



Request for Proposals for:

**BayREN Multifamily Energy Efficiency and Financing
Technical Assistance**

Release Date: July 31, 2018

Proposals Due: August 31, 2018

StopWaste Energy Council is seeking proposals from individuals or firms with expertise in multifamily energy efficiency and financing technical assistance.

About the Agency

StopWaste is a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Our member agencies include the 15 city and county governments in Alameda County. Since 2001 the Agency has designed and led market transformation programs in the built environment, promoting the more efficient use of limited natural resources and more sustainable business models. We have engaged building and real estate industry stakeholders through education, labeling, incentives and policy. We work in collaboration with regional partners, so that the impact of our work is scalable. This includes the Bay Area Regional Energy Network described below and which is the source of funding for the tasks described in this RFP.

About the Program

StopWaste represents Alameda County jurisdictions within the nine-county collaboration known as the Bay Area Regional Energy Network, or “BayREN.” BayREN draws on the experience and expertise of Bay Area local governments to design and implement effective energy savings programs www.BayREN.org. BayREN is funded by California utility ratepayers (“Ratepayers”) under the auspices of the California Public Utilities Commission (CPUC), as well as through grants and funding from member agencies, other state and federal agencies, and foundations. One of only two Regional Energy Networks in the state, BayREN represents 20% of the state’s population.

StopWaste is the lead implementer for the BayREN multifamily programs which include a multifamily rebate and technical assistance program (Bay Area Multifamily Building Enhancements, or “BAMBE”), and multifamily finance pilots (Bay Area Multifamily Capital Advance Program or “BAMCAP,” and the Lender Referral Service or “LRS”). The annual program budgets of the combination of multifamily programs is approximately \$7 million, most of which is incentives or financing capital.

The BayREN programs are closely coordinated with other Ratepayer funded programs in the Bay Area. In particular, **starting in 2019 it will allow PG&E Multifamily Upgrade Program participating raters** (“Participating Raters”) to develop project scopes for multifamily properties in the Bay Area that will be eligible for the BAMBE rebates. The technical services described below includes coordination with participating raters and quality assurance on rater referred projects.

BayREN offers a comprehensive suite of resources to facilitate multifamily property owner participation in energy efficiency retrofits. The integrated services are summarized below. This RFP seeks professional services to implement this scope.

- **Targeted Outreach:** Outreach is led by local governments and the Energy Council. Contractor will provide limited outreach support as directed by Energy Council staff.
- **Technical Assistance:** The technical assistance (TA) offers customized energy and water saving recommendations and facilitates participation in relevant incentive and other programs. It includes consultations, site visits, savings calculations, simple financial analysis and a recommendation report, as well as assistance throughout the upgrade and program participation process.

- **Quality Assurance / Quality Control:** For projects that apply for the program rebate, Contractor performs on-site QA for pre- and post-installation and at 50% completion as needed to verify the existing conditions, quantity/specifications of installed equipment, and combustion appliance safety.
- **Project Tracking, Reporting, and Regulatory Compliance:** Project participation will be tracked from initial inquiry through project completion in an energyOrbit database. As needed, adjustments will be made based on the findings on the appropriate level of complexity of data input for the energy savings estimates of bundled measures.
- **Multifamily Capital Advance (Co-Financing), Lender Referral Service Pilots, and Small Project Financing Product Design:** Through the Lender Referral Service, the contractor will help program participants interested in project financing understand the benefits of financing the out-of-pocket costs of their project, and provide assistance in selection of the most appropriate finance product(s). The contractor will also implement the Multifamily Capital Advance Program (BAMCAP), which lowers effective interest rate by up to 50% by providing up to 50% of the capital to the lender at 0% interest, and design a financing facility that would fund loans less than \$100,000 for qualified BAMBE projects
- **Continual Program Refinement:** The project data tracking should provide a robust dataset for analyzing and improving the understanding of multi-family upgrade measures and financing needs. Contractor will provide feedback and ideas for improving, refining, and evolving the BayREN multifamily offerings.

Description of Services

This RFP seeks professional services for implementation of technical components of the BayREN multifamily programs. The program design, overall program management and marketing aspects of the project will be implemented by local governments in the BayREN region, led by StopWaste. StopWaste seeks to select two firms as outlined below.

Energy Efficiency Technical Assistance:

Total annual budget for BAMBE technical consulting services is currently \$1,250,000, which is subject to modification based on program performance and other variables. In addition to the tasks outlined below, this budgeted amount includes all time and materials and overhead activities such as administration, coordination and EM&V activities.

