



Request for Proposals for:

Bay Area Regional Energy Network (BayREN) Program Implementation

Release Date: May 2, 2022

Proposals Due: June 3, 2022

I. About the Agency

StopWaste is a joint powers authority working on behalf of 17 member agencies in Alameda County and serving 1.7 million citizens. We are a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Since 1976, StopWaste has advanced the responsible use of resources through strong partnerships with local governments, businesses, and community organizations. We work to contribute to a healthy, thriving community that is resilient to climate change, driven by people who are empowered to use resources and energy in a way that is good for their communities, our local economy, and the planet.

At our core is a holistic approach that prevents waste and conserves energy while also advancing healthy environment, economic investments, climate action, inclusive communities, and water savings. Our wide-ranging services include technical assistance, grants and incentives, community engagement, public outreach campaigns, market development, and ordinance enforcement. We are directed by our long-term Aims of Capacity Building, Equity, Partnership, Regeneration, Mindset, and Evaluation (see descriptions at www.stopwaste.org)

II. Program Areas Seeking Funding

The Bay Area Regional Energy Network (BayREN) is a local government collaboration of the nine Bay Area counties (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma) who receive energy efficiency ratepayer funds from the PUC. BayREN has six programs, and StopWaste is the regional lead for two – Green Labeling and Bay Area Multifamily Building Enhancements (BAMBE) – and conducts local outreach in Alameda County for all six.

Green Labeling

StopWaste has developed and promoted building labeling systems to increase industry awareness and valuation of green homes. The Agency leads the BayREN green labeling program, which has an annual budget of approximately \$1.3 million. The primary objective of the program is to increase awareness and transparency of residential energy information, thereby being a driver of energy efficient investments that lead to energy savings in single-family homes.

In support of the State's urgent priority to improve the energy efficiency of existing buildings, BayREN's Green Labeling program trains real estate professionals so that they understand, market and evaluate energy efficient and green homes at the time of sale. The program also promotes the U.S. Department of Energy's (DOE's) Home Energy Score (HES) in an effort to make home energy assets transparent. This infrastructure within local communities encourages energy efficient investments at critical events—the time of a home's sale, before a major renovation, or as a starting point to a homeowner's energy efficiency journey. Making these investments at this critical point in time will have a long-term effect on both the buildings and the larger community.

BAMBE

BayREN's multifamily energy efficiency program – Bay Area Multifamily Building Enhancements ("BAMBE") -- was designed to help multifamily property owners overcome barriers to addressing energy efficiency. StopWaste developed the program and has managed it on behalf of BayREN since 2013. The

program provides no-cost technical assistance, rebates, and support with financing options to encourage multifamily decision makers to make energy-saving and emissions-reducing upgrades.

BAMBE has an annual budget of close to \$7 million. Most of this funding goes directly to participants in the form of rebates and technical assistance. Since the program's inception, it has upgraded over 45,000 units, and provided technical assistance to many more.

Since 2020, the program has shifted from broader multifamily sector outreach to prioritizing population and building ownership types that are underserved and disproportionately burdened, and those pursuing deep decarbonization through efficient electrification.

III. Description of Services Required

StopWaste seeks firms or individuals with expertise in green building practices, focusing on energy efficiency and electrification, to submit proposals for the implementation of BayREN's Green Labeling and BAMBE programs. StopWaste staff will conduct overall project management and the selected team will be support StopWaste in providing technical assistance, developing tools, and educating stakeholders to advance energy efficiency and decarbonization in the residential sector. The selected firm(s) will be required to provide a scope of work for the following program elements, as outlined in (A) through (E) below.

Respondents may submit a scope of work for one or more of the service programs listed below (A-E). Firms or individuals must demonstrate they meet the Minimum Requirements listed under each category and in part IV. of this solicitation in order to be eligible for selection under this RFP. Proposers are encouraged to assemble a team of subcontractors to adequately cover all subtasks described within a particular program area. StopWaste does not expect that one consulting firm or team will have expertise or relevant experience in all areas A-E below and may therefore select multiple consultants or project teams to cover the scopes of work (SOW) described.

