

CSD LOW-INCOME WEATHERIZATION PROGRAM
LARGE MULTI-UNIT DWELLING WEATHERIZATION SERVICE PROVIDER
REQUEST FOR QUALIFICATIONS

2015-RFQ-41



State of California
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, California 95833-4246

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I. PURPOSE OF REQUEST FOR QUALIFICATIONS (RFQ)

The Department of Community Services and Development (CSD) invites the submittal of qualifications from parties interested in providing energy efficiency retrofit/weatherization and program coordination services to large multi-unit dwellings¹ (MUDs) under CSD’s Low Income Weatherization Program (LIWP). The Large MUD Weatherization Service Provider for large MUDs will have primary responsibility for ensuring that this component of LIWP meets annual greenhouse gas (GHG) reduction goals and provides key co-benefits to the communities targeted for services under LIWP, as will be discussed in greater detail in this document.

A. Department Background

CSD is a state department under the California Health and Human Services Agency (CHHS). The mission of CSD is to reduce poverty for Californians by leading in the development and coordination of effective and innovative programs for low-income residents. To achieve this objective, CSD partners with a network of private, non-profit and local government organizations dedicated to helping low-income families and individuals achieve and maintain self-sufficiency, manage their home energy needs and reside in housing free from lead hazards. More information about CSD is available at <http://www.csd.ca.gov/>.

B. Low-Income Weatherization Program (LIWP)

The overall purpose of LIWP is to provide effective energy efficiency (weatherization) measures, solar water heating (SWH), and photovoltaic (PV) systems to qualifying low-income households, in most standard types of housing [single family/small multi-unit dwellings and large MUDs] to reduce energy use and GHG emissions in targeted ‘disadvantaged communities,’ as designated by the California Environmental Protection Agency (CalEPA) using the CalEnviroScreen 2.0 scoring tool.²

In addition, LIWP will provide other important environmental and economic co-benefits, such as reducing air pollution, helping improve air quality standards and public health, reducing consumer energy costs and water usage, creating job opportunities, and supporting workforce development in the disadvantaged communities.³

CSD is implementing the single family/small multi-unit elements of LIWP through a network of local agencies serving the disadvantaged communities.⁴ The Department plans to administer the large MUD components of the program (including the objectives described above - weatherization, solar initiatives and co-benefits) through a Large MUD Weatherization Service Provider (Provider).

¹ Mid- and high-rise residential buildings, typically with four or more stories and centralized mechanical systems such as boilers, HVAC, etc.

² A complete description of CalEnviroScreen 2.0 is available at: <http://oehha.ca.gov/ej/pdf/CES20Finalreport2014.pdf>.

³ CalEPA Office of Environmental Health Hazard Assessment (OEHHA) developed the CalEnviroScreen scoring tool to identify the communities that are most heavily impacted by pollution and environmental health hazards and the most vulnerable in terms of poverty rates, unemployment, and other socioeconomic factors. Senate Bill (SB) 535 (De Leon, Chapter 830) requires that at least 25% of the Greenhouse Gas Reduction Fund must be invested to benefit disadvantaged communities, and at least 10% be invested within these communities. Maps of disadvantaged community census tracts and other related information can be viewed at: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

⁴ Under its existing federal weatherization programs, CSD allocates federal funding to a statewide network of nonprofit and local government providers. A complete listing of CSD’s providers is available at: <http://www.csd.ca.gov/Services/FindServicesinYourArea.aspx>.

1. Disadvantaged Communities

Using CalEnviroScreen 2.0 results (updated as of October 2014), the CalEPA Office of Environmental Health Hazard Assessment identified California census tracts scoring in the top 25% of the state (76th percentile and above) for environmental impacts and socioeconomic factors as “disadvantaged communities,” for purposes of Greenhouse Gas Reduction Fund (GGRF) investments. The disadvantaged communities include 1,993 individual census tracts distributed among 29 counties, with a population totaling 9.4 million people. The affected counties are listed below, but only the designated disadvantaged community census tracts within these counties are eligible for LIWP services. Counties in bold type have the highest DAC census tracts/population.

Alameda	Butte	Contra Costa	Fresno	Imperial
Kern	Kings	Los Angeles	Madera	Merced
Monterey	Orange	Riverside	Sacramento	San Bernardino
San Diego	San Francisco	San Joaquin	San Mateo	Santa Barbara
Santa Clara	Santa Cruz	Solano	Stanislaus	Tehama
Tulare	Ventura	Yolo	Yuba	

2. LIWP Goals

➤ Goal #1: Maximize GHG Reductions

The reduction of GHG emissions is the primary goal of LIWP, as set forth under the California Global Warming Solutions Act of 2006 (AB 32).⁵ LIWP funds for large MUDs will be used exclusively for the installation of energy efficiency measures and investments in renewable energy that result in energy savings and reduced GHGs. Some examples of customized retrofits may include, though not necessarily be limited to: cool roofs; insulation; central mechanical systems upgrades, including heating, cooling, DHW, and ventilation systems; furnace replacement; plug load reduction; lighting; replacement of other appliances; Virtual Net Energy Metering; solar water heating and solar photovoltaics; and retrofits on the exterior of the buildings.

Annual GHG reduction performance targets for the LIWP Large MUD Weatherization program are currently estimated between 6,673 MTCO_{2e} -12,423 MTCO_{2e} or greater.⁶

➤ Goal #2: Maximize Co-Benefits to Disadvantaged Communities

While GHG reduction is a primary goal of LIWP, the program also places great emphasis on co-benefits to be achieved. Specifically, the Investment Plan establishes the following objectives, among

⁵ AB 32 established California as a global leader on reducing greenhouse gases and prescribes a comprehensive and long-term approach to addressing climate change in a way that aims to improve the environment and natural resources while maintaining a robust economy. The bill mandated the return of state GHG emissions to 1990 levels by the year 2020.
⁶ Performance targets may be subject to revision prior to execution of an Agreement with the selected large MUD Weatherization Service Provider.

others, for the use of the proceeds:

- Maximize economic, environmental and public health benefits
- Promote job creation
- Target investments toward the most disadvantaged communities and households.

To help maximize the overall investment of LIWP and the number of households that can be served under the program (whether through reduced energy costs, improved air quality, or job creation), the cost-effectiveness of measures will be quantified in terms of Savings to Investment Ratio (SIR), and “Carbon Investment Return” (CIR); i.e., the level of carbon reduction achievable by a particular measure over its lifetime, relative to upfront investment in the measure.⁷ Because of the program’s emphasis on GHG reduction, measures that maximize CIR should be given priority consideration over measures that merely have a higher SIR, depending on the property owner’s level of financial participation or willingness to co-sponsor the cost of the measure.

LIWP service providers (in all sectors of the program) will also offer economic benefits in the form of job training and employment opportunities, in addition to supporting local economies through the purchase of weatherization supplies and specialty contractor services within disadvantaged communities.

CSD will work with local agencies and other LIWP contractors to determine the most effective ways to achieve the above goals in their service areas. The large MUD Weatherization Service Provider will be responsible for tracking and reporting large MUD project data relative to these goals, in accordance with Greenhouse Gas Reduction Fund recordkeeping and reporting guidance being developed by the Air Resources Board, and other applicable reporting requirements for CSD’s programs.

II. KEY QUALIFICATIONS, SKILLS AND EXPERIENCE

A. Minimum Required Qualifications

1. Knowledge of/ability to comply with all state and local building codes, including the building standards of Title 24 of the California Code of Regulations. (See Attachment 2 for Certification).
2. Have a Professional Engineer’s License and all other necessary licenses and certifications (in-house, or subcontracted if necessary) needed to conduct ASHRAE Level I-III energy audits, perform site assessments and diagnostics, develop work plans, provide oversight during construction phases, commission individual systems and capture data on the net GHG reductions and energy saved by their integration. At least one engineer on the firm’s staff should be available to support the program and respond to any emergencies for the duration of the contract. (See Exhibit H, for recommended professional credentials.)
3. Have a Class B, General Contractor License issued by the California Contractors State Licensing Board (see Attachment 2 for Certification). The organization/its staff, and/or any subcontractors performing work on a project, must have any other required licenses or certifications for the type of work to be performed, such as installing and commissioning solar equipment.

⁷ See Exhibit E for further discussion of CIR.

4. Be in good standing and currently qualified to conduct business in California. Current standing of the organization/firm will be verified with the Secretary of State as necessary. If the firm is not subject to registration with the Secretary of State, the firm must include a copy of its current local business license with the Response.
5. Possess necessary insurance coverages, and a surety bond commensurate with state contracting requirements and the scope of the MUD weatherization projects.
6. Maintain a system of internal accounting and administrative control; demonstrate a history of fiscal stability and responsibility.