The BAMBE technical assistance provider will be responsible for delivering completed multifamily upgrade projects representing at least 3,750 dwelling units across seven (7) Bay Area counties: Alameda, Contra Costa, Napa, San Mateo, Santa Clara, Solano, Sonoma. San Francisco properties are served by San Francisco Department of the Environment and Marin properties are served by MCE Clean Energy.

The BAMBE technical assistance provider will be prohibited from carrying out construction activities on projects served by the program.

A. Technical Assistance (approximately 25% of scope)

The consultant will serve **approximately 6,000 units** (or however many are required to yield 3,750 units of completed upgrades) with comprehensive technical assistance, provide measure recommendations and refer projects to appropriate programs & resources.

- 1. Recommend appropriate approach to energy upgrade:** The consultant will receive an inquiry from an interested participant and conduct information gathering via phone interviews and email exchanges. They will gather information on existing building conditions, energy system and metering configuration, ownership structure, tenant income qualifications, capital access, and participant interest. They will have a comprehensive knowledge of energy efficiency and distributed energy, and financing resources available to multifamily property owners in the Bay Area and help determine the appropriate approach for implementing energy efficiency upgrades at that property.
- 2. Analyze and recommend measures:** The consultant will utilize the Energy Pro Lite software to evaluate potential measures. They will input basic building data gathered from the participant into the tool and run scenarios for potential combinations of upgrade measures. They will present viable upgrade opportunities to the participant and discuss the costs and benefits of pursuing each one. The consultant will present a final scope of measures to the participant and work with the participant to confirm the scope to pursue and apply for the incentive.
- 3. Support property owner through BAMBE rebate process:** Facilitate Participant application and enrollment in incentive program, ensure compliance with program requirements upon application and completed installation.

For projects developed by PG&E participating raters, the consultant will review the submitted scope to ensure that it meets program requirements, review key modeling assumptions and take over program support from the point of referral.
- 4. Refer projects to various programs:** The consultant will assist the participants to navigate and connect to resources & programs in addition to the BayREN rebate program and financing offerings, but not limited to, PG&E incentives, MCE incentives, water utility incentives, green building certification, low-income housing funding for distributed energy resources, and energy efficiency financing.
- 5. Track Energy Performance:** The consultant will assist the participant in setting up an account in the AB 802 Building Benchmarking Portal and ENERGY STAR Portfolio Manager. The consultant will also use the output reports to inform approach and measure recommendations.

B. Site Surveyor (approximately 25% of scope)

In place of a costly up-front investment grade audit, Contractor will conduct a site survey to ensure that the recommended measures and assumptions around program compliance align with the building/site information reported by the property owner. The Site Surveyor will develop a report for each project as the basis to refine the selected measure details and which

can feed into any future more detailed investment grade audit. Conduct combustion appliance safety testing as appropriate.

C. Quality Assurance Provider (approximately 30% of scope)

To assure quality of the work performed by an open market of contractors, the BayREN Multifamily program includes 100% post-installation site visits for **approximately 3,750 units** to verify quantity, specifications and quality of installed work.

For projects that install measures that affect the air tightness of the building envelope or that install combustion appliances, the QA provider will conduct Combustion Appliance Safety testing.

- 1. Combustion Appliance Safety Testing:** Program participation requires compliance with health and safety requirements. The consultant will conduct combustion appliance safety testing and deliver recommendations as part of the program report. While conducting preliminary site visit, the consultant will complete combustion appliance safety testing on a sampling basis. At the post-installation site visit, the consultant will conduct combustion safety testing of any gas appliances that may have been affected by the work scope or failed the initial testing.
- 2. 100% QA on Rater projects:** For projects developed by PG&E participating raters, the consultant will complete post- installation quality assurance.

D. Program Design & Support (approximately 20% of scope)

The consultant will participate in general program implementation support, including the tasks below. They will contribute to the continual refinement and development of the BAMBE program and BayREN multifamily program elements.

