

**CSD LOW-INCOME WEATHERIZATION PROGRAM
LARGE MULTI-UNIT DWELLING WEATHERIZATION
MARKETING AND OUTREACH SERVICES
REQUEST FOR PROPOSALS**

2015-RFP-42



State of California
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
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TABLE OF CONTENTS

I. PURPOSE OF REQUEST FOR PROPOSAL (RFP)..... 4
 A. Department Background 4
 B. Low-Income Weatherization Program (LIWP) 4
II. SCOPE OF WORK..... 6
 A. Overview of Contractor Functions..... 7
 B. Term of Agreement and Maximum Amount 9
III. KEY QUALIFICATIONS, SKILLS AND EXPERIENCE 9
 A. Minimum Qualifications 9
 B. Additional Desirable Qualifications 10
IV. REQUIREMENTS FOR PROPOSAL PREPARATION AND SUBMISSION..... 10
 A. Proposal Content and General Formatting Requirements 10
 B. Key Action Dates 14
 C. Preparation and Submission of Proposal 14
 D. Evaluation Process 17
 E. Overall Evaluation Criteria..... 18
V. POINT SCORING AND EVALUATION CRITERIA 19
VI. GENERAL LEGAL PROVISIONS APPLICABLE TO THIS RFP..... 23
 A. Award and Protest..... 23
 B. Disposition of Proposals 23
 C. Agreement Execution and Performance 24
 D. PREFERENCE/INCENTIVE PROGRAMS 24
VII. REQUIRED ATTACHMENTS..... 25
 ATTACHMENT 1: REQUIRED ATTACHMENTS CHECKLIST 25
 ATTACHMENT 2: PROPOSAL/PROPOSER CERTIFICATION SHEET 26
 ATTACHMENT 3: BIDDER DECLARATION FORM 29
 ATTACHMENT 4: PAYEE DATA RECORD, STD. 204 31
 ATTACHMENT 5: CONTRACTOR CERTIFICATION CLAUSES CCC 307 32
CONTRACTOR CERTIFICATION CLAUSES 32
 ATTACHMENT 6: DARFUR CONTRACTING ACT CERTIFICATION..... 36
 ATTACHMENT 8: COST PROPOSAL 38
 ATTACHMENT 9: IRAN CONTRACTING ACT 39
VIII. EXHIBITS 40

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

EXHIBIT A – LIWP ACRONYMS	41
EXHIBIT B – MUD Site Assessment Required Elements	43
EXHIBIT C – Benchmarking Large MUDs	49
EXHIBIT D – Whole Building Energy Efficiency Retrofit Projects	50
EXHIBIT G – MAP OF CENSUS TRACTS	57
EXHIBIT H – Anti-Virus Encrypted Flash Drive	58

I. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Department of Community Services and Development (CSD) invites the submittal of proposals from qualified parties interested in providing for marketing and outreach services for weatherization of large multi-unit dwellings (MUDs) under CSD's Low Income Weatherization Program (LIWP). The Large MUD Weatherization Outreach Services Provider (OSP) will promote property owners' investment in weatherization services to targeted large MUD properties, in support of LIWP programmatic goals (Exhibit F).

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.¹

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.²

CSD is implementing the single family/small multi-unit elements of LIWP through a network of local agencies serving the disadvantaged communities.³ The Department plans to administer the large multi-unit dwelling property components of the program (including the objectives described above: weatherization,

¹ A complete description of CalEnviroScreen 2.0 is available at: <http://oehha.ca.gov/ej/pdf/CES20Finalreport2014.pdf>.

² 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>.

³ 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>.

solar initiatives and co-benefits) through a Large MUD Weatherization Service Provider to be selected through a separate Request for Qualifications process.⁴ More immediately, however, the Contractor/Prospective Vendor (herein after referred to as the ‘Proposer’) selected through this Request for Proposals (RFP) will perform marketing and outreach to suitable large multi-unit dwelling properties to inform property owners and management of available services under LIWP. Proposer will also process any referrals generated by CSD’s network of providers for installing solar measures in small multifamily (SMF) properties, and will seek property owner co-investment to leverage costs of proposed weatherization/solar measures at the property.

Proposer will initially target five or six eligible properties to create a pipeline of ‘weatherization-ready’ projects within the disadvantaged communities (DACs) for the Large MUD Weatherization Service Provider. For the duration of the Agreement, the Proposer will continue marketing and outreach efforts both to affordable and market rate properties located in the DACs to sustain the pipeline of leveraged projects ready for weatherization.

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 concentration of DAC census tracts.

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

⁴ 2015 RFQ-41 was released on May 12, 2015.

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.

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 others, for the use of GGRF 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.

II. SCOPE OF WORK

CSD is expanding its portfolio of weatherization services into the affordable large multifamily sector. These services would predominantly target low-income households in order to alleviate the effects of poverty and to instill self-sufficiency in some of the most marginalized sections of inner city areas.

⁶ Performance targets may be subject to revision prior to execution of an Agreement with the selected large MUD Weatherization Service Provider.

⁷See Exhibit D for further discussion of CIR.

A. Overview of Contractor Functions

Proposer's primary objectives will be to identify weatherization-suitable large MUDs/multifamily buildings and to leverage proposed weatherization work by securing property owners' financial participation [see Exhibit F, Reporting Template]. More specifically, services will include the following:

1. Using CSD's weatherization criteria, and the large MUDs' Energy Usage Intensity (EUI) data collated from Property Owners, establish an inventory or pipeline of viable large MUDs.⁸
 - a. *Multi-Unit Dwelling (MUD) project clusters.* To achieve economies of scale, limit overall carbon footprint, and sustain workforce development at the project, Proposer should identify large MUD properties in 'clusters.' A cluster could include all of the large MUDs within a one or two-mile radius in a DAC, or at a minimum, one or two large MUDs with a few adjacent mid- or low-rise multi-unit dwelling properties.
 - b. Adjacent low-rise properties with a fairly recent energy audit (ASHRAE Level II/III, or equivalent) may be considered for project clusters as long as the building configuration and major centralized mechanical systems have not changed significantly since the most current energy audit.
 - c. Proposer will support viability identified property/project clusters with desk reviews of the properties. Support may include aerial photography or topographic maps; facility energy usage and load information; any 'as built drawings'/building plans; a copy of the latest available building inspection report; shading, electrical, and structural analyses of the site. (Exhibit C)
2. *Secure property owners' financial participation.* Proposer will secure owners' agreement in-principle to share costs of the initial energy audit and any additional measure buy-downs for retrofits, upgrades, SWH and PV for each property.
3. In addition to building an initial inventory of viable projects to expedite rollout of the Large MUD Weatherization program under LIWP, Proposer will be expected to continue outreach efforts to similar multi-unit dwelling properties in DACs for the duration of the Agreement. Proposer will streamline the identification and delivery of weatherization-ready projects.
4. *Marketing and outreach plan.* Develop a coordinated and comprehensive marketing and outreach plan to educate the public, property owners in the large multi-unit dwelling building sector, targeted populations, and other stakeholders about CSD's large MUD weatherization program. Marketing and outreach activities may also include facilitation of low-income resident participation during the design and review processes and presentation of the project in community meetings, public hearings, and to staff of city and local agencies as required.
 - a. Proposer will be expected to have knowledge of applicable affordable housing laws; related applicable affordability covenants and common multi-unit dwelling/multifamily financing rebate programs.

⁸See "MUD Site Assessment Guide" at Exhibit B, page 42.