B. Essential Skills and Experience

Responders to this RFQ should possess the following, or closely related, experience and skills:

1. Demonstrate a solid understanding of and commitment to worksite safety, hazard controls and injury/illness prevention, and have an excellent safety record.
2. Has provided consulting services in the fields of large MUD improvement, renovation or equivalent residential or commercial construction activity, with a focus on weatherization or energy efficiency standards.
3. Expertise in the development/implementation of quality assurance programs related to large MUD improvement, renovation or equivalent residential or commercial construction activity.
4. Has provided, either directly or through partners or subcontractor(s), services for engineering, designing, procuring, installing, testing and commissioning of solar water heaters and photovoltaics, as well as passive solar measures in large multi-unit dwellings.
5. Provided training in weatherization or other energy efficiency procedures. Training experience could include training outside entities, formal in-house training, or developing training curricula.
6. Performance of large MUD energy audits (using TREAT, Energy Pro or similar industry equivalent).
7. Management of subcontractors and quality assurance of subcontracted work.
8. Proficiency in Microsoft Office Suite or equivalent software applications to facilitate the aggregation of training data, development and production of research and special reports, and coordination and delivery of training and communications with property owners, their staff and contractors; and with CSD (see Attachment 2 for Certification).
9. Successful management of federal, state, local and/or foundation grant funds; ability to track and comply with specific requirements of multiple funding sources.

C. Highly Desirable Skills and Experience

Additional highly desirable experience that will demonstrate Responder's ability to successfully perform and carry out the objectives of this project includes, but is not limited to, the following:

1. Direct project management experience of whole-building weatherization services, including energy audits, modeling, analysis of pre- and post-weatherization energy savings, and calculation of GHG/CO_{2e} reduction.
3. Documented participation in successfully completed multifamily residential and/or commercial MUD developments or energy retrofits that were supported by multiple public and/or private funding sources. Responder should provide documentation for projects it has completed over the past three years (see part IV.A.3. on page 8 for more detail).
4. Experience with investor-owned utility (IOU) weatherization/Energy Efficiency Improvements and rebate programs, and/or with any HUD, CalHFA, or Low Income Housing Tax Credit financed developments.
5. Recent work in low-income communities, identifying eligible building stock and installing planned deep energy retrofits.
6. Experience in tracking workforce participation goals and complying with prevailing wage requirements.
7. Ability to provide educational component(s) to assist clients in budget counseling and reduction of energy use and costs.

III. SCOPE OF WORK

A. Overview of Provider Functions

The LIWP Large MUD Weatherization Service Provider (“Provider”) must be able to oversee, direct and/or provide LIWP-funded weatherization services to large MUDs to maximize GHG reductions and achieve program goals and objectives. Accordingly, the Provider is expected to carry out the following functions:

1. *Whole-building weatherization services.* Manage portfolio and provide/coordinate comprehensive, whole-building weatherization services to MUD properties; including modeling and implementation of customized work plans to maximize cost effectiveness and GHG reductions.
2. *Large MUD project identification and assessment/benchmarking.* Identify and prioritize weatherization opportunities based on the greatest energy savings and economic co-benefit potential. Based on modeling and analysis of energy audits, develop whole-building performance targets and identify a comprehensive scope of measures to be installed to achieve the highest energy savings/GHG reductions while lowering net operating costs.
 - a. Site Assessments⁸
 - Visual inspection to check for any health and safety-related measures needed, and/or for any structural deficiencies or recent modifications.

⁸ See “MUD Site Assessment Guide” at Exhibit B, page 41.

- Diagnostic testing and identification of opportunities for all feasible cost-effective energy efficiency retrofits; equipment upgrades and for the feasibility of installing solar water heaters and photovoltaics.
 - Interviews with the property management, maintenance staff and a sampling of residents, if possible, to inquire about building performance, where they see problems, identify behavioral factors that might be causing energy wastage, etc.
- b. Start-up Screening
- Provider will develop a screening process to short-list MUDs with the highest whole-building weatherization potential.⁹
 - Provider will also be expected to screen and process small multifamily (SMF) referrals from CSD's network of providers for Solar Water Heater and Solar Photovoltaic installations. No general weatherization is to be performed at these SMF dwellings.
3. *Energy modeling and analysis.* Perform a whole building energy audit¹⁰ and modeling of eligible energy efficiency measures, establishing a performance target for the building. Use industry standard energy simulation/modeling software such as TREAT, Energy Pro, or equivalent, subject to CSD approval. If unit-level modeling of a whole building is determined to be the best approach for a particular project, Provider may elect to model every apartment in the building, or apply an appropriate sampling approach.¹¹
4. *Application of SIR and CIR.*¹² LIWP standards require calculation of ratios of investment vs. energy savings and carbon reduction, or SIR and CIR, to determine the feasibility of each proposed measure in a project. For measures that may not individually qualify under these guidelines, rebates and incentives from direct installations, or from the utilities, may be deducted to calculate the net SIR for the measure.
5. *Negotiation of work plans with property owners.* Encourage/negotiate owner buy-in, ideally for up to 50% of the energy audit costs. Negotiate with property representatives as needed to carry out work plans and install most cost-effective and GHG-reducing measures for each project. For measures that are identified as substantially carbon-reducing but may not have an SIR of ≥ 1.0 , negotiate with property owners for measure cost buy-downs. Based upon these negotiations a final project work plan will be provided to CSD for review and approval.
3. *Subcontractor procurement.* Use arm's length competitive bidding practices to hire necessary subcontractors, or provide technical support as needed for building owners' procurement of subcontractor(s), to carry out the work plan for each project as efficiently as possible.

⁹ See Exhibit C, "Benchmarking Large Multi-Unit Dwellings."

¹⁰ ASHRAE Level I - III

¹¹ Sampling approaches could include: modeling energy consumption for each unique unit type, then aggregating the results across all units in the building; or RESNET sampling protocols -- these are intended to be applied for purposes of energy assessments and test-in/test-out diagnostics, not to be confused with the minimum requirements for QA & V inspections.

¹² Carbon Investment Ratio, described in more detail in Exhibit E on page 48.

4. *Project management, quality assurance and monitoring:* Oversee construction, perform quality assurance testing and verification (QA&V) of measures installed, and provide CSD with closeout reports for each MUD project weatherized under LIWP. Report energy savings, whole building improvements, and net cost efficiencies achieved. Analyze ongoing utility usage data for the building during the contract term.
 - a. During construction, provide project management and support services including, but not limited to the following:
 - Ensure that all required permits are obtained for the project
 - Materials and Systems Testing services: establish and meet requirements for field tests and special inspections; develop installation specifications for each package of measures.
 - Make assessments, procure, install, test, commission and track performance and savings from any solar water heating and/or solar photovoltaics measures to be included in the project work plan.
 - Provide administrative support and coordination as needed
 - b. Provide onsite inspection and diagnostic testing services
 - c. Coordinate or provide QA&V for all retrofit processes during the construction phase and upon completion of weatherization; ensure that independent dwelling assessments are performed to review the feasibility of measures installed and the existence of any health and safety issues that may have been overlooked by the subcontractors.
5. *Technical assistance and support.* Provide assistance as needed to CSD and MUD property representatives in understanding and implementing new applicable standards and technologies; attend CSD Service Provider and/or Energy Council meetings as requested. Assist/advise CSD on technical policy matters.
6. *Project reporting requirements.* Submit timely required reports and documentation, according to the reporting schedule and format established in Provider's Agreement with CSD.¹³
7. *Additional duties/services as required* to ensure program integrity, educate property managers and owners on proper operation and maintenance of installed measures, encourage low-income resident participation, and leveraging/coordination any of applicable utility rebates.

B. Term of Agreement and Maximum Amount

Anticipated term of the agreement resulting from this procurement will be from August 1, 2015 through April 30, 2017, contingent on availability of funds from year to year. The agreement may be extended, solely at CSD's option, for up to an additional one-year term. The anticipated maximum consideration available for services under the agreement is \$24 million.

¹³ Provider must submit a Close-out Report (COR) within forty-five (45) calendar days of the end of the contract period in order for CSD to comply with Air Resources Board reporting requirements. The COR shall include a final comprehensive report evaluating the entire program with recommendations toward resolving all identified problems.

IV. REQUIREMENTS FOR RESPONSE PREPARATION AND SUBMISSION

A. Response Content and General Formatting Requirements

Please respond succinctly to each of the prompts in the order indicated below, using the information provided in Parts II and III as a guide to ensure thorough documentation of your firm's ability to function effectively as a Statewide Service Provider. To facilitate review of your response, please identify each portion of your response by its number and/or heading below.

1. Legal name of business (include any 'DBA' names), primary location and date established/incorporated.
2. Describe the company's management/staffing structure and attach a current organizational chart.
3. Statement of Qualifications: Summarize the organization's experience in performing whole-building energy audits for large low-income multi-unit residences (and/or commercial properties) in California. Describe the significant energy audit projects and related services your organization has completed on MUD properties over the past three years, selecting projects/services that best illustrate your organization's scope of relevant skills and experience. Include the following information for each project listed:
 - a. Clients' business contact information (if client was not the property owner/manager, the most appropriate owner/manager contact); property name (if any), address(es), number and type/size of units, number of buildings, and the construction type(s).
 - b. Scope of property owner/manager and/or resident investment in project, and Responders' role in negotiating/coordinating work plans with owners and/or residents.
 - c. Total time to complete each project with start and completion date, with notations explaining delays or obstacles to completing the project(s).
 - d. Projected Sources and Uses and Pro Forma of each project as submitted to lenders and/or state financing agencies.
 - e. Total cost of energy audit, including costs payable to Responder's firm and/or its subcontractors; and if known, other costs related to the project. Identify who paid for project and provide final cost certification, if applicable.
 - f. Description of any solar PV/SWH measures incorporated into the project, and Responder's role in identifying, sizing/designing and/or supervising installation of solar measures.
NOTE: Please include any examples of solar PV/SWH work performed for Small Multifamily (SMF) dwellings as well.
 - g. Energy savings achieved for each project.
 - h. Most recent available audit statement and verification of current occupancy for each project.

