



Montgomery County Green Bank

REQUEST FOR PROPOSALS

Technical Assistance Consultant for Energy Improvements in Affordable Rental Housing

RFP Issue Date: December 13, 2018

Initial Interest Communication Date: December 20, 2018

Response Submission Due Date: January 11, 2019

Send to RFP@mcgreenbank.org

I. SUMMARY

The Montgomery County Green Bank Corporation (MCGB) is requesting proposals from experienced consultants that have worked with affordable rental property owners (or other commercial multifamily property owners) in energy efficiency auditing, scoping, and installation management on retrofits on such properties ("the Consultant") to support a pilot technical assistance program of MCGB. The Consultant will work with MCGB to set and guide the technical assistance strategy that would deliver services to a select affordable housing property owner that would assist owner in property evaluation, scoping of work, financing strategy, implementation of scope, training on the operations and management of installed scope, and final evaluation of the effort to determine feasibility beyond the pilot. This effort is important for MCGB to assess the benefits of this technical assistance and ability to provide as a sustainable program. The Consultant will also work closely with the senior leadership of MCGB for program design, execution, and evaluation.

All interested parties are requested to send an email to MCGB by December 20, 2018 indicating their interest in submitting a response to this RFP.

Final proposals are due January 11, 2019.

II. ABOUT US

MCGB is Montgomery County's designated Green Bank, a publicly-chartered, 501c3 nonprofit dedicated to accelerating affordable clean energy and energy efficiency investment in the County. We partner with the private sector to build a more inclusively prosperous, resilient, sustainable, and healthy community. Our work supports Montgomery County's goal to reduce its greenhouse gas emissions.

MCGB was designated as Montgomery County's Green Bank in August of 2016 by Montgomery County, Maryland. As the nation's first full-scale clean energy finance authority at the local level, MCGB will use public and private funds to drive investment in the Montgomery County clean energy market.

III. RESPONSIBILITIES

MCGB seeks a Consultant to be a collaborative partner and principal manager and implementer of this technical assistance pilot in coordination with MCGB and a selected affordable housing property owner with properties in Montgomery County, Maryland (the "Property Owner"). The goals of the effort are to provide substantive support to a Property Owner to support scoping, structuring, and implementation of energy efficiency / renewable energy retrofit work on a specific property of the Property Owner and to determine the value and sustainability of doing such technical assistance support.

MCGB intends to procure the Consultant and then provide the selected Property Owner the services of the Consultant. The Consultant will be, in essence, working for the Property Owner to help achieve the Property Owner's goals.

Proposals should reflect how the Consultant envisions approaching this assignment, how they estimate the time necessary to conduct the work, and how they would manage this approach within their business and with MCGB.

MCGB's approach for this project is to work with a single Property Owner selected jointly by MCGB and the Consultant to undertake the Scope of Work in this RFP. Once a Property Owner is selected, then the following would apply:

- Initial Assessments: **Two** potential properties in Montgomery County, Maryland would be selected for assessment. The type of properties to be assessed should be relatively consistent – garden or high-rise, master- metered or individual, etc. – to allow comparisons. The properties should have potential energy efficiency / renewable energy improvement opportunities at project budgets above \$100,000 and preferably above \$200,000. An initial energy assessment, expected to be ASHRAE 1 but may be ASHRAE 2 as determined by Consultant and MCGB, would

be performed to identify opportunities for heating, cooling, lighting and other efficiency upgrades, such as water and solar feasibility.

- **Full Technical Assistance:** *One* Montgomery County, Maryland property will be selected from the two initial assessment properties to move toward implementation. The property selected will be deemed to be suitable for potential sustainability of the technical assistance where the project could absorb the costs of the Step 2 technical assistance. This one property would be taken from assessment and identification of priority (high Return On Investment) energy and water efficiency measures through to implementation of the measures.¹ Once the work is completed and the project written summary delivered, there will be a final project meeting to review the findings and discuss green marketing ideas with the Property Owner and MCGB. Finally, a summary evaluation for MCGB of the technical assistance, its value to Property Owner and the potential for sustainability of the technical assistance program for MCGB will complete the assignment.

