



City of Raleigh

Request for Qualifications #: 274-SustainabilityMasterServices

Title: Raleigh Sustainability Master Services Agreement

Submittal Due Date and Time: March 7, 2025 by 5 PM

ADDENDUM NO. 2

Issue Date: February 19, 2025

Issuing Department:

Direct all inquiries concerning this RFQ to:

Jason Hardin

Senior Sustainability Strategist

Email: Jason.Hardin@raleighnc.gov

City of Raleigh
Addendum #2 to RFQ 274-SustainabilityMasterServices

Issue Date: February 19, 2025

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of qualification packages and does hereby become part of the original RFQ documents and supersedes the original RFQ documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFQ as listed below and **sign and return this addendum with your submittal package.**

- 1) Appendix III has been corrected to show March 7 as the due date and is included in the following pages.
- 2) See included answers to the questions received during the pre-submittal conference and via email shown on the following pages. The slides from the conference are also included as an attachment.

Jason Hardin
Senior Sustainability Strategist

Sign below and return this addendum with your submittal response.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____

1. Please verify the due date for companies to return the Reference Questionnaire Form to be returned to you. **March 7.**
2. Would the City consider granting an extension for the proposal submittal to March 7, 2025. **We appreciate the need for more time and have extended the response deadline to March 7.**
3. We provide the services to do some of the work listed in the scope of services, but not all. Would you still recommend participating? **Yes. We do not expect a single entity to provide the full range of tasks listed. Focusing on either technical or programmatic tasks and on specific tasks within either of those categories is encouraged.**
4. The RFQ document states the minimum requirements of both 2 references on page 8, and 3 references on page 15-16. Also. the proposer's questionnaire asks for 3 references. Please clarify the required number of references. **Two.**
5. If our firm recently submitted a proposal to the City of Raleigh using the same forms. If we plan to use some of the same references, may we re-use their previously submitted forms, or do they need to submit the same form again under this RFQ heading? **Please ask those references to re-send those forms to Jason.Hardin@raleighnc.gov.**
6. Does "Provide a list of all similar contracts performed in the past five years" apply to the project descriptions as well as the contract list? **Only specific contracts that are similar to this master services agreement or, using your judgment, major contracts similar to specific work sought as part of this RFQ.**
7. Due to file size constraints, can Tab 3 be included as a separate document and submitted in a separate email. **Yes.**
8. Given this is a RFQ for a large list of potential tasks/projects, we wanted to clarify City's request for "A description of each task and deliverable and the schedule for accomplishing each shall be included" (Section 2.1, Tab 4).
 - a. Is the City requesting schedules for every single bullet point listed on pages 12-13 in the RFQ? This will be challenging for several of these tasks as they provide little detail and would rely heavily on assumptions. This does not align to the language used later in the RFQ directing bidders to provide qualifications, case studies, and experience "to demonstrate overall expertise." For example, "Energy audits of city facilities" – To develop a schedule, we would need to know what level of audit, how many facilities, types of facilities, facility characteristics, status of energy data, previous audit information, etc. **No, detailed schedules for each task are not necessary.**
 - b. We assume a schedule would be developed for each task order and we should describe in this proposal the process for schedule development. **Correct.**
9. Once a firm is pre-qualified/selected to be awarded an MSA through the RFQ process, will the future task orders be cost competitive? How will the task orders be assigned. **We anticipate**

using a mix of expertise and availability. For larger projects, we might conduct interviews with the firms selected as a part of this RFQ.