- i. A complete energy audit sample for one of the described projects, supported by data files and analysis (files may be submitted on an encrypted USB flash drive meeting the specifications in Exhibit G on page 44).
4. List key personnel anticipated to be available for the duration of the project who will perform and/or oversee the energy audits, including the following information for each staff person listed:
 - a. Attach résumés for key personnel, summarizing relevant education, licenses, credentials, or certifications in housing, building inspection or related fields, and qualifications/experience (including any experience in leveraging government and utility direct install, rebate and incentive programs, and hourly billing rates). (For recommended listing of professional credentials for Large MUD Weatherization see Exhibit H on page 44)
 - b. Estimate the percentage of each staff person's time that could be made available to work on the LIWP - Large MUD Program.
5. Describe additional hiring, if any, that you anticipate would be necessary for this project. Whether staff will be added or not, briefly describe the organization's recruitment and hiring process and attach a sample formal job description that your firm would use in recruiting for this project.
6. Provide contact information for **three business references** who can speak to your firm's experience and qualifications, quality and consistency of work, and ability to timely achieve project objectives.
7. Research, Consulting, Training and Technical Assistance
 - a. Briefly summarize the organization's relevant experience in providing training, technical assistance, consulting and research services for clients, programs or projects such as MUD weatherization clients, renewable energy projects, code enforcement/compliance activities, community economic development projects, or similar activities.
 - b. List any relational database programs/systems that the organization currently uses for purposes of training and technical assistance, research, consulting and reporting.
8. Subcontractors and Procurement
 - a. Identify any subcontractors currently anticipated or proposed to be hired for this project (whether consultants, engineers, architects, or other professionals and technicians needed to supplement in-house capabilities),¹⁴ including, if possible, resumes or summaries of qualifications for subcontractors' key staff.
 - b. Summarize your firm's policies and procedures for ensuring fair and open competition in bidding and procurement processes, demonstrating understanding of local, state and/or federal legal requirements that may apply, or attach a copy of the firm's competitive bidding policies.
9. Work Plan

¹⁴ Note: Provider must follow applicable state and federal procurement requirements ensuring open, competitive bidding practices for any subcontracts for goods, services or equipment to be paid for/reimbursed under the LIWP Agreement with CSD.

In no more than eight (8) pages, prepare a summary Work Plan outlining your firm's approach to administration of a whole-building weatherization program in a large MUD project, addressing the topics below:

- a. *The Provider must have the ability to lead and implement innovative whole-building weatherization strategies that meet aggressive annual GHG reduction targets.*
 - i. How will you initially screen for buildings with the highest energy burden?
 - ii. What whole-building assessment and audit protocols will be used to identify/ prioritize measures (including solar) that will maximize the SIR, energy savings to residents, and GHG reduction?
 - iii. Describe your firm's post-inspection procedures to ensure quality control and compliance with local codes.
 - iv. How will you prevent cost overruns and ensure that projects stay on target with their original work plan and budget?
- b. *Successful whole-building weatherization will require leveraging sources through cost- sharing or owner matching.* How will your firm negotiate owner cost sharing and/or leverage other potential sources?
- c. *In addition to energy savings and GHG reduction, the LIWP/Large MUD Weatherization Program includes **economic co-benefits** to the targeted disadvantaged communities.* How will your organization promote or participate in job creation and workforce development initiatives?
- d. Describe your firm's strategy and capacity for meeting annual GHG reduction targets under the LIWP program.¹⁵
- e. Provide best estimate timelines for:
 - i. All significant phases of a large MUD weatherization project, from identification of the building through completion of the energy retrofit and post inspection;
 - ii. A ramp-up schedule to implement the Large MUD Weatherization Program throughout LIWP designated census tracts;
 - iii. Estimated scope of work that could be completed for a 'typical' project over a period of one to three months.

B. Key Action Dates

Time is of the essence in responding to this RFQ. All firms intending to respond must strictly adhere to the following schedule in order for their Responses to be considered.

¹⁵ Current targets/ranges for GHG reductions under the LIWP - Large MUD Weatherization program are: i) Annual reductions of 6,673 MTCO_{2e} to - 12,423MTCO_{2e}; ii) Cumulative GHG reductions attributable to FY14-15: 84,985 - 257,155 MTCO₂/Yr or more.

RFQ Available to Prospective Proposers	Tuesday, 5/12/2015
Written Question Submittal Deadline (2:00 P.M.) (Please email questions to crystal.alvarez@csd.ca.gov by deadline)	Monday, 5/18/2015
Response to Questions Deadline (2:00 P.M.)	Friday, 5/22/2015
Final Date for Response Submission (5:00 PM)	Friday, 5/29/2015
Initial Evaluations of Response(s) Completed	Wednesday, 6/3/2015
Selection of Finalist(s) and Request for Cost Proposal released	Friday, 6/5/2015
Deadline for Submission of Cost Proposal(s)	Friday, 6/12/2015
Final Scoring and Notice of Intent to Award Posted at CSD	Wednesday, 6/17/2015
Agreement Award	August 1, 2015
Projected Contract Term	August 1, 2015 – April 30, 2017

C. Preparation and Submission of Response

Responses should provide straightforward and concise descriptions of the Responder's ability to satisfy the requirements of this RFQ. The Response must be complete and accurate. Material omissions, inaccuracies, or misstatements will be sufficient cause for rejection.

1. *Questions Regarding the RFQ.* Responders requiring clarification of the intent or content of this RFQ or on procedural matters regarding the competitive proposal process may request clarification by submitting written questions via email, with the subject line "Questions Relating to 2015-RFQ- 41" to crystal.alvarez@csd.ca.gov. To ensure feedback prior to submission of the Responses, questions must be received by the deadline specified above in Part IV.B., Key Action Dates. Question and answer sets will be provided to all Responders. CSD will publish the questions as they are submitted including any background information provided with the question; however, the State at its sole discretion may paraphrase the question and background content for clarity.
2. All Responses to this RFQ must be submitted and received at CSD **by 5:00 p.m. on Friday May 29, 2015**. Responses received after this date and time will not be considered.
3. Submit one (1) original Response beginning with a signed Proposal/Proposer Certification Sheet (see Attachment 3) and three (3) copies of the Response.

4. The original Response must be marked "**ORIGINAL.**" All documents contained in the original response package must have original signatures and must be signed by a person authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.
5. Responses must be prepared in not less than 12-point font and have minimum one-inch margins. The narrative portion of the Response shall not exceed a total of forty (40) pages. Attachments, résumés of key staff, certificates, certifications and other required and optional documents are not included in the forty (40) page limitation. The original Response and required copies shall be submitted in separate three ring binders.
6. The response box or envelopes must be plainly marked with the RFQ title and number and the firm's name and address. Responses not submitted and marked as indicated will be rejected.

LIWP Large MUD Weatherization Service Provider, 2015-RFQ-41
Attention: Contract Services Unit
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833-4246

7. The responding organization's legal name must be used for purposes of this Response, and any fictitious business/DBA names used by the firm should be listed as well (see Part IV.A.1., on page 8).
8. All Responses shall include the documents identified in Attachment 1, Required Attachment Checklist. Proposals missing any attachments shall be deemed nonresponsive. A nonresponsive proposal is one that does not meet the basic proposal requirements.
9. Responses must be submitted for the performance of all the services described herein unless otherwise modified in writing by CSD. Any deviation from the scope of work shall be deemed nonresponsive.
10. Responses will be considered only if delivered in hardcopy format [except for data sets for energy audit samples, which may be copied to an encrypted USB flash drive meeting the specifications in Exhibit G] to the Department of Community Services and Development address listed above by the final submission deadline. Late submittals will be returned unopened to the sender. Delay resulting from error or failure of overnight or express delivery services to perform as expected will not be grounds for extension of the deadline.
11. A Response may be rejected if it is conditional, incomplete, contains any alterations of form, or other irregularities of any kind. CSD may reject any or all responses and may waive any immaterial deviation in a proposal. CSD's waiver of an immaterial defect shall in no way modify the RFQ document or excuse an awardee from full compliance with the terms of any Agreement resulting from this procurement.
12. Costs incurred for developing responses or proposals and in anticipation of award of the agreement are entirely the responsibility of the responding firm, and shall not be charged to the State of California.
13. Responder's authorized signatory shall sign the Attachment 2, Proposal/Proposer Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned Response may be rejected.

14. Responders may modify or withdraw a submitted Response by sending a written request to withdraw the original Response and submitting a new or revised proposal prior to the proposal submission deadline. Response modifications offered in any other manner, oral or written, will not be considered. Responses may not be withdrawn without cause subsequent to proposal submission deadline.
15. CSD may, at its discretion, modify the RFQ prior to the date fixed for submission of Response by the issuance of an addendum to all parties who received a Response package.
16. CSD reserves the right to reject all proposals for the entire procurement or for particular project tasks, and/or to decline to make any award pursuant to this RFQ.
17. Before submitting Responses, all responding firms should review their responses, correct any errors, and confirm compliance with the RFQ requirements.
18. Responders should carefully review the Scope of Work, the locations of the Disadvantaged Communities identified in Exhibit F, and all other work and specifications contained in this RFQ. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
19. More than one Response from an individual, firm, partnership, corporation, or association under the same or different names will not be considered.
20. CSD Weatherization Installation Standards, training course outlines, program policies, forms and guidance, service provider contracts, and other related information are available at:

<http://vendors.csd.ca.gov/>

Responders must register for user identification and to obtain a password to view documents.

