

ENERGY CERTIFICATES

TERMS OF REFERENCE

BOSNIA AND HERZEGOVINA / REPUBLIKA SRPSKA
ENERGY EFFICIENCY PROJECT ADDITIONAL FUNDING
P143580-BA-BEEP-8906BA- RFP-CQ-22-117-RS

1. BACKGROUND

Bosnia and Herzegovina is the Borrower, and Republic of Srpska, through a subsidiary agreement with the Borrower, has received financing from the World Bank toward the cost of the Energy Efficiency Project - Additional Funding (BEEP AF).

The project development objective is to demonstrate the benefits of energy efficiency improvements in public sector buildings and support the development of scalable energy efficiency financing models.

The objective of the Energy Efficiency Project's corresponds to the goals underlined in the Law on Physical Planning and Construction of Republic of Srpska („Republic of Srpska Official Gazette“, editions 40/13, 106/15, 3/16 and 84/19) and the Law on Energy Efficiency of Republic of Srpska („Republic of Srpska Official Gazette“, edition 59/13).

The objective of the Energy Efficiency Project - Additional Financing BEEP AF will support energy efficiency investments (“subprojects”) in schools, hospitals and clinic centers. A small number of other public facilities (e.g., elderly homes, orphanages, other administrative buildings) may also be included. The project will finance energy efficiency upgrades/renovations of buildings, as well as related technical consultancy services (e.g., energy audits, technical and social monitoring and evaluation, technical designs, supervision and subproject commissioning). The selection and implementation of subprojects will be conducted in three annual batches. It is estimated that up to 35 public buildings will be renovated in the Republic of Srpska within 4 years of project implementation.

These investments will reduce the energy consumption of selected public buildings, and demonstrate the economic viability of energy efficiency improvements, including reduced recurring energy costs and associated public expenditures. In addition, the subprojects will generate demonstrable co-benefits, such as reduced CO₂ emissions and improved indoor comfort levels (e.g., improved indoor temperature, better lighting and indoor air quality). The results indicators to measure the implementation progress of BEEP AF include: lifetime energy savings, lifetime fuel savings, greenhouse gas savings, increase in end-user satisfaction, number of buildings with EU-compliant energy certification, number of municipal energy managers trained, number of subprojects commissioned, and direct project beneficiaries.

The Project Implementation Unit (PIU) within the Ministry of Spatial Planning, Construction and Ecology of Republic of Srpska will be responsible for preparation, coordination, management and implementation of the project, including procurement, contracting, and payments of all goods, works and services related to the project.

These Terms of Reference (ToR) define nature and detailed scope of an assignment to prepare the technical documentation for energy passport for retrofitted buildings and provide support in the process for issuance of the passports.

2. DESCRIPTION AND SCOPE OF SERVICES

2.1 SCOPE OF SERVICES

For the issuance of energy passports/labeling for all buildings by relevant authority for retrofitted buildings in 2020, 2021 and 2022, the PIU on behalf of the Ministry of Spatial Planning, Construction and Ecology of Republika Srpska ('the Client') intends to hire a Consultant Company ('the Consultant') who will perform all the services described below.

The Consultant prepare the technical documentation and related energy audits required for the issuance of energy passports/labeling for eleven (11) buildings retrofitted under BEEP AF and provide additional support during the process of issuance of such passports by relevant authority (e.g. submission of full documentation, clarifications required and any revisions required to the technical documentation). This will be done in accordance with the provisions of the following rulebooks: 1) Regulation on Performance of Energy Audits in Buildings and Issuance of Energy Certificates of Buildings, 2) Regulation on Minimum Requirements of Energy Performance of Buildings and 3) Regulation on Methodology for Calculation of Energy Performance of Buildings published in Republika Srpska Official Gazette 30/15. The company and responsible engineer are expected to have all the necessary licenses/certifications for performing this task.

List of buildings are provided in Annex 1 of the ToR. Buildings are given in two groups (Group A and Group B), showing that retrofitting of buildings are finished (Group A), and buildings which retrofitting will be done within during the contract for this scope of services (Group B).

Note: In accordance with Law, Energy audit for the purpose of issuing energy passports/labelling cannot be performed by the same consultant who performed development of the design, revision of the design, and construction and supervision services for that building.

Output: The main outputs include: All necessary documentation in accordance with the Law of Republika Srpska and regulations of Republika Srpska for the purposes of issuing energy passports/labelling.

In addition, the consultant will provide additional information for each facility according to a pre-submitted form by Ministry.

3. DELIVERABLES

For all buildings the consultant is required to deliver:

1. An Inception Report for the assignment, including list of activities and related approach for implementing the activity, and time schedule with start and completion dates for all activities, seven (7) days after signing of Contract.

For each building the consultant is required to deliver:

1. The activity plan of energy audit required for the issuance of energy passports in accordance with Law, two (2) days after the request from the Client.

2. The Draft report of energy audit, fourteen (14) days after the request from the Client.
3. Final report of energy audit, seven (7) days after acceptance of the Draft report by Client.