- b. As opportunities may arise, Proposer will also be expected to assist CSD in identifying other weatherization and/or rehabilitation grant applicants to develop complimentary revenue sources for leveraging larger rehabilitation projects having a sizeable energy retrofit component.
 - c. CSD reserves the right to assess the reasonableness of marketing and outreach costs, related estimates of whole-building performance targets, and proposed energy savings in the projects. CSD may request additional information from the Proposer to support funding requests.
5. *Low-income community services.* The proposal must demonstrate the organization's experience in coordinating and marketing whole-building weatherization services to low-income communities.
6. *Productive partnerships with building owners.* Proposer shall contact property owners of eligible MUDs to discuss the benefits of weatherizing whole buildings under the LIWP program. Discussion should cover sharing the cost of the energy audit; measure feasibility and financial options at different levels of participation; as well as service agreements and preferred communication strategies to maximize residents' participation.
7. *Subcontractor Engagement Plan:* Prospective vendors are encouraged to seek partnerships and/or subcontracts with specialty firms that can provide expertise in community-based marketing with an expertise in outreach to minority communities. CSD is searching for the most creative, focused, and effective outreach campaign that would provide added value to its efforts in serving target populations.
8. CSD-Specific Outreach Assistance Requirements
 - a. Upon request, attend and participate at CSD Service Provider Network meetings, which are held up to four (4) times per year;
 - b. Upon request, attend and participate at CSD Director's Energy Advisory Council meetings or similar joint working groups addressing policy and program issues related to weatherization or lead, which are held four (4) to eight (8) times per year;
 - c. Assist CSD in marketing and outreach policy matters, and in its formal communications with its large multi-unit dwelling clients, through webinars, written communications and conference calls.
 - d. Advise CSD on the strategic development of outreach to the unrepresented market rate MUD properties in the DAC and to the broader affordable housing sector.
 - e. Maintain an online Frequently Asked Questions (FAQ) Forum on the CSD Provider network's website for use by CSD's large multi-unit dwelling building clients, prospective donor organizations and CSD staff.
 - f. Create any research reports for special projects as identified by CSD.

B. Term of Agreement and Maximum Amount

Anticipated term of the agreement resulting from this procurement will be from October 1, 2015 through June 30, 2017, contingent on availability of funds from year to year. The anticipated maximum consideration available for services under the agreement is \$249,999.

III. KEY QUALIFICATIONS, SKILLS AND EXPERIENCE

A. Minimum Qualifications

Responses to this RFP, and any documentation (e.g., résumés of Proposers' key staff or other documents as requested) attached in support of Proposer's response, shall demonstrate Proposer's knowledge and ability to manage LIWP-MUD marketing and outreach services in DAC; provide facilitation and negotiation services for securing property owners' financial participation and technical support for securing complimentary financing. To qualify for consideration, proposers must meet the following criteria:

1. Proposer shall have a **minimum of five years'** experience performing marketing and outreach consultant activities to the large multi-unit dwelling /multifamily sector, or equivalent, in connection with weatherization and/or renovation services.
2. Proposer shall have a **minimum of three years'** experience demonstrating expertise and capacity to develop and directly manage the leveraging of financial commitments to fund large multi-unit dwelling improvements, renovation or equivalent residential or commercial construction activity. Proposer may document participation in at least three successful multi-unit dwelling residential and/or commercial high-rise developments or energy retrofits that were supported by multiple public and/or private funding sources (see part IV.A.3., page 10 for more detail). Documentation must include projected Sources and Uses and Pro Forma of the existing projects as submitted to lenders and/or state financing agencies, final cost certification of the project, a most current audit statement, and verification of current occupancy.
3. Proposer shall have a **minimum of two years'** experience providing training in multi-unit dwelling financial instruments or for providing consultancy services for affordable housing grant applications. Training experience could include training outside entities, formal in-house training, or developing training curricula.
4. Proposer must be able to mobilize quickly in case of energy-related emergencies to manage impacted clients' project sites.
5. Proposer shall demonstrate experience in managing subcontractors and ensuring the quality of subcontracted work.
6. Proposer must be in good standing and currently qualified to conduct business in California. CSD will contact the Secretary of State to determine the current standing of a Proposer's business as necessary. If the Proposer's firm is not subject to registration with the Secretary of State, the firm shall submit a copy of its current local business license as applicable.
7. Proposer shall certify that staff members have basic contemporary computer skills and proficiency in Microsoft Office Suite, or equivalent software applications, to:

- (a) facilitate the screening of potential properties, and
 - (b) provide any financial guidance and meet financial literacy needs of the MUD property owners, their staff and contractors; and with CSD (see Attachment 2 for Certification).
8. Proposer shall maintain a system of internal accounting and administrative control, and have a history of fiscal stability and responsibility.
 9. Proposer shall maintain insurance requirements commensurate with the outreach and marketing efforts to the large multi-unit dwelling sector.

B. Additional Desirable Qualifications

1. Evaluation from references indicating ability to work collaboratively with clients, public agencies, residents, community based groups, and other project stakeholders;
2. Experience with investor-owned utility (IOU) weatherization/energy efficiency improvements and rebate programs, and/or coordinating any HUD or Low Income Housing Tax Credit financed developments, or any related experience managing federal, state, local and/or foundation grant funds for affordable housing projects.
3. Recent work in targeted disadvantaged or other low-income communities, identifying eligible building stock for installing planned deep energy retrofits;
4. Experience in tracking workforce participation goals and complying with prevailing living wage requirements *or better*;
5. Ability to handle a high volume of telephone calls efficiently and courteously;
6. Ability to provide outreach services in the written and spoken languages of eligible clients;
7. Ability to provide educational component(s) to assist property owners in funds flow counseling, financial instrument availability based on property type and in the reduction of energy use to bolster operating costs.

IV. REQUIREMENTS FOR PROPOSAL PREPARATION AND SUBMISSION

A. Proposal Content and General Formatting Requirements

Please respond succinctly to each of the prompts in the order indicated below, using the information provided in Part III as a guide to ensure that your responses address the needs of the LIWP – Large MUD Weatherization program and accurately represent your firm’s qualifications and experience (including “Additional Desirable Qualifications” listed above in Part III.B., wherever appropriate). To ensure proper credit for all, 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 providing turnkey services for marketing and outreach to market rate properties and/or to the affordable housing sector on behalf of a state or local agency. This summary should describe at least three energy audit projects on MUD properties which the Proposer had participated in recently. 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).
 - b. Property name (if any), address (es), along with the number and type/size of units, number of buildings, and the construction type(s).
 - c. Project start and end/completion date, with notations explaining delays or obstacles to completing the project. Include how your organizations proactive client servicing either overcame, or reduced delays, caused by these obstacles.
 - d. Projected Sources and Uses and Pro Forma of each project as submitted to lenders and/or state financing agencies, most recent audit statement, and verification of current occupancy, if applicable.
 - e. Total cost of any one energy audit, including costs payable to Proposer's firm and/or its subcontractors, and if known, other costs related to the project; identify who paid for the project and provide the final cost certification, as applicable. How did your firm's services help in leveraging complimentary funding sources to fund this project?
 - f. Any additional services provided similar to those described above and the cost of each additional service (total as well as average hourly, if applicable).
 - g. All direct install rebate or incentive programs applicable to the project, and the organization's role in streamlining handling of rebate applications on behalf of its constituents'.
 - h. Breakdown of marketing and outreach staff time spent on each audit project by job title(s) or position(s) and estimated percentage of time spent by each staff member (must total 100%).
 - i. A complete account of the entire marketing and outreach support provided on any one of the described projects, supported by related data files and analysis (files may be submitted on an encrypted USB flash drive meeting the specifications in Exhibit H)
4. List the personnel anticipated to be available for the duration of the contract who will perform and/or oversee the firm's marketing and outreach, 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, energy audits, and qualifications/experience (including any experience in leveraging government and utility direct install, rebate and incentive programs, and hourly billing rates).

