

Low-Income Weatherization Program Administrator
2016-RFP-48

Responses to RFP Questions Received by CSD as of 11/28/2016

#	Questions	CSD Response
1	<p>Reference to page 21, Section 3A, 2nd bullet:</p> <p>Q. Is it the Prime Proposer or the Project Team that are required to demonstrate three years' experience administering and performing energy efficiency and solar PV installations?</p>	<p>A. The Minimum Qualification requirement of three years' experience for energy efficiency and / or solar PV installations refers to the team's experience. The Prime Proposer, or Regional Administrator, is responsible for assembling a team that meets or exceeds the Minimum Qualifications.</p>
2	<p>Reference to page 21, Section 3A, 2nd bullet:</p> <p>Q. The Minimum Qualifications state experience installing solar PV in existing housing. Would solar installations on new housing be considered as acceptable experience?</p> <p>Q. Is there a distinction between new housing and existing housing in this RFP?</p>	<p>A. After further consideration, CSD has determined that only solar installation experience for existing housing is acceptable to meet the Minimum Qualifications.</p> <p>A. LIWP services are limited to single family homes (regardless of age) that are occupied by qualified households. All installations will require assessment for suitability of installation to include shading from trees, roof age / condition, etc.</p>
3	<p>Q. Who is required to hold the specialized licenses and the Class B/ General Contractors license? Does the prime have to be a General Contractor?</p>	<p>A. The Prime Proposer may, but is not required to, hold a B license. The licensing requirement is that the entity that contracts with the property owner must be properly licensed. The Prime Proposer may delegate that responsibility, as well as service delivery, to a contractor with the requisite license. The Prime Proposer is responsible for ensuring the process is conducted in accordance with the CSD contract.</p>
4	<p>Q. Is CSD going to enter into the contract with each member of the consortium?</p> <p>Q. What legal mechanism does CSD have to make sure the team has all components necessary to enter into the RFP if the lead proposer does not have a Class B – General Contractors License?</p> <p>Q. Regarding the consortium, what legal remedies do you have for the team outside of the Prime Proposer?</p>	<p>A. CSD will enter into contract only with the Prime Proposer.</p> <p>A. Prior to executing a contract, CSD will require the Prime Proposer to demonstrate that all required licenses are held by members of the Project Team.</p> <p>A. CSD is contracting directly with the Prime Proposer who is ultimately responsible for all services performed under the contract, ensuring that all goals and deliverables are met and that the team has all required general and specialty licensing needed.</p>
5	<p>Q. Does the Prime Proposer need to include information about the</p>	<p>A. Yes, Prime Proposers are encouraged to include as much information as</p>

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<p>subcontractors they will be contracting with in the bid?</p> <p>Q. If so, are they allowed to switch to other subcontractors after the award?</p>	<p>possible about their subcontractors. All RFP bid responses should be as robust and detailed as possible.</p> <p>A. CSD views this as a contract management item. The contract will outline provisions for making changes to key members of the Project Team.</p>
<p>6 Q. Does every team member need to have three years of experience performing energy efficiency and solar PV installations?</p>	<p>A. No.</p>
<p>7 Reference to the 9/30/2017 deadline for 40% expenditure:</p> <p>Q. Is the expenditure percentage balanced with units installed and GHG reduction? For example, It is possible to do a lot of neighborhood approach weatherization that expends fewer dollars, but there would be a lot of units completed. Would there be consideration for that approach?</p>	<p>A. The 9/30/17 benchmark is based on 40% expenditure of the direct program allocation.</p>
<p>8 Q. Does the 40% benchmark take into account the total contract amount, or is the 40% required to be expended from direct program dollars for energy efficiency and solar PV?</p>	<p>A. The 9/30/17 benchmark is based on 40% expenditure of the entire allocation.</p>
<p>9 Regarding the Basic Measures Package:</p> <p>Comment 1: There are no hardwired LED fixtures included in the basic package and traditionally that type of measure is the most energy efficient. Because the basic measures are so limited and require installation for reimbursement, the cost of identifying homes, certifying and prepping installation teams to do this in a neighborhood, it will be very costly. Going house to house is too costly and will not be cost effective.</p> <p>Comment 2: Nothing in the RFP mentions energy education. If it's done right, it could be very energy efficient.</p> <p>Comment 3: All the IOUs have required the other programs to switch to LEDs because the cost has decreased. LEDs will continue to become much more acceptable as CFLs transition out of the market place.</p>	<p>Response 1: Because we are utilizing a deemed savings approach to estimating energy savings and cost-effectiveness there is no difference in savings earned by installing a hard-wired LED fixture as compared to simply replacing an LED lamp. In fact, replacing the hard-wired fixture will run 3 – 4 times the cost of replacing the lamp for exactly the same energy savings.</p> <p>CSD recognizes that there are overhead expenses associated with the delivery of services. Contractors are encouraged to achieve the deepest level of investment in each project in order to help absorb these costs.</p> <p>Response 2: Page 26 of the RFP specifies that the Proposer's overall approach should outline a customer education approach (also see Section 2.2.6 of the scoring matrix).</p> <p>Response 3: After additional discussion, CSD has decided that replacement of CFL's with LEDs will be allowable within 2015-16 LIWP. CSD will modify the LED replacement measure standard to reflect this change.</p>