V. Scope of Work

STEP I: Pre-construction support. This activity provides benefits including: identifying practical, cost-effective ways to save money on utilities, reduce maintenance costs and make building(s) more attractive to residents; identify and secure direct rebates from the local utility; and identify project financing to fill any gaps after rebates to implement the project. Major steps include:

- Analyze Property Performance Opportunity. In this activity, a ASHRAE 1 audit (ASHRAE 2 audit may be required based on Consultant and MCGB determination) is performed and the Property Owner receives a detailed list of energy upgrade options and recommendations. Available utility incentives, tax credits and other funding sources are identified. Cost savings and return on investment are calculated.
- Design and Engineer. This can include mechanical engineering design, bid specifications, construction documents, and environmental engineering.
- Bid and select contractor
- Identify financing and incentives

¹ Note: If the final scope of work designed in Step 1 for by this assignment also includes property improvement items added by the owner but which are not part of the energy savings scope then the Consultant would negotiate with owner regarding any fees for providing Step 2 oversight of this additional work separate from this contract. Such additional work is not discouraged as doing so may bring economies of scale to the owner for doing the additional scope at the same time.

- Selecting desired property to take to Step II.

Expected activities during this Step I Phase include:

- Hold kick-off meeting to set expectations and schedule ASHRAE 1 (or 2) audit for two properties with Property Owner, Maintenance Staff & Auditor;
- Provide coordination services;
- Arrange ASHRAE audit
- Provide oversight of the energy and water audits;
- Receive audit report and review for completeness and accuracy;
- Review, compile or establish written specifications and scopes for all project requirements. Require *Energy Conservation Measure* (ECM) Contractors and subcontractors to be specific with scope of work, materials, installations;
- Set bid due date, solicit bids, and hold pre-bid meeting for ECM Contractors with a walk-through of building and provide minutes with all questions answered;
- Identify the property best suitable for proceeding to implementation.
- Assist Owner with the selection of qualified ECM Contractor(s) for the scope(s) of work;
- Review, approve, or deny product submittals;

Step II: Construction activity support – This activity provides benefits to Property Owner as Property Owner’s representative including: Implementation that supports closing of financing, managing installation of upgrades, and obtaining incentives; Post-Completion Support of training on operations and maintenance, and monitoring performance; and Technical Assistance Evaluation which would assist MCGB in understanding the value of the technical assistance to Property Owners and the ability of MCGB to undertake such technical assistance as a sustainable effort.

Expected activities during this phase include:

- Provide project oversight and coordination services;
- Develop ECM contract documents with *Savings to Investment Ratio* (SIR) stated between each ECM Contractor and the Property Owner as contract docs;
- Coordinate the access and schedule for ECM Contractor work with the Owner and Property Manager. Monitor in-progress work on site;

- Conduct quality control inspections (and obtain third-party inspections for major milestones) and certify work completed as part of the invoicing and payment procedure;
- Review schedule milestones for work in place;
- Provide supporting due diligence documentation, including photos and signatures, for work prior to submitting each for requisition;
- Prepare requisition and certification: i) submitted to funder three days prior to (monthly) requisition meeting and, ii) include invoices from ECM Contractors;
- Review requisition for approval;
- Requisition should include model, serial number, ECM name and quantities installed to-date, including photos and quality control oversight;
- Provide guidance for change orders or substitutions;
- Certify work and services are in compliance with the project design intent, scope and specifications only;
- Coordinate & attend (monthly) progress meetings;
- Take minutes at (monthly) meetings and distribute to all appropriate parties;
- Submit to Owner - Operations Manuals including product literature (with Operation and Maintenance (O&M) guidance), completed warranty registration, O&M Schedule (per manufacturer's recommendations) from ECM Contractor; and
- Coordinate an O&M training for maintenance staff if appropriate for project.
- Prepare a summary report to MCGB on a) the value of the technical assistance to the Property Owner, including any changes that could make the program more valuable, efficient, or beneficial, and b) the ability of the program to achieve sustainability by having the costs of the Step 2 work funded within the project budget.

