



Request for Qualifications (RFQ) LR1702

Title: Financing Program Administration & Trade Ally Services

RFQ Issue Date: **Monday, July 31, 2017**

RFQ submittal Deadline: **Friday, August 25, 2017 4:00 p.m. PDT**

Contract Administrator: **Jonathan Changus**
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1. DESCRIPTION OF THE NORTHERN CALIFORNIA POWER AGENCY

The Northern California Power Agency (“NCPA”) is a California Joint Powers Agency established in 1968. Its Members are: the Cities of Alameda, Biggs, Gridley, Healdsburg, Lodi, Lompoc, Palo Alto, Redding, Roseville, Santa Clara, Shasta Lake, and Ukiah, the San Francisco Bay Area Rapid Transit Agency, the Plumas-Sierra Rural Electric Cooperative; the Port of Oakland, and the Truckee Donner Public Utility District.: These Members serve nearly 650,000 electric consumers in Central and Northern California.

2. SCOPE OF SERVICES

NCPA is accepting Statements of Qualifications from contractors who provide energy efficiency financing program administration and/or trade ally services, including contractor trainings and maintaining a list of qualified contractors, to electric utilities. NCPA will accept responses to provide financing program administration, trade ally training, or both.

The issuance of this Request for Qualifications (RFQ) does not constitute a commitment by NCPA or its Members to enter into an agreement for services contract with any Respondent. NCPA reserves the right to revise, suspend or terminate this RFQ and any schedule related thereto at its sole discretion without liability to any Respondent.

NCPA is issuing this RFQ in response to the need of its members to expand participation in their energy efficiency and demand reduction programs. Individual Members will request the services. Responders are requested to address the criteria described in Section 6 below.

(a) Financing Program Administration

NCPA members are pursuing energy efficiency financing program administration to increase participation in their customer incentive programs and to better connect contractors with utility programs that help them close more sales. In particular, NCPA members desire to provide additional financial support beyond rebates to lower income customers and households for which deeper energy efficiency retrofit projects are not feasible without competitively priced financing.

The ideal Respondent will offer multiple financing options that address varying needs of different customers. NCPA members are interested in financing program options for residential and/or non-residential customers, depending on the utility. In addition, the ability/interest of NCPA members varies regarding the level of funding they can provide for financing programs and, as such, are interested in:

- Contractor Direct program options, in which no direct utility incentive is used, and
- Utility Buy-Down program options that leverage NCPA member funds to lower financing interest rates.

Given their disparate needs, NCPA members may select differing financing program options.

(b) Trade Ally Services

Closely linked to the financing program administration is NCPA members' need for contractor development and management services. Well-trained and motivated contractors are key to the success of many NCPA member energy efficiency programs, as well as financing programs. As such NCPA members are seeking trade ally training & development services to support implementation of the financing program administration, and potentially other NCPA member energy efficiency programs (i.e., direct install). In addition, NCPA members are interested in a third-party maintained list of qualified contractors.

This RFQ is being issued specifically on behalf of the Cities of Lompoc, Roseville, and Santa Clara, and Plumas-Sierra Rural Electric Cooperative. However, selected Respondent(s) to this RFQ will demonstrate the willingness and ability to respond to all or some of NCPA's Members. In addition, other California POU's may elect to rely on this RFQ to contract with a selected Respondent for the requested services, including the members of the Southern California Public Power Authority. While no binding contract will be signed pursuant to this RFQ, NCPA members are relying on it to identify high quality consultants with whom they can later contract with to provide energy efficiency financing program administration and/or trade ally training services in support of their utility-specific energy efficiency and demand reduction programs.

3. INSTRUCTIONS TO RESPONDENT

Those Respondents who submit responses agree to do so without legal recourse against NCPA, its Commission, managers, agents, contractors or Member agencies for rejection of any response(s) or for failure to execute an agreement for any reason. NCPA shall not be liable to any Respondent or party at law or in equity for any reason whatsoever for any acts or omissions arising out of or in connection with this RFQ.

By submitting its response, each Respondent waives any right to challenge any valuation by NCPA of any responses of any Respondent or any determination of NCPA to select or reject any response of any Respondent or take any action contemplated by this RFQ, including any right of a Respondent to intervene in any governing body proceeding for the purpose of protesting the selection or rejection of any Respondent, any other decision of NCPA contemplated by this RFQ or any resulting agreement related to a selected Respondent.

3.1 Public Nature of Proposal

Responses to this RFQ become the exclusive property of NCPA. All proposals received in response to this RFQ become a matter of public record and shall be regarded as public records, except as noted herein. If the Respondent so specifies and clearly identifies portions of its response as "PROPRIETARY AND CONFIDENTIAL", NCPA will make reasonable efforts to treat the marked portions as confidential information. Such information may, however, be made available under applicable state or federal law. NCPA also reserves the right to release such information to its agents, contractors, or Member utilities for the purpose of evaluating a response. Such agents, contractors and Member utilities will be required to observe the same care with respect to disclosure as NCPA. Under no circumstances will NCPA, its Commission, managers, agents, contractors or Member utilities, be liable for any damages resulting from any disclosure of Respondent's claimed confidential information during or after this RFQ process.

Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" may be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, NCPA may not accept or approve that the information that a Respondent submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," NCPA shall provide the Respondent who submitted the information with reasonable notice to allow the Respondent to seek protection from disclosure by a court of competent jurisdiction.

3.2 Rights of the Northern California Power Agency

This RFQ does not commit NCPA or NCPA Members to enter into a contract.

Evaluation of a response does not constitute a commitment by NCPA to acquire such services from any source. NCPA and NCPA Members are not obligated in any way to proceed with this RFQ or consider or enter into any agreement or undertake any liability to any Respondent in connection with this RFQ and any and all responses, whether qualified or not, may be rejected without any liability whatsoever to any Respondent on the part of NCPA or any NCPA Member. NCPA shall not be responsible for any costs incurred by Respondent to prepare, submit, negotiate, contract, or participate in this RFQ process.

3.3 Examination of Proposal Documents

This RFQ includes a description of the scope of services, proposal requirements, and instructions for submitting a proposal. The submission of a proposal shall be deemed a representation and certification by the Respondent that the Respondent:

- Has carefully read and fully understand the information provided by NCPA to serve as the basis for submission of the proposal;
- Has the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted;
- Represents that all information contained in the proposal is true and correct;
- Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Respondent in regard to the amount, terms or conditions of this proposal; and
- Acknowledges that NCPA has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Respondent, and Respondent hereby grants NCPA permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Respondent was not fully informed about any fact or condition.

3.4 Addenda/Clarifications

Questions or comments regarding this RFQ must be put in writing and received NCPA no later than 1:00 p.m., Friday, August 11, 2017. Direct all inquiries regarding this RFQ by electronic mail to Jonathan Changus at jonathan.changus@ncpa.com.

Information provided by anyone other than the above contact may be invalid and proposals which are submitted in accordance with such information may be declared non-responsive. Responses from NCPA will be communicated via email to all recipients of this RFQ. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. No oral representations or interpretations will be made to any proposer as to the meaning of this RFQ.

In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. Any amendment to this RFQ is valid only if it is in writing and issued by NCPA. No oral interpretations or answers shall bind NCPA unless confirmed by NCPA in writing. All addenda shall become a part of this RFQ and shall be acknowledged on the Respondent's Information Form (Attachment A).

3.5 Submission of Proposals

All proposals shall be submitted to:

Northern California Power Agency
ATTN: Jonathan Changus
651 Commerce Drive
Roseville, CA 95678
Email: jonathan.changus@ncpa.com

NCPA, in its sole discretion, may reject any late or incomplete response. Responses to this RFQ are due to NCPA with the appropriate attachments by electronic mail no later than 4:00 p.m. (PDT) on August 25, 2017. A hard copy of the response is not required; however, Respondents may also send a hard copy of the response and/or other supporting documents to NCPA no later than 4:00 p.m. (PDT) on August 25, 2017.

All materials submitted by the Respondent in response to this RFQ will become the property of NCPA and may be used by NCPA for the purpose of evaluating qualifications, soliciting proposals, executing any agreements, regulatory hearings, and administering any resulting definitive agreements.

3.6 Withdrawal of Proposals

A Respondent may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFQ by delivering an electronic or a written request for withdrawal signed by, or on behalf of, the Respondent.

4 TENTATIVE TIMELINE

The proposed timeline is as follows:

RFQ Issued	July 31, 2017
Deadline for questions, clarifications	August 11, 2017
Proposals Due	August 21, 2017
Finalists notified	September 6, 2017
Finalists interviews	September 21, 2017
Selected Respondent(s) Notified	October 2, 2017

5 PROPOSAL FORMAT REQUIREMENTS

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFQ is to encourage responses that clearly communicate the Respondent's understanding of the NCPA's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFQ and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered 1 through 9 in the proposal document.

5.1 Cover Letter

Include all of the following information:

- Title of this RFQ
- Name and Mailing Address of Firm (include physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, and Email Address
- A statement that the submitting Respondent will perform the services and adhere to the requirements described in this RFQ, including any addenda.

5.2 Signature Requirement

The proposal shall be signed by an official legally authorized to bind the Respondent and shall expressly state that the proposal is valid for ninety (90) days following the closing date for the receipt of all proposals. All proposals must contain the following language before the signature block: "The information contained in this proposal is true and correct to the best of my knowledge and is signed under penalty of perjury under the laws of the State of California."

- Proposals submitted on behalf of a Partnership shall be signed in the firm name by a partner or the Attorney-in-Fact. If signed by the Attorney-in-Fact, there shall be attached to

the proposal a Power-of-Attorney evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm.

