# REVISED - Request for proposal

August 9, 2021

Proposals for the Efficiency Works Residential Energy Advisor, Specification Number HQ21-1834 (“Project”) will be received by Platte River Power Authority, hereinafter called Platte River, electronically at [ContractAdmin@prpa.org](mailto:ContractAdmin@prpa.org), until 3:00 p.m., MST, Thursday, September 9, 2021 (Proposal Submission Deadline).

Platte River and its owner municipalities of Estes Park Light & Power, Fort Collins Utilities, Longmont Power & Communications, and Loveland Water and Power, seeks a consultant to provide energy advising services to support the assessment and retrofit program.

Proposals will be considered only from those Bidders who have submitted their qualifications, in accordance with Platte River prequalification form requirements, and have been approved on the basis of their submitted qualifications prior to issuance of the Bid Specifications and Documents. Prequalification forms are available from Platte River and can be obtained from Platte River's website at <https://www.prpa.org/financial-information/contract-administration/>. Completed Prequalification forms must be received by Platte River electronically at [ContractAdmin@prpa.org](mailto:ContractAdmin@prpa.org), no later than 11:00 a.m., MST, Monday, July 19, 2021.

The Bid Specification and Documents will be ready on or about Thursday, August 12, 2021. Platte River will disseminate these materials to pre-qualified Bidders. It is the responsibility of each pre-qualified Bidder to ensure that they have received the Bid materials. In order to be considered as a potential provider for these Services, a pre-qualified Bidder must submit one electronic copy of its Proposal to [ContractAdmin@prpa.org](mailto:ContractAdmin@prpa.org). It is the Bidder’s responsibility to ensure that its electronic Proposal is received.

In order to have its Proposal considered, pre-qualified Bidders are *required* to participate in a virtual pre-proposal meeting to be held at 10:00 a.m., MST, Thursday, August 19, 2021. These pre-bid meetings are designed to improve the pre-qualified Bidder’s understanding of the Project scope and answer questions relating to the Project.

All Bidders are encouraged to submit questions relating to the project by 3:00 p.m., MST, Thursday, August 26, 2021, to [ContractAdmin@prpa.org](mailto:ContractAdmin@prpa.org). Responses to questions received will be sent electronically to all Bidders on or about, Thursday, September 2, 2021.

The Proposal and Agreement shall be conditioned upon compliance with all provisions of the Proposal documents. No Proposal may be altered, withdrawn or resubmitted within ninety (90) working days after the date set for the opening of Proposals.

Platte River will evaluate Proposals. Upon such initial evaluation, Platte River will invite a short list of bidders for interviews to demonstrate their unique qualifications and the functionality of any systems they intend to use in order to provide technical services to Platte River. The interviews will be held the week of September 27, 2021.

Platte River reserves the right, in its sole judgement, to accept the Proposal(s) that is the lowest, most responsive, and responsible; to reject any and all Proposals, and to accept or reject any irregularities and informalities in any Proposal(s) that is submitted. Proposals received after the Proposal Submission Deadline will be returned unread.

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| Summary | Date and Time |
| Prequalification forms due | Monday, July 19, 2021 at 11:00 a.m. |
| Bid Specifications and Documents sent to pre-qualified Bidders | On or about Thursday, August 12, 2021 |
| Pre-proposal meeting (required) | Thursday, August 19, 2021 at 10:00 a.m. |
| Deadline for Questions to Platte River | Thursday, August 26, 2021 at 3:00 p.m. |
| Response to Questions sent to participating, pre-qualified Bidders | On or about Thursday, September 2, 2021 |
| Proposals Submission Deadline | Thursday, September 9, 2021 at 3:00 p.m. |
| Interviews | Week of September 27, 2021 |

For additional information, please contact Contract Administration, at ContractAdmin@prpa.org.

PLATTE RIVER POWER AUTHORITY

Contract Administration