

[COMPANY LOGO]

[FACILITY NAME]

REQUEST FOR PROPOSAL  
ANALYTICS AND FAULT DETECTION & DIAGNOSTICS  
(AFDD) SOLUTION

[PROJECT NAME]

[PROJECT NUMBER]

Request for Proposal (RFP) for an Analytics and Fault Detection & Diagnostics (AFDD) Solution

**[Company Name]**

**[Address]**

**[City, State, Zip Code]**

**[Phone Number]**

**[Email Address]**

**[Date]**

**To: [Prospective Bidders/Integrators]**

Subject: Request for Proposal (RFP) – Analytics and Fault Detection & Diagnostics (AFDD) Solution

## **1. Introduction**

### 1.1 Background

**[COMPANY NAME]** hereinafter referred to as “the Company”, is seeking proposals from qualified and licensed Professional Engineering Firms to provide an Analytics and Fault Detection & Diagnostics (AFDD) solution for our [portfolio, facility, facilities, etc.].

**[COMPANY NAME]** delivers a full range of **[SERVICES PROVIDED]**. Our workforce is comprised of a diverse and robust group of individuals ranging from full-time to part-time employees **[TEAM INFORMATION]**. Our team is committed to **[MISSION STATEMENT]**

### 1.2 Objective

The primary objective of this Request for Proposal (RFP) is to identify an Engineering Firm, hereinafter referred to as “the Firm”, capable of designing and delivering an advanced AFDD solution that will enhance the safety, performance, reliability, and efficiency of our facility’s systems. The selected Engineer will be responsible for the design, procurement, integration, training, and ongoing maintenance of the AFDD system.

### 1.3 Scope of Work

The Scope of Work includes but is not limited to:

- Design, development, and integration of the AFDD system tailored to our specific facility needs
- Integration with ALL our existing Building Automation Systems (BAS), utility meters, and all other desired data sources

- Must be BAS manufacturer agnostic
- Provide real-time monitoring of equipment and systems for faults, anomalies, and performance deviations
- Data analysis and recommendations for Energy Conservation Measures (ECM) and Capital Planning
- Create energy benchmarks and baselines
- Automated fault detection, diagnostics, and dynamic reporting
- Predictive analytics and rules to anticipate and prevent equipment failures
- Provide a user-friendly dashboard/interface for facility operators and maintenance personnel
- Prioritize data protection and system security
- Training of our Staff in using and maintaining the AFDD system
- Ongoing technical support and maintenance services
- Compliance with all relevant codes and industry accepted standards and regulations
- **[LIST EXISTING SYSTEMS]**
- **[LIST SPECIFIC TECHNICAL REQUIREMENTS]**
- **[LIST SPECIFIC FUNCTIONAL REQUIREMENTS]**
- **[LIST SPECIFIC SYSTEM INTEGRATION INFORMATION]**
- **[LIST SPECIFIC DATA HANDLING AND SECURITY PROTOCOLS TO CONSIDER]**

**2. Proposal Submission**

2.1 Deadline for Submission: All proposal must be submitted electronically to **[CONTACT EMAIL ADDRESS]** no later than **[SUBMISSION DEADLINE]** at **[TIME/EST]**. Late proposals will not be considered.

2.2 Key RFP Dates

RFP Issued	Month Date, Year	Time (EST)
Deadline for Submitted Questions	Month Date, Year	Time (EST)
Proposal Question Responses Emailed	Month Date, Year	Time (EST)
<b>Proposal Due Date</b>	<b>Month Date, Year</b>	<b>Time (EST)</b>
Virtual Interviews	Month Date, Year	Time (EST)
Final Selection	Month Date, Year	Time (EST)
Target Award Date	Month Date, Year	Time (EST)

Anticipated Contract Completion	Month Date, Year	Time (EST)
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### 2.3 Submission Requirements

