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ATTACHMENT D
SITE TOUR INFORMATION AND REQUEST FORMS

ATTACHMENT D -- Site Tour Information and Request Forms

U.S. Department of Energy, Federal Energy Management Program
IDIQ Request For Proposal DE-RP05-98OR22587

Tour Introduction

The U.S. Department of Energy welcomes your participation in the National "Technology-Specific" Geothermal Heat Pump SUPER ESPC Solicitation process. As explained in Section L.12 of the RFP, the purpose of the site walk-through tours is to familiarize prospective offerors with the proposal sites. Section L.12 also states that these tours are not required in order to prepare the site-specific offer since the proposal is to be based only on the information contained in the site data packages. If you have not already obtained the complete site data package please refer to Section L.12 of your RFP for ordering information.

Due to the nature of this competitive procurement it will not be possible to answer any site-specific questions or solicitation questions during the site walk-through tours. Any questions must be submitted in writing in accordance with Section L.23. Please note that the site-specific proposal must be based solely on the information in the site data package. Any site-specific assumptions necessary for completion of your proposal must be clearly stated in your response.

National "Technology-Specific" Geothermal Heat Pump SUPER ESPC Solicitation Tour Instructions

Since each tour group must be limited in size, the tours are scheduled in advance. You must complete the tour reservation form at the end of this attachment in order to reserve a tour space. Each company will be limited to three tour participants in order to provide tour spaces for the anticipated number of offerors. The tour reservation form should be completed and returned to the tour coordinator as soon as possible. Tour requests received after June 9 may not be confirmed prior to tour date and may not be honored if no tour slots are available. Also, you must indicate your tour preference as instructed on the tour reservation form. Tour assignments will be confirmed on a first-come basis.

Tours at both the Oceana Naval Air Station site and the nearby Little Creek Naval Amphibious Base site will be held on June 17, 1998. Tour Group #1 will begin at 8:00 a.m. and first tour Oceana Naval Air Station, break for lunch, and then tour Little Creek Naval Amphibious Base in the afternoon. Tour Group #2 will begin at 8:00 a.m. and first tour Little Creek Naval Amphibious Base, break for lunch, and then tour Oceana Naval Air Station in the afternoon. It is anticipated that the tours will be completed by about 4:30 p.m. Tour site directions and addresses are shown below.

Tour Group #1

Oceana Naval Air Station
Virginia Beach, Virginia

Afternoon:

Little Creek Naval Amphibious Base
Virginia Beach, Virginia

Directions for Tour Group #1 to Oceana Naval Air Station:

From Norfolk International Airport:

Turn left onto Azalea Garden Road.
Go approx. 1.5 miles to I-64.
Take I-64 East approx. 3-4 miles to VA Beach-Norfolk Expressway (Rt 44) East.
Go approx. 9-10 miles and take First Colonial Rd. (Rt 408) South exit.

Go 1/4 mile and turn left (east) on VA Beach Blvd (Rt 13).
Go 3/4 mile and turn right on Oceana Blvd.
Go approx. 5 miles and turn right on Princess Anne Road into NAS Oceana.
Go to main gate and get 24-hour parking pass from base security.
Continue on Princess Anne Road.
Turn left at static display of airplanes ("G" Avenue).
Take first left into parking lot for Bldg. 480 Officer's Club.
In parking lot, assemble at tour bus (in the event rain, proceed to board bus).

TourGroup #2

Morning:

Little Creek Naval Amphibious Base
Virginia Beach, Virginia

Afternoon:

Oceana Naval Air Station
Virginia Beach, Virginia

Directions for Tour Group #2 to Little Creek Naval Amphibious Base:

From Norfolk International Airport:

Turn left onto Azalea Garden Road.
Go approx. 1 mile to Military Highway.
Turn left onto Military Highway.
Proceed on Military Hwy to second traffic light (major intersection), turn left at Northampton Blvd.
Go 2 miles and turn left at Diamond Springs Road (166).
Proceed on Diamond Springs until intersection with Shore Drive.
Go across Shore Drive/Diamond Springs intersection.
Turn right onto Amphibious Drive.
Take third left into parking lot for Bldg. NAB 750.
If you pass the storage tanks or Murray Road intersection, you have gone too far.
In parking lot, assemble at tour bus (in the event rain, proceed to board bus).

National Geothermal Heat Pump IDIQ Tour Request Form

Instructions:

- Indicate Tour #1 or #2 preference.
2. Provide company name, address, contact name, phone number, fax number, and e-mail address
3. Select tour team (maximum of 3 people). Provide full name, SSN, and date of birth for each attendee.
4. Fax completed request form to: Robert Baugh US DOE Oak Ridge National Laboratory, phone 423-574-7639, beeper 423-873-7809, fax 423-576-2893 (email qrb@ornl.gov)

MARK TOUR PREFERENCE BELOW (you will be notified of your assignment):

_____Tour Group #1, beginning at Oceana Naval Air Station, June 17, 1998

_____Tour Group #2, beginning at Little Creek Naval Amphibious Base, June 17, 1998

Company Information

Company Name _____

Company Address _____

_____

Contact Name _____

Contact Phone Number _____

Contact Fax Number _____

Contact Email Address (if available) _____

Tour Group

_____	_____-___-_____	___-___-____
Name (first, middle, last)	Social security #	Birthdate (mo/dy/yr)
_____	_____-___-_____	___-___-____
Name (first, middle, last)	Social security #	Birthdate (mo/dy/yr)
_____	_____-___-_____	___-___-____
Name (first, middle, last)	Social security #	Birthdate (mo/dy/yr)

DE-RP05-98OR22587

ATTACHMENT E
INTENTION TO PROPOSE
FORM

ATTACHMENT E -- INTENTION TO PROPOSE

SOLICITATION NUMBER: DE-RP05-98OR22587

WE _____ DO INTEND TO SUBMIT A PROPOSAL OR BID.

_____

_____

_____

AUTHORIZED SIGNATURE:_____

TYPED OR PRINTED NAME AND TITLE:_____

DATE:_____

NAME AND ADDRESS OF FIRM OR ORGANIZATION (Including Zip Code)
(Please include internet address so that you can received amendments)

_____

_____

_____

NOTE: Unless otherwise stated in the solicitation, no other solicitation material should be returned if you do not intend to submit a bid/proposal.

MAIL TO: Angela Carroll Hart
Attn: DE-RP05-98OR22587
U.S. DOE-Oak Ridge Operations Office
P.O. Box 2001
Oak Ridge, TN 37831
FAX: (423)-241-2549
Email: Hartap@oro.doe.gov

ATTACHMENT F
PAST PERFORMANCE INFORMATION FORM

SAMPLE Client Authorization Letter (optional)

Dear "Client":

We are currently responding to the Department of Energy RFP number DE-RP05-98OR22587 for the procurement of energy savings services. They are placing increased emphasis in their procurements on past performance as a source selection factor. They are requiring that clients of entities responding to their solicitations be identified and their participation in the evaluation process be requested. Therefore, you are requested to complete the attached Past Performance Questionnaire to provide information on the work we have performed and submit it directly to Angela Carroll Hart, USDOE-ORO, P. O. Box 2001, Oak Ridge, TN, 37830.

Your cooperation is appreciated. Any questions may be directed to: _____.

Sincerely,

PAST PERFORMANCE QUESTIONNAIRE - ATTACHMENT F

I. CONTRACT IDENTIFICATION

1. Contractor (Company/Division) (Company being evaluated):
ADDRESS:_____

2. Contract Number:

3. Brief Description of Requirement (Energy conservation project/facility energy management services):

4. Contract Type:

5. Period of Performance (Basic and any options):

6. Unusual Contract Features or Conditions:

7. Award Information:

   a. Competitive Award __ Yes __ No

   b. Basis for Selection (i.e. 1) Tech Acceptable/lowest reasonable cost/price, 2) Best value - specify relative order of importance of evaluation criteria, 3) technical, 4) cost or price, 5) other):

This form contains Source Selection Information when completed. See FAR 3.104.

8. Contract Revisions:

Were there any requirement de-scopes, partial terminations, major waivers/deviations, or other important changes to the contract terms and conditions? Why did they occur? Were any due to poor contractor performance? What were the adverse impacts to program goals?

_____

9. Contract Value:

	Initial Amount	Current Amount*
Estimated Savings	$_____	$
Contractor Payments	$_____	$
Guaranteed Savings	$_____	$
Value	$_____	$

* Should reflect any contract value increases/decreases since initial contract award

II. PAST PERFORMANCE EVALUATION

Please rate the contractor as "Outstanding" (O), "Good" (G), "Adequate" (A), "Poor" (P), "Unacceptable" (U), or "Not Applicable" (N/A) in the following areas. Please give a short narrative as to why you chose the adjective you did, especially for those areas which are other than "adequate".

A. QUALITY OF PRODUCT OR SERVICES

1. Overall performance in design, implementation and maintaining energy conservation projects.

   Rating_____Comment_____

2. Quality control, workmanship, and conformance to specifications.

   Rating____ Comment _____

3. Content and accuracy of technical, business, cost and/or other reports.

   Rating_____Comment_____

4. Compliance with contract terms and conditions.

   Rating_____ Comment:_____

5. Overall safety and health performance and conformance to safety standards.

   Rating____ Comment _____

B. TIMELINESS OF PERFORMANCE

1. Development, implementation and adherence to work schedules.

   Rating_____ Comment:_____

2. Timely completion of deliverables.

   Rating_____ Comment:_____

3. Timeliness of technical, business, cost and/or other reports.

   Rating_____ Comment:_____

C. COST CONTROL

1. Adherence to cost savings targets.

   Rating_____ Comment:_____

2. Accurately estimated and managed project cost effectiveness.

   Rating_____ Comment:_____

3. Price

   If there was any change in the contractor payments or savings to the Government that was the Contractor's fault, please explain the reasons why. Could it have been avoided?

   Rating_____ Comment:_____

4. Were there any contract revisions that impacted the contract value adversely, and what were they due to?

   Rating_____ Comment:_____

5. Change proposals submitted were reasonably priced and contained all appropriate supporting documentation.

   Rating_____ Comment:_____

6. Total amount of contract value increases:

   a. Changes made by your organization $

   b. Changes due to contractor $

   c. Increases in contract scope $

   d. Other causes (please explain)

D. BUSINESS PRACTICES

1. Please comment on the strong and weak points of the contractor's performance and management of the energy conservation project.

2. Contractor's skills in efficiently and effectively allocating and directing personnel and resources.

   Rating_____ Comment:_____

3. Contractor's ability in developing and managing subcontracts and consulting agreements.

   Rating_____ Comment:_____

4. Contractor's effective use of small/small disadvantaged business subcontracting.

   Rating_____ Comment:_____

5. Contractor's reasonable and cooperative behavior, flexibility, as well as their responsiveness to inquiries from your organization's technical and contract representatives.

   Rating_____ Comment:_____

6. Contractor conducts project in businesslike manner and willingness to cooperate with government personnel and other contractors.

   Rating_____Comment:_____

7. Ability to finance energy conservation projects.

   Rating_____Comment:_____

E. CUSTOMER SATISFACTION

1. Please comment on the overall satisfaction of your organization's technical monitors with contractor performance.

III. RESPONDENT INFORMATION

A. Name of evaluator(s):

B. Position title:

C. Organization name and mailing address:

D. Telephone number:

E. Facsimile number:

F. Your role in the program/contract:

G. Length of involvement in this program/contract:

H. Date questionnaire completed: