



May 3, 2021

ADDENDUM NO. 2

REQUEST FOR PROPOSALS – ENERGY ACTION PLAN

TO: ALL POTENTIAL BIDDERS OF RECORD

The following information is being provided to clarify the document package for the above-mentioned RFP. **Acknowledgement of the Addenda must be submitted with your proposal.** This Addendum form is part of the contract document for the above mentioned proposal to modify part of the specifications as noted below. Portions of the contract document not in the Addendum shall remain in force.

The contents of this Addendum include:

1. Responses to Questions submitted by potential bidders

The following questions were received prior to the deadline for submission of questions outlined in the RFP Schedule of Activities. Please find responses from the City *italicized below each question*:

1. How is the development of the Energy Action Plan being funded? Has the City already set aside funding for this work?
2. Has the City identified a budget range for this project?
3. Has the city determined a budget for the proposed work?
 - A. *City of Monrovia staff will include funding for the program within the Public Works Department FY2021-22 budget request based upon the quotes received as part of this RFP. The budget request is expected to be approved with the FY 2021-22 budget in June 2021.*
4. Will firms selected to develop the EAP be precluded from bidding on implementation phase scopes of work (design/build, design-bid-build etc.)
5. Would the City allow the selected firm for the Energy Efficiency RFP to also install the selected solutions?
 - A. *Our intent is to allow the incumbent firm who develops the EAP to also submit proposals on future work to implement the projects. City of Monrovia staff will*

then evaluate the incumbent's proposal for future work against other proposals submitted as outlined in future RFPs and bid processes.

6. Will the City of Monrovia release the 2008 and 2012 previous energy plans for review prior to April 26 question deadline?
 - A. *The 2008 and 2012 Energy Action Plans were released on April 22, 2021, and are available to view here:
<https://www.cityofmonrovia.org/Home/Components/RFP/RFP/36/141>*
7. Would the City extend the due date of the RFP at least another week or two?
 - A. *The City does not intend to extend the deadline.*
8. Page 13 of the RFP states that “the City will not modify or reduce the insurance policy requirement”. If a firm does not meet these requirements, are they able to be met by a combination of a firm’s primary and umbrella coverages?
 - A. *Yes.*
9. Does the City have documentation on progress/results stemming from the 2008 and 2012 Energy Action Plans?
10. Has the City met the energy efficiency goals or implemented any of the measures that have been outlined in the 2012 EAP?
 - A. *Updates on the actions stemming from the 2008 Energy Action Plan are included in the 2012 Energy Action Plan, beginning on page 44. In a review of program files, staff could located limited information on the implementation of tasks from the 2012 EAP.*
11. Has the City established energy and/or GHG reduction targets beyond 2020?
 - A. *Both the 2008 Energy Action Plan and the 2012 Energy Action Plan describe a goal of reducing Greenhouse Gas (GHG) emissions by 25% below 2007 levels by 2030 (see page 24 of the 2008 EAP and page 34 of the 2012 EAP).*
12. How will the City be staffing this project (i.e. staff positions and % commitments)?
 - A. *City staffing commitments include: Senior Management Analyst at 25%, Management Analyst at 10%, Management Analyst at 5%, and Deputy Director of Public Works (2) at 5% each.*
13. The RFP mentions doing ASHRAE Level 2 energy audits; however several of the sites listed in the RFP are small sites (under 20,000 ft²). Would the City be interested in the consultant proposing Level 1 energy audits for smaller sites or other alternatives that might provide a better alignment of value to fee for these smaller buildings?

A. The City is interested in comparing multiple consultants based on a single scenario, and utilizing the information from the Cost Proposal (including the line item proposal and rate schedule) to negotiate the final work plan and contract. In order to understand and compare costs across proposals, the City requests inclusion of a rate for Level 1 energy audit (based on a cost per hour and cost per square foot) within the Cost Proposal section.

14. Is there a breakdown of the evaluation criteria available?

A. The City is currently finalizing the evaluation criteria for the proposals.

15. Will electric and gas billing data be provided to the selected consultant?

A. Yes, the City has already collected electric billing data, and intends to have gas billing data readily available subsequent to award of contract.

The undersigned hereby certifies that he or she has received Addendum Number 2.

Authorized Signature

Name and Title

Company Name

Date

This acknowledgment receipt shall be submitted with the proposal forms.