the Study.

Background

The Council, in accordance with the New Orleans Home Rule Charter and the Louisiana Constitution, acts as retail regulator for electric and gas utility services in Orleans Parish, Louisiana. It regulates ENO in the provision of electric and natural gas services in Orleans Parish, Louisiana. ENO is a wholly owned subsidiary of Entergy Corporation (“Entergy”), a multistate holding company.

As a retail regulator, the Council has exclusive jurisdiction over the electric and natural gas rates, reliability, and terms and conditions of service in Orleans Parish. The Council Utilities, Cable, Telecommunications, and Technology Committee (“UCTTC”) serves as the Council Committee responsible for making recommendations to the full Council on all cable, electric, natural gas and telecommunications regulatory and franchise matters. The Council Utilities Regulatory Office (“CURO”), under the direction and supervision of the CURO's Chief of Staff, is the administrative office of the Council responsible for providing in-house staff to the Council on regulatory issues and works with the outside legal and technical regulatory consultants retained by the Council to carry out and fulfill the Council's regulatory responsibilities.

Purpose

The Council's Electric Utility Integrated Resource Plan Rules ("IRP Rules"), as embodied in Council Resolution R-17-429,¹ are intended to inform and empower effective Council and utility decision-making, while augmenting utility resource planning and enhancing public awareness of and input into the utility's energy choices. It is the Council's desire that a comprehensive IRP is conducted in accordance with its IRP Rules in order to provide a scope of all reasonably available resource options in light of current and expected market conditions and technology trends, and generate an informed understanding of the economic, reliability, and risk evaluation of utility resource planning as well as the associated social and environmental impacts. Further, the Council wishes to encourage and enforce a transparent process that allows all interested constituents and stakeholders to participate and that fosters the development of a complete administrative record upon which informed Council decision-making can occur. The DSM Potential Study for which the Council is issuing this RFQ will be an input into the larger IRP process, and should be performed in compliance with the Council's IRP Rules. The scope of the DSM Potential Study will encompass all potential energy efficiency and demand response measures as defined in the IRP Rules.

In furtherance of the Council's consideration of ENO's 2018 IRP Report due to be filed on or before January 25, 2019, the DSM Potential Study shall be completed on or before May 16, 2018.

The Council recognizes that spurring innovation is an important strategy to achieving greater increases in the level of DSM, and wishes to incentivize such by promoting competition among methodologies regarding the identification and methods of delivering DSM. The scope of this RFQ is structured to encourage innovative approaches to projecting the maximum achievable DSM in New Orleans.

The proposed methodology resulting from this RFQ should provide insight into the full extent of kWh and kW savings that can be achieved (based on cost-effective screening) and should encompass the IRP planning period of 20 years (2018-2037).

Qualifications Statement Content

All responses should include:

- I. A comprehensive description of how the respondent will conduct the assignment structured as follows:

¹ Appendix I – Council Resolution R-17-429 “Resolution Amending the Electric Utility Integrated Resource Plan Rules”, at Attachment B, in Council Docket No. UD-17-01.
(http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

A. Background and Proposed Methodology

1. *Principal Objective and the Required Analysis Structure to Achieve That Objective*

The DSM Potential Study shall provide credible projections of achievable DSM in New Orleans formatted as specific load shape inputs for use in the IRP process. The DSM Potential Study will screen DSM measures and programs for cost-effectiveness to enable comprehensive comparisons of DSM and supply-side resources to meet New Orleans' consumer demand through the modeling period of the IRP (2018-2037).

Responses to this RFQ should delineate the methodology proposed for the DSM Potential Study in a manner which follows the specific structure provided herein such that the Council can effectively evaluate the respondent's analytical framework, input assumptions, and anticipated quality of results.

2. *Selection of Proposed Methodology to be Employed*

The RFQ response should propose the methodology to be employed and describe how that methodology conforms to industry best practices. The conformance with best practices should include those generally recognized nationally and as filed and accepted in other regulatory jurisdictions.

3. *Process to Consider Stakeholder Input*

The methodological choices and numerous inputs should be clearly documented in accordance with the detail prescribed herein. This includes the process to consider input from all interested stakeholders and ENO that the respondent considers appropriate and consistent with best practices in their independent judgement.² This will insure independence and transparency, which are the essential qualities that will characterize the DSM Potential Study.

The selected DSM Consultant will participate in a kick-off meeting with the City Council, its Advisors, ENO and stakeholders within ten business days of project initiation to review and discuss the proposed scope of work, timeline

² The 2018 Triennial Procedural Schedule allows for approximately four and a half months to complete the DSM Potential Study.

and deliverables, data availability from ENO, and lines of communication with the Council and its Advisors. The kick-off meeting will be a public meeting held in the Council chambers and chaired by the Chairman of the UCTTC. Based on this meeting, the DSM Consultant will provide a draft Study Workplan consistent with best practices in the DSM consultant's independent and best judgement. After considering comments on the draft Study Workplan, the DSM Consultant will submit to the Council a final Study Workplan.

4. *Modeling Tools and Workpapers*

The conduct of the DSM Potential Study will necessarily include the processing of large amounts of data and providing analytical techniques capable of performing forecasting and evaluating uncertainty related to the projected results. The RFQ response should provide a complete description of the modeling tools to be employed, including any proprietary models and any assumptions and limitations that will be inherent in applying the modeling tools. The RFQ response should also describe the complete set of workpapers that will be provided to the Council and Stakeholders at the completion of the project, including the format of the worksheets, supporting data, assumptions and references, as well as a confirmation that the workpapers and results provided have cell formulas intact.

5. *Review of Entergy New Orleans Energy Smart Performance and Metrics*

Since the Energy Smart Program is currently in its seventh year of implementing DSM in New Orleans,^{3,4} it is imperative to establish a frame of reference and continuity with the DSM Potential Study. The RFQ response should describe what aspects of the Energy Smart performance are considered important to convey into the analysis as reference data in projecting DSM measures and potential savings.

6. *Range of DSM Measures*

The RFQ response should provide an explanation of how the respondent will include a comprehensive range of the type of energy efficiency and demand response DSM measures that will be appropriate for consideration in

³ Appendix II – Program Year 5 Energy Smart Annual Report, July 28, 2016.

(http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

⁴ Appendix III – Program Years 6 Energy Smart Annual Report, August 14, 2017.

(http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

projecting DSM potential in New Orleans, while maintaining continuity with the New Orleans Technical Reference Manual (“NO TRM”).⁵

The review of naturally occurring conservation and customer-sited battery storage and distributed energy resources in the ENO load forecast will be included in the comprehensive evaluation of the IRP and ENO’s analytics therein. The baseline assumptions and projections of customer-sited battery storage and generation will be examined in the ENO demand and energy forecast pursuant to the IRP Rules.

The response should include, but not be limited to:

- a. A definition of all available energy efficiency and demand response DSM technologies, describing how the Study will ensure comprehensiveness;
- b. A list of the range of emerging DSM technologies and how they will be evaluated over the analysis period;⁶
- c. New energy efficiency and demand response DSM measure definitions that will be considered;
- d. The method by which ENO’s proposed full implementation of Advanced Metering Infrastructure (“AMI”) will be incorporated into the range of DSM measures, with implementation scheduled for 2019 through 2021;⁷ and
- e. Rate design measures should only consider rate designs implemented and proven in other jurisdictions to achieve energy and demand savings.

7. Regulatory and Non-Regulatory Policy Changes

The RFQ response should address how Council regulatory policies, and City, state, and federal policies would be considered in the Study and how they might impact DSM potential over the analysis period. Specifically, the RFQ

⁵ Appendix IV – New Orleans Energy Smart Technical Reference Manual.
(http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

⁶ The DSM Potential Study analysis period will be identified with the proposed methodology and will accommodate the IRP Planning Period of 20 years (2018-2037).

⁷ Appendix V – UD-16-04 ENO Application to Deploy AMI, October 2016.
(http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

response should address how such impacts would be determined and quantified for specific types of DSM measures, as well as the timing and likelihood of such policies.

B. Technical and Economic DSM Potential in New Orleans

1. *Market Characterization*

For the proposed methodology, the RFQ response should describe the approach to characterizing the technical and economic DSM market in New Orleans, including, but not limited to:

- a. A comprehensive list of energy efficiency (“EE”) and demand response (“DR”) measures to be analyzed, including measure permutations and basis for new and emerging technology measures. The DSM Potential Study should not be limited to DSM measures included in the previous Integrated Resource Plans of ENO,^{8,9} or Energy Smart Program Implementation.¹⁰ The RFQ response should describe how new and emerging technology measures will be identified with the specified metrics required for the DSM Potential Study;
- b. The important metrics of each measure, including kWh and kW projected annual savings, expected useful life, incremental cost, and 24-hour load shape;
- c. Identification of existing and emerging DSM technologies as follows: (a) by sector (customer class), (b) by type, (c) by size of the market for each year of the analysis, and (d) by levels of market penetration. Customer sectors will include, as a minimum, low income residential, single-family, multi-family, and small business;
- d. An explanation of how the respondent will incorporate the uncertainty that affects the estimated impacts of DSM technologies on energy consumption;

⁸ Appendix VI - UD-08-02 ENO 2012 Integrated Resource Plan, October 20, 2012. (http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

⁹ Appendix VII - UD-08-02 ENO 2015 Integrated Resource Plan, February 1, 2016. (http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

¹⁰ Appendix VIII - Energy Smart Program Year 7-9 Budget and Approved Savings. (http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

- e. Demonstrating best practices to determine the technical and economic DSM potential in New Orleans relative to other standard approaches to estimate technical and economic DSM Potential; and
- f. Cost-efficient means to include non-energy benefits (“NEBs”) in the Study including:
 - i) Measure level quantification as feasible within the budget available for the proposed study;
 - ii) A proxy multiplier applied at the sector or portfolio level;
 - iii) Detailed analysis of NEBs for a limited number of high impact measures; and
 - iv) A more generalized structure for NEB identification, classification and interpretation that could serve as the basis for inclusion in the non-utility costs of the IRP scorecard matrix.

Note, the Council is particularly interested in the inclusion of low income NEBs.

2. *“Business as Usual” Baselines*

The RFQ response should describe how the DSM measure baselines will be defined in applying product efficiency standards, multiple efficiency tiers, and computing incremental savings for each DSM measure above the defined baselines over the analysis period.