- b. Estimate the percentage of each staff person's time that could be made available to work on the LIWP - MUD Program.
5. Describe additional hiring, if any, that would be necessary for this project. Does the Proposer have in house capabilities for providing appropriate multi-lingual client outreach services? Does the firm foresee recruiting bilingual staff from the DAC?
 6. Whether staff will be added or not, briefly describe the organization's recruitment and hiring process and attach a sample formal job description that would be used in hiring for this project.
 7. Research, Consulting, Training and Technical Assistance
 - a. Summarize the organization's experience in providing training, technical assistance, consulting and research services for the following types of projects/clients:
 - i. Large multi-unit dwelling property weatherization clients
 - ii. Grant application activities for non-profit organizations providing services to low-income communities
 - b. Using property assessment software tools for estimating the energy intensity usage at a building. Where experience is noted above, describe any significant reporting requirements and milestones of the project, if applicable.
 - c. List any relational database programs/systems that the organization currently uses for purposes of maintaining multi-unit housing stock records; training and technical assistance; research; consulting and reporting. Provide a sample report based on relational database technology.
 8. Subcontractors and Procurement
 - a. Identify any subcontractors or consultants proposed to be hired for this project,⁹ including resumes or summaries of qualifications for subcontractors' key staff with the following information:
 - i. Years of training, technical assistance, consulting and research experience for each key staff person assigned to the project, including any experience focused on weatherization, "green energy" and/or code enforcement.
 - ii. Professional education, licenses, credentials or certifications pertaining to housing development, inspection or related fields.
 - 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, LIWP economic co-benefit goals, and ability to advise property owners who wish to procure their own subcontractor(s) for an large multi-unit dwelling project.

⁹ Note: Subcontracts for any goods, services or equipment delivered are to be paid or reimbursed under the LIWP-MUD Outreach Service Provider Contract must follow applicable state and federal procurement requirements ensuring open, competitive bidding practices.

9. Work Plan

In no more than ten (10) pages, prepare a Work Plan that encapsulates your firm's approach to marketing whole-building weatherization services to multi-unit dwellings and outreach to market rate (unrepresented) and affordable (represented) large multifamily housing sectors. The Work Plan should address each of the topics below:

- a. *Proposer must have the ability to lead and implement innovative outreach strategies to support meeting aggressive annual GHG reduction targets.*
 - i. How will your firm's approach to marketing and outreach promote innovation in the MUD energy efficiency and affordable housing sectors throughout LIWP designated DAC? Include a brief discussion on how buildings would be screened to meet LIWP programmatic goals.
 - ii. How will your firm prevent any cost overruns in its outreach efforts? How will it ensure a continuous supply of "weatherization ready" projects is available to support the LIWP-Large MUD Weatherization service provider?
 - iii. Describe your approach to proactively identify or implement any subsequent marketing and outreach needs at a project to minimize disruptions during the construction phases of the whole-building weatherization projects.
- b. *Successful whole-building weatherization will require leveraging sources through cost-sharing or owner matching.* Describe your approach to negotiating and securing owner match or obtaining contributions from other government sources, philanthropic organizations and private donation funds, using specific example(s) from previous projects.
- c. *In addition to energy savings and GHG reduction, the Large MUD Weatherization Program includes **economic co-benefits** to the targeted disadvantaged communities.* Describe how the weatherization projects will offer/create economic opportunities including job creation, workforce development and census tract revitalization.
- d. Provide sample timelines for:
 - i. All significant phases of a large multi-unit dwelling outreach for weatherization project starting, from identification of the building through completion of a project or "project cluster" recommendation to CSD.
 - ii. A ramp-up schedule to roll out large multi-unit dwelling outreach throughout the LIWP disadvantaged communities (Exhibit G).

10. Cost Proposal and Narrative

Proposer shall be reimbursed for services based on a combination of hourly, daily and per-unit increments as appropriate, at rates based on the perceived complexity of project tasks and expertise required for task completion. Prepare a detailed Cost Proposal that includes the information requested in Attachment 8.

B. Key Action Dates

Time is of the essence in responding to this RFP. All proposals must be prepared and submitted in strict accordance with the following deadlines:

RFP Available to Prospective Proposers	<i>Tuesday</i> <i>June 2, 2015</i>
Written Question Submittal Deadline (2:00 P.M.) (Please email questions to crystal.alvarez@csd.ca.gov by deadline)	June 5, 2015
Response to Questions Deadline (2:00 P.M.)	June 9, 2015
Final Date for Proposal Submission (5:00 PM)	June 15, 2015
Initial Proposal Evaluations Completed	June 23, 2015
Potential Interview of Finalists at CSD	June 26, 2015
Final Scoring and Notice of Intent to Award Posted at CSD	July 1, 2015
Last Day to Protest Award	July 7, 2015
Agreement Award	September 14, 2015

Projected Contract Term: October 1, 2015 or ‘Upon DGS Approval’ through June 30th, 2017.

C. Preparation and Submission of Proposal

Proposals should provide straightforward and concise descriptions of the Proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies, or misstatements will be sufficient cause for rejection of the proposal.

1. *Questions Regarding the RFP:* Bidders requiring clarification of the intent or content of this RFP 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-RFP- 42” to crystal.alvarez@csd.ca.gov. To ensure a response prior to submission of the proposals, 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 Proposers. 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. *Request to Change Requirements of the RFP:* If the Proposer believes that one or more of the RFP requirements is onerous, unfair, or unnecessarily constraints Proposer from proposing less costly or alternate solutions, the Proposer may request a change to this RFP by submitting, in writing, the recommended change(s) and the facts substantiating this belief and reasons for making the recommended change. Any such request(s) must be submitted to CSD before the deadline for submitting questions about the RFP as specified in the Key Action Dates.
3. All proposals must be submitted and received at CSD by **5:00 p.m. on June 15, 2015**. Proposals received after this date and time will not be considered.
4. Submit one (1) original proposal beginning with a signed Proposal/Proposer Certification Sheet (see Attachment 3) and three (3) copies of the proposal.
5. The original proposal must be marked "**ORIGINAL**." All documents contained in the original proposal 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.
6. Proposals must be prepared in not less than 12-point font and have minimum one-inch margins. The narrative portion of the proposal 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 proposal and required copies shall be submitted in separate three ring binders.
7. The proposal box or envelopes must be plainly marked with the RFP title and number and the firm's name and address. Proposals not submitted and marked as indicated will be rejected.

**LIWP-MUD OUTREACH SERVICES PROVIDER FOR ENERGY WEATHERIZATION
2015-RFP-42**

Attention: Contract Services Unit
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833-4246

8. The proposing organization's legal name must be used for purposes of this Proposal, and fictitious business/DBA names used by Proposer should be listed as well (see part IV.A.1.)
9. All proposals 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.
10. Proposals 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.

11. Proposals 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 H] 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.
12. A proposal 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 proposals and may waive any immaterial deviation in a proposal. CSD's waiver of an immaterial defect shall in no way modify the RFP document or excuse an awardee from full compliance with the terms of any Agreement resulting from this procurement.
13. Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the Proposer and shall not be charged to the State of California.
14. Proposer'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 proposal may be rejected.
15. Proposers may modify or withdraw a submitted proposal by sending a written request to withdraw the original proposal and submitting a new or revised proposal prior to the proposal submission deadline. Proposal modifications offered in any other manner, oral or written, will not be considered. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
16. CSD may, at its discretion, modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
17. 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 RFP.
18. Before submitting proposals, all Proposers should review their responses, correct any errors, and confirm compliance with the RFP requirements.
19. Proposers should carefully review the Scope of Work, the locations of the Disadvantaged Communities identified in Exhibit G, and all other work and specifications contained in this RFP. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
20. More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered.
21. CSD does not accept alternate contract language from prospective contractors. Proposals with such language will be considered counterproposals and will be rejected. The State's General Terms and Conditions (GTC 610) are non-negotiable.
22. No oral understanding or agreement shall be binding on either party.

23. 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/>

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

D. Evaluation Process

The selection method for this procurement is a Secondary Request for Proposal (RFP). This method is utilized to identify the Proposer who will provide best value in terms of industry expertise, strategy for achieving CO_{2e} reduction goals, approach to providing outreach services to large low-income multi-unit dwelling (MUD) weatherization projects, securing property owner participation for projects, and costs.

1. Phases of Review

Phase I

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

Phase II

Each responsive proposal will be scored by a panel of reviewers, first individually and then collaboratively. Reviewers will be CSD employees. Reviewers will review each proposal and jointly assign a point value based on the scoring criteria listed below. At the panel's option, one or more of the top scoring proposers will move on to Phase III, the Interview Phase.