A. Home Energy Score Support: Provide technical and administrative support for StopWaste's Home Energy Score program in the Bay Area, which is offered in partnership with the BayREN Green Labeling program. Specific subtasks include:

1. *Recruitment, Enrollment, and Support of HES Assessors:* Identify potential candidates to recruit as HES Assessors and assist with enrollment process. Act as the main point of contact for Assessors.
 - Host an annual HES "bootcamp" (in-person or hybrid), including outreach to potential trade/industry associations and Home+ contractors to enroll participants, and identify training location or virtual platform.
 - Help potential Assessors complete the DOE HES simulation training and other enrollment steps, both following a bootcamp and on-demand.
 - Provide mentoring to new Assessors, as required by DOE.
 - Distribute quarterly Assessor newsletter, respond to technical inquiries on performing and submitting scores, and co-host annual Assessor kickoff meeting.
2. *QA/QC of Scores:* Adhere to DOE requirements for quality assurance (QA) and quality control (QC) of scores. Submitter must be approved by DOE for remote QC but must also have the ability to perform in-person QC either through a local staff member or travel. Any travel costs to comply with in-person QC should be called out in the SOW and included in the budget.

- Perform desktop QA for 100% of scores.
 - Conduct a hybrid of remote and in-person QC for 5% of scores.
 - Coordinate with DOE on QA/QC requirements.
3. *Data Collection and Management:* Work with vendor to be selected from StopWaste Qualified Vendors list to facilitate on-site HES data collection from Assessors, coordinate with DOE HES database, and manage data storage in a way that helps fulfill other subtasks within this RFP.
 - Work with StopWaste to select a qualified vendor and draft a SOW.
 - Coordinate with vendor on data collection and management, including in-field data collection, data storage as needed for reporting, tracking, and rebate processing, connections to other necessary data platforms, such as the DOE portal and Green Building Registry, and maintaining an Assessor database.
 4. *Rebate Processing:* The BayREN Green Labeling program provides incentives for an HES, which include \$200 for an initial score and potential bonus incentives for pilots or additional services provided.
 - Evaluate which scores are eligible for initial rebates and bonus incentives.
 - Collect needed documentation from Assessors and/or homeowners.
 - Cut checks on a bi-weekly basis.
 - Maintain records of total rebate amounts, which scores have received rebates, and checks cut.
 5. *Reporting and Program Evaluation:* Comply with monthly, yearly, and ad hoc data requests and help document key program metrics. Assist with publication of reports and program summaries, including those related to regular program activities and pilot/in-program trials to evaluate success and inform future program modifications and offerings.
 - Produce monthly Home Energy Score Dashboards that report on key metrics. Preferred formats include a static, easily distributed version and an interactive web-based platform.
 - Respond to data requests on program participation and rebate dollars from BayREN jurisdictions, StopWaste, and regulatory agencies such as the PUC.
 - Summarize and report on program metrics and pilot efforts, including homeowner feedback surveys, Assessor surveys, and in-program trials.

Estimated Contract Terms: The expected contract term for this task is 5 years with an estimated annual budget of \$175,000-250,000.

Project Goals and Accomplishments: Throughout this contract term, the Green Labeling program aims to complete at least 2,500 Home Energy Scores per year; increase the number of HES Assessors, especially those who serve northern Bay Area counties or who can provide scores in languages other than English; continue addressing electrification and decarbonization in the HES; and work to incorporate equity into the program through collaboration with low-income home upgrade providers. Submitter's SOW should reflect these goals, as well as other innovative opportunities.

Minimum Requirements: Experience working with residential building labels or energy efficiency program. Preference for experience with the DOE HES program and for work experience in California.

B. Real Estate Training & Advocacy: As part of the Green Labeling program, offer professional education courses for real estate professionals to increase their understanding of and ability to

market or value green homes. Provide follow-up classes and/or mentoring to support participants in applying their classroom learning to their professional practice.