Proposal Format: The subject line of your email should read “AFDD Proposal – [Submitting Company Name]”. Please format your proposal in accordance with the following guidelines as a PDF:

1. **Cover Letter:** A brief introduction to your Company and its qualifications. Provide a brief summary that describes and highlights the Firm’s AFDD experience, qualifications, and particular expertise for this engagement. Include present ownership and key management individuals. Where sub-consultants are proposed, provide information, and allow for appropriate evaluation of their history. Include other pertinent information that supports your proposal and your intent to bid on this project.
2. **Technical Specifications:** Detailed information about your proposed AFDD solution, including approach, specifications, features, and how it aligns with the unique project requirements. Include hardware and software requirements.
3. **Fee Proposal:** A breakdown of all costs associated with the AFDD solution, including engineering labor, integration labor, software licensing, training, ongoing maintenance, Monitoring-Based Commissioning (MBCx) services, and potential Return on Investment (ROI) analysis. Include anticipated reimbursable expenses.
4. **Firm’s Qualifications:** Information about your Company’s experience in delivering AFDD solutions and any relevant certifications.
  - a. Engineering firm must have a minimum of (1) Professional Engineer (PE), licensed in the project State, on the project Team
  - b. Provide project profiles for a maximum of five (5) similar type of projects. Project profiles are to have been completed in the past five (5) years.
5. **References:** Contact information for at least five (5) references who can speak to your Company’s previous AFDD solution deployments
6. **Add Services:** Identify any additional services you feel may be required to complete the proposed scope of work, but not requested in this RFP.
7. **Page Limit:** The length should be limited to ## single-sided pages, excluding individual team resumes.

## 3. Project Details

### 3.1 Project Overview

The Company’s facility(s) located at **[FACILITY NAMES & LOCATIONS]** consists of **[DESCRIPTION OF FACILITY SYSTEMS]**. The AFDD solution is critical for maintaining occupant comfort and safety, driving efficient operations, reducing energy consumption, and preventing costly equipment

repairs and downtime. The AFDD solution is also crucial in providing real-time data for the Company Leadership Team in their goal of providing accurate and actionable capital planning across the Organization.

### 3.2 Requirements

The AFDD solution should meet the following key requirements:

- Monitor and analyze HVAC systems, lighting, electrical systems, utilities, and other critical systems desired by the Company
- Integration with ALL our existing Building Automation Systems (BAS), utility meters, and all other desired data sources
- Must be BAS manufacturer agnostic
- Provide real-time monitoring of equipment and systems for faults, anomalies, and performance deviations
- Data analysis and recommendations for Energy Conservation Measures (ECM) and Capital Planning
- Create energy benchmarks and baselines
- Automated fault detection, diagnostics, and dynamic reporting
- Predictive analytics and rules for equipment maintenance and optimization
- Provide a user-friendly dashboard/interface for facility operators and maintenance personnel
  - Include up to (5) custom Key Performance Indicators (KPI) per the Company's request
- Prioritize data protection and system security
- Future-Proof Scalability to accommodate future expansion and additional data sources
- Training of our Staff in using and maintaining the AFDD system
- Ongoing technical support and maintenance services
- Compliance with all relevant codes and industry accepted standards and regulations

## 4. Engineering Firm Qualifications

Engineers submitting proposals should have:

- Proven experience in delivering AFDD solutions in similar facilities
- A track record of at least (5) successful project implementations (references required)
- Qualified personnel with expertise in AFDD technology and MBCx services
  - Project Team MUST include a minimum:
    - (1) Professional Engineer (PE) licensed in the Project State
    - (1) Lead Systems Integrator
- All necessary licenses and certifications, and compliance with accepted industry standards

- Financial stability to support ongoing MBCx, maintenance, and support

## 5. Evaluation Criteria

The evaluation of proposals and selection of successful proposal will be based on the information provided by the Firm, including without limitation responses to the Firm's qualifications. Consideration may also be given to any additional information helpful to the Company. We are not bound to accept the lowest priced proposal if it's not the most advantageous to the project as determined solely by the Company.

