

March 30, 2020

TO: ALL OFFERRS

FROM: Robert Underwood
Environmental Program Administrator

SUBJECT: ADDENDUM TO INVITATION TO BID - NAT20001-DCCE_ENERGY,
Comprehensive Consulting Services

ADDENDUM #1

Section C

Paragraph 2

Page 15

Text: "Hourly rates and other information provided in the financial proposal."

Questions:

The RFP appears to be structured as an "as needed" consulting contract requiring certain expertise and skillsets, but without specific deliverables, or frequencies to pre-determine pricing. Is this the intended approach?

Yes.

What is the pricing format required by the State? The RFP implies that hourly rates are sufficient.

Bidders should submit the total cost of the work they are proposing based on the estimated hourly costs of the principals that will be working on the contract.

If hourly rates are sufficient, does the State have expectations about the level of effort for different tasks or major scope areas?

See previous answer.

If hourly rates alone are not sufficient, can guidance be provided on the information needed to allow an equitable comparison of pricing across bidders?

No.

For each task, are there specific deliverables required or should the bidder make assumptions about the scope of work and deliverables?

Bidders should use their professional experience to develop a scope of work and deliverables in their proposals.

For resource planning purposes, does the State anticipate releasing all of the work at once, in stages, or as separate task orders as needed? Or should we assume that all scope areas will run in parallel?

All areas will run in parallel.

Section IV B

Paragraph 2

Page 7

Text: To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with 6 paper copies and 2 electronic copies on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses. All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than 1:00 PM (Local Time) on April 13, 2020.

Questions:

Will there be any changes to proposal submission deadline, given national and multiple state declarations of emergency?

Yes. The new due date is May 15, 2020.

Is the requirement for multiple delivered hard copies of RFP responses still in place?

No.

Might DNREC and the State of Delaware consider requiring submission by email?

Yes. Email submissions to Robert Underwood at robert.underwood@delaware.gov. No hard copy submissions are required.

Section IV

Paragraph B) 7) 2)

Page 8

Text: public log will be kept

Questions:

Will the public log be posted on the State of Delaware Procurement website?

No.

Section IV

Paragraph C) 1)

Page 14

Text: Team shall make recommendations regarding the award

Questions:

Who will have the final authority to award the contract?

DNREC's Division of Climate, Coastal and Energy.

Section II

Paragraph 2) a) III

Page 2

Text: Evaluating and verifying energy savings and payback periods to determine the rebate level

Questions:

What types of evaluation and verification methods or assessments of energy savings are preferred by the State of Delaware for this program?

Those that are consistent with the Evaluation, Measurement and Verification (EM&V) regulations in affect as promulgated by the Division of Climate, Coastal and Energy.

Will the evaluation and verification of energy savings be based on a single project activity that takes place at a single location, such as the installation of energy efficient lighting in an office or portfolio-level analysis (i.e., collection of programs that collectively address multiple technologies and market segments)?

See previous answer.

Section II

Paragraph 2) b)

Pages 2-3

Text: Rebate invoices - These shall be submitted to DCCE once applications are approved for payment and after the QA/QC process is completed. The invoices shall include project name, address, contact information, rebate level and list of efficiency measures for each project. Invoices shall be sent to DCCE twice monthly, at two-week intervals.

Questions:

How long a customer has to wait before getting reimbursed by the program?

We always strive to reimburse our customers in as timely of a manner as possible and would have the same expectation of the selected bidder.

Section II

Paragraph 3) e)

Page 3

Text: Monitor and evaluate the effectiveness of programs including, but not limited to, the analysis of the cost-effectiveness of energy efficiency, peak demand reduction, and fuel switching programs and measures; development of assessments that identify opportunities to improve and expand initiatives in all customer sectors; identification of opportunities to improve the operational efficiency of programs to minimize costs to ratepayers; and assist with budget development and review.

Questions:

There are several methods for performing cost-effectiveness analysis. What is the preferred method for this program?

Total resource cost (TRC) method.

Section 2

Paragraph 6

Page 4

Text: Research and prepare a TRM for DCCE in accordance with the requirements of the regulations required by the Delaware Code. Absent of preparing a TRM for Delaware, guide DCCE as to the best path forward to meeting said requirements.

Questions:

Does DNREC have preference for modeling tool(s) used to model measure savings?

Bidders should use their professional experience to develop their response to this deliverable in their proposals.

Section II

Paragraph 3) a) and 3) j)

Page 4

Text: Ensure all goals are met

AND ...energy efficiency savings targets....

Questions:

What are the established goals and targets, by year, by program?

DNREC's Division of Climate, Coastal and Energy will work with the selected bidder in reviewing, refining and further developing goals and targets.

Section II

Paragraph 2) d)

Page 3

Text: Consultant shall provide DCCE with weekly, monthly QA/QC and ad hoc reports, as needed, to measure program progress. Weekly reports shall include, at a minimum:

- Program activities for the week
- Customer complaints and resolutions
- Number of rebates under review
- Number and project details for rebates executed
- Value of rebates processed
- Energy savings for processed rebates

Questions:

Is any automated transmission of data to DNREC required? And, if so, can details be provided (method of transfer, frequency, data dictionary, and any other system detail)?

DNREC's Division of Climate, Coastal and Energy will work with the selected bidder in mutually determining the best method of data transmission.

Section II

Paragraph 1) and 2) a)

Page 2

Text: Assistance in monitoring and evaluating program effectiveness including, but not limited to the analysis of the cost-effectiveness; development of assessments that identify opportunities to improve and expand initiatives in all customer sectors; identification of opportunities to improve operational efficiency; and assistance with budget development, tracking and review.

AND

Deliver the EEIF rebate program to individual customers

Questions:

Can DNREC provide annual budgets for each of the programs?

The EEIF program is scheduled to receive \$5.0 million annually from Public Utility Tax (PUT). The Green Energy Fund annual budget is approximately \$2.8M and the Weatherization Assistance Program annual budget is approximately \$3.0M.

Beyond that, bidders should use their professional experience to develop their response to this deliverable in their proposals.

Section IIIB

Paragraph 2

Page 5

Text: Hourly rates, costs, and other information provided in the financial proposal.

Questions:

Is there an established annual budget for consulting services, in total and / or by task that can be provided?

No. Bidders should use their professional experience to develop a scope of work and deliverables in their proposals.

Section II

Paragraph 2) a)

Page 2

Text: The contractor shall follow the EEIF Program Guidelines

Questions:

On page 7 of EEIF Program Guidelines:

The EEIF Program is available to all non-residential, commercial, industrial, local government, governmental, and non-profit entities in the State of Delaware.

Will DNREC provide customer and usage data to contractor for verification purposes, or will property location in the State of Delaware be sufficient for customer status verification?

The selected bidder will, of course, have access to information that the Division of Climate, Coastal and Energy has in regard to customer information.

If data will be provided, will one consistent format be used across utilities, or will each utility provide their own format?

See previous answer.

If each utility, what utilities will be included?

EEIF potentially provides grants in the service territories of all Delaware utilities.

If you have any questions, please contact me at 302-735-3489,
Robert.Underwood@delaware.gov.