



Request for Qualifications for:

Built Environment Technical Services for Energy & Materials

Release Date: July 31, 2018

Qualifications Due: August 31, 2018

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.

Description of Services

StopWaste seeks firms or individuals with expertise in green building practices, focusing on energy and materials, to qualify for service as on-call consultants to staff. Consultants will support StopWaste in providing technical assistance and developing tools to advance energy and material efficiency as described in the sections below. Respondents may apply to one or more of the service categories or individual tasks within a category (A-D below). Firms and individuals interested in providing the services listed below should submit qualifications documenting their expertise and experience including specific requirements described under each service category and task.

A. Green Labeling

StopWaste has developed and promoted building labeling systems to increase industry awareness and valuation of green homes. The Agency also leads the Bay Area Regional Energy Network (BayREN) green labeling program, which has an annual budget of approximately \$500,000. We seek technical services to enable green labeling in the Single family, and Multifamily sectors.

1. **Real Estate Training & Advocacy:** Offer professional education courses for realtors, lenders and appraisers to increase their understanding of and ability to market or value green homes. Courses that offer continuing education credits or certifications recognized by industry associations are preferred. Provide followup mentoring to support participants in applying their classroom learning to their professional practice.

Minimum Requirements: Experience creating and delivering green building professional training programs. Experience working with real estate industry stakeholders.

2. **Residential Building Labeling:** Provide technical and administrative support for StopWaste's Home Energy Score program in the Bay Area, which is offered in partnership with BayREN. Conduct quality assurance, mentoring and training for Home Energy Score assessors. Test other low-cost labels in local markets, especially in sectors where there has been little uptake to date.

Minimum Requirements: Experience working with residential building labels in California, including the California HERS program, GreenPoint Rated and Department of Energy's Home Energy Score.

B. Electrification

StopWaste's Energy Council adopted electrification as one of its newest priority areas. In collaboration with BayREN, the Agency will be implementing a \$400,000 Heat Pump Water Heater Regional Market Transformation project. StopWaste seeks to expand its energy efficiency technical knowledge and program offerings to include electrification of buildings and potentially vehicles. The tasks under this category promote electric over fossil fuel appliances in new construction and existing building retrofits. Tasks may include:

1. **Program Design:** Assist agency staff with designing electrification programs, which may include recommendations to provide technical assistance, educational resources, incentives, or policy mechanisms to encourage the market to adopt and scale electrification.

Minimum Requirements: Experience with market transformation program design and knowledge of electrification initiatives in the state and region.

2. **Workforce Development:** Develop and provide training for key stakeholders in the electrification sphere. Training content shall include HPWH installation, technical performance requirements, and overcoming market barriers. Trade ally education to facilitate cross-marketing of HPWH installation during key market opportunities (i.e. solar PV installation, electric vehicle purchase, or charging station installation). Develop and provide contractor education to include how to market and finance HPWH installations.

Minimum Requirements: Experience in delivering training for installation of heat pump water heaters and other emerging technologies. Knowledge of technical performance and barriers to market adoption. Knowledge of residential financing products, including federal solar tax credit, PACE, and REEL.

C. Embodied Carbon and Circularity

Provide technical services to address circularity and embodied carbon in the built environment. The Agency supports these materials-related initiatives through its core budget, including approximately \$50,000 of hard costs per year, supplemented by external funding. It is unlikely all of the tasks below will be conducted in the same fiscal year, but may be phased over three years. Embodied carbon refers to the greenhouse gas emissions caused by building construction and the supply chain to produce building materials. Topic areas may include reducing embodied carbon in concrete and other non-biological buildings materials, carbon sequestration through the use of biological materials, and the quantification of whole building life cycle carbon emissions. Circularity refers to the continual use of high value materials throughout the economy, in contrast to a linear economic model in which materials are taken from resources, used, and ultimately downcycled or wasted. StopWaste is working on both embodied carbon and circularity as they relate to the better use of materials.

Tasks may include the following:

1. **Embodied Carbon in Building Materials:** Guide staff in developing and disseminating greater understanding of embodied carbon in building materials. Provide subject matter expertise on specific materials and the relative emissions intensity compared across material and assembly choices, or across production methods within a material category. Examples include specification of concrete with less Portland cement.

Minimum Requirements: Demonstrated expertise and leadership on embodied carbon and deep expertise on building materials and supply chains. Technical knowledge must include, but not be limited to, concrete, steel, gypsum, and wood.

2. **Whole Building Lifecycle Analysis:** Conduct analysis as directed by agency staff on specific whole building scenarios, including those that emphasize concepts of circularity. This includes material reuse in existing buildings of construction of new buildings for optimal future reuse.

Minimum Requirements: Demonstrated expertise and leadership on whole building lifecycle analysis. Experience conducting comparative lifecycle analysis for material efficiency and reuse, including adaptive reuse of existing buildings and future lifecycle benefits of building for future reuse and disassembly.

3. **Circular Built Environment:** Provide technical assistance to staff and member agencies to advance circularity principles and enabling actions such as those presented in StopWaste’s Circular Economy in the Built Environment: Opportunities for Local Government Leadership primer available at www.stopwaste.org/builtenvironment.

