

# Proposer Questions and SVCE Responses related to RFP for Multifamily Electrification Direct Install Program Consultant

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The following questions were submitted by prospective proposers to SVCE before the questions deadline of 5 p.m. on August 25, 2023. All questions received are shown below along with SVCE staff's responses.

## General

- 1. Table C-2 refers to a Table 2, but I can't find a Table 2 in the RFP document. Can you clarify that?**

Yes, there is a typo. In Section 5 "Cost Proposal" (page 8) the statement should read, "Table C-2 – Estimated program service levels Proposer expects to deliver based on Proposers **Table C-1** Total Compensation." In Exhibit C, the second column should be titled, "Total Task NTE (must match **Table C-1**)." An updated version of the RFP that includes these corrections has been posted on our [Solicitations](#) webpage.

- 2. Table C-2 has a reference that it "must match Table 2". Could you please provide more information regarding Table 2? Is Table 2 the same as Table C-1?**

Yes, there is a typo. In Section 5 "Cost Proposal" (page 8) the statement should read, "Table C-2 – Estimated program service levels Proposer expects to deliver based on Proposers **Table C-1** Total Compensation." In Exhibit C, the second column should be titled, "Total Task NTE (must match **Table C-1**)." An updated version of the RFP that includes these corrections has been posted on our [Solicitations](#) webpage.

- 3. Do you have an expectation on the percentage of funding for program administration vs. direct install and equipment costs (separate from the \$1.5M in gap funding)?**

No, there is no expectation on the percentage of funding allocated for program administration.

- 4. Is the administrator required to have a contractor's license?**

No, the program operator is not required to have a contractor's license. However, the team of contractor(s) and subcontractor(s) responsible for installing I Direct Install Measures must have the required license(s) to install measures in accordance with applicable federal, state and local laws, building codes, manufacturer's specifications and permitting requirements.

- 5. Is there an intent to award for 1 team or multiple?**

SVCE intends to award this RFP to one team.

**6. Does the 1-page limit on “Section 5 Proposed work plan and schedule” include Exhibit B?**

Please include Table B-1 in Exhibit B in your response. The new maximum page limit for “Proposed Work Plan and Schedule” is 2 pages. An updated version of the RFP that includes these corrections has been posted on our [Solicitations](#) webpage.

**7. Does the 3-page limit on “Section 6 Cost Proposal” include Exhibit C-1, C-2, C-3, and C-4?**

Please include Tables C-1, C-2, C-3, and C-4 from Exhibit C in your response. The new maximum page limit for “Cost Proposal” is 4 pages. An updated version of the RFP that includes these corrections has been posted on our [Solicitations](#) webpage.

**8. The pre-proposal webinar confirmed that the \$1.5M Gap Grant funds are part of the overall \$12.5M Not-to-Exceed. Will the selected implementer be responsible for paying the Grant Funds to SVCE-approved project(s), or will those funds be paid by SVCE to the SVCE-approved project(s)?**

SVCE will pay the property owner directly for the Gap Funding Grants. As such, Table C-1 has been modified with a not-to-exceed budget of \$11 million. An updated version of the RFP that includes these corrections has been posted on our [Solicitations](#) webpage.

**9. For Table C-1, Task 5, regarding “Please include 15% contingency in your proposed budget”, is the intent to estimate total budget for Task 5 for each Year and make sure it includes a 15% contingency in those annual budgets? Should the table be reformatted so that we can enter values for each year, or would you like just one total for the Total Column on the far right?**

Please estimate one total budget for Task 5, which includes a 15% contingency i.e., one total for the Total column on the far right. After properties have been enrolled in the program, the Proposer will update annual budgets for this task based on the selected properties’ construction timelines.

**10. For Table C-1, Task 6, should we only include program administrator labor costs to support SVCE’s administration of the Gap Grant, or should we also include the \$1.5M in Grant funds that will go to recipients in the Total Compensation NTE Amounts? Should the table be reformatted so that we can enter values for each year, or would you like just one total for the Total Column on the far right? Would this mean \$11.0M is available for other portions of the program, after accounting for the \$1.5M of grant funds?**

Please include program administrator labor costs to support the administration of the Gap Funding Grant. Please estimate one total budget for Task 6 i.e., one total for the Total column on the far right. After properties have been enrolled in the program, the Proposer will update annual budgets for this task based on the selected properties’ construction timelines.

