

## **RFQ: Built Environment Technical Services for Energy & Materials**

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*Answers to questions received by 8/17/2018*

### **General Questions:**

- Q1: If selected, do you have any sense as to when consultants would begin receiving task work orders through the vendor list?
- A1: This depends on the category. See estimates below. Note that multiple vendors may be placed on a "Qualified" vendor list, out of which one firm may be contracted for an immediate scope while others may be contracted for different tasks to be initiated in future years.
- A. Green Labeling: Q1 2019
  - B. Electrification: Q1 2019
  - C. Embodied Carbon and Circularity: portions in Q3, 2018; remainder based on funding
  - D. Climate Action Support: Q3 or Q4, 2018
- Q2: The RFQ makes references to budget per fiscal year but not the total duration of the broader programming. How long would the prequalified vendors list be in use?
- A2: Funding levels vary between fiscal years. The prequalified vendors list is typically used for 3-4 fiscal years, or until new program areas and direction arise.
- Q3: Is there a possibility of submitting a joint proposal with other firms or individuals? Or should I ask them to do so separately as well?
- A3: Yes, you could submit jointly with others.
- Q4: Does StopWaste prefer teams that can cover all categories (A, B, C, and D)?
- A4: No, there's no preference for covering all categories. And we don't expect firms to create teams for this. We prefer individual firms to apply to each relevant category.
- Q4: Can teams respond to some parts of a category but not others? For instance, could a team respond to Category A, Task 1, but exclude Task 2?
- A4: Yes, firms can respond to some and not all parts of a category. The table in the appendix should allow for this.
- Q5: Under "Submittal Requirements", we are asked to provide "Examples of three projects that best demonstrate...". Can StopWaste please confirm whether this is three projects in total, three projects per service category (e.g., Service Category A: Green Labeling), or three projects per task (e.g., A.2. Residential Building Labeling)?
- A5: Please submit 3 examples per category (e.g. A: Green Labeling).
- Q6: What is meant by professional fee schedule in the submittal requirements? Is this a daily/monthly rate?
- A6: It is typically a listing of hourly rates by title in a firm. If you are an academic institution or other organization that bills daily or monthly please convert to hourly if possible.

- Q7: I'm not sure how we should be filling out Attachment B. Is this a standard procedure in the US?  
This document is not required nor existant back in Europe.
- A7: Attachment B is standard for us. Is the issue with signing this form at this point in the process, or with the insurance requirements listed within? Our legal counsel requires every consultant we hire to meet these insurance requirements; though there can in rare instances be a waiver.

### **Category A: Green Labeling**

- Q8: For Real Estate Training & Advocacy, is this call for a “professional education course” intended to formalize some of the information in those talks for a more structured approach?
- A8: Yes. The Green Labeling program now has a dedicated budget to support an expanded scope of activities pertaining to Real Estate Education, with a focus on providing courses that offer Continuing Education Credits and Certifications.
- Q9: Will the training be voluntary or mandatory for realtors?
- A9: Voluntary
- Q10: How many training sessions for realtors do you expect there to be?
- A10: TBD. We expect to offer several trainings in 2019 throughout the Bay Area including courses for NAR Green Designation, NAREB Realtors Certified Green Real Estate Professionals, Certified Green Lending Professionals, and Accredited Green Appraisers.
- Q11: Integration of Home Energy Scores into the MLS is a necessary component for the success of the green labeling program. Do you know if anyone is working on that? Would this role with realtors potentially include the integration of scores into the MLS?
- A11: Integrating HES into the MLS is critical for overall market transformation, but not central to the scope of work outlined in the RFQ.
- Q12: For Residential Building Labeling, is this work intended to replace the current administrative role of the Home Energy Score program by Frontier Energy?
- A12: Frontier currently provides technical and administrative support for the StopWaste Home Energy Score program. The RFQ and subsequent contracting process will determine who fulfills this role in 2019.
- Q13: How many Home Energy Scores are being done in the Bay Area now?
- A13: We have issued approximately 2500 Home Energy Scores to date throughout the nine county BayREN region (including about 1000 completed in Berkeley).
- Q14: How big of staff do you believe is required to fulfill these services?
- A14: This would depend on your business model and approach.
- Q15: The DOE asks for a mentorship rating for every 25 scores. Does StopWaste believe that is essential for quality assurance in the Bay Area? Would should be the assumption regarding mentorship and quality assurance of ratings?
- A15: We will continue to fulfill all QA and mentoring requirements established as part of our StopWaste Partnership Agreement with the DOE. These include performing ongoing desktop QA and data review of Home Energy Scores, and providing mentoring and field QC to fulfill DOE's 5% requirement.

### **Category B: Electrification**

Q16: Page 3 of the RFP states that the Heat Pump Water Heater Regional Market Transformation project has a budget of \$400,000. Is this \$400,000 budget the total budget for the project (including marketing, participant recruitment, technical support, customer incentives, etc.) or only for the tasks outlined in the RFQ (program design and workforce development)? If \$400,000 is the total budget, what is the anticipated budget for the program design and workforce development tasks?

A16: \$400,000 is for the entire program design budget. The workforce development budget is around \$79,000 (curriculum, training, events). The program design budget, which would be for other projects, has not yet been determined.

Q16: Have StopWaste and BayREN already selected an implementation contractor that will be responsible for administering the agreed upon program design(s)? If StopWaste has not selected an implementation contractor, does responding to this bid preclude the selected contractor from administering these electrification programs (and providing marketing, participant recruitment, technical assistance support, quality assurance and quality control, etc.)?

A16: StopWaste is implementing the majority of the \$400,000 HPWH project through internal staff labor and in-kind support from project partners. Consultants are needed to support the workforce development tasks. As noted in the response to Q16, program design services are being sought for future projects. Responding to this bid does not necessarily disqualify a consultant from future implementation opportunities.

### **Category C: Embodied Carbon and Circularity**

Q17: Should we propose specific tasks and budgets?

A17: You may, but it is not expected. Please note that this is just an RFQ, so we are looking to compile a list of qualified professionals that we can ask to bid on future work. For most tasks under category C, we do not yet have funding to do the work; we have a small internal budget to cover all of the topics listed in section C as noted. This is something likely contingent upon us securing external grant funding. So while it may be helpful to get some specific proposed tasks and budgets, we do not require it and we do not have a specific budget to allocate to tasks.