

New Buildings 2024 RFP: Notice of RFP Modification and Questions and Answers

February 9, 2024

Energy Trust has posted a new version of the RFP's **Appendix F: Pricing and Savings Proposal Template**. Energy Trust received questions regarding errors and has developed an updated version to address identified issues.

Notification of RFP Modification – Replacement of Appendix F: Pricing and Savings Proposal Template:

Notice of Modification	Link to Updated Appendix on Energy Trust's RFP Website
All references to the Appendix F: Pricing and Savings Proposal Template in the RFP are updated to mean the (Version 2) Appendix F: Pricing and Savings Proposal Template indicated in this Notice and posted to Energy Trust's RFP website. Bidders are required to use the updated version for proposal submittals.	(Version 2) Appendix F: Pricing and Savings Proposal Template

Questions and Answers

Bidder Questions	Energy Trust Responses
<p>Can you clarify the page limits for Part 9?</p> <p>RFP section 3.2.9.1 Staffing Plan and Organizational Chart does not have any page limits provided. The remainder of the sub-sections in Part 9 equal 8 pages, which is listed as the page limit for that part in Table 2.</p>	<ul style="list-style-type: none">The RFP Section 3.2.9.1 Staffing Plan and Organizational Chart will not be counted towards the 8-page limit for Part 9: Staffing Plan and Qualifications. Please submit the Staffing Plan and Organizational Chart as an appendix.

Bidder Questions	Energy Trust Responses
<p>In RFP section 3.2.7, it states: Other incentives such as early design assistance, technical studies and other technical assistance incentives should be built into “Energy Incentives” for Whole-Building Projects when preparing Appendix F: Pricing and Savings Proposal.</p> <p>Is the reference to Energy Incentives correct or should studies and assistance incentives be included in “Service Incentives?” There is no energy associated with these items.</p>	<ul style="list-style-type: none"> For the Purposes of this RFP, other incentives for Energy Efficiency program purposes such as early design assistance, technical studies, and other technical assistance incentives should be built into the “Incentives” tab for Whole-Building projects. Energy Trust removed Table 2 “Services Incentives” in the Supplier Diversity Tab (6) of the (Version 2) Appendix F: Pricing and Savings Proposal template.
<p>In RFP section 3.2.3.1 Budget and Savings Goals Development, can you please clarify the reference to Energy Trust internal management costs?</p> <p>Should the budget submitted include Energy Trust’s internal management costs?</p>	<ul style="list-style-type: none"> No. Bidders will not include any estimates of Energy Trust internal management costs in the submitted proposals. The reference in the RFP Section 3.2.3.1 is intended to alert Bidders to how Energy Trust develops its program budgets and how PMCs work with Energy Trust during the process. The portion of Bidder’s submitted Part 3: Program Management narrative, as noted specifically in RFP Section 3.2.3.1, should demonstrate Bidder’s experience and capabilities with Budget and Savings Goal Development.
<ul style="list-style-type: none"> There is an error message when opening Appendix F: Pricing & Savings Proposal Template. The following <i>circular error</i> message pops up. We do not want to adjust formulas in the spreadsheet. Could you please provide an updated template? 	<ul style="list-style-type: none"> Energy Trust has fixed the error message on (Version 2) Appendix F: Pricing and Savings Proposal template.
<ul style="list-style-type: none"> The workbook is locked with no ability to add rows (for example, to add multiple roles to each activity)? 	<ul style="list-style-type: none"> Tabs 2 and 3 in (Version 2) Appendix F: Pricing and Savings Proposal template include hidden rows at the end of each task for Transition, Management, Marketing and Delivery sections. Bidders are able to unhide multiple rows per task for each Tab.

Bidder Questions	Energy Trust Responses
<ul style="list-style-type: none"> Tab 6. Supplier Diversity column A is locked without the ability to add the names of subcontractors. 	<ul style="list-style-type: none"> Energy Trust has updated the Supplier Diversity (Tab 6) of (Version 2) Appendix F: Pricing and Savings Proposal template where Bidders will add data, names and rows for all Bidder team members, including Prime Bidder and all subcontractors. For further details on instructions, see the “Instructions and Definitions” tab in the Appendix F: Pricing and Savings Proposal Template, #5 Supplier Diversity Instructions
<ul style="list-style-type: none"> In Appendix F: Pricing and Savings Template on the Instructions and Definitions tab in row 27, Levelized Cost includes delivery costs in “pv”, but tab 4. Incentives and Savings cell K5 says not to include delivery. Can you confirm which is correct? 	<ul style="list-style-type: none"> Energy Trust has updated the “Instructions and Definitions” tab in (Version 2) Appendix F: Pricing and Savings Proposal template on row 27 of the template for Levelized Costs. The update for “PV” equals incentives only. Delivery should not be included in the Levelized Costs.
<ul style="list-style-type: none"> Tab 6 Supplier Diversity cells F27 and G27 have the incorrect range in the formula (it doesn’t include all entries that should be summed). 	<ul style="list-style-type: none"> Energy Trust has updated the formulas in the F27 and G27 cells on the Supplier Diversity Tab (6) of (Version 2) Appendix F: Pricing and Savings Proposal template.
<ul style="list-style-type: none"> Can you confirm that the proof of COBID or SBA certifications are not needed at the time of the proposal submittal date? 	<ul style="list-style-type: none"> Bidders should provide proof (ex. certification #) for all certified COBID and/or SBA team members proposed for Supplier Diversity Spend Goal purposes. However, proof of certification is not required at the time of the RFP’s Proposal Submittal deadline, on March 20, 2024, for those Bidder team members that have pending COBID or SBA applications in process. Energy Trust will consider COBID and SBA application status during the proposal review process due to the RFP’s requirement that all COBID and/or SBA certifications need to be approved and verified by the listed RFP Schedule selection date, which is week of June 3, 2024. See RFP Section 3.2.8.

Bidder Questions	Energy Trust Responses
<ul style="list-style-type: none"> Are subcontractors who intend to team up with a Prime Bidder required to submit an Intent to Respond form? 	<ul style="list-style-type: none"> No, the Intent to Respond form is to be filled out and completed by the Prime Bidder only. The Intent to Respond form is due by 5pm PPT on February 13, 2024.