Phase III

If additional clarifying information is needed, CSD will invite no more than two principal staff persons from each top scoring proposer firm 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. Proposers at this phase will be given the opportunity to make a brief presentation on the strengths of their proposal, followed by questions from the interview panel to further determine the potential of the organization to successfully administer the LIWP Large Multi-Unit Dwelling (MUD) Weatherization Program. If the panel determines that a Proposer 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.

2. Final Scoring

If CSD determines that Phase III interviews are not necessary, it may make an award based on the Phase II panel scoring. Any available preference points for Certified Small Business vendors or vendors who qualify for the Target Area Contract Preference Act Program (TACPA) or Disabled Veteran Business Enterprise (DVBE) Preference points will be added to the score. The highest scoring Proposer will be recommended to CSD's Director and/or designee(s) for final determination

and posting of a Notice to Award, if any. If CSD determines that it is in the best interest of the State to make two awards, the two highest scoring Proposers will be recommended.

E. Overall Evaluation Criteria

CSD will review each proposal in its totality to determine the Proposer's ability to implement a comprehensive and cohesive marketing and outreach strategy for whole-building weatherization in low-income, large multi-unit dwelling properties. The same set of criteria will apply in evaluating each proposal, with emphasis on the following key issues:

1. Proposer is aligned with and committed to clients' best interests. Proposer is specifically able to make recommendations to promote GHG reduction goals, maximize overall energy and customer utility bill savings in each project.
2. Recommending appropriate upgrades/weatherization measures based upon progressive assessments (ASHRAE Levels II to III, or equivalent) and existing building commissioning principles (EBCx).
3. Proposer has demonstrated ability to secure funding from property owners GHG reduction goals, maximize overall energy and customer utility bill savings in each project.
4. Proposer has ability/experience in coordinating workforce development program(s) aligned with local and regional markets and focused on bridging workforce skill gaps.
5. Proposer has experience in performing program marketing, education and outreach to intended clients within target DAC segments.
6. Proposer has requisite experience and capacity to successfully manage costs at the outset of the program while ensuring compliance with program requirements; and to increase cost-effectiveness of upgrades as the program matures.
7. Proposer's overall history of capability of securing complimentary funding sources, successful marketing project completion, and reputation is demonstrated in proposal and verified by Proposer's references.
8. Cost Proposal is reasonable and competitive within the industry or compared to the market rates for similar services.

V. POINT SCORING AND EVALUATION CRITERIA

RFP Reference	SUBJECT AREA AND CRITERIA	SCORE
Phase I	Screening for Responsive Proposal	(Y/N)
1. Part IV.C.	Package includes original and three (3) copies of proposal.....	Y / N
2. Attachment 1	Proposal 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. Part III	Staff résumés and/or other documentation included indicates minimum of three years’ experience in fields of providing outreach services to large multi-unit dwelling clients, or equivalent, for residential improvement, renovation, or construction, with weatherization/energy efficiency components.....	Y / N
7. Part III	Staff résumés and/or other documentation included indicates minimum of three years’ experience in securing complimentary funding sources to finance weatherization/construction/rehabilitation of related to large MUD or equivalent residential improvement, renovation, or construction.....	Y / N
	If ‘yes’ to all items 1-7, Proposal continues to Phase II review:	Y / N
Phase II	<u>Panel Review and Scoring (200)</u>¹⁰	
	Statement of Qualifications (75)	
8. Part IV.A.3	Summary includes detailed description of the firm’s marketing and outreach services provided at least three large projects, or similar commercial projects, in which Proposer has performed initial project scoping and owner participation in energy audits and/or related weatherization services (15).....	

¹⁰ Maximum possible score before any applicable preference points (DVBE, Certified Small Business, etc.)

9. Part IV.A.3	<p>Relevance of prior experience in performing Large MUD Marketing and Outreach Services or related functions in the following areas (40 points total):</p> <ul style="list-style-type: none"> i. Whole-building energy audits experience (5)..... ii. Leveraging rebate or incentive programs (5)..... iii. Benchmarking buildings to identify suitable projects (5)..... iv. Marketing installation of solar measures in affordable multi-unit dwellings or equivalent (5)..... v. Negotiation of work plan/project scope with property owners (5)..... vi. Management and coordination of subcontractors (5)..... vii. Effective development of pipeline of projects to streamline weatherization/ construction/ rehabilitation of large affordable housing projects or equivalent properties (5)..... viii. Effective cost controls (5)..... 	
10. Part IV.A.3	<p>Proposal includes one complete marketing and outreach sample for a large multifamily or equivalent property to demonstrate its strategy, and sample is supported by data files and analysis (20).....</p>	
Proposer’s Staff Resources and Qualifications (20)		
11. Part IV.A.4-5	<ul style="list-style-type: none"> a. Demonstrates current or readily attainable capacity to perform OSP functions for all LIWP disadvantaged communities (DAC) (5)..... b. Demonstrates ability to dedicate adequate staff time to the program and/or add additional staff if needed (5)..... c. Staff résumés indicate highly relevant education, certifications, and work experience matching program needs (5)..... d. Sample job description(s) indicate(s) thorough understanding of OSP roles and staffing needs (5)..... 	
Outreach, Marketing Research, Consulting, Financial Training and Technical Assistance (T&TA) (15)		
12. Part IV.A.6.	<ul style="list-style-type: none"> a. Relevant experience providing outreach, marketing research, consulting, and some financial T&TA services for various categories of MUD weatherization clients, green energy industry, local compliance specialists, non-profit organizations and government-funded programs (5)..... b. Familiarity with/ability to comply with various types of project reporting requirements (5)..... c. Effectively utilizes relational database software or related technology for purposes of developing a project cluster inventory of viable projects, financial T&TA for various rebate programs, consulting, and/or reporting, as demonstrated by sample report (5)..... 	

	Consultants, Subcontractors and Procurement (10)	
13. Part IV.A.7.	<p>a. Proposer identifies any existing or prospective consultants and/or 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).....</p> <p>c. Proposer has established procurement policies/ procedures, and demonstrates ability to support and advise property owners with consultant/subcontractor procurements that maximize economic benefits to DACs (5).....</p>	
	Work Plan (60 + up to 5 extra points)	
14. Part IV.A.8.a.	<p><i>Ability to educate and motivate property owners on the benefits of innovative whole-building weatherization strategies that meet aggressive annual GHG reduction targets. (20 points)</i></p> <p>i. Describes how approach to whole-building MUD weatherization promotes innovation in California energy and affordable housing sectors across California (5).....</p> <p>ii. Explains screening method(s) using benchmarking and EUI data protocol (5).....</p> <p>iii. Describes assessment and audit protocols used to develop a Package of Measures to prioritize measure installations for maximum SIR, energy savings to residents, GHG reduction, and for solar renewable measures (2)..</p> <p>iv. Describes how weatherizing a building as a system ensures maximum carbon investment returns (CIRs) (2).....</p> <p>v. Explains the general industry post inspection processes for compliance with local codes and quality control to assure property owners (2).....</p> <p>vi. Client outreach activities adequately described (2).....</p> <p>viii. Demonstrates ability to efficiently identify/implement financial property owner training and technical assistance tasks to minimize disruptions in weatherization projects (2).....</p>	
15. Part IV.A.8.b.	References specific examples/experience to demonstrate knowledge of potential leveraging sources, and ability to negotiate with owners or other organizations to obtain matching contributions (10).....	
16. Part IV.A.8.c.	<i>Economic co-benefits.</i> Response explains in detail how the weatherization projects will create/expand economic opportunities and promote census tract revitalization with workforce development and/or job creation initiatives (10).....	
17. Part IV.A.8.d.	<p><i>GHG Reduction Goals.</i> Response describes firm’s strategy and capacity for creating a project pipeline with geographic clusters in DAC to meet or exceed CSD’s annual GHG reduction targets under the LIWP program:</p> <ul style="list-style-type: none"> • 6,673 MTCO_{2e}-12,423 MTCO_{2e} (10)..... • <u>Extra points awarded for 12,423 MTCO_{2e} or more (up to 5).....</u> 	
18. Part IV.A.8.e.	<p><i>Timelines and safeguards against project delays. (10 points total)</i></p> <p>Detailed, realistic timelines provided for:</p> <ul style="list-style-type: none"> • LIWP-MUD marketing and outreach ramp-up schedule to implement 	

	<p>Large Multi-Unit Dwelling Weatherization Program in DAC (5).....</p> <ul style="list-style-type: none"> Identifying and securing complimentary financial commitments for the co-sponsorship of significant phases of large multi-unit dwelling weatherization projects (5)..... 	
	Cost Proposal¹¹ (20)	
19. Part IV.A.9. (Attachment 8)	Hourly rate for less complex tasks (5)	
	Hourly rate for more complex tasks (5).....	
	Daily rate for onsite weatherization project outreach, special negotiations or emergency management(5).....	
	Cost proposal narrative provides detailed explanation/justification of rates (5).....	
	TOTAL POINTS (BEFORE PREFERENCE):	

Certified Small Business Preference: A certified small business will have its total points increased by 5% of the total points awarded to the highest scored non-small business bidder.