1. *Core Course Offerings:* These courses provide an introduction to energy efficiency and electrification principles for realtors, appraisers, lenders, and underwriters. They are generally multi-day courses that culminate in a certification or designation. Courses that offer continuing education credits or certifications recognized by industry associations are preferred. A mix of virtual and in-person courses is expected. Travel-related costs should be specified in the SOW and included in the budget. Examples of courses include, but are not limited to, the National Association of Realtors (NAR) Green Designation and the Accredited Green Appraiser (AGA) Training.
 - Identify courses, schedule trainings, and act as the instructor or arrange an instructor/co-instructor.
 - Coordinate class locations (for in-person) or online platform (for virtual), catering, registration, and other organizational needs.
 - Conduct outreach to local trade or industry associations, brokerages, or mortgage officers to enroll attendees.
 - Provide follow-up testing and reporting needed for continuing education credits or certificates.
 - Collect course evaluations from attendees.
2. *Deeper Dives into Energy Efficiency and Electrification Content:* Provide opportunities for follow-up training to deepen the knowledge of real estate professionals on energy efficiency and electrification. Create opportunities for real estate professionals to apply what they have learned to their work and build relationships with BayREN and those in the energy efficiency workforce, including HES Assessors and contractors. Examples of classes include topics such as electrification for realtors and marketing energy efficient homes.
 - Identify courses, schedule trainings, and act as the instructor or arrange an instructor/co-instructor.
 - Coordinate class locations (for in-person) or online platform (for virtual), catering, registration, and other organizational needs.
 - Conduct outreach to previous attendees of core course offerings, local trade or industry associations, brokerages, or mortgage officers to enroll attendees.
 - Collect course evaluations from attendees.
3. *Innovation and Stakeholder Outreach:* Conduct outreach with past and potential partners, including real estate professionals, home inspectors, and community colleges, to further the goal of embedding energy efficiency information and green labeling in standard real estate transactions. Build relationships between real estate professional and BayREN and identify opportunities for real estate professionals to promote BayREN programs to their clients and connect with other energy efficiency professionals.
 - Engage with past course attendees, trade/industry associations, or prospective industry partners, such as home inspectors and community colleges, to develop new or modified offerings to respond to market demand.
 - Maintain mailing list of stakeholders and distribute quarterly newsletter.

Estimated Contract Terms: The expected contract term for this task is 3 years with an estimated annual budget of \$250,000-\$350,000.

Project Goals and Accomplishments: Throughout this contract term, the Green Labeling program aims to train at least 200 real estate professionals per year; continue to engage with previous attendees and developing offerings to re-train individuals and facilitate relationships between attendees, BayREN county partners, and building performance professionals; broaden outreach, trainings, and offerings to other groups in the real estate space, including home inspectors. Submitter's SOW should reflect these goals, as well as other innovative opportunities.

Minimum Requirements: Experience creating and delivering green building professional training programs. Experience working with real estate industry stakeholders, including realtors, lenders, underwriters, appraisers, home inspectors, and related industry associations and/or community college and training programs.

C. Multifamily Project Development: The contractor will offer customized energy saving recommendations and facilitate participation in BAMBE and other relevant programs. This task includes energy efficiency building evaluations, site visits, savings calculations, emissions reductions estimates, simple financial analysis, a recommendation report and decarbonization plan, and delivering customer education and collecting customer feedback throughout the program participation process.

1. *Energy Efficiency Technical Assistance:* Work with participants to develop scopes of work that are eligible for the program. The process of developing the scope of work should at a minimum include:
 - Gather technical building information, relevant participant goals, interests, needs and concerns. The consultant will receive an inquiry from an interested participant and conduct information gathering via phone interviews, email exchanges, or in-person if needed to engage prioritized underserved participant types.
 - Analyze property conditions, communicate opportunities and benefits to participants, 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. 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.
 - Support the property owner through BAMBE rebate application process. The consultant will facilitate participant application and enrollment in the incentive program and ensure compliance with program requirements upon application and completed installation.
2. *Site surveying:* In place of a costly up-front investment grade audit, the program provides 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. Following the site survey, the contractor will develop a report for each project as the basis to refine the viable identified measure details and which could feed into any future more detailed investment grade audit. The program requires combustion appliance safety testing as appropriate.
 - The report will include
 - i. The costs and benefits of pursuing each viable identified measure. The discussion of benefits must include both energy benefits and non-energy benefits, including but not limited to estimated health, emissions reduction, resilience, and equity (tenant bill) impacts.