- Proposals which are submitted on behalf of a Corporation shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer.
- Proposals which are submitted on behalf of a Limited Liability Company ("LLC") shall be signed by the person or persons authorized to bind the LLC under the LLC's articles of organization.
- Proposals which are submitted by an Individual Doing Business under a firm name ("dba") shall be signed in the name of the individual doing business under the proper firm name and style.

5.3 Proposal Summary

Discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. This section should be limited to three (3) pages including the separate sheet.

5.4 Profile of the Proposing Respondent(s)

Include a brief description of the Respondent's firm size, as well as the proposed local organization structure. Include a discussion of the Respondent firm's financial stability, capacity and resources. Include all other firms participating in the Proposal, including similar information about the firms.

5.5 Qualifications of the Respondent

Include a brief description of the Respondent's and any subcontractor's qualifications and previous experience on similar or related projects. Provide in a table format descriptions of pertinent project experience with other public municipalities and private sector that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of client's to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for the project.

Provide three (3) references for similar projects that have been undertaken in the last five (5) years. For each project, Contractor must include these references. NCPA may, at its discretion, contact any or all of the references provided. The three references may include entities listed in the table above.

5.6 Work Plan

Respondents must provide a detailed discussion of their approach to the successful implementation of energy efficiency financing program administration and/or trade ally training services. Include thorough discussions of program elements Respondent believes are essential.

Include sample work schedules to accomplish all of the required tasks and the timeline. Identify the staff who would be assigned to each task, including sub-consultants and subcontractors.

5.7 Project Staffing

Attach résumés of key personnel who will perform proposed work and who are assigned to this project. The resumes must include a summary of the person's experience (especially that which is specific to this RFQ), a chronological, detailed account of their experience, education information, and identification of any certifications. Please also provide an explanation as to why these personnel are best suited to meeting the requirements of this RFQ.

5.8 Cost Sheet and Rates

This section shall include the cost sheet, and rate information in \$/hour as applicable. The cost sheet and hourly rates information is relevant to a determination of whether the cost is fair and reasonable in light of the services to be provided. Provision of this information assists the NCPA in determining the firm's understanding of the project, and provides staff with tools to negotiate the cost.

6. EVALUATION PROCESS

NCPA will, in its sole discretion, evaluate RFQ responses to determine which Respondents are likely to provide the greatest overall value to NCPA Members. Evaluations will be based on evaluation criteria described below, information provided in each RFQ, possible oral interviews with the Respondent, mail or email requests, information already known by NCPA, and other publicly available information such as public credit ratings.

NCPA may request that Respondents complete supplemental questionnaires and/or meet for oral interviews at any stage of the RFQ process. Respondents failing to provide information, deemed necessary by NCPA to adequately review a response, may be eliminated from further consideration at any stage or time during the RFQ process.

All determinations made by NCPA with respect to any Respondent or its response, including the determinations described in this RFQ, shall be made by NCPA at its sole discretion and without liability. No de-briefings will be provided as these determinations will be final and are not subject to review.

The selection committee, which consists of representatives from NCPA and NCPA Members, will evaluate the proposals provided based on the following criteria:

1. Quality and completeness of proposal:
2. Knowledge, experience and skills of Respondent to provide the requested services:
3. Experience of staff to be assigned to the project, based on prior engagements of similar scope and complexity:
4. Competitive rates for the requested services.
5. Respondent's ability to perform the work within the time specified and demonstrated strong project management:

6. Customer references.

The selection committee will make a recommendation to NCPA. The acceptance of the proposal(s) will be evidenced by an electronic or written Notice of Award from NCPA to the successful Respondent.

**ATTACHMENT A
RESPONDENT INFORMATION FORM**

RESPONDENT

Name of Business

Contact Name & Title

Street Address

City

State

Zip

Phone

Email

Type of Organization:

____ Sole Proprietorship ____ Partnership ____ Corporation

ADDENDA

To assure that all Respondents have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received: 1; 2; 3; 4; 5; 6;

Or, _____ No Addendum/Addenda Were Received (check and initial).

SIGNATURE

By signing below, the submission of a proposal shall be deemed a representation and certification by the Respondent that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, they have read and understand the RFQ, and agree that their proposal will remain firm for a period of up to 90 days in order to allow NCPA adequate time to evaluate the qualifications submitted.

No request for modification of the proposal shall be considered after its submission on the grounds that the Respondent was not fully informed as to any fact or condition.

**ATTACHMENT A
RESPONDENT INFORMATION FORM**

1. If Respondent is **SOLE PROPRIETORSHIP**, sign here

Date: _____
Proposer's Signature

Proposer's typed name and title

2. If Respondent is **PARTNERSHIP**, at least two (2) Partners shall sign here:

Partnership Name (type or print)

Date: _____
Member of the Partnership signature

Date: _____
Member of the Partnership signature

3. If Respondent is a **CORPORATION**, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

_____ and _____
Signature Title

Of the corporation named below; that they are designated to sign the Respondent Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name (type or print)

By: _____ Date: _____

Title: _____