Target Area Contract Preference Act (TACPA): Vendors who have provided proof of qualification for the TACPA Program will have the 60 points for Cost Detail Items 1) and 2) increased by 5% (No more than 3 Points).

The Disabled Veteran Business Enterprise (DVBE) Incentive may result in the increase of a firm’s total points. The Incentive may be reached by the bidder having certified DBVE status, or through the use of certified DVBE sub-contractors or suppliers of goods and services for the this contract, who have been identified in Exhibit 3 of the proposal. Application of DVBE Incentive will be based on the percentage of participation as specified below.

Confirmed DVBE Participation

- 5% and over**
- 4% - 4.99% inclusive**
- 3% - 3.99 % inclusive**
- 2% - 2.99% inclusive**
- 1% - 1.99% inclusive**

Possible Points Calculation (200 total possible points)

- 5% x 200 = 10 points**
- 4% x 200 = 8 points**
- 3% x 200 = 6 points**
- 2% x 200 = 4 points**
- 1% x 200 = 2 points**

See Part VI.D., below, for links to further information on preference program qualifications and requirements.

¹¹ Maximum available points awarded to lowest rate proposal for each item listed; one point deducted for second lowest cost, two points for third lowest, etc.

VI. GENERAL LEGAL PROVISIONS APPLICABLE TO THIS RFP

A. Award and Protest

1. Notice of the proposed award shall be posted in a public place in the office of the Department of Community Services and Development, 2389 Gateway Oaks Drive, Sacramento, 95833 and on CSD's Internet site at www.csd.ca.gov for five working days prior to awarding the agreement.
2. Protests of the proposed award must demonstrate that the protesting Proposer would have been awarded the contract had the agency correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP. If any Proposer, prior to the award of agreement, files a protest with the Department of Community Services and Development and the Department of General Services, Office of Legal Services, 707 Third Street, Seventh Floor, Suite 7-330, West Sacramento, California 95605, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. A copy of the protest shall be sent to CSD. It is suggested that any protests be sent by certified or registered mail.
3. Within five days after filing the initial protest, the protesting Proposer shall file with the Department of General Services, Office of Legal Services, and the Department of Community Services and Development a detailed statement specifying the grounds for the protest.
4. Upon resolution of the protest award of the agreement, the Proposer must complete and submit to the awarding agency the Payee Data Record (STD. 204) to determine if the Proposer is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. The Payee Data Record can be found on the Internet at <http://www.osp.dgs.ca.gov> under the heading Standard Forms (or by referring to Attachment 4). No payment shall be made unless a completed STD. 204 has been returned to the awarding agency.
5. Upon resolution of the protest award of the agreement, the Proposer must also sign and submit to the awarding agency page 1 of the Contractor Certification Clauses (CCC-307), which can be found on the Internet at www.documents.dgs.ca.gov/ols/CCC-307.doc (or by referring to Attachment 5). This document is only required if the Proposer has not submitted this form to the awarding agency within the last three years.

B. Disposition of Proposals

1. Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and they will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

2. Proposal packages may be returned only at the Proposer's expense, unless such expense is waived by the awarding agency.

C. Agreement Execution and Performance

1. The Proposer shall have current staff available for technical assistance activities under this contract at the starting date of the contract. Field training activities shall be available not later than 30 days of the starting date of the contract, or on the express date set by the awarding agency and the Proposer, after all approvals have been obtained and the agreement is fully executed. Should the Proposer fail to commence work at the agreed-upon time, the awarding agency, upon five days written notice to the Proposer, reserves the right to terminate the agreement. In addition, the Proposer shall be liable to the State for the difference between Proposer's Proposal price and the actual cost of performing work by the second lowest Proposer or by another contractor.
2. All performance under the agreement shall be completed on or before the termination date of the agreement.
3. 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.
4. No oral understanding or agreement shall be binding on either party.

D. PREFERENCE/INCENTIVE PROGRAMS

Information about qualifying for State of California preference and DVBE incentive programs can be found at the Internet web sites listed below:

1. Small Business Preference – www.pd.dgs.ca.gov/smbus/sbcert.htm
2. Target Area Contract Preference Act (TACPA) – <http://www.documents.dgs.ca.gov/pd/poliproc/tacpaprogram.pdf>
3. Disabled Veteran Business Enterprise (DVBE) requirement and incentive:

The Department elects to waive the DVBE Program Requirements; however the DVBE incentive still applies. www.pd.dgs.ca.gov/dvbe/dvbeincentive.

VII. REQUIRED ATTACHMENTS

ATTACHMENT 1: REQUIRED ATTACHMENTS CHECKLIST

A complete proposal or proposal package will consist of the items identified below. Complete this checklist to confirm the items in your proposal. Place a check mark or “X” next to each item that you are submitting to the State. For your proposal to be 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 Attachments 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 has submitted this form to the awarding agency within the last three years.
_____ Attachment 6	Darfur Contracting Act
_____ Attachment 7	Proposal Narrative/Responses and Résumés of Key Personnel
_____ Attachment 8	Cost Proposal
_____ Attachment 9	Small Business Preference *If applicable www.pd.dgs.ca.gov/smbus/sbcert.htm
_____ Attachment 10	DVBE Incentive *If applicable - www.pd.dgs.ca.gov/dvbe/dvbeincentive .
_____ Attachment 11	Target Area Target Area Contract Preference Act (TACPA) *If applicable - http://www.documents.dgs.ca.gov/pd/poliproc/tacpage.pdf
_____ Attachment 12	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 must be transmitted in a sealed envelope in accordance with RFP instructions. Do not return Section 4, Proposal Requirements and Information, or any “Sample Agreement” at the end of this RFP.

- 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: a. California Small Business Enterprise b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: 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 (REV 08/09)	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="width: 25%;">Subcontractor Name, Contact Person, Phone Number & Fax Number</th> <th style="width: 25%;">Subcontractor Address & Email Address</th> <th style="width: 15%;">CA Certification (MB, SB, NVSA, DVBE or None)</th> <th style="width: 20%;">Work performed or goods provided for this contract</th> <th style="width: 10%;">Corresponding % of bid price</th> <th style="width: 10%;">Good Standing?</th> <th style="width: 15%;">51% Rental?</th> </tr> </thead> <tbody> <tr> <td> </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> </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> </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"/>
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?																							
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				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;">Page _____ of _____</p>																													

LIWP Large MUD Weatherization Marketing & Outreach 2015-RFP-42

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 microbusinesses.

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.pd.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.)

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

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.)

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.

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

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):

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 be exempt from the franchise tax board requirements.

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.

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

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: PROPOSAL NARRATIVE AND RESUMES FOR KEY
PERSONNEL**

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

1. Business name(s), location, date established
2. Organizational chart
3. Statement of Qualifications
4. Résumés of key personnel
5. Additional hiring and recruitment plan
6. Training and technical assistance
7. Subcontractors/procurement policy
8. Work Plan (10 pages maximum)

ATTACHMENT 8: COST PROPOSAL

The undersigned hereby proposes and agrees to perform all work required in accordance with the specifications as described in the LIWP-MUD Outreach Service Provider (OSP) for the Marketing and Outreach Services to Large Multi-Unit Dwelling Properties Request for Proposal No. 2015-RFP-41. The rates provided below shall apply to the entire contract period, unless otherwise amended by written agreement of both parties. Cost Proposal includes the travel and per diem, overhead, cost of bonds, insurance, sales tax, profit, subcontractor costs and any other item(s) of expense incidental to the contract.