Currently, \$11 million is available for the other portions of the program, including gap funding grant administration, after accounting for the \$1.5 million dedicated to Gap Funding Grants. However, it is SVCE’s intent to have flexible budget categories that can be modified based on program needs (i.e., funding can be moved across budget categories at SVCE’s discretion).

**11. For Table C-1, Tasks 1&2: Should the proposer include the \$15k in “total compensation to Stakeholders” from Task 1.2 in Total Compensation NTE Amounts?**

Yes, please include the \$15,000 compensation to stakeholders as stated in Task 1.2 in Table C-1 under “Program Design and Set Up (Tasks 1 & 2)”.

**12. The RFP requests a sample Electrification Plan be provided as part of the Appendix. Per the details provided as part of Task 1.6, a sample Electrification Plan could be a significantly large and detailed document. Would SVCE be able to describe what it would like to learn from a sample Electrification Plan for the purposes of the RFP? Given that the Appendix does not count towards the page limit, is there a preferred page limit SVCE would prefer to see at the RFP stage for the sample Electrification Plan?**

The Electrification Plan will help a property owner or manager with limited technical expertise in building science understand its electrification opportunities and enroll in the Multifamily Program. SVCE would like to learn how the Proposer intends to present and deliver the technical information in a visually appealing, easy-to-understand format to the property owner or manager. To that end, the Proposer may summarize findings, recommend certain elements be included as an appendix in the Electrification Plan, and/or recommend certain elements only be shared with SVCE. However, the Proposer must perform and provide all elements of the Electrification Plan.

Although there is no page limit, SVCE’s preferred page limit for the sample Electrification Plan is 3 to 5 pages.

**13. Would it be acceptable to only list anticipated General Contractor(s) at this stage, and to identify trade-specific installation subcontractors during the “Task 1: Direct Install Program Design and Set Up” stages of the scope of services?**

Yes, please list the anticipated General Contractors the Proposer intends to work. Trade-specific installation subcontractors can be identified during program design. Please note all contractors and subcontractors must meet prevailing wage requirements as stated in the RFP, and all contracts and subcontracts associated with this program must be submitted to and approved by SVCE.

**14. For Tables C-3 and C-4: Is it acceptable to provide overall estimated incentive/program budget to be allocated to Materials (Table C-4) and Installation Labor (Table C-3), rather than providing an itemized listing at this time? Many of these details will be finalized during program design, including Task 1.2 (Design Program with Stakeholders), Task 1.3 (Develop Program Implementation Manual), and Task 1.5 (Developing a list of DI Measures). Identification of specific products and discounts (Table C-4), and specific installation subcontractors (Table C-3) may be dependent on program design as well as Task 3.1 (Develop Property Ranking List). Some trade-specific installation subcontractors may need to be procured with associated bids as part of Task 1 to confirm installation subcontractor rates and availability closer to the time of project installations. Additionally, DIR typically updates prevailing wage rates every February and August (for commercial wage determinations) and every December (for residential wage determinations). Any rates provided now will need to be updated annually or biannually based on future DIR**

**wage determinations; future wage determinations are not known until they are released by DIR every Feb, Aug, and Dec. Finally, Materials (Table C-4) may need to be procured with equipment/model specific firm pricing closer to project installations and will be dependent on specific equipment make and model numbers that are sized and selected in accordance with the specific installation projects.**

SVCE would like to understand the various positions supporting the Multifamily Program. As such, “Table C-3 Hourly Rates Schedule” has been modified to allow Proposer to define a future prevailing wage rate, including overhead costs. Proposer should list all trade-specific positions it expects to work with. SVCE intends to review and approve additional trade-specific positions and hourly rates not included in this RFP response on a case-by-case basis. As mentioned in the RFP, Proposer should describe the pricing structure and all assumptions used to fill out Table C-3.

Given equipment and pricing variability, SVCE would like to understand costs for standard equipment most commonly associated with multifamily retrofits. As such, “Table C-4 Materials and Other Direct Costs Schedule” has been modified for Proposer to list standard equipment and their cost ranges for Year 1 of the program. SVCE understands that specific equipment may need to be determined by the program operator during program design or the property’s site assessment. SVCE also recognizes that some projects require custom solutions and pricing. For these circumstances, SVCE is open to reviewing and approving equipment costs on a case-by-case basis.