VI. TIMETABLE

The timetable for this effort is to enter into the contract with Consultant in early 2019, identify the Property Owner by March 2019, conduct the Step I Initial Assessments by June 2019, and complete the Step II activity by end of 2019 in coordination with Property Owner.

V. FEES

Consultant should propose a fee structure and payment structure that identifies separate fees for Step I and Step II, hourly rates, and how the fee structure is proposed (e.g., not-to-exceed price, fixed fee, or other). Also, please note if you are offering a nonprofit discount to your normal fee structure.

The maximum budget for the total of Step I and Step II for this RFP is \$50,000.

VII. PROPOSAL SUBMISSION INSTRUCTIONS

MCGB requests that interested parties send an email to MCGB by December 20, 2018 informing MCGB of Consultant's likely interest in submitting a response.

In order to facilitate the selection process, MCGB requires that proposals be structured in the following manner. A maximum of 10 pages excluding title page and table of contents, and resumes.

- A. Title Page – Show the RFP subject, the name of the proposer's firm, local address, telephone number, email address, name of contact person and the date.
- B. Table of Contents – Include a clear identification of the material by section and by page number.
- C. Letter of Transmittal (Limit to one or two pages):
 1. Briefly state the proposer's understanding of work to be done and make positive commitment to perform work within the period.
 2. State the proposed fee structure for the work to be performed.
 3. State the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and phone numbers.
 4. State that the persons signing the letter will be authorized to bind the proposer.
- D. Profile of the Proposer:
 1. State whether the firm is local, regional, national or international.
 2. State the location of the office from which the work is to be done.
 3. Describe the range of activities performed by the firm.
- E. Summary of the Proposer's Qualifications:
 1. Identify the professionals who will work on the project. Provide resumes, including relevant experience, for persons to be assigned to the project.

2. Describe any recent local and regional office experience similar to the engagement described in this request for proposals. List the most significant three engagements performed in the last five years that are similar in scope and proposed fee to the engagement described in this request for proposals. Provide references for this work.
3. In particular, if relevant, please include in a list of nonprofit organizations and their business practice for which you were engaged in the Montgomery County area.

F. Proposer's Approach to the Engagement:

1. Identify the approach the consultant will take in working with MCGB to dedicate the time and resources to conduct the Scope of Work.
2. Submit a proposed work plan that aligns with the approach in 1) along with estimated hours for the work in each phase.
3. Identify any items of concern regarding the scope of work.

G. Fees:

State a proposed fee structure for this scope of work. For Step I and Step II, provide the approach to compensation for each Step, the total estimated hours and hourly rate for services, and how you propose the fee structure (not-to-exceed, fixed fee, etc.) for each Step. Identify any assumptions used in making your proposal. Identify how additional services would be provided and compensated.

H. Submission Method:

Proposals should be sent by email to: RFP@mcgreenbank.org

I. The deadline for all proposals is **January 11, 2019.**

J. Right to Request Additional Information and Clarifications - MCGB reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

K. Right to Reject Proposals - MCGB reserves the right to reject any or all proposals submitted and solicit new proposals if necessary.

VII. Evaluation of Proposals

MCGB will base its selection on several factors including:

- Meeting the requirements of Step 1 and Step 2.
- The proposer's experience in undertaking work of similar nature, and its knowledge of and experience in working in Maryland with consideration for engagements with nonprofits and nonprofit financial institutions.

- The team assigned by the proposer to the project.
- Clarity of the proposed approach to the engagement to meet the assignment.
- Commitment to meet the timetable.
- Approach to structuring the work to meet MCGB timelines and needs and to collaborate with MCGB.
- Competitiveness of fees, especially in consideration of MCGB's start up and nonprofit (501c3) status.

MCGB may include an interview of respondents as part of the evaluation and decision process.

Please direct any questions to Tom Deyo, MCGB's Chief Executive Officer at RFP@mcgreenbank.org or by telephone at 240 453 9000.