- ii. The report will include a longer-term plan for phasing toward zero operational emissions.
 - 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.
 - Assure quality of the work performed by an open market of contractors, through 100% post-installation site visits for approximately 3,000 units to verify quantity, specifications and quality of installed work.
3. *Technical Program Design & Support:* 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.
- Coordinate with StopWaste to deliver technical workshops to property owners and managers and follow-up on project leads generated through outreach activities.
 - Refine program technical tools, including EnergyPro Lite with Energy Soft and savings calculation spreadsheets.
 - Oversee program role in development of high-priority work paper development
 - Track project details in the program 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.
 - The BAMBE program is continuously evolving. The technical service provider may propose additional tasks and pilots that would advance BayREN's mission to serve the multifamily market in alignment with the approach described in its Business Plan available at <https://www.bayren.org/about/regulatory-filings>.

Estimated Contract Terms: The expected contract term for this task is 3 years with an estimated annual budget of \$800,000-\$900,000.

Project Goals and Accomplishments: Throughout this contract term, BAMBE aims to develop and implement program elements that support underserved and disproportionately burdened communities, buildings, and owner types. The program goal is to fully reserve its incentive budget, which will range from \$3.75 to \$5.0 million annually.

Minimum Requirements:

- Demonstrated experience providing comprehensive technical assistance, including advice and referrals for energy efficiency measures/programs and non-energy measures/programs.
- Proven dedication to providing an excellent customer experience.
- Proven experience with program innovation.
- 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 approximately 5,000 multifamily units and quality assurance site visits to at least 3,000 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.
- Knowledge of CPUC EM&V protocols and requirements.
- Ability to calculate and present cost-benefit financial analysis of individual measures and packages of measures.

D. Supplemental Participant Support: Provide supplemental support for prioritized participants facing higher barriers to participation. This includes but is not limited to properties considered naturally occurring affordable housing, nontraditional ownership structures (HOAs, co-ops, community land trusts, etc.), small independently owned properties, and properties located in prioritized communities (low income, pollution and/or health burdened).

1. *Program Referral and Layering Assistance:* Assist 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, energy efficiency financing, and non-energy related, but aligned and relevant resources.
2. *Resident Engagement:* The primary decision maker and audience for the BAMBE program is the property owner, manager, or other representative of the owner. However, the program is looking for viable ways to expand into activities that engage residents and help them to get the most benefit from the upgrades being carried out within their homes. The contractor will develop and implement activities that:
 - Bring awareness to residents about the work that’s been done in their units
 - Help residents understand TOU rates, and how they can use them to their financial advantage
 - Connect residents to appropriate in-unit programs such as Rising Sun’s Green House Calls
3. *Supplemental BAMBE TA assistance:* The program seeks to broaden the reach of the program, by targeting independently owned properties. Often this profile of property owners has less bandwidth and requires additional support at key points of program participation and project construction. The program seeks a supplementary service for independently owned properties that provides assistance with contractor procurement, securing additional resources and financing, project planning, and securing favorable rates through bulk purchasing. As more commonly identified needs arise, the contractor will be flexible in integrating them into this service.

Estimated Contract Terms: The expected contract term for this task is 3 years with an estimated annual budget of \$150,000-\$200,000

Project Goals and Accomplishments: To broaden the reach of the program and support projects that require additional resources and bandwidth to successfully complete upgrades, BAMBE aims to develop and offer supplemental services that support equitable program outcomes. Submitter’s SOW should reflect these goals, as well as other innovative opportunities.

Minimum Requirements:

- Experience working directly with underserved populations
- Experience overcoming language barriers
- Experience collecting participant feedback through implementation, and recommending program modifications based on that feedback
- Experience working with a diverse set of stakeholders and resources to creatively meet needs of underserved and disproportionately burdened populations – particularly those impacted by health and financial well-being, and resilience need.