SVCE is interested in reviewing and understanding cost ranges for the following standard equipment for Year 1. This list is not intended to be restrictive or exhaustive. Proposer may make modifications as necessary:

- Unitary heat pump water heater
- Central heat pump water heater
- Ductless mini split heat pump
- Ducted HVAC
- Induction cooktop/range
- Electric clothes dryer
- Level 1 EV charging port or outlet
- Level 2 EV charging port or outlet

SVCE intends to negotiate equipment costs annually for Years 2-5. As mentioned in the RFP, Proposer should describe the pricing structure and all assumptions used to fill out Table C-4 and how pricing is expected to change over the Program term. An updated version of the RFP that includes these corrections has been posted on our [Solicitations](#) webpage.

## **Scope of Work**

### **15. How many sites does SVCE anticipate the Direct Install program completing?**

Proposers are invited to propose an estimated amount of multifamily building sites and/or units that will be electrified in “Table C-2 Estimated Program Service Levels.”

**16. Is there a specific target of multifamily properties served?**

Proposers are invited to propose an estimated amount of multifamily building sites and/or units that will be electrified in “Table C-2 Estimated Program Service Levels.”

**17. Does SVCE have a target allocation of incentives between building electrification and transportation electrification?**

SVCE intends to allocate \$11.5 million towards building electrification incentives and \$1 million towards transportation electrification incentives.

**18. Can you describe how the gap funding works?**

Properties that meet SVCE’s criteria for Gap Funding Grants will be eligible for grants. The preliminary list of criteria includes the following and may be further revised during program design:

- Properties must have an existing project under design;
- Have external third-party funding sources committed to the project;
- Use a prevailing wage contractor.

The Program Administrator is expected to screen properties’ scope of work for opportunities to fully electrify and reduce costs. Please refer to Tasks 2 and 6 in Section 16 of the RFP for additional details.

**19. Is the funding for the Gap funding separate from the \$12.5 million.**

The total funding for the Multifamily Program, including Gap Funding Grants, is \$12.5 million. SVCE anticipates to award \$1.5 million in Gap Funding Grants directly to the property owner (please see question 8 above). Therefore, the total revised program not-to-exceed is \$11 million. Please see “Table C-1 Total Compensation NTE Amounts” in Exhibit C for more details. Please also see response to Q10 in this document for additional details.

**20. Does SVCE have Direct Install vs. Gap Funding screening criteria in mind, or are criteria expected as part of the proposed solution?**

SVCE developed a preliminary list of criteria to prioritize properties for Direct Install Services and Gap Funding Grants. Proposers are invited to propose additional criteria and/or methodology for prioritizing properties in support of the program goals and objectives. The preliminary list of criteria includes the following and may be further revised during program design:

- At least 66% of households earn less than or equal to 80% area median income (AMI);
- Pursue whole-building and transportation electrification;
- Does not currently have in-unit air conditioning;
- Represent diverse geographies and building types.

**21. Can the same property participate in both the Direct Install Pathway and the Gap Funding Grant pathway, or is it intended that properties would participate in only one or the other?**

No, properties must participate in only one pathway. The Gap Funding Grant pathway is intended for properties that have a project under design, external third-party funding sources committed to the project, and use their own prevailing wage contractor. The Direct Install pathway is intended for properties that have not yet started a project.

**22. Are you interested in having 3rd party charger owner-operators who can bring in additional match funding into the program? We are seeing interest in this model due to lowering O&M costs, operational headaches, and utilization risk for site hosts.**

Proposers are invited to recommend innovations or modifications to the Multifamily Program in their proposal.

**23. Do you require contractors to have EVITP certification?**

Electric Vehicle Infrastructure Training Program certification is highly desirable, but not required.

**24. Can you speak to the charger selection process & types of chargers being evaluated?**

Proposers are invited to propose equipment in “Table C-4 Materials and Other Direct Costs Schedule” in Exhibit C. SVCE does not intend to select equipment during the RFP process. Final equipment will be determined during program design as described in “Section 16, Task 1.5 Develop List of Direct Install Measures” or during the property site assessment for custom solutions.