D. Evaluation Process

The initial selection method for this procurement is a Request for Qualifications (RFQ). This method is utilized as the primary stage of a procurement process to identify firm(s) that are best qualified and prepared in terms of industry expertise, strategy for achieving CO₂ reduction goals, and approach to large low-income multi-family weatherization projects. Pending the number and quality of responses provided to CSD, a secondary stage evaluating cost proposals from the pool of qualified firms may be necessary.

1. Phases of RFQ Review

Phase I

Each Response will be screened initially for compliance with the submission requirements for this RFQ, including attachment of all required documents. Responses will then be reviewed to ensure that the proposing firm meets minimum experience/qualification requirements. Submissions meeting these requirements and deemed responsive will continue to Phase II.

Phase II

Each responsive submission will be scored by a panel of reviewers, first individually and then collaboratively. Reviewers will be CSD employees and potentially staff or consultants from other state entities. Reviewers will review each Response and jointly assign a point value based on the scoring

criteria listed below. CSD will then invite up to three (3) highest scoring/best qualified firms to submit cost proposals to ensure best value and reasonableness of costs related to the final Large MUD Weatherization Statewide Service Provider Agreement.

2. *Request for Cost Proposals.* If only one Responder is determined to be sufficiently qualified to perform the functions outlined above in Part III and/or described elsewhere in this document, CSD will require the qualified firm to submit a cost proposal for review and verification of cost reasonableness. A sample list of cost proposal items is attached for informational purposes as Exhibit D, page 40. *Note: Because relevant experience and technical skill are critical to the success of this project, cost proposals will be considered as a factor in the overall competitive selection process, but will not necessarily determine the final result.*
3. *Supplementary Interview.* If additional clarifying information is needed, CSD will invite no more than two principal staff persons from the top scoring responsive firm(s) to an interview at CSD's headquarters in Sacramento. One of the principals should be the head of the proposing firm or the designated project manager. The interview panel will consist of members of the scoring panel, and may be augmented by CSD management staff. Responders at this phase will be given the opportunity to make a brief presentation on their qualifications and capacity, followed by questions from the interview panel to further determine the potential of the organization to successfully administer the LIWP Large MUD Weatherization Program. If the panel determines that a Responder has grossly misrepresented the experience of the firm and its staff, or any other information deemed material to the success and integrity of the program, the firm may be disqualified.
4. *Final Scoring.* CSD will, at its discretion, make an award based on the highest scoring Response, reasonableness and competitiveness of the cost proposal, and outcome of any supplementary interview(s). The highest scoring firm will be recommended to CSD's Director and/or designee(s) for final determination and posting of a Notice to Award.
5. *Right to Make Multiple Awards or No Award.* If CSD determines that it is in the best interest of the State to make two awards, the two highest scoring Responders will be recommended. CSD reserves the right at any time to withdraw this RFQ, and/or to decline to make any award based on this solicitation.

E. Evaluation Criteria

CSD will review each Response in its totality to determine the firm's qualifications and readiness to implement comprehensive whole-building weatherization in low-income, large MUDs. Specific evaluation criteria for scoring purposes are listed in Part V, Point Scoring and Evaluation Criteria, on page 15 below.

V. POINT SCORING AND EVALUATION CRITERIA

RFQ Reference	SUBJECT AREA AND CRITERIA	SCORE
Phase I	Screening for Responsive Submission	(Y/N)
1. Part IV.C.	Package includes original and three (3) copies of Response.....	Y / N
2. Attachment 1	Response includes all required attachments.....	Y / N
3. Attachment 3	Certification Sheet (Attachment 3) signed.....	Y / N
4. Part IV.A.	Organization’s full legal name(s) date and location of incorporation/establishment, and primary contact information provided.....	Y / N
5. Part IV.A.	Organizational chart attached.....	Y / N
6. Parts II/IV.A.	Staff résumés and/or other documentation provided indicate experience in fields of large MUD or equivalent residential improvement, renovation, or construction, with weatherization/energy efficiency components.	Y / N
7. Parts II/IV.A.	Staff résumés and/or other documentation provided indicate experience with quality assurance programs related to large MUD or equivalent residential improvement, renovation, or construction.....	Y / N
	If ‘yes’ to all items 1-7, Response continues to Phase II review:	Y / N
Phase II	<u>Panel Review and Scoring (200)</u>	
	Statement of Qualifications (90)	
8. Part IV.A.3	Summary includes detailed description of large MUDs or similar commercial projects in which Proposer has performed energy audits and/or related services, completed during the past three years. (3 points for each project described up to three projects, + 1 extra point for each additional project) (<i>Example: Response describes 4 projects completed in three years = 10 points</i>).....	
9. Part IV.A.3	Relevance of prior experience to performing Large MUD Weatherization Service Provider functions in the following areas (50 points total): i. Whole-building energy audits experience (10)..... ii. Benchmarking buildings to identify suitable projects (10)..... iii. Sizing/designing/installing (or overseeing installation) of solar PV/SWH measures or equivalent (10)..... iv. Negotiation of work plan/project scope with property owners and/or residents (10)..... v. Management and coordination of subcontractors (10)..... vi. Effective cost controls (10).....	
10. Part IV.A.3	Response includes a complete audit sample supported by data files and analysis (20)	

	Organization’s Staff Resources and Qualifications (20)	
11. Part IV.A.4-5	<ul style="list-style-type: none"> a. Demonstrates current or readily available capacity to perform Large MUD Weatherization Service Provider functions for all of the designated DACs (10)... b. Staff résumés indicate highly relevant education, certifications, and work experience matching program needs (5)..... c. Copies of firm’s/staff’s specialized certifications relevant to the Part II Scope of Work and Part III Key Qualifications (Minimum Required, Essential, and Highly Desirable) – see also Exhibit H for list of recommended credentials (5)..... d. Organization is prepared to recruit any additional necessary staff and job description demonstrates understanding of Large MUD Weatherization Service Provider roles/responsibilities (5)..... 	
	Business References (5)	
12. Part IV. A.6	Contact information provided for at least three business/professional references able to speak to firm’s qualifications, etc. (5).....	
	Research, Consulting, Training and Technical Assistance (T&TA) (10)	
12. Part IV.A.7.	<ul style="list-style-type: none"> a. Relevant experience providing research, consulting, and T&TA services for large MUD weatherization clients, renewable energy industry, code enforcement and compliance specialists, non-profits and government-funded programs (5)..... c. Effectively utilizes relational database software or related technology for purposes of T&TA, research, consulting, and/or reporting, as demonstrated by sample report (5).. 	
	Subcontractors and Procurement (10)	
13. Part IV.A.7.	<ul style="list-style-type: none"> a. Responder identifies any existing or prospective subcontractors and can document procurement procedures followed or planned; if applicable, existing subcontractors’ staff resumes demonstrate appropriate and relevant education, licensing/certifications, and work experience (5)..... c. Responder has established procurement policies/ procedures, and demonstrates ability to support and advise property owners with subcontractor procurements that maximize economic benefits to DACs (5)..... 	
	Work Plan (60 points)	
14. Part IV.A.8.a.	<p><i>Ability to lead and implement innovative whole-building weatherization strategies that meet aggressive annual GHG reduction targets. (20 points)</i></p> <ul style="list-style-type: none"> i. Describes viable screening methodologies for identifying highest energy burden MUD properties (5)..... ii. Lists assessment/audit protocols to be used for identifying and prioritizing most effective measures for installation (5)..... iii. Describes effective post-inspection procedures for QA&V and code compliance (5) iv. Explains approach/strategy for staying on target with work plans and budgets (5) 	
15. Part IV.A.8.b.	Demonstrates ability to negotiate with owners or other organizations to obtain matching contributions (10).....	
16. Part IV.A.8.c.	<i>Economic co-benefits.</i> Provides overview of firm’s plan for promoting or engaging in job creation and workforce development initiatives in the DACs, related to large MUD	

	weatherization projects (5).....	
17. Part IV.A.8.d.	<i>GHG Reduction Goals</i> . Describes realistic strategy and shows capacity for meeting or exceeding annual GHG reduction targets under the LIWP program (10).....	
18. Part IV.A.8.e.	<i>Timelines and safeguards against project delays</i> . (15 points total) Realistic timelines provided for: 1. Project ramp-up schedule to implement Large MUD Weatherization Program across all LIWP DACs (5)..... 2. Significant phases of a large MUD weatherization project (5)..... 3. Estimated scope of work that could be completed over a period of one to three months (5).....	
	TOTAL POINTS:	

VI. GENERAL LEGAL PROVISIONS APPLICABLE TO THIS RFQ

A. Protests/Appeals

CSD’s evaluation of responses to this RFQ and any additional materials solicited for purposes of selecting a LIWP – Large MUD Weatherization Service Provider, and CSD’s subsequent decision to make an award to a qualified responding organization or firm, shall be at the sole and final discretion of the Director of the Department, and is not subject to the protest procedures described in PCC §§10341-10345.