- 1. Enrollment support:** Coordinate with StopWaste to deliver technical workshops to property owners and managers and follow-up on project leads generated through outreach activities.
- 2. IT tool development:** Continue to refine program technical tools, including EnergyPro Lite with Energy Soft and savings calculation spreadsheets.
- 3. Facilitate program participation of PG&E Multifamily Upgrade Program participating raters:** Curriculum development and delivery of the technical portion of PG&E MUP rater training, which will primarily consist of EnergyPro Lite instruction. Continuous evaluation of the user friendliness of the EnergyPro Lite tool, and recommendations for improvement.
- 4. Pilot new program elements:** As directed by Energy Council staff, contractor will pilot enhanced TA services. These pilots may include zero net energy (ZNE) plan development, financial analysis, TOU rate education and training for multifamily professionals.
- 5. EM&V:** Track project details in EnergyOrbit online database and support StopWaste and its consultants to compile responses to CPUC data requests. Collect requested project-level data (such as meter ID's) during site visits.

E. Additional Tasks

The BAMBE program is continuously evolving. The technical service provider may propose additional tasks that would advance BayREN's mission to serve the multifamily market in alignment with the approach described in its Business Plan available at www.caeccc.org.

Required Qualifications for Energy Efficiency Technical Assistance:

- Demonstrated experience providing comprehensive technical assistance, including advice and referrals for energy efficiency measures/programs and non-energy measures/programs.
- Demonstrated experience working with multiple energy efficiency programs and familiarity with programs in the Bay Area.
- Capacity of local existing in-house field staff to provide technical assistance and site surveys for up to 6,000 multifamily units and quality assurance site visits to at least 3,750 units.
- Expertise in California energy efficiency requirements, including Title-24 verification protocols and modeling software, as they apply to existing building additions, alterations and repairs.
- Certifications and training held by staff:
 - HERS II Multi-Family Rater or equivalent qualified professionals with supplemental software training.
 - Building Performance Institute's Building Analyst certification.
- Experience conducting on-site quality assurance including combustion appliance testing for a California Ratepayer funded program.
- Ability to calculate and present cost-benefit financial analysis of individual measures and packages of measures.
- Knowledge of CPUC EM&V protocols and requirements.
- Proven dedication to providing an excellent customer experience.
- Proven experience with program innovation.

Preferred Qualifications for Energy Efficiency Technical Assistance:

- Experience using ENERGY STAR Portfolio Manager for multifamily properties.
- Experience using energyOrbit (eO) Salesforce platform for project tracking.
- Experience using Energy Pro Lite.
- Qualified by BPI to provide professional training services in the topics of central HVAC and DHW systems. Experience delivering multifamily contractor trainings.
- Experience implementing non-ratepayer funded energy efficiency programs.
- Currently implementing complimentary programs that can be layered onto BAMBE.
- Investor Confidence Project – Investor Ready Energy Efficiency Certification.

Financing Technical Assistance:

Total budget for financing Technical Assistance and Marketing is \$200,000; which is subject to modification based on program performance and other variables

A. Lender Referral Service Provider

Contractor will engage potential lenders to participate in a concierge model, which matches BAMBE projects with existing financing products on the market. Lenders and products may include traditional capital leases, energy service agreements, on-bill repayment & financing, Property Assessed Clean Energy (PACE) financing, or other specialty products. Focus should be on products that have demonstrated appeal and uptake within the Bay Area multifamily market.

Contractor will advise on improvements to the existing concierge service model & infrastructure based on lender engagement, and past project outcomes. Modify the design so that it can operate independent of rebates in the future as markets mature over time. Advise on modifications to the BAMBE TA Energy Pro Lite modeling tool so that its outputs will facilitate energy efficiency project lending.

B. Bay Area Multifamily Capital Advance Program

Contractor will advise on program infrastructure, process and document modifications; facilitate recruitment and orientation of lenders and ongoing program administration; oversee loan origination practices of lenders; coordinate with BAMBE Technical Assistance as needed; and, oversee servicing with lenders (i.e., billing, payment processing, etc.).

C. Small Project Financing Product Design

Contractor will design a financing product that would fund loans less than \$100,000 for qualified BAMBE projects. Determine product requirements such as the amount of capital to allocate annually to this fund, credit review processes and underwriting criteria. Review options for capital sources including private sources, public programs, and energy efficiency program funds. Contractor will integrate the results of an impending potential study into program design components.

Required Qualifications for Financing Technical Assistance:

- Experience designing and administering multifamily financing programs and existing working relationships with multifamily lending institutions in California.
- Contractor will not act as a broker, but should be a licensed California broker, familiar with State laws.

Preferred Qualifications for Financing Technical Assistance:

- Investor Confidence Project – Quality Assurance Assessor.

Submittal Requirements

Applicants must submit the following information:

- A. A summary of the firm proposing to provide services. Identify primary contact and key personnel. Indicate whether you are applying for Energy Efficiency Technical Assistance or Financing Technical Assistance in the Description of Services section.
- B. A scope of work for the task(s) listed in the Description of Services, including a brief description of the work that would be completed and the approach that would be taken. This should include reference to any protocols or tools that the firm proposes to use.
- C. Detailed description of the required and preferred qualifications listed in the Description of Services that the firm meets, including reference to specific programs or projects.
 - a. Three client references that include client reference’s name, title, employer, email and phone number.
 - b. Examples of an energy efficiency report that best demonstrate the individual’s or firm’s expertise. Examples may include work previously performed for BayREN.
- D. Resumes of key personnel (**limit of 5**).
- E. Proposed fee schedule. This should include two components:
 - a. Professional hourly rate schedule for the primary contact, key personnel, and support staff that would bill to the contract.
 - b. Milestone or deliverables based fee schedule with not-to-exceed volume or budget for each task. Appendix B contains a sample template for presenting proposed fee structure for Energy Efficiency Technical Assistance applicants.

Unless specified in the submittals, the proposed fees will include any costs associated with complying with the insurance requirements as specified in Attachment A.

- F. Signed copy of the attached letter titled, “Required Contract Elements,” (Attachment A).

Application Deadline and Instructions

Release of RFP:	July 31, 2018
Deadline for questions: Send to miya@stopwaste.org	August 17, 2018, 5pm PDT
Proposals Due: Send to RFP@stopwaste.org	August 31, 2018, 5pm PDT
Short list Interviews:	September 18-20, 2018 (Tentative)
Notification of Selected Contractors:	September 26, 2018 (Tentative)

Submittal Format

The deadline for application submittal is **5:00 p.m., Friday, August 31, 2018**. Proposals received after 5:00 p.m. on August 31, 2018 will **not** be accepted.

Email submittals are preferred and should be sent to RFP@StopWaste.org with the subject line clearly marked "**BayREN Multifamily Technical Assistance RFP.**" Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please contact Angela Vivians at avivians@stopwaste.org.

All non-electronic materials and work samples are to be printed double-sided on 8-1/2" x 11" recycled content paper where applicable. Please do not submit plastic covers. Hard copies may be mailed or hand delivered to:

StopWaste
1537 Webster Street
Oakland, CA 94612
Attention: Angela Vivians

General Conditions

Contracts for services will be between the consultant and the Energy Council. All materials submitted become the property of Energy Council, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. Respondents bear all costs associated with responding to this RFQ, and Energy Council will provide no compensation for these costs.

Energy Council reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to award full or partial funding of any request, and/or to cancel all or part of this RFQ at any time prior to awards.

Questions

Questions may be submitted via email to Miya Kitahara at miya@stopwaste.org by August 17.

Interviews and Selection

The most qualified candidates will be invited to interview the week of September 17. Final selection will be based upon submitted materials and interviews. One firm will be selected for Energy Efficiency Technical Assistance and one firm selected for Financing Technical Assistance.

Attachments

Attachment A: Required Contract Elements

Attachment B: Sample Fee Proposal

Attachment A - Required Contract Elements

Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement (attached), which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall at least \$1,000,000.
- C. **Statutory workers' compensation and employer's liability insurance** as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

In addition, the individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority's professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

I have reviewed and will comply with the terms of the Authority's professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form.

I understand that failure to comply with any of these requirements will result in the Agency's refusal to enter into a contract for services with my firm.

Name: _____

Title: _____

Firm: _____

Signature: _____ Date: _____

Appendix B: Sample Fee Proposal for Energy Efficiency Technical Assistance

The template below is provided as a sample for displaying propose billing milestones fees and volume by units. Respondent may structure the milestones in other ways, including different measurements (e.g. properties instead of dwelling units), reorganization of tasks or creation of subtasks, and proposed volumes of each task needed in order to meet the program’s ultimate goal of 3,750 units in the 7 counties (excluding San Francisco and Marin).

Budget Template			
	\$ Per Unit	Annual Unit Goal	\$ Total
Task A. Technical Assistance			
Full TA process (no PG&E rater)		6,000	
Supplemental TA for PG&E rater projects		1,000	
Task B. Site Surveyor			
		5,000	
Task C. Quality Assurance			
QA on projects provided program TA		3,000	
QA on projects referred by PG&E rater		750	
Task D. Program Design and Support			
Task E. Additional Proposed Tasks			
E.1.			
E.2.			
E.3.			