NOTE: It is possible that Consultant will have to perform energy audits for several buildings at the same time, for (4) buildings maximum. The Consultant must provide sufficient number of experts in order to avoid delays.

Authorized legal person who will performed the energy audit report, submits the reports to the Environmental Protection and Energy Efficiency Fund of the Republika Srpska, and requests issuing of energy certificate using the Form. The Consultant will submit the obtained energy certificate to the Client.

4. QUALIFICATIONS OF THE FIRM AND KEY SPECIALISTS/INDIVIDUALS

The Consultant should be qualified in all areas required for this assignment, including performance of energy audits for public buildings for the purposes of issuing energy passports/labelling. Interested companies must provide information indicating that they are qualified to perform the services by providing a reference list of similar assignments in the last five (5) years. The reference list should contain information about the clients, assignment descriptions, value of the contracts and period of performance, etc.

The Consultant must propose a team capable of successfully carrying out all aspects of the ToR. The Consultant shall demonstrate his capability to mobilize enough skilled staff for carrying out the project activities within the allocated period of time including sufficient capacity to perform tasks in parallel for different sites at the same time. For this purpose, the Consultant is expected to include as part of the technical proposal a detailed work schedule and activity timeline, including allocation of number of staff, man hours, availability as well as their qualifications and experiences, including Curriculum Vitae of the proposed key team members (CVs will be evaluated by the Client and could be subject to scrutiny).

The key team will require expertise in the following areas: energy efficiency, including energy auditing; boilers, heating substations, pipe networks, water treatment, automation and controls; building envelope retrofitting such as walls, roofs and basements thermal insulation and windows replacement; public buildings HVAC; technical monitoring and evaluation; environmental analysis; financial and economic analysis. In general, the team staff should have university level degree and at least 5 years' experience in respective fields.

The selected firm and individual experts would need to possess necessary professional licenses for the purpose of issuing energy passports/labelling for the retrofitted buildings for which a building permit is issued by the Ministry of Spatial planning, Construction and Ecology (Republika Srpska Official Gazette, edition 30/15).

Note: Several buildings did not require the outcome of a construction permit.

Key personnel are expected to include:

At least one (1) graduate civil/architect engineer / master equivalent (university degree): Team leader with at least seven (7) years of experience in relevant field, including energy efficient retrofits of buildings envelopes (e.g. thermal insulation of roof, walls and basements, window replacements, etc.), related technical design documentation and works performance; with minimum 3 years of project management experience.

- At least one (1) graduate civil/architect engineer / master equivalent (university degree) with at least five (5) years of experience in relevant field, including energy efficient retrofits of buildings envelopes (e.g. thermal insulation of roof, walls and basements, window replacements, etc.), related technical design documentation and works performance;
- At least one (1) graduate mechanical engineer / master equivalent (university degree); minimum five (5) years of relevant experience, including in energy efficient retrofits of heating, cooling and hot water systems in building, reconstruction of boilers houses, etc. and related technical design documentation.
- At least one (1) university graduate electrical engineer (university degree); minimum five (5) years of relevant experience, including in energy efficient retrofits of lighting, heating and cooling system, solar systems for hot water in buildings, etc. and related technical design documentation;

Interested Consultants cannot include additional non-key or any other staff.

5. SUPPORT FROM THE CLIENT

Contact information and project documentation for each building, and other documentation needed in accordance with Law regarding to supervisory statement

6. TYPE OF REMUNERATION

The Consultant will submit its technical and financial proposals for tasks described in paragraph 2.1 for thirty-two (32) public buildings.

Tasks will be based on lump-sum remuneration inclusive of all expenses. The contract form will be prepared on the basis of Lump sum payments.

In accordance with the above, payment will be made as follows:

- 80 % after submitting the Energy audit report to the fund and submitting a copy to MSPCE
- 20 % after submitting certificate to the end user and submitting a copy to MSPCE

Note: The Client reserves the right to cancel the energy audit performance for some buildings. In that case, the Consultant will not be paid for that building.

ANNEX 1 of ToR

List of buildings:

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| | | | |
| 1 | Banja Luka | Elementary school "Branko Copić" | 2,160.00 |
| 2 | Gradiška | Hospital "Gradiška" | 6,720.00 |
| 3 | Srbac | Secondary school "Petar Kočić" | 3,180.00 |
| 4 | Kalinovik | Elementary school "Ljutica Bogdan" | 1,925.00 |
| 5 | Tjentište, Foča | National Park "Sutjeska" | 1,120.00 |
| 6 | Berkovići | Health Center "Dr Milenko Muratović" | 355 |
| 7 | Derventa | Secondary technical school | 5,034.00 |
| 8 | Prijedor | Psychiatry, Building A, Hospital "Dr. Mladen Stojanović" | 1,190.00 |
| 9 | Ribnik | Primary School "Desanka Maksimović" | 1,560.00 |
| 10 | Kakmuž, Petrovo | Elementary school "Sveti Sava" | 1,415.00 |
| 11 | Kozarska Dubica | Special Hospital for Physical Medicine and Rehabilitation "Mlječanica" | 1,830.00 |