A. Less Complex Task hourly rate – sample tasks:

1. Data collection and data reporting, e.g.: obtaining as-built drawings, site plans, utility usage data, most current building inspection reports, etc.
2. Training coordination tasks
3. Compilation of training data
4. Participating in person meetings and conference calls

Less Complex Task hourly rate: \$ _____

B. More Complex Task hourly rate – sample tasks:

1. Develop strategy for identifying viable MUD project clusters in DAC and securing property owner participation
2. Desk reviews and whole-building energy analysis based upon EUI data.
3. Negotiating capital commitments with property owners
4. Property owner/management training customization for financial and energy literacy
5. Other direct on-site project management/supervision
6. More complex ad-hoc tasks; research, special projects or advanced studies

More Complex Task hourly rate: \$ _____

C. Daily rate for onsite weatherization project outreach, special negotiations or emergency management: \$ _____

D. Cost Proposal Narrative

Please provide a brief explanation / justification for the above-proposed hourly and daily rates. Narrative should include enough detail to identify:

- Major cost categories considered in determining the costs
- Explanation of the costs based on either actual experience of your organization under a specific timeframe or an estimate of costs with the sources of information and assumptions used in the estimate
- Any cost considerations included in your unit costs that are unique to your approach to this project.

Name of Agency: _____

Authorized Signature: _____ Date Signed: _____

ATTACHMENT 9: IRAN CONTRACTING ACT

IRAN CONTRACTING ACT
(Public Contract Code sections 2202-2208)

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		<i>Date Executed</i>

Additionally, DGS also maintains a list of entities prohibited from contracting with the State based on this act. CSD will need to check this list prior to award. For further information please visit the link.
<http://www.documents.dgs.ca.gov/PD/poliproc/Iran%20Contracting%20Act%20List.pdf>

VIII. EXHIBITS

EXHIBIT A – LIWP 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
CO ₂	Carbon Dioxide gas
CO _{2e}	Carbon Dioxide gas equivalents (reductions in emissions)
CSD	Department of Community Services and Development
CT	Census Tract
DAC	Disadvantaged Communities
DHW	Domestic Hot Water
DVBE	Disabled Veteran Business Enterprise
EE	Energy Efficiency (measures)
ECM	Energy Conservation Measures
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	Kilo watt hour

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

LIHEAP	Low-Income Home Energy Assistance Program
LIHTC	Low Income Housing Tax Credit
LIWP	Low-Income Weatherization Program
LLMSP	LIWP Large MUD Service Provider
LSW	Lead Safe Weatherization
MTCO ₂	Metric tons of Carbon Dioxide gas
M & O	Marketing and Outreach (services)
MUD	Generic term for Large Multifamily dwellings/ Multi-Unit Dwelling/Multi-tenant dwelling
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)
OSP	LIWP-MUD Marketing and Outreach Service Provider
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
RFP	Request for Proposal
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

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

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 construction documents along with material and systems testing services	<p>Whole building evaluation for:</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 	

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

	<ul style="list-style-type: none"> • 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 ○ 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, etc. • 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 	
Solar PV		
Site visit and interviews	1. Proposed technology for solar photovoltaic	Establish Project total costs:

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

	<p>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 annual kilowatt hours (kWh) • 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 	<p>Total parts, design, and labor costs Establish PO participation level Establish LIWP funding feasibility Scope potential for Building integrated PV systems (BIPV)</p>
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LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

	<p>benefit</p> <ul style="list-style-type: none"> • 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 	
Testing Equipment	<p>Equipment used Date of calibration Certified Technicians / Analysts Diagnostics performed Diagnostic recommendations</p>	
MUD Domestic Hot Water and Solar Water Heating		
General	<p>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</p>	<p>Develop a realistic estimate for:</p> <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: 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: 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) 	

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

	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 • Pre conduit for electrical connections for controller and pumps • Roof truss load 	<p>Adequate Roof Space for Collectors in ft² area per gal/day demand OR percentage of total roof area, calculated from a targeted solar savings ratio</p> <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>
Making a building solar water heating <i>ready</i>		Reduce cost of future installation
Passive Solar options	<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 (EUI) 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-Unit 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-unit dwelling 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	Kbtu/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 – 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.

Multi-unit dwelling (MUD) 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.

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

CIR prioritized over SIR

Because GHG reduction is a primary goal 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 more efficient measures in order to reach lower-ranking energy efficient (EE) measures. Example: Property Owners may be really interested in installing windows, but windows have very little energy savings associated with them. Therefore in this situation, measures with better energy savings would have to be bought-down prior to the windows.

For providing deep planned energy retrofits in affordable large multi-unit dwellings in California, CSD will consider whole building related weatherization measures in the following categories:

- 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)

Energy Conservation Measures (ECMs) are generally divided into two categories – **Lower Cost ECM retrofits** and **Deep Planned Retrofits**. 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 ECM Retrofits: Seal duct leaks
- Deep Planned ECM Retrofits: Demand controlled recirculation pumps

Building Envelope:

- Lower Cost ECM 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 & steep slopes level 1 & 2)

EXHIBIT E – OSP Project Leveraging Worksheet

LIWP-MUD Outreach Service Provider Project Leveraging Worksheet

Project Summary:		Estimated LIWP Benefits:		LIWP-MUD Aggregate Favorability Index Score:	Cluster contacts:
Project ID#:		GHG savings:			
Est.Total Project Cost:		Energy Savings:			
Advances Requested:		Co-benefits:	(Narrative)		
Advance Status:					
Project Summary:					
Project Cluster Description:	Example: (2) 6-storey high-rise, (1) 4-storey mid-rise and (2) 2-storey low-rise, all pre-1975, all MUD w/central mechanical systems, only 1 SMF with central water heating; MUD: master-metered, SMF individually metered, leveraged Wx, requested in short term				
Instruction: Complete one data set for each large multifamily dwelling in the Project Cluster.					
Building 1				Building 6	
Project Classification:	Type	Source of Funds:	Amount (\$)	Project Classification:	Type
• MUD Wx.		• CSD		• MUD Wx.	
• MUD Wx. + SWH		• LEVERAGED		• MUD Wx. + SWH	
• MUD Wx. + S-PV		Property Owner:		• MUD Wx. + S-PV	
• MUD Wx. + SWH + S-PV		Utilities:		• MUD Wx. + SWH + S-PV	
• SMF + S-WH		Rebates:		• SMF + S-WH	
• SMF + PV		Non Profit:		• SMF + PV	
• Stop Work		Govt.:		• Stop Work	
		Total:			
Building 2				Building 7	
Project Classification:	Type	Source of Funds:	Amount (\$)	Project Classification:	Type
• MUD Wx.		• CSD		• MUD Wx.	
• MUD Wx. + SWH		• LEVERAGED		• MUD Wx. + SWH	
• MUD Wx. + S-PV		Property Owner:		• MUD Wx. + S-PV	
• MUD Wx. + SWH + S-PV		Utilities:		• MUD Wx. + SWH + S-PV	
• SMF + S-WH		Rebates:		• SMF + S-WH	
• SMF + PV		Non Profit:		• SMF + PV	
• Stop Work		Govt.:		• Stop Work	
		Total:			
Building 3				Building 8	
Project Classification:	Type	Source of Funds:	Amount (\$)	Project Classification:	Type
• MUD Wx.		• CSD		• MUD Wx.	
• MUD Wx. + SWH		• LEVERAGED		• MUD Wx. + SWH	
• MUD Wx. + S-PV		Property Owner:		• MUD Wx. + S-PV	
• MUD Wx. + SWH + S-PV		Utilities:		• MUD Wx. + SWH + S-PV	
• SMF + S-WH		Rebates:		• SMF + S-WH	
• SMF + PV		Non Profit:		• SMF + PV	
• Stop Work		Govt.:		• Stop Work	
		Total:			
Building 4				Building 9	
Project Classification:	Type	Source of Funds:	Amount (\$)	Project Classification:	Type
• MUD Wx.		• CSD		• MUD Wx.	
• MUD Wx. + SWH		• LEVERAGED		• MUD Wx. + SWH	
• MUD Wx. + S-PV		Property Owner:		• MUD Wx. + S-PV	
• MUD Wx. + SWH + S-PV		Utilities:		• MUD Wx. + SWH + S-PV	
• SMF + S-WH		Rebates:		• SMF + S-WH	
• SMF + PV		Non Profit:		• SMF + PV	
• Stop Work		Govt.:		• Stop Work	
		Total:			
Building 5				Building 10	
Project Classification:	Type	Source of Funds:	Amount (\$)	Project Classification:	Type
• MUD Wx.		• CSD		• MUD Wx.	
• MUD Wx. + SWH		• LEVERAGED		• MUD Wx. + SWH	
• MUD Wx. + S-PV		Property Owner:		• MUD Wx. + S-PV	
• MUD Wx. + SWH + S-PV		Utilities:		• MUD Wx. + SWH + S-PV	
• SMF + S-WH		Rebates:		• SMF + S-WH	
• SMF + PV		Non Profit:		• SMF + PV	
• Stop Work		Govt.:		• Stop Work	
		Total:			