E. **Financing Technical Assistance:** The program offers financing assistance to BAMBE participants to enable projects that would be otherwise infeasible due to high out-of-pocket costs, and to support property owners interested in comprehensive scopes of work. StopWaste is looking for a consultant to support its financing activities.

1. *Small Project Financing Product Implementation and Design Support:* The contractor will lead the implementation and recommend design modifications of a product that would fund loans less than \$50,000 for qualified BAMBE projects. The contractor will advise on program infrastructure, process and document modifications; facilitate recruitment and orientation of participants and stakeholders; perform ongoing program administration; oversee loan origination; coordinate with BAMBE Technical Assistance as needed; and, oversee servicing (i.e., billing, payment processing, etc.).
2. *Lender Referral Service Provider:* The 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, or other specialty products. The contractor will focus on products that have demonstrated appeal and uptake within the Bay Area multifamily market.

Estimated Contract Terms: The expected contract term for this task is 3 years with an estimated annual budget of \$125,000-\$175,000.

Project Goals and Accomplishments: To broaden the reach of the program, support projects that require additional resources, and prepare for scaling back incentives in the future, the program aims to test innovative financing solutions, and scale those that are successful.

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

IV. Submittal Requirements

Firms or individuals responding to this RFP must provide:

- A. Summary of the consulting team proposing to provide services, including any subconsultants, name of primary contact for this contract and list of key personnel who would be working on projects.
- B. A scope of work for each program element listed in this RFP for which the firm or individual is submitting for, including a brief description of the work that would be completed, the firm or individual that will lead the work, timeline and budget.
- C. Resumes of all key personnel.
- D. Professional fee schedule for the primary contact and the key personnel identified above.
 - Unless specified in the submittals, the professional fee schedule will include any costs associated with complying with the insurance requirements as specified in Appendix A.
- E. Examples of three (3) projects that best demonstrate the individual’s or firm’s expertise. Examples may include work previously performed for StopWaste. If a submitter is proposing for multiple projects, the examples can be repeated if applicable to each.
 - Explain the role the individual or firm played in each project.
 - Describe a key energy efficiency achievement of the project.
 - Cite one barrier that negatively affected the energy efficiency or electrification attributes and achievements of the project.
 - Provide a client reference for each project who can provide information on the individual’s or firm’s participation in the project. Please provide the client reference’s name, title, employer, and phone number.
 - *Please limit the description of the three projects to one double-sided page per project.*
- F. Signed copy of the attached letter titled, “Required Contract Elements,” (Appendix A).

V. RFP Process, Timeline, and Format

Release of RFP	May 2, 2022
FAQ Webinar (will be recorded)	May 16, 2022 11:00AM PDT
Proposals Due	June 3, 2022 5:00PM PDT
Short list Interviews (tentative, as needed)	June 13-17, 2022
Notification of Selected Firm(s)/Individual(s):	June 24, 2022

StopWaste staff will evaluate the responses to this RFP and interview and select the most qualified firm(s). Depending on the responses to this RFP and the interview, StopWaste will select a consulting firm, individual, or team to assist program staff in implementing these programs.

Questions can be directed to Emily Alvarez at evalvarez@stopwaste.org for tasks (A) and (B) and Candis Mary-Dauphin at cmarydauphin@stopwaste.org for tasks (C), (D), and (E).

Submittal Format

The deadline for application submittal is **5:00 p.m., Friday, June 3, 2022**. Submissions received after this time will **not** be accepted.

Qualifications must be submitted by email and should be sent to RFP@stopwaste.org with the subject line clearly marked "**BayREN RFP**". Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please contact Holly Mayne (hmayne@stopwaste.org).

General Conditions

Contracts for services will be between the consultant and the Energy Council. All materials submitted become the property of the 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 RFP, and the Energy Council will provide no compensation for these costs. The Agency will also assume that any work product developed as a result of contracting with Agency will become the property of Agency.

The 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 RFP at any time prior to awards.

VI. Attachments

Appendix A: Required Contract Elements

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: