

RFP – Building Electrification Assistance Services

Questions & Responses

#	Question	Response
1	<p>What types of Member Agency Buildings do you anticipate would be the focus for the BEA? Would these be municipal buildings? Schools? Public Housing? (p. 1 "...aims to transition Member Agency facilities...")</p>	<p>As noted in RFP Section II (Project Background), the BEA Program will "...transition Member Agency facilities to electric technologies to reduce or eliminate fossil fuel use."</p> <p>BEA Program services are intended for CPA's Member Agency municipal facilities.</p> <p>Attachment A (Scope of Services) Task #1 states the selected Proposer will discuss program expectations and options with CPA and the Member Agency during the kickoff meetings. The municipal facilities included for each Member Agency will be determined during these meetings.</p> <p>Task #3 notes that electrical plans and stamped construction engineering designs for key municipal facilities may be requested.</p> <p>CPA Member Agencies are listed in Attachment C of the RFP.</p>
2	<p>Does CPA expect to award 1 contract or multiple contracts to deliver the tasks in this RFP? (p. 2 ...The selected Proposer...)</p>	<p>Per RFP Section VI.E (Evaluation Process), CPA may select one particular Proposer or select a combination of Proposers (with or without interviews).</p>
3	<p>For the electrification plan, does this only include building electrification? Or does this include a grid analysis/ electrification plan for a whole city/town?</p>	<p>As noted in RFP Section II (BEA Program Overview), the Proposer will assess energy demands in facilities identified by the Member Agencies to recommend electrification measures that meet their needs.</p>

		Refer to Attachment A (Scope of Services) Task #2 for a listing of the general activities included in the development of electrification plans for CPA's Member Agencies. A citywide grid analysis is not requested as part of BEA Program services.
4	Is there a range in the number of buildings that CPA expects Member Agencies to include in the electrification plan?	As noted in RFP Section II (BEA Program Overview), each Member Agency is eligible for up to \$250,000 to cover the costs of the BEA Program's technical assistance, equipment, and installation of the recommended measures. Attachment A (Scope of Services) Task #1 states the selected Proposer will discuss program expectations and options with CPA and the Member Agency during the kickoff meetings. The municipal facilities included for each Member Agency will be determined during these meetings.
5	Would CPA consider an application from a prime applicant that partners with other firms to deliver a subset of tasks?	Yes. Section VII (Proposal Requirements) lists components that should be included in the Proposal for Proposers and subcontractors. Refer to Section III (Qualifications and Experience) for a listing of minimum qualifications requested.
6	Would the provision of financing for electrification projects to Member Agencies be permitted as a follow-up offering for projects that are part of this program?	Proposers will need to work directly with member agencies, and their procurement processes, for any additional work outside of the scope of this program.
7	Will the request for stamped construction plans be a separate request outside of the terms of the program? (Task #3: "Upon completion of the Electrification Plan, Member Agencies may request preparation of electrical plans and stamped construction engineering designs for key municipal facilities.")	Attachment A (Scope of Services) Task #3 includes stamped electrical drawings and other site designs as part of the BEA Program services, if requested by the Member Agency.
8	With regards to Attachment A, I am inquiring about whether Member Agencies' fleet electrification is part of this inquiry? Or is it specific to building electrification?	BEA Program services do not apply to Member Agency fleet electrification. Please refer to CPA's RFP for Electric Fleet Transition services.

9	Under Attachment A, Task #3, the text indicates “preparation of electrical plans and stamped construction engineering designs”. Should we assume this would include preparation of mechanical and plumbing plans? Do we need to consider preparation of architectural plans for more involved projects that warrant that?	CPA will depend on the selected Proposer’s expertise to advise on the best options to complete tasks. Attachment A (Scope of Services) Task #3 includes the completion of plans necessary for Member Agencies to include with any public bids required to hire contractors to install the recommended measures.
10	Do you have an approximate number of properties per municipality that might need to be considered?	Attachment A (Scope of Services) Task #1 states the selected Proposer will discuss program expectations and options with CPA and the Member Agency during the kickoff meetings. The municipal facilities included for each Member Agency will be determined during these meetings.
11	We are looking to clarify where are management/overhead costs supposed to come from. The RFP does say the proposer will "note budget for the as-needed peer review services" and that "a separate budget item should be considered to provide as-needed technical review service" for reviewing bids agencies receive. The RFP also notes that "fees or charges for travel, telephone calls, and any other expenses anticipated to be incurred...shall be separately billed", though it seems like all other services come out of the \$2.5 million including hosting webinars/workshops, reporting, etc. Is this interpretation correct?	Refer to Section V (Pricing). “Proposer shall provide a budget outlining costs for each task area outlined in the Scope of Services and include costs for overall project administration. The per agency project cost will be used to extrapolate a not-to-exceed total project cost to provide electrification planning services to participating agencies. “ As noted in RFP Section II (BEA Program Overview), each Member Agency is eligible for up to \$250,000 to cover the costs of the BEA Program’s technical assistance, equipment, and installation of the recommended measures.
12	Will it be necessary to set up individual contracts with each agency to complete this work?	No. CPA will negotiate a contract for BEA Program Services with the selected Proposer. Refer to Section VI Part E (RFP Process).
13	Do you anticipate these activities will be focused on the public agency-owned facilities only?	Yes. Attachment A (Scope of Services) Task #1 states the selected Proposer will discuss program expectations and options with CPA and the Member Agency during the kickoff meetings. The municipal facilities included for each Member Agency will be determined during these meetings.
14	Would it be possible to request a 2-week extension for the RFP deadline?	CPA declines to extend the deadline at this time. Per RFP Section VIII (Reservation of Rights), CPA has the right to amend the RFP, in whole or in part, by written addendum, at any time.

15	Does the \$250k budget include the cost of procuring the recommended equipment and installing said upgrades? This is in reference to the quote from Page 2, bottom / page 3, top that reads, “up to \$250,000 to cover the costs of the technical assistance, equipment, and installation.”	<p>Yes. As noted in RFP Section II (BEA Program Overview), each Member Agency is eligible for up to \$250,000 to cover the costs of the BEA Program’s technical assistance, equipment, and installation of the recommended measures.</p> <p>Refer to Attachment A (Scope of Services) Task 4 for a listing of what to include regarding additional funding opportunities for Member Agencies.</p>
16	Do you have any info on the types/numbers of facilities that need to be evaluated? For example, will target buildings include multifamily buildings? This is in reference to the quote from Page 2, bottom that reads, “Electrification for affordable housing, or other building electrification priorities, could be a project that Member Agencies seek to fund.”	<p>Attachment A (Scope of Services) Task #1 states the selected Proposer will discuss program expectations and options with CPA and the Member Agency during the kickoff meetings. The municipal facilities included for each Member Agency will be determined during these meetings.</p> <p>Section II (BEA Program Overview), notes that part of the technical assistance offered through this program includes reviewing projects submitted by Member Agencies for CPA’s Innovation Grant opportunity. As stated, electrification of affordable housing could be a project considered for the Innovation Grant, which is separate from the BEA Program. These as-needed peer review services are listed in Attachment A (Scope of Services) Task 2.</p>
17	Section II, Project Background, BEA Program Overview: Please confirm the \$250k cap applies to CPA funding only, and that agencies can supplement project costs over \$250k.	<p>Yes. As noted in RFP Section II (BEA Program Overview), each Member Agency is eligible for up to \$250,000 to cover the costs of the BEA Program’s technical assistance, equipment, and installation of the recommended measures.</p> <p>Refer to Attachment A (Scope of Services) Task 4 for a listing of what to include regarding additional funding opportunities for Member Agencies.</p>
18	Section II, Project Background, BEA Program Overview: Please confirm whether the 3 year term applies to expenditure on this scope of work or whether projects must be fully implemented within 3 years.	<p>As stated in Section II (Project Background) Member Agencies will have a three (3) year term to complete the selected projects. This refers to the projects recommended and funded through CPA’s BEA Program.</p> <p>Refer to Attachment A (Scope of Services) for the suggested timeline for completion of each task.</p>

19	Section V, Pricing, item (b): The RFP notes that expenses are to be separately billed, is that within the same overall \$2.5 M budget?	Yes.
20	<p>Section V, Pricing: Please confirm the following fee structure is acceptable:</p> <ul style="list-style-type: none"> • Program related costs (predominantly task 1 and task 5) • City specific costs (predominantly task 2, 3 and 4) • Possible additional program related scope from tasks 2, 3 and 4 where standardizing or templating can produce cost efficiencies, such as standard performance specifications, asset inventory tools, cost models, etc. 	Yes.
21	Section V, Pricing: Please confirm if additional scope items would be considered that might assist in program efficiency	Yes. Refer to the Attachment A (Scope of Services) introduction that requests customizable technical consulting services for the development of building electrification plans that include, but are not limited to, the tasks listed in Attachment A (Scope of Services).
22	Appendix A, Task #3, items 2-3: Construction administration support, commissioning, measurement & verification is not mentioned in the task 3 scope – would it be acceptable for Cities to contract direct for these and any other additional services.	Proposers will need to work directly with member agencies, and their procurement processes, for any additional work outside of the scope of this program.