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<p>Q: Which energy audit will you require?</p> <p>Q, Do you install the audited measures that are not effective?</p>	<p>A. CSD is in the process of procuring an energy audit tool that is Energy Upgrade California approved. The two EUC-approved energy audits under consideration are CakeSystems and Snugg Pro.</p> <p>A. CSD’s approach will be to consider a package of measures qualified provided that the package Savings to Investment Ratio (SIR) is 1.0 or higher. With this approach, some less effective measures (under SIR of 1.0) may qualify as part of the package.</p>
<p>10 Q. Who do you envision installing the basic package? Would the assessor be able to do the installation too, or would a separate installation crew need to install?</p>	<p>A. Because the entity (contractor) that enters into contract with the resident to install measures must have a Class B – General Contractors License, the employee installing the basic measures is not required to hold that license. CSD is open to a variety of creative approaches to implementation and will evaluate them as part of the submitted bid package.</p>
<p>11 Q. Finding homes with no ceiling insulation is rare. Other energy programs pay for incremental additions of insulation. Would CSD consider this change to adding insulation requirements?</p>	<p>A. CSD recognizes that finding opportunities to install ceiling insulation where none currently exists may be challenging. Incremental additions of insulation are allowable in LIWP provided that it can be shown to be cost-effective through the use of an energy audit.</p>
<p>12 Comment: Sending out a truck to install basic measures is not cost effective</p>	<p>Response: CSD recognizes that there are overhead expenses associated with the delivery of services. Contractors are encouraged to achieve the deepest level of investment in each project in order to help absorb these costs.</p>
<p>13 Q. Could the home assessors do the installations?</p>	<p>A. Yes. CSD is willing to consider a variety of approaches from responders to the RFP. It is expected that Regional Administrators will maintain a strong Quality Assurance program in order to ensure high quality work.</p>
<p>14 Reference to Deliverable 6 – Monthly Contract Activity Report (No Narrative Required):</p> <p>Q. Is it CSD’s vision for all issues to be handled between contractors and the RA, and CSD will just pay the prime contractor?</p> <p>Q. Must the RA have the capacity to handle all of this?</p> <p>Q. How will CSD consider capacity to carry out these functions if no narrative is required?</p>	<p>A. Yes, CSD will contract directly with the Prime Proposer or Regional Administrator (RA). The RA will be responsible for managing all subcontractors, aggregating billing and reporting to CSD among other responsibilities.</p> <p>A. Yes.</p> <p>A. Bidders should address capacity in the cost proposal narrative.</p>
<p>15 Q. Are background checks required for employees?</p>	<p>A. No. CSD does not require background checks.</p>

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16	Q. What is the risk of not meeting the 40% expenditure goal?	A. A notice would be sent to the RA and they will be given a specified amount of time to remedy the situation. RAs must demonstrate that they can meet the provisions of the contract. In addition, should there be future funding appropriations; RAs that do not perform to expectations may sacrifice additional funding augmentations.
17	Reference to page 65 – Stage 1: Submission Requirements: Q. Administrative Compliance – 3 rd Item. Please define the documentation required to support Proposer’s eligibility. How is it different from the non-profit and government entity requirement?	A. Attachment 4 outlines required documentation to attach.
18	Q. Rebates for solar water heating are subject to change. If we provide a proposal based on rebates available today and those rebate amounts change, can Proposers modify it or does it have to stay the same?	A. CSD understands that this measure is unique and is dependent on the availability of rebates which is out of the control of RAs. CSD would consider changes in cost proposals as they relate to solar water heating if rebates change in the future.
19	Q. In the program guidelines, it states that only measures that are cost effective (SIR of 1.0 or higher) can be installed. The pricing model requires administrative costs to be layered into those costs, and these haven’t traditionally been calculated as part of the SIR. Now that they will be (cost to enroll, audit, etc.), is there a concern that some of these measures will no longer meet cost-effective requirements?	A. CSD is optimistic that market competition will help drive down costs thus allowing measures to meet the established cost-effectiveness criteria.
20	Q. How will the preference points be calculated? Q. If there are 110 points available and you get up to 5%, is the maximum you get is 5.5 points?	A. CSD will apply the same standards that the Department of General Services utilizes when awarding preference points. A. Up to a 5% DVBE Incentive will be applied to administrative and marketing costs component. Details are contained in the RFP.
21	Q. Can CSD act as a reference?	A. No.
22	Q. Since this is a public and transparent process, is there a period of time to dispute, and is everything going to be made to the public?	A. Yes, the entire procurement file, including proposals and evaluation records will be available to the public once the procurement process is complete.
23	Regarding the lowest cost bid versus volume: Q. Is it possible to drive cost down and increase volume? What is CSD’s thinking about that approach?	A. In this procurement the Proposers technical expertise is being weighted at 70%, while cost is being weighted at 30%. These two elements weighted as they are will provide the best value for LIWP with respect to cost and volume. CSD has described what is important to us in the RFP and it is up to the

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		Proposers to design a program / approaches that meet the goals of LIWP with respect to cost-effective GHG reduction, energy cost savings for low-income households living in DACs and a variety of other co-benefits.
24	Q. Is the PowerPoint going to be posted on the website?	A. Yes, the PowerPoint was posted on 11/16/2016.
25	Q. Will the RFP forms & attachments be available in Word document format?	A. CSD has uploaded eight different RFP attachments to the Bidder's Library. Attachments 2, 4, 5, 6, 7, 9, 11 and 13 are now available in Word format.
26	Q. Regarding required forms CSD 43L and CSD 540L among others, will we be allowed to utilize a contractor's equivalent? Q. Can CSD make them available electronically?	A. Contractor equivalents will not be allowed. A. As soon as these forms are finalized, CSD will provide an electronic version for contractor use.
27	Q. Will CSD be doing post inspection on only energy efficiency, or both energy efficiency and solar.	A. Yes, both.
28	Q. We will be submitting a bid as part of a consortium that has a different Regional Administrator in each region. What is the best way to submit our bid to CSD?	A. A single consortium bid that covers multiple or all regions would need to identify one Prime Proposer that will be responsible for all regions in the proposal. If multiple RAs are proposed, a separate bid should be submitted by the prime Proposer (RA) for each region.
29	Q. My organization currently administers a federal program for CSD. We utilize an established front-end system to report expenditures to CSD's weatherization database. If awarded a contract, will we be able to continue to utilize our front-end system for LIWP?"	A. For LIWP reporting, CSD intends to move to a new, integrated front-end information management system by mid-2017 that will allow RAs to easily submit more comprehensive project information and comply with CSD reporting requirements. In the interim, there will be an abbreviated reporting requirement that will allow RAs to use their own data system or a reporting tool to be provided by CSD.
30	Q. Very young workers do not tend to have their own vehicles. Insuring them to drive contractor vehicles can be expensive. How will CSD address this?	A. It is the bidders' responsibility to address this issue based on their own program approach if applicable.
31	Question on licensing requirement for Basic Measure Package: Q. It looks like installing things like LEDs, and all other Basic Measures, requires a Class B General Building Contractor license. Is this the case? Q. Does that mean that the entity installing the measures needs that license, or someone on the Proposer Team needs that license, as described in the RFP?	A. No, the employee installing these measures would not need a license. However, the company that the employee represents would be required to hold the license. A. Yes. The entity (contractor) that enters into contract with the resident to install basic measures must have a Class B – General Contractors License. Employees of that firm are covered by that entities license and may install the basic measures.

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32	Q. Will the Project Planning Tool need to be completed for each climate zone within the Region or will the Project Planning Tool be combined for the entire Region?	A. The Project Planning Tool will be utilized during the contract negotiation process once CSD has awarded contracts to the winning bidders in each region. Dependent on the winning bid response, CSD will evaluate the awardees proposal and decide how best to apply the Project Planning Tool.
33	Q. Does the completed Project Planning Tool need to be included in the bidders RFP response?	A. No. The Project Planning Tool will be utilized during the contract negotiation process once CSD has awarded contracts to the winning bidders in each region.
34	Regarding Attachment 7 – Deliverables Cost Sheet: Q. In the line item deliverable “Monthly Contract Activity Report,” is the total cost requested for this deliverable a monthly total for each reporting period or does CSD want the total amount to be invoiced for the entire contract period? Q. Are the costs requested for the Marketing Implementation Report to include the preparation of the report only or does CSD want the bidder to include the cost to perform the program marketing also?	A. Bidders should include the total amount to be invoiced for the entire contract period, and a narrative for the cost. A. The costs for the Deliverable Marketing Implementation Report include both the preparation of the report and the cost to perform the program marketing throughout the contract period. These two different cost components should be detailed within the narrative.
35	Q. Does the Cost Proposal need to break out the administrative, marketing and outreach costs for each subcontractor?	A. No. Bidders can refer to Attachment 8: LIWP Budget Summary and Bid Sheets and fill in the total costs as required in the attachment.
36	Regarding Attachment 9 – References: Q. Will three references be required of ALL subcontractors within a region? Or Will three references only be required of the Proposer/Regional Administrator? Q. Can a subcontractor of the Proposer/Regional Administrator be a listed as reference? Q. Can a local jurisdiction (such as a City or local municipality), in which services are provided to its residents, be listed as a reference? Q. Can any entity be listed as a reference, so long as the Proposer/Regional Administrator is receiving funding/grants from that entity (given that they can attest Proposer’s administrative experience)?	A. No, a total of three references for the proposal are required, and one of them must be for the Prime Proposer (Regional Administrator). A. No. A. Yes. A. Yes, as long as they are not from CSD or from the Proposer’s Team of subcontractors.
37	Regarding Attachment 11 – Contract Certification Clauses (CCC-307):	