Minimum Requirements: Understanding of circular economy principles and demonstrated leadership applying them to the built environment.

4. **Weight of Cities Analysis:** Estimate the total tonnage of materials, by material type, that are currently in the built environment of one or more cities in Alameda County, or the whole county. Project the eventual flow of these materials out of the built environment based on building vintages, construction types, and city development plans. Develop framework and/or conduct analysis to estimate the total carbon budget of various community build-out scenarios that include both embodied and operational carbon.

Minimum Requirements: Examples of work conducting a community-wide analysis of accumulated materials. Experience with whole-building lifecycle analysis and/or greenhouse gas emissions analysis in city planning scenario development.

5. **Carbon Storage Potential Study:** Estimate the total tonnage of atmospheric carbon that could potentially be stored in soils (in public and private agricultural, range, urban, and natural lands) in Alameda County. Involves estimation of total acreage of each land use type available for compost application and total compost availability, to calculate total potential carbon sequestration.

Minimum Requirements: Geospatial information analysis capabilities and understanding of carbon sequestration practices.

D. Climate Action Support

Provide technical services to support StopWaste member agencies in their climate action initiatives by providing regionally valuable resources, which may include the following tasks. StopWaste periodically receives external grants and contracts to support climate action work. Contracts for this work will be contingent upon receipt of external funding.

1. **Climate Action Metrics:** Support staff in identifying metrics that measure climate action implementation progress. Metrics will be used to inform policies and programs and provide a more concrete understanding of climate action progress than total greenhouse gas emissions.

Minimum Requirements: Example of tools or dashboards created to track climate action metrics.

2. **Reporting Assistance:** Provide technical support to member agencies that need to follow compliance requirements of commitment such as the Global Covenant of Mayors.

Minimum Requirements: Experience supporting local governments to comply with Global Covenant of Mayors or similar commitments including reporting compliant with Global Protocol of Communities.

3. **Consumption-based Emissions:** Provide technical support and resources to staff and/or member agencies to include consumption-based emissions in their greenhouse gas emissions inventories and/or climate action planning.

Minimum Requirements: Expertise with consumption-based emissions inventories and developing measures to reduce emissions related to materials (goods and food).

Submittal Requirements

Firms or individuals responding to this RFQ must provide:

1. Completed table in **Appendix A** indicating categories for which the firm or individual is submitting qualifications.
2. A summary of the firm or individual proposing to provide services and qualifications as related to each category to be considered.
 - a. Include brief resumes for the primary contact and key personnel.
3. Examples of three (3) projects that best demonstrate the individual or firm’s expertise, including role of the individual or firm. Examples may include work previously performed for StopWaste.
 - a. Provide a client reference for each project including name, title, company, email and phone number.
4. A professional fee schedule for the primary contact and the key personnel identified above who would be working on Agency projects.
5. **Appendix B:** Required Contract Elements: Professional Services Agreement including Insurance Requirements and Conflict of Interest. Unless specified in the submittals, the Agency will assume that the professional fee schedule will include any costs associated with complying with the Agency’s insurance requirements as specified in Appendix B of this RFQ. The Agency will also assume that any work product developed as a result of contracting with Agency will become the property of Agency.

Application Deadline and Instructions

Release of RFQ:	July 31, 2018
Deadline for Questions: Send to miya@stopwaste.org	August 17, 2018, 5 pm PDT
Qualifications Due: Send to RFQ@stopwaste.org	August 31, 2018, 5 pm PDT
Short list Interviews:	Week of September 24 (Tentative)
Notification of Selected Contractor:	October 3, 2018 (Tentative)

Submittal Format

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

Email submittals are preferred and should be sent to RFQ@StopWaste.org with the subject line clearly marked **"Built Environment RFQ."** 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 ACWMA or Energy Council, depending on the funding source. All materials submitted become the property of ACWMA or 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 ACWMA/Energy Council will provide no compensation for these costs.

ACWMA/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 Kitarahara at miya@stopwaste.org by August 17.

Interviews and Selection

The most qualified candidates may be invited to interview the week of September 24. Depending on the responses to this RFQ and the short list interview, the Agency may select more than one firm or individual to be placed on the prequalified vendors list.

Attachments

- Appendix A: Table of Categories
- Appendix B: Required Contract Elements

Attachment A – Table of Categories

Please complete and include the table below.

Firm or individual may indicate interest in overall category or subcategory task.

Category and Sub-Category Tasks		Indicate Interest for Consideration
Category A: Green Labeling		
	A-1: Real Estate Training & Advocacy	
	A-2: Residential Building Labeling	
Category B: Electrification		
	B-1: Program Design	
	B-2: Workforce Development	
Category C: Embodied Carbon and Circularity		
	C-1: Embodied Carbon in Building Materials	
	C-2: Whole Building Lifecycle Analysis	
	C-3: Circular Built Environment	
	C-4: Weight of Cities Analysis	
	C-5: Carbon Storage Potential Study	
Category D: Climate Action Support		
	D-1: Climate Action Metrics	
	D-2: Reporting Assistance	
	D-3: Consumption-based Emissions	

Attachment B - 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: _____