B. Disposition of Responses/Proposals

1. Upon proposal opening, all documents submitted in response to this RFQ will become the property of the State of California, and after CSD’s issuance of a notice of award of the contract, proposals may be regarded as public records under the California Public Records Act, (Government Code Section 6250 et seq.) subject to public review upon request. Responders are solely responsible for any sensitive or personally identifying content of the proposals, including but not limited to individuals’ names, home addresses, phone numbers, work histories, or other information.
2. Proposal packages may be returned only at the Responder's expense, unless such expense is waived by the awarding agency.

C. Agreement Execution and Performance

1. All performance under the agreement shall be completed on or before the termination date of the agreement.
2. The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counterproposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
3. No oral understanding or agreement shall be binding on either party.

VII. REQUIRED ATTACHMENTS

ATTACHMENT 1: REQUIRED ATTACHMENTS CHECKLIST

A complete Response or proposal package will consist of the items identified below. Complete this checklist to confirm the items in your Response. Place a check mark or "X" next to each item that you are submitting to the State. For your proposal to be determined responsive, all required attachments must be returned. This checklist should be returned with your proposal package also.

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Required Attachment Checklist
_____ Attachment 2	Proposal/Proposer Certification Sheet
_____ Attachment 3	Bidder Declaration http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-BidDeclar08-09.pdf
_____ Attachment 4	Payee Data Record, STD. 204 http://www.dgs.ca.gov/osp/Forms/Search.aspx
_____ Attachment 5	Contractor Certification Clauses (CCC-307). The CCCs can be found on the Internet at www.documents.dgs.ca.gov/ols/CCC-307.doc . Page 1 must be signed and submitted prior to the award of the agreement, but it is not required if the Proposer/Responder has submitted this form to the awarding agency within the last three years.
_____ Attachment 6	Darfur Contracting Act
_____ Attachment 7	Response Narrative, Résumés of Key Personnel, Credentials, and References
_____ Attachment 8	Most Recent Audited Financial Statement

ATTACHMENT 2: PROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed by a person authorized to contractually bind the proposing firm and returned with the required attachments as an entire package in duplicate with original signatures. The Proposal/Response must be transmitted in accordance with the instructions in Part IV.C.

- A. By signing this Certification Sheet, the Proposer certifies knowledge within the firm of the application of the building standards of Title 24 of the California Code of Regulations.
- B. By signing the Certification Sheet, the Proposer certifies knowledge of the State’s standards for the Class B General Contractors License.
- C. By signing this Certification Sheet, the Proposer certifies that the firm has basic computer skills and proficiency with Microsoft Office Suite or its equivalent, including Professional software applications, i.e., Word, Excel, Email, Outlook, and Access or their equivalents.
- D. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

An Incomplete or Unsigned Proposal/Proposer Certification Sheet May Be Cause For Rejection.

1. Company Name	2. Telephone Number ()	2a. Fax Number ()		
3. Address				
Indicate your organization type:				
4. <input type="checkbox"/> Sole Proprietorship 5. <input type="checkbox"/> Partnership 6. <input type="checkbox"/> Corporation				
Indicate the applicable employee and/or corporation number:				
7. Federal Employee ID No. (FEIN)	8. California Corporation No.			
9. Indicate applicable license and/or certification information:				
10. Proposer’s Name (Print):	11. Title:			
12. Signature:	13. Date:			
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> a. California Small Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: </td> <td style="width: 50%; border: none;"> b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: </td> </tr> </table>			a. California Small Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number:	b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number:
a. California Small Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number:	b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number:			
NOTE: A copy of your Certification is required to be included if either of the above items is checked “Yes.” Date application was submitted to OSBCR, if an application is pending:				

COMPLETION INSTRUCTIONS FOR PROPOSAL/PROPOSER CERTIFICATION SHEET

Complete the numbered items on the Proposal/Proposer Certification Sheet by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11 12, 13	Must be completed. These items are self-explanatory.
14	If certified as a Small Business Enterprise, place a check in the "Yes" box and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

ATTACHMENT 3: BIDDER DECLARATION FORM

All bidders must complete the Bidder Declaration GSPD-05-105 and include it with the bid response. When completing the declaration, bidders must identify all subcontractors proposed for participation in the contract. The bidder awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and it is incorporated by amendment to the contract.

At the State’s option prior to award, bidders may be required to submit additional written clarifying information. Failure to submit, the requested written information as specified, may be grounds for bid rejection.

<http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-BidDeclar08-09.pdf>

State of California—Department of General Services, Procurement Division GSPD-05-105 (REV08/09)	Solicitation Number _____																												
BIDDER DECLARATION																													
<p>1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):</p> <p>a. Identify current California certification(s) (MB, SB, NVSA, DVBE): _____ or None <input type="checkbox"/> (If “None,” go to Item #2)</p> <p>b. Will subcontractors be used for this contract? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.</p> <p>_____</p> <p>_____</p> <p>c. If you are a California certified DVBE: (1) Are you a broker or agent? Yes <input type="checkbox"/> No <input type="checkbox"/> (2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>																													
<p>2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: x-small;">Subcontractor Name, Contact Person, Phone Number & Fax Number</th> <th style="font-size: x-small;">Subcontractor Address & Email Address</th> <th style="font-size: x-small;">CA Certification (MB, SB, NVSA, DVBE or None)</th> <th style="font-size: x-small;">Work performed or goods provided for this contract</th> <th style="font-size: x-small;">Corresponding % of bid price</th> <th style="font-size: x-small;">Good Standing?</th> <th style="font-size: x-small;">51% Rental?</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0%</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0%</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0%</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?					0%	<input type="checkbox"/>	<input type="checkbox"/>					0%	<input type="checkbox"/>	<input type="checkbox"/>					0%	<input type="checkbox"/>	<input type="checkbox"/>
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				0%	<input type="checkbox"/>	<input type="checkbox"/>																							
				0%	<input type="checkbox"/>	<input type="checkbox"/>																							
<p>CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.</p> <p style="text-align: right; font-size: x-small;">Page ____ of ____</p>																													

Request for Qualifications – 2015 RFQ-41

CSD LIWP Large MUD Weatherization Service Provider

State of California — Department of General Services, Procurement Division
GSPD-05-105 (REV08/09) Instructions

BIDDER DECLARATION Instructions

All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

1.a. Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled "None" and proceed to Item #2. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:

- Microbusiness (MB)
- Small Business (SB)
- Nonprofit Veteran Service Agency (NVSA)
- Disabled Veteran Business Enterprise (DVBE)

1.b. Mark either "Yes" or "No" to identify whether subcontractors will be used for the contract. If the response is "No," proceed to Item #1.c. If "Yes," enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors.

Bidders certified as MB, SB, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999 for DVBEs and Government Code Section 14837(d)(4)(A) for small/micro businesses.

Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.

Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime's contract.

1.c. This item is only to be completed by businesses certified by California as a DVBE.

(1) Declare whether the prime bidder is a broker or agent by marking either "Yes" or "No". The Military and Veterans Code Section 999.2 (b) defines "broker" or "agent" as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.

(2) If bidding rental equipment, mark either "Yes" or "No" to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If not bidding rental equipment, mark "N/A" for "not applicable."

2. If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete "Page ___ of ___" on the form.

If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the "Page ___ of ___" accordingly.

2. (continued) Column Labels

Subcontractor Name, Contact Person, Phone Number & Fax Number—List each element for all subcontractors.

Subcontractor Address & Email Address—Enter the address and if available, an Email address.

CA Certification (MB, SB, NVSA, DVBE or None)—If the subcontractor possesses a current State of California certification(s), verify on this website (www.eprocure.cd.dgs.ca.gov).

Work performed or goods provided for this contract—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certified subcontractors must provide a commercially useful function for the contract. (See paragraph 1.b above for code citations regarding the definition of commercially useful function.) If a certified subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

Corresponding % of bid price—Enter the corresponding percentage of the total bid price for the goods and/or services to be provided by each subcontractor. Do not enter a dollar amount.

Good Standing?—Provide a response for each subcontractor listed. Enter either "Yes" or "No" to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, NVSA, and/or DVBE status

51% Rental?—This pertains to the applicability of rental equipment. Based on the following parameters, enter either "N/A" (not applicable), "Yes" or "No" for each subcontractor listed.

Enter "N/A" if the:

- Subcontractor is NOT a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is NOT providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter "Yes" if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter "No" if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does NOT own at least 51% of the rental equipment (quantity and value) it will be providing.

Read the certification at the bottom of the page and complete the "Page ___ of ___" accordingly.

ATTACHMENT 5: CONTRACTOR CERTIFICATION CLAUSES CCC 307

For additional information on this requirement, see www.documents.dgs.ca.gov/ols/CCC-307.doc.

CCC-307

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)
2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The person's or organization's policy of maintaining a drug-free workplace;
 - 3) Any available counseling, rehabilitation and employee assistance programs; and,
 - 4) Penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the proposed Agreement will:
 - 1) Receive a copy of the company's drug-free workplace policy statement; and,
 - 2) Agree to abide by the terms of the company's statement as a condition of employment on the Agreement.
 Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)
3. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

Request for Qualifications 2015 RFQ-41
CSD LIWP Large MUD Weatherization Service Provider

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

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1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

ATTACHMENT 6: DARFUR CONTRACTING ACT CERTIFICATION

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do **not** need to complete this form.

OPTION #1 - CERTIFICATION

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Company/Vendor Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

OPTION #2 – WRITTEN PERMISSION FROM DGS

Pursuant to Public Contract Code section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>Initials of Submitter</i>	
<i>Printed Name and Title of Person Initialing</i>	

**ATTACHMENT 7: RESPONSE NARRATIVE, RESUMES FOR KEY
PERSONNEL, AND REFERENCES**

Attach responses to all items in Part IV.A., including:

1. Business name(s), location, date established
2. Organizational chart
3. Statement of Qualifications (energy audit sample to be submitted on flash drive, see Exhibit G)
4. Résumés of key personnel and copies of applicable licenses/credentials (see Exhibit H for list of recommended credentials)
5. Additional hiring and recruitment plan
6. References
7. Training and technical assistance
8. Subcontractors/ procurement policy
9. Work Plan (8 pages maximum)

ATTACHMENT 8: MOST RECENT AUDITED FINANCIAL STATEMENT

Please include a copy of the organization's most recent audited financial statement. Responses missing a financial statement will be disqualified and will not receive further evaluation or scoring.

VIII. EXHIBITS

EXHIBIT A: ACRONYMS

ACM	Asbestos Containing Materials
AEM	Active Energy Management
APTR	Annual Project Tracking Report
ARB	Air Resources Board
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
BIPV	Building Integrated PV systems
BPI	Building Performance Institute
CCC	Contractor Certification Clauses
CCOR	Contract Close Out Report
CIR	Carbon Investment Return
CO₂	Carbon Dioxide gas
CO_{2e}	Carbon Dioxide gas equivalents (reductions)
CSD	Department of Community Services and Development
CT	Census Tract
DAC	Disadvantaged Communities
DHW	Domestic Hot Water
EE/EEM	Energy Efficiency Measure
ECM	Energy Conservation Measure
EPA	U.S. Environmental Protection Agency
EUI	Energy Use Intensity data
FEDS	Facility Energy Decision System (http://www.pnl.gov/FEDS)
GGRF	Greenhouse Gas Reduction Fund
GHG	Green House Gases
GTC	The State of California's contracting General Terms and Conditions
HHS	U.S. Department of Health & Human Services
H & S	Health and safety (measures)
HUD	US Department of Housing and Urban Development
IOU	Investor-owned utility
IRM	Incidental Repair Measures
IPMVP	International Performance Measurement and Verification Protocol (http://www.evo-world.org)
Kbtu	A thousand British thermal units (Kbtu)
kWh	Kilowatt hour
LIHEAP	Low-Income Home Energy Assistance Program
LIHTC	Low Income Housing Tax Credit
LIWP	Low-Income Weatherization Program
LSW	Lead Safe Weatherization

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MHEA	Manufactured Home Energy Audit (for mobile homes)
MTCO₂	Metric tons of Carbon Dioxide gas
MUD	Generic term for large Multifamily Dwelling/Multi-Unit Dwelling (MUD) /Multi-tenant dwelling
NEAT	National Energy Audit Tool (for site-built single family homes)
NO_x	Generic term for the oxides of Nitrogen such as NO and NO ₂ (Nitric Oxide and Nitrogen Dioxide)
OEHHA	CalEPA's Office of Environmental Health Hazard Assessment
O&M	Operations and maintenance (practices)
PCOR	Project Close-Out Report (Stop Work)
PCR-1	Project Completion Report -1
PCR-2	Project Corrections Report -2
PO	Property Owner
PPC	Project Priority Considerations
PTR	Project Tracking Report
QA & V	Quality Assurance and Verification
QA-QC	Quality Assurance and Quality Control
RESNET	Residential Energy Services Network
RFQ	Request for Qualifications
SIR	Savings-to-Investment Ratio
SMF	Small Multi-family dwellings (renewables' referrals)
SOW	Scope of Work
SOQ	Statement of Qualifications
S-PV	Solar Photovoltaics
SWH	Solar Water Heater
TACPA	Target Area Contract Preference Act Program
T & TA	Training and Technical Assistance
TREAT	Targeted Retrofit Energy Analysis Tool
UMP	Uniform Methods Project (http://energy.gov/eere/about-us/ump-home)
VNM	Virtual Net Energy Metering
VSM	Variable Speed Motors
WIPR	QA&V work in progress reports (WIPR)
WIS	CSD's Weatherization Installation Standards
WD	Workforce Development
Wx.	Weatherization

EXHIBIT B: MUD Site Assessment Required Elements

LARGE MUD SITE ASSESSMENT GUIDE		
Activity	Guidance	Objective
Benchmarking		
	Benchmarking existing buildings <u>before</u> site assessments to target relevant housing stock within the DAC	Reduces administration - early cost controls. Targets buildings with the highest energy burden; uses GIS mapping to identify MUDs with potential to install renewables.
	Apartments per building Located in DAC Low Income, vulnerable populations Owner participation for Energy Audit	
Interview		
Property Owner	Property Owners must consider each of the factors that contribute to a building's energy efficiency, such as building design, base building systems, management, operation and maintenance, tenant build-out, and occupant behavior.	Developing a partnership between Property Owners and tenants, helping to report any problems, publicizing energy literacy and client enrollments
Tenants	Similarly, tenants who do all they can to reduce energy waste in their leased space may be unable to improve the overall efficiency of a poorly designed or inadequately managed building.	Increased energy savings, client satisfaction, improved health and safety, improved indoor air quality.
Local area businesses/ other MUDs in census tract	Estimate service potential for work force developed due to MUD Weatherization.	Estimate potential of the Property Owner to leverage services and hiring from DAC recruits.
Local Work Force Development Centers	Estimate support for workforce development in DAC's census tract Estimate hiring potential of skilled and unskilled labor	Local hiring Transfer of MUD Wx. skills Co-benefits from local area businesses
Additional questions in S-WH &S-PV sections		Estimate feasibility of renewables, PO participation and any additional work needed that exceeds definition of IRM.
Site Visit		
	Site assessments to include review of	Whole building evaluation for:

	<p>construction documents along with material and systems testing services</p>	<ul style="list-style-type: none"> • repairs; • mechanical system tune ups • other energy efficiency improvements in maintenance and operations • energy efficiency replacements /retrofits that reduce carbon emissions and lower energy costs • Unit level Energy Use audits for greater energy savings to residents. • renewables that further reduce energy costs
	<ul style="list-style-type: none"> • MUD Profile: location, vintage, required code improvements, etc. • Roof type and insulation • Feasibility for install of Cool Roof and radiant barrier • Wall type and insulation • Floor type and insulation • Window performance values • Overhang characteristics • Building infiltration rate • HVAC System type and performance values • HVAC duct distribution type • HVAC duct leakage • HVAC duct insulation • Mechanical Ventilation efficacy <ul style="list-style-type: none"> ○ System airflow verification ○ MUD stacking, if any ○ IAQ/Sick Building factors ○ System fan wattage verification • MUD Plug load profile • Appliances <ul style="list-style-type: none"> ○ In Unit ○ Common Area • Indoor MUD unit level lighting type and control – if hard-wired high-efficacy • Common Area lighting & control - Occupancy Sensors; timers • Outdoor MUD lighting type and control– if hard-wired high-efficacy <ul style="list-style-type: none"> ○ Car port 	

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	<ul style="list-style-type: none"> ○ Landscaping ○ Security ○ Signage ○ Pool ○ Other- Service areas, etc. ● DHW type and performance values ● DHW distribution insulation and pumping control ● Heating Boiler type and performance values ● Any type of central cooling systems utilizing chillers, cooling towers, or ground source heat sinks ● Pool Heaters; Filtration pump and motor; timers, in pool lighting 	
	<p>Retrofit Assessments:</p> <ul style="list-style-type: none"> ● Refrigerator replacements ● Programmable thermostats: set-back/ relocation/ manual t-stat replacements ● Removing heat lamps ● HVAC and DHW equipment tune-ups ● HVAC system balancing (including duct testing) ● Infiltration reduction ● Low-flow water fixtures- toilets, aerators, showerheads ● Vending machine occupancy controls ● Clothes washers in common area ● Clothes dryers in common area ● Window and Sliding glass door replacements <p>In-unit :</p> <ul style="list-style-type: none"> ● duct, furnace and w/h repair/ replacement if applicable ● Replace in unit gas furnaces with sealed combustion units or heat pump ● Ductless Mini-Split ● CO and Smoke alarms ● Water leaks and damage 	
<p>Solar PV</p>		
<p>Site visit and interviews</p>	<p>1. Proposed technology for solar photovoltaic at site</p> <ul style="list-style-type: none"> ● Manufacturer(s) ● Mounting type ● Nameplate and capacity of system: (watts or kilowatts) ● Projected system capacity from system ● Projected yearly output of system: in 	<p>Establish Project total costs: Total parts, design, and labor costs Establish PO participation level Establish LIWP funding feasibility Scope potential for Building integrated PV systems (BIPV)</p>

	<p>annual kilowatt hours (kWh)</p> <ul style="list-style-type: none"> • Projected life expectancy of system in years • Lifetime output of system in kilowatt hours (kWh) • Will this system be used in tandem with any other source of non-grid generation/ Wx? Or supported by Energy Literacy improvements? <p>2. Property Owner details</p> <ul style="list-style-type: none"> • PO participation level • How will the balance of the project be paid for? • Project location: physical address of installation, specify if there are multiple locations. • Front orientation (direction) <p>3. Project parts list and costs: Include bid sheet or spec sheet for <i>self-installations</i> (show full detailed parts list and costs).</p> <p>4. Solar Project design costs:</p> <ul style="list-style-type: none"> • Amount if any • Design considerations: tilt, azimuth, standoff height, shading analysis • Meets minimum requirement of 85% Design Factor • Design contractor(s)' names and contact information. <p>5. Project labor costs: Include labor costs, when applicable.</p> <p>6. Amount of funding requested: List amount and/or percentage of funding requested from LIWP and PO.</p> <p>7. Other sources of funding that will support the project (if any)</p> <p>8. Other:</p> <ul style="list-style-type: none"> • Monitoring and verification plan • Methods to track kWh production and system performance • Planned system maintenance • Permits and System warranty • Customer group the project will most benefit • Environmental impacts (both positive and negative e.g., greenhouse gas reductions, visual impact of installations, glare) • Virtual net metering requirements • Subcontractor selection with name and address 	
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Testing Equipment	Equipment used Date of calibration Certified Technicians / Analysts Diagnostics performed Diagnostic recommendations	
MUD Domestic Hot Water and Solar Water Heating		
General	Field verification of the installation of demand control equipment, implementation of optimal design and installation of solar water heating systems will be required during building inspection	Develop a realistic estimate for: <ul style="list-style-type: none"> • Installed System Cost, and • Maintenance Costs • <u>Cost Analysis</u> : <ol style="list-style-type: none"> 1. Demand Control alone 2. Demand Control + Optimal Design 3. Demand Control + Optimal Design + Solar Water Heating 4. Making MUD SWH ready
Recirculation Loop and DWH assessments	<ul style="list-style-type: none"> • Building Type Low-rise/ High-rise • Building Characteristics: <ul style="list-style-type: none"> Number of Floors Number of Units Conditioned Floor Area/Unit (sq.ft) Floor to Ceiling Height (ft) CEC Climate Zone Daily hot water demand (gal/day) Building footprint (ft²) % of roof area for solar collectors • DHW System Characteristics: <ul style="list-style-type: none"> Hot water Temperature Supply (°F) Water Heater Thermal Efficiency (%) Recirculation Pump Power (hp) Recirculation Pump Flow Rate (gpm) Mechanical Room Location Pipe Length from Mechanical Room to Recirculation loop (ft) Recirculation Loop Location Number of Loops Pipe Length/loop (ft) Average section pipe (for Loop and Branch) diameter (inch) Average section pipe (for Loop and Branch) diameter (inch) 	
Solar Water Heater	<ul style="list-style-type: none"> • Roof space reservation • Room in/around boiler room for solar storage tank • Pre-plumbing of water piping 	Adequate Roof Space for Collectors in ft ² area per gal/day demand OR percentage of total roof area, calculated from a targeted solar savings ratio

	<ul style="list-style-type: none"> • Pre conduit for electrical connections for controller and pumps • Roof truss load 	<p>Adequate Space for Solar Water Heating Equipment – mainly room for the solar tank, as it has the largest footprint within the system</p> <p>Pre-Plumbing and Pre-Conduit for SWH System- to identify any over incompatible pre-plumbing and conduit that may have to be installed</p> <p>Sufficient Roof Truss Load- generally a roof truss load requirement is for an additional capacity of approximately 5lb/ft² (to mainly account for load from the solar tank) and occasionally a requirement for wind load analysis.</p>
<p>Making a building solar water heating <i>ready</i></p>		<p>Reduce cost of future installation</p>
<p>Passive Solar options</p>	<ul style="list-style-type: none"> • Solar Window Screens with Shading Coefficient of less than or equal to 0.4 • Solar Window Film • Low-E Window Replacement with Solar Heat Gain of less than 0.35 • Window Awnings- exterior shading • Reflective Roof - Install standard new roof or coating above 75% reflectivity • Skylights 	

EXHIBIT C: Benchmarking Large MUDs

1. Calculate the EUI:

Gather and summarize energy usage data for all energy sources, including electricity, natural gas, and fuel oil, for the last 12 months of utility bills to calculate the EUI.

The EUI is calculated by dividing the annual energy use by the gross square footage of the building for each end-use energy category. Note: For the purpose of calculating EUI the square footage is measured as the inside perimeter of exterior walls (less any courtyards).

For example, using the template below, if the property owner/ staff looking at XYZ MUD divides the total 85,815 kWh used by the total square footage of 11,000 to obtain the electricity use intensity of 7.8 kWh/sq.ft/year. Next, the same calculations are performed for natural gas, other fuels, and total cost.

Example of an Annual Summary of a Large Multi-Family Dwelling

Facility name:									
Facility Address									
Utility: P G & E									
Built Dwelling SQFT (excluding any courtyards):									
		Electricity			Gas		Other Fuels		Total Energy Cost
		Account No.	Rate:	Account No.	Rate	(propane/diesel)			
Year	Average Peak Demand (kW)	Total Energy Use (kWh)	Electric Charges (\$)	Total Gas Use (Therms)	Natural Gas Charges (\$)	Total Fuel Use (Gallons)	Fuel Charges (\$)	Total Charges (\$)	
Total									

2. Create a Benchmarking report:

The EUI data is used to create a benchmarking report. This is a simple report that lists the EUI for each MUD site. Next the MUD sites are simply sorted on the basis of their energy use intensity (EUI) and ranked in order from highest to lowest. The benchmarking report identifies the lowest energy performing MUDs. These are the large low-income multi-family buildings with the highest energy cost per square foot and highest Kbtu per square foot. The report ranking will present the MUDs that consume the most energy when compared to others in the prescribed range of census tracts.

Benchmarking report for XYZ large Multi-unit Dwelling (MUD)						
Annual Electricity (kWh)		Annual Natural Gas (Therms)		Annual Other Fuel		Energy Costs/sq.ft/year
KWh/sq. ft.		Therms/sq.ft		Gallons/sq. ft.		
Cost/sq. ft.		Cost/sq. ft.		Cost/sq. ft.		

Source California Energy Commission

EXHIBIT D: SAMPLE COST PROPOSAL ITEMS

Responders determined to be most qualified will be invited to submit a cost proposal addressing hourly rates for the following ‘less complex’ and ‘more complex’ representative sample tasks (tasks/items listed in actual request for cost proposals may vary from items listed here). NOTE: It is not necessary to submit a cost proposal with this RFQ.

A. Less Complex Task hourly rate – sample tasks:

1. Creating a benchmarking report and feasibility analysis of the MUD prior to Assessment and Energy Audit
2. Verifying the MUD meets CSD’s resident eligibility qualifications for vulnerable populations under LIWP
3. Technical assistance in support of online training
4. Identifying potential local subcontractors located in DACs or providing employment opportunities in a DAC
5. Administration of online training of new hires
6. Data collection and data reporting, e.g.: obtaining as-built site plans, utility usage data, etc.
7. Training coordination tasks
8. Less complex ad hoc tests of invoices, installations, attendance

B. More Complex Task hourly rate – sample tasks:

1. Site assessments and whole-building energy modeling to compare efficiencies of mechanical systems
2. Negotiating buy-downs and capital commitments with property owners
3. Developing project work plan for CSD approval and funding
4. Supporting owner procurement of subcontractors and/or directly procuring subcontractors to carry out work plan
5. Obtaining regulatory permits and inspection approvals
6. Commissioning sub-projects and integrating systems, reporting and sign off
7. In-service subcontractor training and mentoring
8. Tenant and property management training development/customization based on identified needs for energy literacy
9. Compilation of training data
10. Plan checks, inspections, and QA & V activities
11. Other direct on-site project management/supervision

EXHIBIT E: Whole Building Energy Efficiency Retrofit Projects

Holistic energy efficiency retrofits present a large investment opportunity into affordable multi-unit housing stock. It allows a building to be evaluated as a system. The retrofit projects will be designed with energy efficiency and carbon dioxide gas equivalent (CO_{2e}) performance targets in mind to optimize Greenhouse Gas (GHG) reductions at each property. For this to occur, performance targets will be quantified in terms of both CIR and SIR for multifamily residences. The information on CIR and SIR described below will aid in the selection of measures, customize recommendations and in any discussions with property owners around buy-downs.

Multifamily property improvements are cost-effective due to economies of scale. A single improvement (such as a boiler replacement) can improve energy efficiency and produce cost savings for every household in the building. Additionally, such a capital improvement would also reduce operating costs for the property owner.

The cap and trade system utilizes a free-market system to determine the cost of reducing GHG emissions. **Carbon Investment Return (CIR)** measures the *site specific* carbon dioxide reduction *potential of the measure* across its life cycle in carbon emissions and on a per-unit basis; i.e., the carbon footprint of the product is measured *per* functional unit (product or service) that is installed at the project site. CIR is essentially a measure of carbon dioxide gas equivalent (CO_{2e}) (in metric tons) that will be offset by each dollar spent. Typically a higher CIR is accompanied with higher energy efficiencies and lower GHG emissions.

Savings to Investment Ratio (SIR) is an energy audit related term that measures the cost-effectiveness ratio of the proposed measure. Even though the overall energy savings from a measure may be substantial, if the cost of installing the measure is high, or the climatic factors are sub-optimal, the SIR may not be ≥ 1.0 . In order to achieve a qualifying SIR, measure selection and cost containment are key factors. The CEC climate zone, raw measure costs, cost of labor, installation efficiency, savings in any inefficient client services and any quality control that minimizes rework can impact SIR. See inset on SIR.

Simple Savings to Investment Ratio (SIR) Comparison of Attic Insulation vs. Replacement Window

Actual SIR calculations supported by NEAT, MHEA, and other approved audit tools account for the Present Value (PV) of money and fuel escalation rates over the lifetime of the measures to arrive at more accurate savings numbers. For the purposes of this exercise, the simple SIR calculations outlined here are adequate.

Use these sample numbers or plug actual numbers based on local audits, installation costs and utility prices to discuss SIR and how it supports measure selection.

Attic Insulation	Replacement Window
Assumptions	Assumptions
Savings/yr.: \$100	Savings/yr.: \$5/window
Lifetime: 25 years	Lifetime: 25 years
Investment: \$400	Investment: \$200/window
SIR = Lifetime Savings/Investment	SIR = Lifetime Savings/Investment
SIR = 25 x 100/400	SIR = 25 x 5/200
<u>SIR = 6.25</u>	<u>SIR = .62</u>

CIR prioritized over SIR

Because GHG reduction is a core purpose of LIWP, measures with the highest CIR or carbon reduction capacity should, whenever feasible, take priority over measures that demonstrate only a high SIR (unless the latter is co-sponsored by property owner funding¹²). Note: During measure buy-down negotiations, owners will not be allowed to leapfrog over higher-ranking energy conservation measures in order to reach lower-ranking measures. Example: Property Owners may be really interested in installing windows, but as windows have very little energy savings associated with them, other measures close to a SIR of 1.0 may take priority. Therefore in this situation, measures with better energy savings would have to be bought-down prior to the windows.

To transform affordable large multi-unit dwellings in California, CSD is seeking weatherization related process improvements and innovation in the following areas:

- Space Heating (major fuels)
- Air Conditioning
- Water Heating
- Refrigeration
- Appliances –reduction of plug loads and peak demand reductions
- Lighting
- Water Use
- Solar Water Heating (SWH)
- Solar Photovoltaics (S-PV)

Measures are generally divided into two categories: **Energy Conservation Measures** (ECMs) and Energy Efficiency Measures (EEMs). EEM generally consist of – Lower Cost Energy Efficiency Measures/ EEM retrofits, while ECM involve deep planned Retrofits (ECM). Each proposed retrofit package of measures will include measures at various price points to encourage property owner participation and maximize Green House Gas reductions. Measures recommended are to provide comprehensive energy savings in each of the categories listed above.

Examples of ECMs from both categories are listed below:

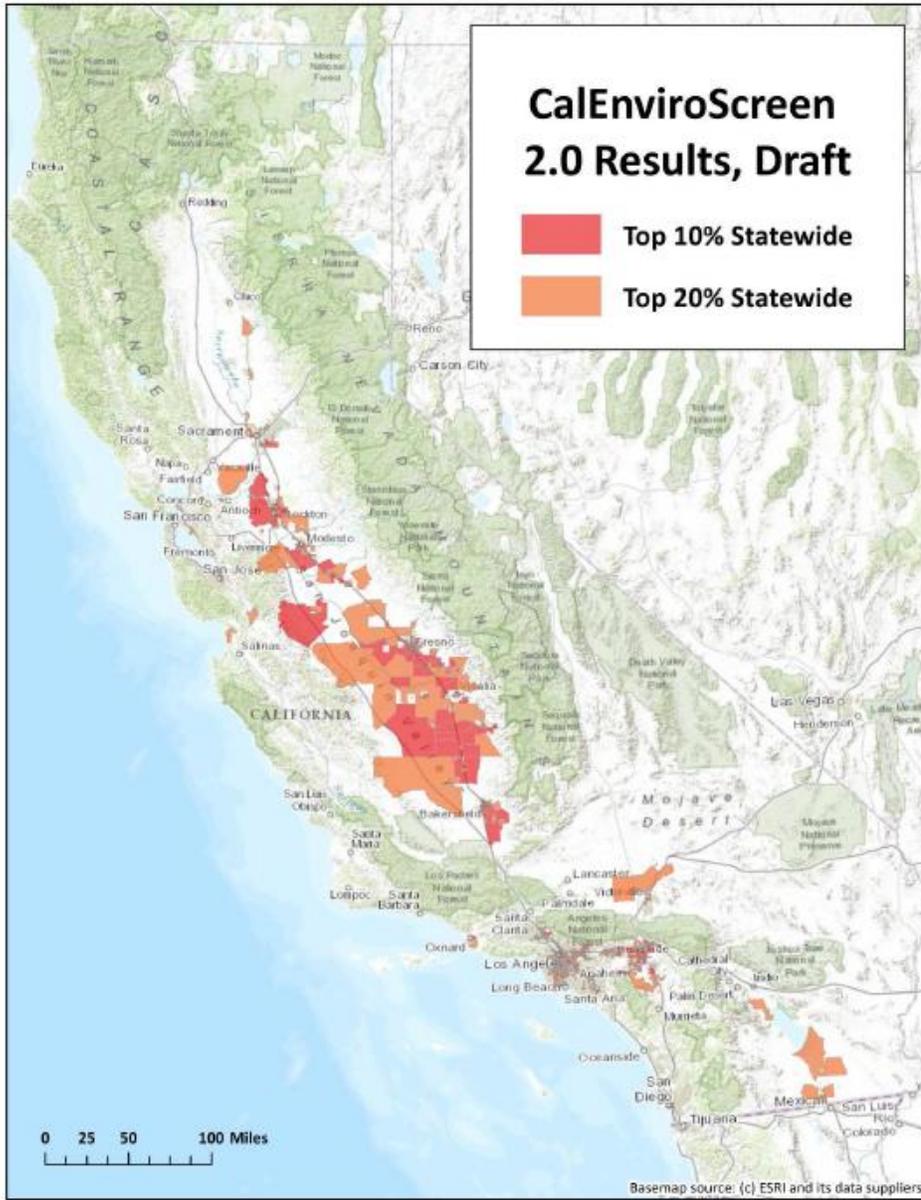
Heating, Cooling and Ventilation:

- Lower Cost EEM Retrofits: Seal duct leaks
- Deep Planned ECM Retrofits: Demand controlled recirculation pumps

Building Envelope:

- Lower Cost EEM Retrofits: Air Sealing- re-caulk and weather-strip windows and doors to reduce cooling load
- Deep Planned ECM Retrofits: Cool roof – CRRC rated product (low and steep slopes level 1 & 2)

EXHIBIT F: MAP OF CENSUS TRACTS



06	001	4013.00
State FIPS code	County FIPS Code (1=Alameda)	Actual Census Tract Identifier In some cases, the CT ID has a two digit decimal

6001401300

CT Numbering Nomenclature

EXHIBIT G: Anti-Virus Encrypted Flash Drive

An encrypted anti-virus USB flash drive is suggested for delivery of the energy audit back up files along with the RFQ response package. See example below.



Kingston DataTraveler Vault Privacy 3.0 Anti-Virus - USB flash drive - 4 GB

Product Features

Kingston DataTraveler Vault Privacy 3.0 Anti-Virus - USB flash drive - 4 GB - USB 3.0

Manufacturer
Kingston

Storage Capacity
4 GB

Encryption
Hardware - 256-bit AES

Manufacturer Warranty
5 years warranty

Product Type
USB flash drive

Technology
NAND Flash



Specifications

Storage Capacity	4 GB
Product Type	USB flash drive
Encryption	Hardware - 256-bit AES
Compatibility	Non-specific
Read Rate	Up to MB/s 80
Technology	NAND Flash
Features	Password protection, water:proof
Interface Type	USB 3.0
Write Rate	Up to MB/s 12
Service & Support	5 years warranty
Service & Support Details	Limited warranty - 5 years
Software Included	ESET NOD32 Antivirus

EXHIBIT H: LARGE MUD WEATHERIZATION
PROFESSIONAL CREDENTIALS

Recommended List of Professional Credentials for large MUD Weatherization:

- **ASHRAE Building Energy Assessment Professional or Equivalent**
- **ASHRAE Building Energy Modeling Professional**
- **ASHRAE Building Operations & Performance Management Professional**
- **ASHRAE Commissioning Process Management Professional**
- **Professional Engineer's License**
- **Professional Architect's License**
- **B.P.I Certification or equivalent**
- **California Contractors Licenses for plumbing, electrical, mechanical, solar (Class C-46), asbestos**
- **California Construction Supervisors License**
- **Workers Compensation Certificate of Insurance and adequate surety bond**
- **Better Business Bureau Membership Certificate**
- **Renovation, Repair and Painting (RRP) Certificate for Lead-based paint activities**
- **Certified and competent crane operators, fork lift operators and signalers**
- **All Cal/OSHA-required certifications**
- **Red Cross First Aid certificate**
- **Any other relevant certifications and licenses**

Note: Firms lacking in-house capability in any of the areas listed above are encouraged to hire local consultants or subcontract as may be needed.