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	<p>Q. Will this certification be required only of the Proposer/Regional Administrator or of all subcontractors within the region?</p>	<p>A. This is only required for the Prime Proposer.</p>
<p>38 Q. What are the technical requirement/reasons for CSD to choose specific Energy Audit Tool to calculate the SIR for advanced measures? Can bidder choose other equivalent tool that has been certified by the industry, such as department of energy (DOE)?</p>	<p>A. No. Bidders must use the designated energy audit tool identified by CSD. CSD is in the process of procuring one of two Energy Upgrade California (EUC-approved) auditing tools for use in LIWP. These tools are widely used throughout California and offer the ability to leverage with the EUC program without needing to perform multiple audits. CSD’s main requirements for the tool are that it is easy to use, intuitive, includes training and technical support, and that it offers CSD administrative control options.</p>	
<p>39 Small Multi-family rules modified:</p> <p>Comment: The SMF component has been a large part of our production, and removal of this component will cause an issue when trying to expend the contract effectively. Suggestion is to allow agencies to work on small multi-family dwellings in addition to single-family homes.</p>	<p>Response: This item will be covered in responses to questions with the issuance of the Final LIWP Program Guidelines.</p>	
<p>40 Solar restricted to qualified homeowners</p> <p>Q. Under LIHEAP – Solar for all California, Solar PV was not restricted to qualified homeowners. Why is there an apparent punitive restriction on those that are disadvantaged and must rent?</p>	<p>A. This item will be handled per the LIWP Program Guidelines process as in #39 above.</p>	
<p>41 Attachment 3: Secretary of the State Registration</p> <p>Q. What is acceptable proof of registration? Will a printout from the SOS website showing an active status be sufficient proof?</p>	<p>A. Yes, a printout or a photocopy of the registration will be sufficient proof. Proof of registration will be required from all subcontractors.</p>	
<p>42 Attachment 7: Deliverable Cost Sheet</p> <p>Q. Do key staff include the key staff at partner organizations or just the key staff for the regional administrator?</p>	<p>A. Key staff includes key staff in any partner organizations and for the Prime Proposer / Regional Administrator.</p>	
<p>43 Certification requirements for subcontractors:</p> <p>Q. What type of requirements do the subcontractors need to have in order to work on this grant? (i.e. OSHA 10, Basic Weatherization Training, etc.)</p>	<p>A. There is no specific training required for subcontractors. It is the Prime Proposers responsibility to make certain all subcontractors meet and maintain all licensing and certification requirements and have the level of expertise to follow</p>	

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	all guidelines including, but not limited to, building codes, LIWP installation standards, EPA RRP, Cal/OSHA, and diagnostic testing.
Q. Will you accept PG&E Energy Partners training certifications?	A. Yes. The only training certification necessary is with respect to combustion appliance testing and/or NGAT.
44 Q. The LIWP standards mention LEDs that need to be rated damp or wet location in an enclosed fixture. There are no major brands that have an A lamp or reflector that meets this specification. There are lamps that are either damp or wet and there are lamps that are enclosed. Does this mean we should provide 2 sets of prices?	A. Clarification: LED lamps are not rated for damp or wet locations, however LED fixtures are. CSD will revise the LIWP measure standards for LED lamps to reflect that difference.
45 Q. What is the expected time lag between cash expenditures and cash reimbursements?	A. Reporting of LIWP expenditures occurs on a monthly basis. Reimbursement of these expenditures takes approximately 3 – 4 weeks from the date the monthly expenditures are reported.
Q. Will CSD be able to offer any kind of advance payment terms to small businesses to mitigate cash flow issues?	A. CSD intends to offer contract advances to Regional Administrators.
46 The RFP states a preference for proposals to pay wages that exceed the county-specific wage floors.	
Q. How will this criterion get evaluated in the scoring process?	A. Proposals will be evaluated for wages in Stage 2: Proposal Review. The Proposer will need to balance between obtaining additional points by having a lower cost or obtaining additional points by providing higher wages.
Q. What mechanism, if any, will CSD use to shield higher-wage proposals from getting penalized in the cost proposal evaluation?	A. See above.
47 Q. Please confirm that preferences for DVBE and Small / Microbusinesses will be calculated in the same manner as the Non-Small Business preference example on page 38 of the RFP.	A. Please refer to Question number 20 above.
48 Q. Please confirm that the 5% preference will in all cases be applied only to the Admin and Marketing cost component.	A. Yes.
49 Request for Requirements Change: Change Request 1: The PowerPoint slides from the October 7 workshop specify that home owners shall retain ownership of RECs associated with PV	A. As a point of clarification, CSD may allow for either approach. If a proposer indicates that they will liquidate RECs and generate additional revenue to

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installation. Please consider allowing Regional Administrators the option of aggregating and liquidating RECs as a means of generating alternative revenue that can be leveraged to reduced LIWP program costs of installation.

Change Request 2:

Please include a mechanism for Regional Administrators to propose additional cost-effective measures for inclusion in the program.

leverage with LIWP, and they are the winning bidder, they will be expected to spell out the terms for how this will be accomplished during the contract negotiation phase.

A. Measures are tied to the guidelines and guidelines could change based on evaluation on emerging technologies and the cost effectiveness of those measures. CSD does not want bidders to propose any measures that are not mentioned in the RFP as they will not be considered.