EXHIBIT F – OSP Project Prioritization Tool

Tool for Prioritizing Large Multi-Unit Dwellings (MUD)											
CSD's MUD Favorability Index											
Formula = (DAC Raw Score) + (# of Buildings in each Project Cluster) + (Individual MUD Favorability Score for each SMF/MUD dwelling) OR LMF FI Index = A + B + C . Note: Review Supplemental sheet on the MUD Favorability Index for details on scoring criteria.											
Property ID:		Address									
											Final Score
DAC Score (ARB Composite index)											(A)
# of Buildings in Project w/in DAC											(B)
Large Multi- Unit Dwelling (MUD) Project Prioritization Criteria = (C)											
Key Scoring Criteria (KSC)	building 1	building 2	building 3	building 4	building 5	building 6	building 7	building 8	building 9	building 10	building 11
Total Sq. footage [coding from page 2]											
# of Units >100 [Range]											
Avg. # of Stories in MUD Building											
Net Property Owner Participation [Range]											
Potential Project Hires by PO											
# Of Yrs. Of Affordability covenants [Range]											
KSC TOTAL Score for Cluster :											
Limited Scoring Criteria(LSC)	building 1	building 2	building 3	building 4	building 5	building 6	building 7	building 8	building 9	building 10	building 11
Details of last remodel											
Availability of Energy usage intensity (EUI) data for 12-18 months											
Significant appliance upgrade & whole building maintenance supported by its latest building inspection report											
Congressional districts representation											
Other Non-Profit Leveraging [Range]											

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

Concessions [Range]											
Utility Rebates [Range]											
Short turnaround time (1-3mnths is =3) [Range]											
LSC TOTAL for Project:											
Negative Score Criteria (NSC)											
Negative Score Criteria (NSC)	building 1	building 2	building 3	building 4	building 5	building 6	building 7	building 8	building 9	building 10	building 11
No Rehab											
No Significant Environmental Hazards											
NSC TOTAL for Project:											
Extra Credit (EC) for Additional PO Participation											
Extra Credit (EC) for Additional PO Participation	building 1	building 2	building 3	building 4	building 5	building 6	building 7	building 8	building 9	building 10	building 11
Materials											
Services											
Apt/Storage loaner for Loss Prevention											
EC TOTAL for Project:											
MUD Favorability Index											
(C) Grand Total	building 1	building 2	building 3	building 4	building 5	building 6	building 7	building 8	building 9	building 10	building 11
KSC TOTAL for Project:											
LSC TOTAL for Project:											
NSC TOTAL for Project:											
EC TOTAL for Project:											
Sub Total Project Prioritization Criteria Score for each building(C)											
										Aggregated (C)	
										Final Favorability Index (FI)Score	

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

Tool for prioritizing Large Multi-Unit Dwellings (MUD) (Cont'd.)

Instruction: Use this tool to calculate a multi-unit dwelling building's individual Favorability Index (FI) score. For prioritizing Project Clusters, calculate and carry forward individual building totals to the Favorability Index (FI) Page 1 to develop its aggregated Favorability Index (FI) Score. Note: Scores for **(A)** and **(B)** are combined scores for each "Project Cluster".

DAC Score (A)	ARB Composite index. For Project Clusters across 2 DAC: use DAC # that had the MUD with largest # of households in the proposed project design.
# of Buildings in Project w/in DAC (B)	Each Low-Rise in cluster = 2 pts.; each Mid-Rise in cluster = 5 pts.; each High-Rise in cluster= 10pts. Note: Each "Project Cluster" must have at least 1 High-Rise MUD to qualify for LIWP-MUD funds. <u>Definition:</u> Any dwelling containing five or more living units and which share one or more building systems is considered a multi-unit building or MUD. Multi-unit dwellings buildings have 3 categories: * Low-Rise: 1-3 stories with any shared building system; * Mid-Rise: 4-5 stories with any shared building system; * High -Rise: 6 stories or greater.

Large Multi-Unit Dwelling (MUD) Project Prioritization Criteria = (C)

Use the instructions below for each Building within a Project Cluster to arrive at its score. Carry forward the line item totals from Page 2 to the FI Index on Page 1.

- EACH Key Scoring Criterion (KSC) equals 10 points
- Each Limited Scoring Criterion (LSC) criterion equals 1 point.
- The Negative Score Criterion (NSC) discourages inclusion of certain properties types into a Project Cluster.
- Extra Credit (EC): To help other nearby SMF/MUD properties to qualify for LIWP funding based upon the bigger MUD in a "Project Cluster", certain non-traditional PO participation options are available to foster productive partnerships between POs. These options receive extra credit. Each EC equals 1 point for a total score of 3 points in each category identified in this MUD Favorability Index (FI) tool.

Key Scoring Criterion (KSC):

KSC	0	10	20	30	40	50	60	70	80	90	100	Total Sq. Footage
Total Sq. footage	20,000-25,000	25,001-30,000	30,001-40,000	40,001-50,000	50,001-60,000	60,001-70,000	70,001-80,000	80,001-90,000	90,001-100,000	100,001-150,000	150,001 or greater	

Gross Floor Area: Section 1002.1 of the International Building Code defines this term as being "The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts." NPFA-101 has a different definition and some local building codes also depart from this measure in some respects.

KSC	0	10	20	30	40	50	60	70	80	90	100	# of Units in MUD
Net # of Units >100	<99	100-125	126-150	151-200	201-250	251-300	301-350	351-400	401-450	451-500	>500	

KSC	0	10	20	30	40	50	60	70	80	90	100	# of Stories
# of Stories in MUD Building	1	2	3	4	5	6	7	8	9	10	>10	

KSC	0	10	20	30	40	50	60	70	80	90	100	% of Funding
Property Owner Participation-Wx. (1:5)	0-10%	11-20%	21-30%	31-40%	41-50%	51-60%	61-70%	71-80%	81-90%	91-100%	>target	
PO Participation-S-WH (1:1)	0-10%	11-20%	21-30%	31-40%	41-50%	51-60%	61-70%	71-80%	81-90%	91-100%	>target	
PO Participation-S-PV (1:1)	0-10%	11-20%	21-30%	31-40%	41-50%	51-60%	61-70%	71-80%	81-90%	91-100%	>target	
PO Participation-Buy-down (1:1)	0-10%	11-20%	21-30%	31-40%	41-50%	51-60%	61-70%	71-80%	81-90%	91-100%	>target	

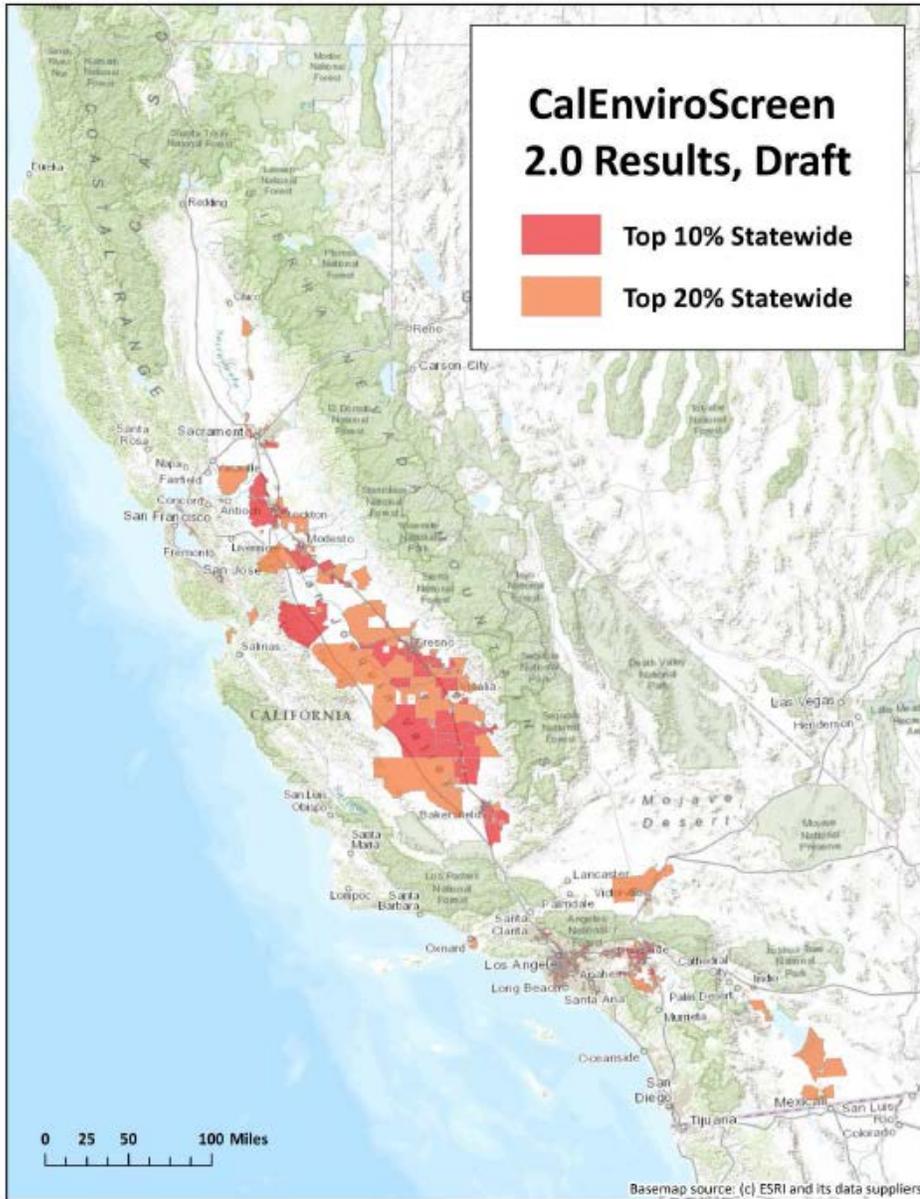
PO participation is to be at a minimum of: Minimum suggested amounts of 1:5 for MUD Wx; 1:1 for Solar PV and 1:1 for Solar-WH. PO participation is sought for the initial energy audit as well. The energy audit and whole building modeling are used to develop a customized 'Package of Measures'. The measures that do not SIR out in this Package of Measures may still qualify for installation as a "package" if the PO participates by 'buying down' the said measure. The buy down comprises of financial participation in lowering the net installation cost of a measure that almost had an SIR of 1.0. Participation continues with a sequential buy-down until the desired measure has an SIR of 1.0 or greater, i.e., during the buy-down process -leapfrogging over measures is not allowed. Other forms of participation include: dedicated customer support for certain hours each day during Wx., providing materials and/or labor, hiring workforce developed during Wx; unit/space to store materials and supplies; affordability covenants of over 10 years. Buy-down can consist of working with other private/non-profit grants to leverage the cost of the measures.

KSC	0	10	20	30	40	50	60	70	80	90	100	Total # of Hires
Potential Project Hires by PO	0	1 to 5	5 to 10	10 to 15	15-20	20-25	25-30	35-40	45-50	55-75	>75	

LIWP Large MUD Weatherization Marketing & Outreach
2015-RFP-42

Project hire estimates at each building may be aggregated. Recommend attaching relevant commitment correspondence by each PO for every property in the project cluster. Provide breakdown of hires for each job classification and trade in the Project Cluster.												
KSC	0	10	20	30	40	50	60	70	80	90	100	# of Years
Number of Yrs. of Affordability Covenants	0	1-3 yrs.	4-6yrs	7-10yrs	11	12	13	14	15	16	>16	
Affordability Covenants at each building may be aggregated if under the same property management/ownership. Recommend attaching relevant commitment correspondence from each PO for every property in the project cluster.												
												TOTAL KSC:
Limited Scoring Criterion (LSC):	0	1	2	3	Detail							
Availability of Energy usage intensity (EUI) data for 12-18 months					EUI data availability helps establish which buildings have the greatest energy burdens that are eventually borne by low-income households.							
Significant appliance upgrade & whole building maintenance supported by its latest building inspection report					Buildings with significantly deferred maintenance and repairs are more likely to be in greater need for deep energy retrofits and whole building weatherization services. The latest inspection report would corroborate what repairs are needed and identify any other health and safety concerns/deferral conditions that the LIWP-LMF service provider would need to be made aware of prior to weatherizing the building (s).							
Congressional districts representation					Provide listing of any congressional districts positively impacted by project scope in terms of GHG reductions and co-benefits							
Other Non-Profit Leveraging [Range]					0-25% of PO Contribution = 1 point; 26-50% of PO Contribution = 2 points; 51-100% of PO Contribution = 3 points;							
Concessions [Range]					0-25% of PO Contribution = 1 point; 26-50% of PO Contribution = 2 points; 51-100% of PO Contribution = 3 points;							
Utility Rebates [Range]					0-25% of PO Contribution = 1 point; 26-50% of PO Contribution = 2 points; 51-100% of PO Contribution = 3 points;							
Short turnaround time (1-3mnths is =3) [Range]					7-12 months = 1 point; 4-7 months = 2 points; 1-3 months = 3 points;							
TOTAL LSC:												
Negative Score Criterion (NSC) :	None	Supported Rehab	Some	Full	Detail							
Scores	1	0	-10	-20								
No Rehab					No significant Health and Safety repairs/ Disability access needs/Issues relating to building structural integrity/ Other reason for Wx. deferral/ Building Condemnation Public Notices.							
No Significant Environmental Hazards					No significant issues with mold, water intrusion, seismic retrofits, asbestos containing materials (ACM), electrical rewiring, vertebrate/invertebrate vector infestation or other significant environmental hazard such as changes to floodplain due to silt buildup, occurrence of sink holes/ land collapse due to fracking, illegal subterranean tunneling, etc.							
TOTAL NSC:												
Extra Credit (EC) for Additional PO Participation:	None	Low	Some	Sufficient to impact buy-down	Detail							
	0	1	2	3								
Materials					Subjective criterion; Low: 25-50%; Some: 51-75%; Sufficient to impact buy-down: over 76% of minimum required PO participation							
Services					Subjective criterion; Low: 25-50%; Some: 51-75%; Sufficient to impact buy-down: over 76% of minimum required PO participation. To be supported by breakdown of services.							
Apt/Storage loaner for Loss Prevention					Approximate value of amenity to LIWP-MUD Project Manager.							
TOTAL EC:												

EXHIBIT G – 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
<hr/>		
6001401300		
CT Numbering Nomenclature		

EXHIBIT H – 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 RFP 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