10. Can we apply as a prime and subconsultant team? **Yes.**
11. If applying as a team, how many references are needed? **Two for each major partner. None required for subs.**
12. Can you provide the number of facilities to be studied along with the facility names and addresses? **These are TBD. We have approximately 50-100 facilities that are primary candidates for solar, EV, and efficiency projects.**
13. Of these facilities, how many of them besides Wilders Grove have the potential for ground-mounted solar PV? **A handful have these opportunities.**
14. Of these facilities, how many of them have the potential for solar PV canopies? **Dozens, although we do not anticipate using canopies broadly due to added costs.**
15. Are any parking decks being considered for solar PV parking canopies as a part of these studies? **Potentially.**
16. For the Energy efficiency and Weatherization scope of work, does the City desire a roofing consultant to be part of the team handling that scope? **Not necessarily.**
17. With the deadline being extended, will an updated Appendix III be issued with the new date listed? **Yes.**
18. Does the city anticipate a specific MWBE goal for this project? **No, although the City has an aspirational goal of 15 percent of the total contract amount to be performed by MWBE businesses on construction and repair projects of \$300,000 or more. We do not anticipate this project exceeding that amount.**
19. For the project experience, are you wanting two references for every project included? Or just two of the projects need to have references? **Two references total is fine.**
20. For project experience, are we allowed to include full cut sheets with images/graphs of projects, or are we only limited to a list format? **Please feel free to include information in whatever way best captures the work and results.**
21. What is the estimated total budget for sustainability consultant services per year for selected firms under this RFQ? **We do not have an exact budget for these services, but the total amount will not be more than \$300,000.**

22. Please clarify desired information to include in the approach section of responses, given the variability in potential task order scopes to be requested by the City. **Examples of a few specific tasks are fine. There is no need to provide an approach for every potential task.**
23. If we are not a MWBE, should we still complete Appendix IV? **If that is the case, it is not needed.**
24. Do you only allow the work to be done by the proposer or can the proposer partner with subcontractors? **Subcontractors are fine.**
25. Is there any restriction from also bidding on the implementation projects that may result? **No.**
26. Does the City of Raleigh have any preferred community-based organizations that they already work with or would like the selected consultant(s) to utilize or consider for community engagement? **No.**
27. What are the City of Raleigh's primary goals for their resilience programs, resilience hubs, and equity considerations? **Hard to define in a short answer – the city's [Community Climate Action Plan](#) provides more detail.**
28. Would MWBE subcontractors need to be classified under one of the listed 'professional services provided' categories, or is there flexibility in their scope of work? **Flexibility is fine.**
29. Would you have to be an engineering company to participate in RFQ, or would my years of experience and contractors license be sufficient. **That certainly would be sufficient for some of the services we are seeking, and we don't expect respondents to focus on all tasks. Some tasks, such as structural evaluations, will require a professional engineer.**
30. "A description of each task and deliverable and the schedule for accomplishing each shall be included." Which specific tasks and deliverables should we base the schedule on? Given that a schedule would be customized for specific task orders, we suggest that the schedule requirement be removed from the RFP response. **Feel free to provide examples for key tasks, not for all tasks.**
31. As a privately held company and partnership, we are unable to distribute financial information in any of the three forms requested by the City of Raleigh without a properly signed NDA. While we can provide net revenue for the last five years, can you confirm whether the City would conclude that not providing the specific financial information as requested would be disqualifying? **The intent is to show financial stability in order to minimize the chance of work disruptions due to financial issues, we would consider alternate means of showing this.**
32. The webpage refers to a mandatory site visit on 2/13/2025; however, the RFQ document mentions an optional conference on 2/14. Confirming that attendance at any site visit/conference was not mandatory? **There was no site visit and no mandatory meeting.**