3. *Measure Characterization*

For the proposed methodology, the RFQ response should describe the approach to characterizing the technical and economic DSM measures in New Orleans, including, but not limited to the following:

- a. Explain how the specific comparisons and differences with the technical and economic levels of DSM in the previous New Orleans DSM Potential Studies will be identified and summarized;^{11,12}
- b. Explain how the sector DSM market may be identified through disaggregation into building types and specific end uses if sector forecasts, such as the commercial sector, are evaluated as part of the proposed methodology;
- c. Use of the NO TRM, including any proposed modifications or additions related to measures reflecting best practices that may not be included in the NO TRM;
- d. Approaches to operational efficiency improvements for custom DSM measures by sector, including opportunities for commercial and governmental measures that may be unique to New Orleans;
- e. Assumptions in projecting enabled and non-enabled pricing and other demand response measures by sector; and
- f. Demand response programs specifically designed for the MISO capacity market.

C. Achievable DSM Potential Scenarios

1. *Market Characterization*

For the proposed methodology, the RFQ response should provide a complete explanation of how the following components of achievable DSM will be derived and correlated with the NO TRM:

- a. Application of free-riders/spillover effects and market transformation assumptions, including the corresponding investment and risk related to any market transformation proposals. Market transformation should include interventions in the market by ENO designed to

¹¹ Appendix IX - *Long Term Demand Side Potential in the Entergy New Orleans Service Area*, developed by ICF International in support of ENO's 2015 IRP, June 23, 2015.

(http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

¹² Appendix X - Exhibit SEC-14 in CNO Docket No. UD-16-02 "*Entergy New Orleans Energy Efficiency Potential Study*" submitted by Navigant, June 26, 2017. (http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

influence customer decision making and trade ally specification practices;

- b. The analytical approach that will be used to determine participant incentive costs by measure and by bundled program;
- c. Each component of the utility avoided costs including line losses;
- d. Forecasts of the annual values of non-utility/other benefits;
- e. Specific assumptions or conditions that will need to be realized in order to achieve certain measure savings estimates, such as the timing of regulatory approval for time-differentiated DR rate structures or direct load control of specific appliances or loads;
- f. A complete description of how DSM measure benefits and costs will be projected, particularly how the measure savings and decreasing costs for certain existing DSM technologies could be expected to evolve over the analysis period; and
- g. Supporting analytical procedures that will be employed to project the achievable DSM for each measure, including the respondent's analytical approach in the following areas supported by specific references, studies, and examples based on similar DSM work as applicable:
 - i) How measure/program penetration rates will be modeled or estimated with different incentive levels and policies, and participants' acceptance of DSM by sector, including any actual experience or studies that will be used to support any program participation rate assumptions. Such studies may include those that forego DSM technology adoption curves and estimate adoption rates directly based on economic and non-economic factors;
 - ii) Multiple scenario approaches that may be used to quantify the range of uncertainty in the projections of DSM measures adopted from factors such as uncertainty of customer responses to specific EE and DR measures, with supply curves for each scenario that illustrate achievable DSM;

- iii) Application of participant incentive levels as a percent of measure incremental cost, and its effect on measure penetration rates;
- iv) Estimation of projected measure saturation through the analysis period;
- v) Translation of gas savings on combined DSM measures to kWh savings equivalents;
- vi) Adoption of more aggressive building codes for new and renovating buildings;¹³ and
- vii) Net-to-Gross (“NTG”) assumptions, and on what basis reasonable NTG ratios will be selected to reflect the free ridership and spillover effects related to various measures or bundled measures.

2. *Measure Characterization and Design*

For the proposed methodology, the RFQ response should describe how the following considerations will be used to characterize the specific DSM measures that will be evaluated to determine the achievable DSM potential over the analysis period:

- a. New forms of “standard offer” DSM programs;
- b. Approaches to bundling of DSM measures into programs;
- c. Use of upstream and mid-stream product rebates for specific DSM measures;
- d. Assumptions and credible supporting analysis for projecting behavioral response DSM measures, with respect to design, number of participants, opt-in vs. opt-out, education and information activities, and annual cost;

¹³ Boulder, CO; San Francisco and Berkeley, CA; and Burlington, VT, have adopted rental energy ordinances. Gichon, Y., Cuzzolino, M., Hutchings, L., and Neiger, D. (2012). *Cracking the Nut on Split-Incentives: Rental Housing Policy*. Proceedings of the 2012 ACEEE Summer Study on Energy Efficiency in Buildings, Volume 8, pp. 92-101; (2012). Lawrence Berkeley National Lab. (2012). *Boulder, Colorado’s SmartRegs: Minimum Performance Standards for Residential Rental Housing*. Clean Energy Program Policy Brief.

- e. Treatment of low income DSM measures, specifically in cost-effectiveness screening, and how non-cost effective measures would be evaluated and may be included into the overall portfolio;
- f. Budgetary and non-budgetary assumptions that may define achievable DSM during the analysis period, particularly those related to determining the maximum achievable DSM per measure/program; and
- g. An explanation of how the DSM measures resulting from the proposed methodology will address the potential impacts on reliability and rates.

3. *Financial Inputs*

The RFQ response should provide references supporting the conceptual basis and method proposed to determine the values for discount rates, inflation rates, components and calculation of utility avoided costs, and projected ENO retail rates by customer sector.

4. *Net Savings/Cost Effectiveness Study*

The RFQ response should describe how each of the screening test methodologies¹⁴ by measures and bundled programs will be used to evaluate cost effectiveness. For the proposed methodology, this section of the RFQ response should include the following:

- a. A definition and illustrative calculation for all quantified benefits and costs (utility, participants, stakeholders, environmental/societal) for each cost-effectiveness screening test;
- b. The algorithms and specific references to be used in quantifying each cost and benefit, including gross and net fossil fuel savings, and gross and net carbon savings;

¹⁴ Screening Test methodologies are defined quantitatively in the California Standard Practices Manual, 2001, which provides the inputs for benefits and costs and cost effectiveness calculations from several perspectives: the utility, participants, all ratepayers, total resources, and societal.

- c. A list of utility benefits, including avoided transmission and distribution and traditional fuel costs and how such benefits will be determined and projected;
- d. An explicit description of how the specific values of the participant and equipment metrics will be determined for both prescriptive and types of custom measures;
- e. The manner in which the cost impact to ratepayers from the utility's loss of billing units due to the kWh reduction related to energy efficiency programs will be addressed;
- f. A listing of the input assumptions that will be used in the calculations to screen for DSM cost-effectiveness, indicating which assumptions should be consistent with those used in the IRP process to ensure that demand and supply-side resources are evaluated on an equal footing; and
- g. Quantification of gas savings on combined measures.

D. Results and Key Findings

The RFQ response should describe and provide examples of how projected incremental and cumulative kWh and kW reduction for each year of the planning period, and costs, benefits, and net benefits by DSM measure and sector, will be presented in tabular and graphic form in the results section and executive summary section of the final report. The results will include as a minimum, a reference case or business as usual scenario, as well as a maximum achievable scenario. A draft report of results will be presented at the 2nd IRP Technical Meeting, scheduled for June 2018, after which suggested edits to the draft of the final report will be completed within a two-week period.

E. Benchmarking the Results

1. The RFQ response should discuss how the various scenarios defining the achievable levels of DSM Potential, kWh and kW savings, will be benchmarked versus the results of DSM Potential studies reported in other regulatory jurisdictions. For the proposed methodology, the RFQ response should discuss the selection process of comparable studies and the similarities and differences in DSM Potential results that will be evaluated.

2. The RFQ response should discuss how the nominal and present value of the cost and benefits of the various scenarios defining the achievable levels of DSM Potential will be benchmarked versus the levels of achievable DSM Potential reported in comparable jurisdictions.

F. DSM Inputs for Modeling in 2018 IRP

Composite 24 hour DSM program load profiles for required years will be modeled with supply resources in the 2018 IRP. The RFQ response should discuss the following:

1. How the composite DSM 24-hour load profiles will be constructed from cost-effective DSM programs resulting from the DSM Study; and
2. How the composite load profiles will be constructed for specific years of the analysis period with corresponding costs, as DSM inputs to the modeling in the IRP process.

G. Required Appendices

The RFQ response must include the following Appendices at a minimum:

1. The sources for the New Orleans Stock Forecast and Demographic Forecast that will be used to support the DSM projections, and the detailed format in which each forecast will be presented;
2. No primary data collection is expected to be undertaken for this study, though contractors may propose limited primary data collections as an option, clearly noting its impact on the process timeline;
3. A detailed description and an illustrative example of the planning tool(s) (in electronic workbook format) proposed for use in conducting the analysis;
4. A description of the respondent's expectations for the transfer from ENO to the respondent of all data deemed necessary for the successful conduct of the DSM Potential Study, including avoided costs, retail rate projections, voltage level demand and energy losses, and customer class sales projections; and
5. A list of draft and final report deliverables, including the workpapers referenced in Section I.A.4 of this RFQ's Qualifications Statement Content.

- H. To the extent a respondent wishes to include alternates or additions to the scope of the DSM Potential Study as contained herein, in a separate section of its response, the respondent shall include a description of its modification(s) to the scope, how such modification(s) comports with best practices and why such modification(s) should be made, and any cost savings or increases in cost associated with the scope modification. Any scope modification must comply with the Council's IRP Rules and timeline as provided for herein.
- II. A complete "consulting services questionnaire" using the format that is provided in Attachment 2. Any subcontractors proposed to be used must also submit a complete questionnaire that must be attached to the prime firm's questionnaire.
- III. Professional experience and resumes of partners, principals, and employees in the firm who will be responsible for, and actively involved in, the provision of professional services for the Council ("Key Personnel"), including the appropriate evidence of accreditation, certification, and licensing in their profession and a specific listing of each professional's relevant professional experience in the conduct of DSM potential studies and energy efficiency programs.
- IV. A description of three or more assignments which best illustrate the respondent's current qualifications relevant to the areas requested in this RFQ, including samples of work product.
- V. Demonstrated ability to provide coverage for City Council matters related to this assignment when the principal consultant is unavailable because of other assignments, illness, vacation, or similar conflicting demands.
- VI. A sworn affidavit listing all persons with an ownership interest in the respondent. An "ownership interest" shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that hold an interest in a publicity traded corporation. The affidavit is a public record.
- VII. A sworn affidavit that no other person holds an ownership interest in the respondent via a counter letter.
- VIII. A list of all persons, natural or artificial, who are retained by the respondent at the time of the application and who are expected to perform work as sub-contractors in connection with respondent's work for the City Council. The Council may require information on employees or sub-contractors of or ownership interests in the sub-contractor. This list is a public record.

- IX. A list of professional labor fees for all personnel included in the respondent's response to this RFQ and any others in respondent's firm who may be called upon to perform work related to this RFQ, and a clear and concise statement that such professional labor fees throughout the contract term will be the most cost efficient and will not exceed the lowest professional labor fee for similarly situated clients of the firm.
- X. The respondent's best realistic estimate of the range of labor and expense costs and project timeline associated with performing the DSM Potential Study as described in its response based upon the respondent's proposed scope of work, including the attendance at three meetings in New Orleans one of which will be the public kick-off meeting.

Potential Conflict of Interest

All respondents providing a response to the RFQ shall provide a clear and unambiguous indication of any potential or real conflicts of interest it or any of its sub-contractors may have with respect to performing the work outlined in this RFQ on behalf of the Council.:

- I. Any work performed for an Investor Owned Utility in the past five years.
- II. Any work performed for any industrial, commercial or residential ratepayer (or groups and non-profit associations) in Orleans Parish or in the service area of any of Entergy's operating subsidiaries, currently and in the past five years, on any energy efficiency matters.
- III. Any work performed for any other regulator of Entergy Corporation and/or Entergy and/or any of Entergy's operating subsidiaries.
- IV. Any work performed for any individuals, groups, organizations, and/or non-profit associations that are currently an official party to Council Docket No. UD-08-02, Council Docket No. UD-17-01, and/or Council Docket No. UD-17-03.
- V. Any work performed (whether compensated or not) on behalf of any Councilmember, the City Council, or the City of New Orleans within the past five years.
- VI. Any work performed for any renewable energy companies, contractors, or marketers in Orleans Parish and the State of Louisiana within the past five years.

For any such work performed, the respondent shall indicate the scope of the engagement, the time frame, the amount of compensation received and why the respondent deems such work to be or not be in conflict with the execution of the proposed scope of work.

The Council shall be the sole arbiter as to any conflicts of interest and shall make the final determination as to whether any potential or real conflict of interest exists.

Limitation on Respondents Competing for this RFQ

Any person or firm contributing to the development of this RFQ shall be prohibited from submitting a qualifications statement for selection of that procurement. Such persons or firms shall further be prohibited from participating as subcontractors to the Council's DSM Potential Study Consultant.

Evaluation Criteria

Upon receipt by the due date of responses to this RFQ by qualified firms, the Council's staff Selection Review Committee ("SRC") will evaluate all responses received based upon the criteria listed herein and in Council Rule 45, a copy of which is attached. Particular emphasis will be placed on the following criteria:

- I. Training and experience of the Key Personnel and other professional personnel in the provision of services required by this RFQ.
- II. Quality of work samples presented.
- III. Clear understanding by the respondent of work to be performed, and appropriateness of the proposed methodology, including but not limited to the capabilities to assess the costs and benefits of energy efficiency, demand response, and expertise in including DSM in IRP models.
- IV. Knowledge of local conditions.
- V. Capability and experience in providing consistent, timely, and cost-effective services, as determined by information requested from references or the Council's actual experiences.
- VI. Estimated cost, based on hourly rates of consultants at various levels of expertise and experience.
- VII. Involvement at the professional level of members of disadvantaged groups and of certified disadvantaged business enterprises, as defined in Section 70-456 of the New Orleans City Code.
- VIII. Participation by persons living and/or working in New Orleans at a professional level.

- IX. Willingness to accept a “not to exceed cost” for the scope of work proposed by the respondent.

RFQ Process

Except as provided herein below, no written, electronic, or oral communications from any actual or potential respondent to this RFQ or anyone acting as agent or representative for such person shall be made to any Councilmember, city employee, or Council staff person during this RFQ process, which is defined as the Blackout Period. The Blackout Period is a specified period of time during this competitive RFQ process in which any actual or potential respondent or their/its agent or representative is prohibited from communicating with any City Councilmember, Council staff person, or City of New Orleans employees regarding any matter related to the RFQ process. All communications to and from any actual or potential respondent and/or their/its agent or representative during the Blackout Period must be in accordance with this RFQ’s defined method of communication with the designated contact person. The Blackout Period will begin upon posting of this RFQ. The Blackout Period will end when the contract is awarded.

RFQ Expressions of Interest by potential respondents, although not a requirement for responding to the RFQ, should be provided to CURO at the earliest possible date in order to provide a response to all potential respondents’ questions properly received by CURO prior to the response cut-off date of October 24, 2017.

All questions regarding this RFQ shall be submitted in writing via U.S. Mail, Facsimile, or by email with both a “Request Delivery Receipt” and a “Request Read Receipt” for verification and tracking purposes of the email message. Any emails transmitted absent such tracking receipts shall be deemed not delivered to CURO. All questions of respondents must be submitted no later than 5:00 PM CST on Tuesday, October 17, 2017. All responses to questions properly received by the above date will be responded to no later than five (5) business days after receipt of same with copies to all potential respondents who submitted correspondence as an “Expression of Interest.”

Any and all inquiries and correspondence should be directed to Mr. W. T. Stratton, the Director of the City Council Utilities Regulatory Office, Room 6E07, City Hall, 1300 Perdido Street, New Orleans, LA 70112 in writing by U.S. Mail; by Facsimile at (504) 658-1117; or by email to the attention at wstrattonjr@nola.gov.

Fifteen (15) copies of the RFQ submission, including samples of work products, must be submitted in hard copy form by 5:00 PM CST on Tuesday, October 31, 2017 to the City Council Utilities Regulatory Office, Room 6E07 City Hall, 1300 Perdido Street, New Orleans, LA

70112. Where possible, an electronic version of the proposal should also be submitted to pthomas@nola.gov and wstrattonjr@nola.gov. Copies of the submission, both in hard copy and electronic forms, must also be provided to the following individuals:

Clinton Vince, Esq.
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All Respondents should be apprized that the City of New Orleans is a political subdivision of the State of Louisiana pursuant to Chapter 10-A, Section 4545.1 through 4545.37 of the Louisiana Revised Statutes of 1950, as amended. As such, materials submitted by any Respondent may be subject to the open records act of Louisiana. Louisiana Revised Statutes 44:3.2 – Proprietary and Trade Secret Information provides: (1) All records containing proprietary or trade secret information submitted by a developer, owner, or manufacturer to a public body pursuant to Subsection A, B, or C of this Section shall contain a cover sheet that provides in bold type “DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION.” The developer, owner, or manufacturer shall clearly mark each instance of information which is, in his opinion, proprietary or trade secret information. However, the determination of whether such information is in fact proprietary or trade secret information shall be made by the custodian within thirty days of a submission; however, if a custodian receives a public records request during the period of thirty days, the determination shall be made within the time period provided in R.S. 44:32(D) and 33(B).

A custodian who receives a request for any information which has been marked by the developer, owner or manufacturer as proprietary or trade secret information shall, prior to the disclosure of the information, immediately notify such developer, owner, or manufacturer of the request and of the custodian's determination of whether or not the information so requested is subject to disclosure.

A Selection Review Committee shall be constituted in accordance with paragraph 8 of Council Rule 45, and in addition shall include a representative from the Council's Technical Advisors and a representative from the Council's Legal Advisors, and shall include the CURO Chief of

Staff, except that if any Council employees as listed in Rule 45 or the CURO Chief of Staff are unavailable to serve as of the October 31, 2017 deadline for responses, the SRC shall be constituted of those Council employees who are available. The SRC will review and evaluate the submissions, and select qualified proposals for referral to the UCTTC no later than 5:00 PM CST on Friday, December 1, 2017. The SRC shall conduct its meetings in accordance with the Louisiana Public Meetings Law, R.S. 42:12 et seq.¹⁵ For each submission selected for referral, the SRC will contact one or more of the persons suggested as references. The UCTTC may or may not choose to interview one or more of the respondents selected by the SRC. The SRC Report will be considered at a UCTTC meeting. It is anticipated the UCTTC will act expeditiously on the selection of the successful respondent it will recommend to the City Council. The successful respondent must be selected by motion of the Council.

The Inspector General shall be notified in writing prior to any meeting of a selection or negotiation committee relating to the procurement of goods or services by the city, including meetings involving third party transactions. The notice required shall be given to the Inspector General as soon as possible after a meeting has been scheduled, but in no event later than twenty-four hours prior to the scheduled meeting. The Inspector General may attend all city meetings relating to the procurement of goods or services as provided herein and may pose questions and raise concerns consistent with the functions, authority, and powers of the Inspector General. An audio recorder or court stenographer may be utilized to record all selection or negotiation committee meetings attended by the Office of the Inspector General.

Length of Contract

The contract will extend through the completion of the DSM Potential Study and incorporation of the Study results into the planning process for the 2018 Triennial IRP at the discretion of the Council. Each respondent is to include in its submittal a clear and concise statement of those personnel and firm resources for which it is willing and can commit to make available for the Council's regulatory activities during such period.

Additional Information

1. The City of New Orleans is not liable for any costs incurred prior to entering into a formal written contract. Any costs incurred in the preparation of the statement interview, or other pre-contract activity are the responsibility of the person submitting the statement.
2. All submissions become the property of the City and as such are public information.

¹⁵ Rule 45(8) requires compliance with R.S. 42:4.1, that section was redesignated as R.S. 42:12 by Actions 2010 No. 861 § 23.

3. The contractor will invoice the City Council on a monthly basis in accordance with specified billing guidelines during the term of the contract. Work shall be billed in increments of one-tenth of an hour.
4. Any contract awarded shall contain a provision that:
 - a. With regard to any subcontractor proposed to be retained by the respondent to perform work on the contract with the City Council, the respondent must provide notice to the appropriate Council Committee within thirty (30) days of retaining said subcontractor and the retention must be approved by Motion of the Council. The Council may require information on ownership interests in the sub-contractor prior to approval of the sub-contractor's retention.
 - b. Unless otherwise approved by the Contracting Officer of the City Council or CURO, reimbursable expenses shall be limited as provided for in Council Motion M-17-164.¹⁶
 - c. When the attendance of contractor is requested at meetings of the Council, meetings of the UCTTC, meetings with Council members and/or Council staff, meetings with ENO and Stakeholders, and/or meetings with the public, the Council will only provide labor fee and expense reimbursement for one consultant, unless otherwise specifically approved by the Contracting Officer of the City Council or CURO.
 - d. Key Personnel assigned may not be replaced without consent of the Contracting Officer of the City Council or CURO.
5. Section 2-1120 of the Code of the City of New Orleans, relative to the Office of the Inspector General provides in part as follows:

With the exception of those contracts specified in subsection (1) of this paragraph, every city contract and every contract amendment where the original contract does not include this statement, and every bid, proposal, application, or solicitation for a city contract, and every application for certification of eligibility for a city contract or program shall contain the following statement:

“It is agreed that the contractor or applicant will abide by all provisions of City Code § 2-1120, including, but not limited to, City Code § 2-1120(12), which requires the contractor to provide the Office of Inspector General with documents and information as requested. Failure to comply with such requests shall constitute a material breach of the contract. In

¹⁶ Appendix XI – M-17-164 CURO Work & Billing Practices Policy for UCTTC Advisors, March 23, 2017. (http://nolacitycouncil.com/resources/resources_rfp.asp?id=69)

signing this contract, the contractor agrees that it is subject to the jurisdiction of the Orleans Parish Civil District Court for purposes of challenging a subpoena.” City Code Sec. 2-1120.-Office of inspector general.

ATTACHMENT 1
COMPETITIVE SELECTION PROCESS FOR
PROFESSIONAL SERVICES CONTRACTS

Rule 45. Pursuant to Section 6-308(5)(c) of the City Charter, contracts for professional services to be administered by the Council shall include but not be limited to the following professions:

Accountants
Appraisers
Architects
Auditors
Attorneys
Economists
Management Consultants
Public Relations/Media Consultants
Real Estate Consultants
Telecommunications Consultants
Utilities Regulatory Consultants

The following process shall be followed for retention of consultants with expertise in a field as required by the Council for all contracts at or above the threshold amount established by Section 2-7 of the City Code:

1. Upon determination by a majority vote of the entire membership of the City Council that the services of a professional are needed, a Request for Qualifications (“RFQ”) or Request for Proposals (“RFP”), as appropriate based on the scope of work to be performed, shall be issued. The Request shall include the deadline for submission of responses. The RFQ or RFP shall additionally require that the person or entity responding to the RFP or RFQ (the respondent) provide the following information:
 - A sworn affidavit listing all persons with an ownership interest in the respondent. An “ownership interest” shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an

interest in a mutual fund or trust that holds an interest in a publicly traded corporation. This affidavit is a public record.

- A sworn affidavit stating that no other person holds an ownership interest in the respondent via a counter letter.
- A list of all persons, natural or artificial, who are retained by the respondent at the time of the application and who are expected to perform work as sub-contractors in connection with the respondent's work for the City Council. The Council may require information on employees or sub-contractors of or ownership interests in the sub-contractor. This list is a public record.

The RFQ or RFP shall additionally advise the respondent that the contract with the City Council shall contain a provision that in regard to any sub-contractor proposed to be retained by the respondent to perform work on the contract with the City Council, the respondent must provide notice to the appropriate Council Committee within thirty (30) days of retaining said sub-contractor. The Council may require information on ownership interests in the sub-contractor.

2. The **Request for Qualifications or Request for Proposals** shall be published at least three times in a 10-day period in the Official Journal by the **Clerk of Council**. The publication may be in brief, if the Request is lengthy, and may be supplemented by letters of inquiry and/or placement of the request in appropriate additional publications.
3. Interested professionals who respond by the deadline date shall be evaluated by the **Selection Review Committee**. If more than five (5) responses are received, the Selection Review Committee shall review all responses but is authorized to eliminate from consideration, if it deems doing so appropriate, all but the five (5) most qualified and responsive respondents.

4. The committee shall establish appropriate evaluation criteria, which may include but not be limited to the following:
 - (a) training and experience with type of task required;
 - (b) appropriateness of plan submitted;
 - (c) capability of contractor to provide staffing and support;
 - (d) knowledge of local conditions;
 - (e) ability to provide the work in the time period required, as evidenced by past performance and current workload;
 - (f) involvement of members of disadvantaged groups at the professional level;
 - (g) participation by persons living and/or working in New Orleans at a professional level;
 - (h) the need for continuity of services and/or specialized and institutional experience and knowledge.
 - (i) For RFP's, cost of services to be provided. (M-07-277, Adopted, As Amended, 7/26/07); (M-07-413, Adopted, 10/4/07).
5. **The Selection Review Committee** shall forward to the Council Committee under whose jurisdiction the subject matter of the contract falls, if any, a list of up to five top respondents, with an analysis of each respondent's compliance with each criterion. If there is no such Council Committee, the list shall be forwarded to the entire Council.
6. **The Council Committee**, or the Council, if there is no specific committee, may choose one of these respondents and negotiate a proposed contract, including a scope of work to be performed. If a proposed contract cannot be negotiated with the firm/individual initially chosen, one of the other firms/individuals submitted

by the Selection Review Committee may be chosen; and a proposed contract negotiated.

7. **The Council Committee** may recommend to the City Council its choice of the firm/individual. The Council, by a majority vote of its entire membership and by motion, may accept or reject the Council Committee's recommendation and choose one of the other firms/individuals submitted by the Selection Review Committee to the Council Committee. If the Council does not choose one of the firms/individuals submitted by the Selection Committee, the selection process shall begin again. In the absence of a Council Committee, this same process shall be followed by the City Council. (M-96-106).
8. The **Selection Review Committee** shall consist of the **Council Chief of Staff, the Council Research Officer and either the Council Fiscal Officer or the Director of Council Utilities**, depending on the type of professional service to be performed. The Council, responsible committee, or Chief of Staff may invite additional knowledgeable persons to participate as member(s) of the Selection Review Committee when particular expertise would be helpful in the evaluation process. The Selection Review Committee shall conduct its meetings in accordance with the Louisiana Public Meetings Law, R.S. 42:4.1, et seq. (M-07413, Adopted, 10/4/07); (M-08-380, Adopted, 2/5/09).
9. **Exceptions** from this Competitive Selection process shall be made for:
 - (a) Professional services contracts for an individual Councilmember's Office.
 - (b) Annual Audit, for which requests for qualifications shall be sent to "Big Four" accounting firms with local offices. (M-07413, Adopted, 10/4/07).

- (c) Emergency situations in which a majority of the entire membership of the Council by motions determines that there is an immediate need for a specific contract and that there is not sufficient time to go through the Competitive Selection Process. Emergency situations may include, but are not limited to, legal actions to which action or response is needed or required in 30 days or less or emergency situations as defined in LA. R.S. 38:2211 A (6). (M-96-105). In those emergency instances, where there are available at least 10 working days but not the 30-35 days required for an RFQ/RFP process, an informal process consisting of solicitation of firms/individuals and a shortened review process shall be followed.
- (d) Any contracts in existence prior to January 1, 1996 for:
- Renewal or extension of the contract, when continuity of service is essential;
 - Amendments to such contracts that may expand but do not materially alter the scope of services and for which specialized and institutional experience and knowledge are required. (M 07-413, Adopted, 10/4/07).

The Council, by majority vote of its entire membership, shall determine which contracts are eligible for **exemption** under this sub-paragraph. (Substitute M-96-29, Adopted, As Amended 2/15/96); (M-07-413, Adopted, 10/4/07).

- (e) The Council may by motion authorize the amendment of a contract that was under the monetary threshold for use of the competitive selection process to increase the maximum compensation or modify the scope of services if justified by a need to ensure continuity of services for the performance of work related to the original scope of services if the proposed amendment satisfies one or more of the following criteria (M-07-413, Adopted, 10/4/07):
- 1) the increase in scope of work adds a task which can best and most efficiently be performed in a timely and effective manner by a contractor having knowledge and experience gained during performance of the scope of the existing contract;
 - 2) the increase in scope of work adds a task which is essential to completion of the original scope of work but could not reasonably have been anticipated when the original scope was developed;
 - 3) the increase in compensation is needed because the time required to complete the original scope of work exceeded the original

estimate, which was reasonable based upon the information available to the Council and its consultant at the time the compensation was agreed upon;

- 4) the Council may authorize no more than three such amendments to any individual contract. (M-04-236, As Amended, As Corrected, 5/20/04).

**ATTACHMENT 2
CONSULTING SERVICES QUESTIONNAIRE**

- 1. Project Name
- 2. Date Submitted
- 3. Specify type of ownership and indicate if applicable:

_____ Private corporation _____ Public corporation _____ Proprietorship
 _____ Partnership _____ Small business _____ Minority owned business
 _____ Woman owned business _____ Limited Liability Company

- 4. Firm or Joint Venture contact information

4a. Firm (or joint venture) name, mailing address, telephone number

4b. Firm(s) owners

4c. Name, title, telephone, and email address of principal to contact

4d. Name, title, telephone, and email address of proposed project manager

- 5. Full time personnel assigned to project

Number	Position/Title	Hourly rate of Pay

- 6. Is submittal a joint venture
 - 6a. If so, has joint venture worked together before?
 - 6b. If a joint venture, name of lead firm.

7. Summary of professional services fees received in (insert index number)

2014	2013	2012	2011	2010
()	()	()	()	()

Use index below:

Index

- | | |
|-------------------------------|-------------------------------|
| 1. Less than \$250,000 | 4. \$3,000,000 to \$6,000,000 |
| 2. \$250,000 to \$1,000,000 | 5. \$6,000,000 or greater |
| 3. \$1,000,000 to \$3,000,000 | |

8. Brief resumes of key persons anticipated for this project. Please indicate male/female, minority/majority, and parish or county and state of domicile.

- a. Name and title
- b. Project assignment
- c. Name of firm by which employed full time and location of office.
- d. Years of experience with this firm.
With other firms in the New Orleans market _____
- e. Highest Academic Degree: _____ Year received _____
- f. Names of public officials, political candidates, and/or public agencies, especially in Louisiana for which the firm has provided service since August 1, 2011, with dates of the service and brief description of the service provided.

9. Work by firm(s) personnel members to be assigned to this job which best illustrates current qualifications relevant to this project (list not more than 5 projects including experience with government issues).

- a. Project Name & Location and Owner(s) Name
- b. Project Description
- c. Nature of Firm(s) Responsibilities
- d. Completion Date (Actual or Estimated)
- e. Estimated Fees for Entire Project

10. Provide any additional information or description of resources supporting your firm(s) qualifications for the proposed project.

11. Provide four references including name/title, phone number and address. References must exclude City Council members, Council Staff; City of New Orleans Employees; agents, employees, or representatives of Entergy or any Entergy subsidiary or affiliate; and agents, employees or representatives of Intervenors in any open Council utility dockets.