



ABAG

## REQUEST FOR QUALIFICATIONS

### Partnership and Support for Local Government Challenge

#### **I. Introduction**

The Association of Bay Area Governments (“ABAG”) announces a Request for Qualifications (“RFQ”) for potential partnership and support of ABAG’s proposal for the Local Government Challenge – Grant Funding Opportunity announced by the California Energy Commission (“CEC”). **This RFQ is limited to nonprofit entities.** The services will be provided in 2017.

#### **II. Intent and terms of RFQ**

The CEC has issued a competitive grant solicitation called the Local Government Challenge (GFO-16-404). The CEC’s challenge has up to \$10.2 million in grant funds for local governments for projects that stimulate innovation in building energy efficiency and developing or implementing climate action plans. There are two types of available grants: 1. Small Government Leadership Challenge, for local governments with populations that do not exceed 150,000 and 2. Energy Innovation Challenge, which requires that when completed, projects will serve as an example for other local governments. Proposals are due no later than March 6, 2017. The complete solicitation file may be viewed at <http://www.energy.ca.gov/contracts/GFO-16-404/>

ABAG is seeking a nonprofit firm(s) to partner on a proposal in response to the Energy Innovation Challenge. Firm(s) must, at a minimum, demonstrate they have experience:

- Working with local governments
- Designing and implementing energy efficiency programs
- Have the experience and capacity for proposal development

Additional experience considered a plus:

- Prior experience working with the CEC
- Work related to local code ordinance adoption
- Work related to benchmarking policies

ABAG’s objective for this RFQ is to select one or more potential partners to work on the design of a program that meets the criteria of the CEC grant solicitation, and if awarded, be part of the implementation team.

ABAG intends to select one or more qualifying firms to work on the program design and proposal submittal phases on an as-needed basis. If the proposal is awarded a grant, ABAG intends to negotiate cost effective agreements with one or more firms from the same set of

qualifying agencies, but retains the right to contract within its sole and absolute discretion. Qualifying firms are not guaranteed a contract.

ABAG will qualify the agencies responding to this RFQ based on their responses to the Submission Requirements detailed below. All qualified agencies will be placed in a pool for further consideration. ABAG, at its sole discretion, will negotiate with the firm(s) it feels provide the best opportunity for its member agencies, and has the greatest chance of success for receiving an award. ABAG reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFQ.

The selection of any entity for contract negotiations shall not imply acceptance by ABAG of all terms of the proposal, which may be subject to further negotiation and approvals before the ABAG may be legally bound thereby.

### **III. Scope of Services**

The following is a general overview of the types of services and activities that may be performed by the nonprofit firm(s) under the direction of the ABAG Program Administrator and is not meant to be exhaustive. The list and sub-list should be used as a general guide and is not intended to be a complete list of all work necessary to fulfill the needs for the Project.

- Assist with program design and proposal development
- Engage local governments for feedback on proposal ideas
- Ensure that all solicitation requirements are met
- If successful, assist with implementation of proposal activities

### **IV. Submission Requirements**

To provide an objective, fair review of all statements of qualifications, the submittals are to include only the following required information:

- 1) Summary of the firm proposing to provide services, including: a statement as to the firm's non-profit status, primary business location(s), name of primary contact for this contract, and list of key personnel who would be working on the project. Include brief resumes and relevant experience for the primary contact and key personnel. (no more than 3 pages.)
- 2) Provide a professional fee schedule for the primary contact and the key personnel identified above. (1 page.)
- 3) Provide three (3) to five (5) examples of projects (or programs) that best demonstrate the firm's expertise working with local governments on energy efficiency related programs. (*Please limit the description of the projects to one double-sided page per project.*)
- 4) Provide a client reference for each project listed above that can provide information on the firm's participation in the project/program. Provide the client reference's name, title, employer, and phone number. (1 page.)

Please submit an electronic copy only to [jennyb@abag.ca.gov](mailto:jennyb@abag.ca.gov).

**V. Scoring**

Any agency that does not meet the requirements of a non-profit agency will be disqualified and no further scoring will take place.

All agencies responding to this RFQ will be scored on the following criteria. A minimum score of 60 is required to qualify for further consideration.

- 1) Personnel experience. 30 pts
- 2) Company experience. 40 pts
- 3) Fee schedule. 10 pts.
- 4) References. 20 pts.

**VI. Schedule of Events**

ABAG will endeavor to adhere to the following schedule:

<b>Action</b>	<b>Date</b>
Release of RFQ	2/14/17
Deadline for questions	2/21/17
Proposal Submittal Date	2/23/17 by 3:00 p.m.
Notify Finalist(s)	2/28/17

All questions regarding the RFQ shall be delivered via electronic email only to the ABAG designated Procurement Contact, Jennifer K. Berg at [jennyb@abag.ca.gov](mailto:jennyb@abag.ca.gov).