33. Under 2.1 of the quals package (Tab 2), two (2) reference project individuals' contact information is sought. Can these two references also be the same individuals are the minimum three (3) references in Appendix III? **Yes, and two overall references are fine.**
34. Section 4 Scope of Services, Page 5:
- a. Can you please detail what is meant by a 'city operated facility audit program'. Is this intended to be a type of 'standard operating procedure' outlining how to undertake energy audits for city facilities, by city staff? A policy guideline? A best practices document? **Possibly all of the above. A means for prioritizing audits, conducting audits, and implementing audit findings.**
 - b. "Development of programs to assist or incentivize residential buildings and businesses with energy efficiency and weatherization." –
 - i. Is it implied that, the successful proponent would work with the city to develop a program framework, that would eventually be administered and marketed by city staff (or a third party?). Or, will the successful proponent be responsible for developing program terms and conditions. **The intent is to fully develop any programs studied as a part of this MSA.**
 - ii. Energy efficiency and weatherization program cost effectiveness are subject to a variety of factors including utility rate structures, utility incentives, building equipment, building vintage, HVAC systems, etc. Will local utilities be program co-sponsors in this context, and/or will they be able to work with the successful proponent in developing cost effectiveness criteria for said program? **Answering this would be a part of program development.**
41. In reviewing parts of the Climate Action Plan, it was identified that LEED Silver is the minimum certification and ENERGY STAR certification for buildings wherever possible. Would LEED and ENERGY STAR certification/recertification services be of interest as part of this RFQ? **No.**
42. What other studies, initiatives, and efforts have been pursued by the City of Raleigh in the past to generate energy and carbon savings? Would these materials be made available? **These are available on the city's [website](#).**
43. Would the City have interest in detailed engineering analysis through ASHRAE Assessments of priority locations? **Yes.**
44. Is there a page limit for responses? **No, we leave the amount of detail that is needed and helpful to your judgment, although conciseness is always helpful.**
45. Would implementation projects come out of this RFQ? **Design and engineering work is expected, but actual installation or construction would take place through future bids or RFPs.**
46. Which electric utility serves Raleigh? **Duke Energy Progress.**
47. What format are you open to for final reports and calculations? **No set format for now. We would address that in more detail in scopes of work if relevant.**
48. Does Raleigh have a climate plan or just a percentage reduction? **Raleigh has both. The goal is reducing GHG emissions by 80% from 2007 levels by 2050. The [Community Climate Action Plan](#) is the path for achieving that goal.**

49. Is energy use tracked in all city facilities? **Yes, although in some cases, such as parks, multiple facilities are currently aggregated.**
50. Do you use PowerBI to show electricity usage in buildings? **No.**

APPENDIX III

REFERENCE QUESTIONNAIRE (Instructions)

274-SustainabilityMasterServices

The City of Raleigh, as a part of the RFQ, requires proposing companies to submit a minimum of two (2) business references as required within this document. The purpose of the references is to document the experience of the proposer relevant to the scope of services and assist in the evaluation process.

- The Proposer is required to send the reference form (the following two pages) to each business reference listed on Proposer Questionnaire.
- The business reference, in turn, is requested to submit the Reference Form directly to the City of Raleigh Point of Contact identified on the Reference Questionnaire form for inclusion in the evaluation process.
- The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of the response.
- It is the Proposer's responsibility to verify their references have been received by the City of Raleigh Point of Contact by the date indicated on the reference form.

APPENDIX III

REFERENCE QUESTIONNAIRE FORM

274-SustainabilityMasterServices

(Name of Business Requesting Reference)

This form is being submitted to your company for completion as a business reference for the company listed above.

This form is to be returned to the City of Raleigh, Jason Hardin, via email to Jason.Hardin@raleighnc.gov no later than 5 p.m. ET, on March 7 and MUST NOT be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the City of Raleigh, Point of Contact above.

Company Providing Reference**Contact Name and Title/Position****Contact Telephone Number****Contact Email Address**

Questions:

1. In what capacity have you worked with this company in the past? If the company was under a contract, please acknowledge and explain briefly whether or not the contract was successful.

Comments:

2. How would you rate this company's knowledge and expertise?

☐ 3= Excellent☐ 2= Satisfactory☐ 1= Unsatisfactory☐ 0= Unacceptable

Comments:

3. How would you rate the company's flexibility relative to changes in the scope and timelines?

☐ 3= Excellent☐ 2= Satisfactory☐ 1= Unsatisfactory☐ 0= Unacceptable

Comments:

4. What is your level of satisfaction with hard-copy materials, e.g. reports, logs, etc. produced by the company?

☐ 3= Excellent☐ 2= Satisfactory☐ 1= