

**MONTGOMERY COUNTY GREEN BANK
TECHNICAL ASSISTANCE PROGRAM ADMINISTRATOR
REQUEST FOR QUOTATIONS (RFQ)**

RFQ Issuance Date: 04/25/2025

Response Deadline: This is an open solicitation. Responses will be accepted on a rolling basis. Service providers are encouraged to submit responses by **May 16, 2025** for priority consideration.

Overview

The Montgomery County Green Bank (“Green Bank”) launched its **Technical Assistance (TA) Program** in 2023 to accelerate clean energy and resiliency investments in commercial and multifamily buildings across Montgomery County. The program helps property owners assess the feasibility and value of energy conservation measures (ECMs), comply with Building Energy Performance Standards (BEPS), and improve building performance through subsidized technical studies.

The Green Bank provides subsidies of up to 100% for eligible technical assistance activities, including:

- ASHRAE Level I, II, and III/Investment Grade Audits
- Solar feasibility studies
- Benchmarking reports
- Other ECM-related assessments

Over the past year, the TA Program has supported over **\$2 million** in subsidies. Current monthly volumes include an average of **50 benchmarking reviews** and **20 audit or feasibility study requests**. This volume is expected to grow significantly as market demand increases and Green Bank capital deployment scales.

To support this growth, the Green Bank is seeking a **Technical Assistance Program Administrator** to oversee and manage the TA Program’s operations. The selected firm will be responsible for intake management, technical assessment, subsidy evaluation, tracking, reporting, and coordination among stakeholders including TA vendors, property owners, and Green Bank staff.

Scope of Work (SOW)

The selected Administrator will provide comprehensive support to the Green Bank through the following responsibilities:

1. Project Evaluation & Feasibility Assessment

- Review energy audits, solar feasibility studies, and benchmarking reports for quality, completeness, and technical rigor.
- Assess project feasibility and potential impact, including alignment with County climate goals and Green Bank financing objectives.

- Identify gaps or issues in submitted technical materials and recommend corrective steps or supplemental studies.
- Provide clear, actionable recommendations on each project's suitability for Green Bank support.

2. Subsidy Determination & Impact Analysis

- Establish a consistent, data-driven methodology for evaluating project benefits (e.g., energy savings, cost reductions, GHG emissions reductions).
- Recommend subsidy amounts based on project complexity, potential return on investment, and alignment with Green Bank priorities.
- Where applicable, identify pathways for follow-on financing using Green Bank or other funding sources.

3. Program Tracking & Reporting

- Maintain a comprehensive database of all project applications, reviews, and funding decisions.
- Generate monthly performance reports summarizing subsidy allocations, project metrics, and trends in demand or outcomes.
- Propose adjustments to the program based on observed performance, emerging technologies, or changes in regulatory requirements.

4. Stakeholder Coordination

- Serve as the primary point of contact for TA vendors, ensuring timely communication and coordination on project submissions.
- Liaise with property owners, managers, or their representatives to clarify technical requirements or project needs.
- Collaborate with Green Bank staff to integrate technical findings into broader financing strategies.

Eligibility & Qualifications

- **Program Management Expertise:** Experience administering large-scale technical assistance or grant programs, preferably in energy, sustainability, or public infrastructure sectors.
- **Technical Proficiency:** Ability to understand and evaluate technical documents related to energy audits, benchmarking, and feasibility assessments.
- **Policy & Regulatory Knowledge:** Familiarity with BEPS, local energy codes, sustainability incentives, and compliance frameworks.
- **Data Systems & Reporting:** Experience maintaining data systems, tracking key metrics, and producing program evaluation reports.
- **Stakeholder Communication:** Strong communication skills, with a demonstrated ability to engage diverse stakeholders and facilitate collaborative problem-solving.
- **Organizational Capacity:** Ability to handle a high volume of projects simultaneously with consistent quality, responsiveness, and professionalism.

Process for Engagement

1. **Submission Review:**

Green Bank staff will evaluate responses on a rolling basis based on qualifications, experience, and alignment with program needs.

2. **Selection & Contracting:**

The selected Administrator will enter into an agreement with the Green Bank outlining program responsibilities, deliverables, compensation, and reporting requirements.

3. **Program Implementation & Oversight:**

Upon contracting, the Administrator will assume oversight of the TA Program. We expect the starting date to be around July 1, 2025.

Submission Requirements

Interested firms should submit the following:

- A statement of interest describing your approach to TA program management
- Summary of relevant experience and qualifications
- Bios or resumes for key personnel assigned to this engagement
- A proposed fee structure or pricing methodology
- Examples of prior work (e.g., reports, program tracking dashboards)
- Three client references from similar engagements

Please submit all materials in PDF format to: ta@mcgreenbank.org