Completeness of Proposal: Any proposal that does not contain each element described in this RFP, fully completed, initialed, or executed, as appropriate, may be considered incomplete and not considered further.

Proposals will be evaluated based on the following criteria:

### 5.1 Technical Requirements

- Suitability of the proposed AFDD solution
- BAS agnostic
- Alignment with the specific and unique project requirements
- Engineering and integration capabilities
- Dashboard/User Interface functionality
- Dynamic Reporting capabilities
- Future-Proofing and scalability

### 5.2 Cost

- Cost-effectiveness of the proposed solution
- ROI analysis
- Transparency of pricing
- Value for the investment

### 5.3 Engineer Experience

- Experience with similar projects
- Qualifications and certifications
- References and Company feedback

### 5.4 References

- Quality of the references provided

- Relevance of previous projects to this RFP

## 6. Selection Process

The Company intends to award this contract to the Firm submitting the best overall proposal based on an evaluation of all qualified proposal responses. Enhancements to the minimum requirements will be considered. The Firm bears sole responsibility for the items included or not included in the response submitted. Exceptions to the terms and specifications contained within this request may result in disqualification.

**Quality Precedes Price:** The Company is dedicated to prioritizing quality and expertise in the selection process. We believe the right partner, one with a proven track record, deep industry knowledge, and a commitment to excellence, is paramount to the success of this project. Therefore, in our evaluation process, we will first focus on assessing qualifications, experience, and capabilities first. Only after a thorough evaluation of these factors will we proceed to discuss pricing. Our goal is to ensure the selected Firm aligns with our overarching goals, standards, and mission for this project.

Quality of service, pricing, products, acceptance of Company's Contract Requirements, Supplier Diversity and other terms of purchase will be an integral part of the decision selection process.

The evaluation criteria to be used includes the following:

- The experience and qualifications of the proposed team members, including any subcontracted firms (key attribute: expertise);
- Approach to the delivery of the program (key attributes: expertise, innovation, communication, and leadership);
- Demonstration of successfully working with and meeting the needs of authorities having jurisdiction (key attributes: expertise);
- References for similar engagements for the team leader; for the prime and subcontractors (key attribute: all);
- Ability to establish a successful working relationship with the established project team members and other stakeholders (key attributes: all);
- Supplier diversity percentage of fee proposal;
- Competitive Professional services fee.

The selection process will involve the following stages:

- Proposal submission and evaluation
- Short-listing of qualified vendors
- Interviews and presentations
- Final selection and contract negotiation

Interviews may be held for the short-listed firms, at the Company's discretion. Key team personnel must attend and contribute at the interview. Interview details will be forwarded to the short-listed firms.

It is the Firm's responsibility to verify any information and obtain any clarifications prior to submitting the response. The Company is not liable for any errors or misinterpretations made by the Firm in response to this solicitation.

## **7. Terms and Conditions**

The selected Engineer will be expected to adhere to the Terms and Conditions outlined in the final contract. The Company reserves the right to reject any or all proposals, negotiate modifications to proposals, and to cancel this RFP if it is in the best interest of the Company.

## **8. Submission Requirements**

All bid responses, proposals, and communications required during the RFP process must be directed to:

- **[Contact Name]**
- **[Contact Title]**
- **[Contact Phone Number]**
- **[Contact Email Address]**

**All responses received are deemed confidential in nature and should be submitted [ONLINE/EMAIL/OTHER] only. Failure to adhere to these requirements may result in the Firm not being considered.**

## **9. Confidentiality**

All information provided in response to this RFP is considered confidential and should not be disclosed to third parties without the Company's written consent.

We appreciate your interest in partnering with us for this important initiative focused on AFDD solutions. We look forward to receiving your proposal and potentially working together to enhance our building systems' efficiency and performance.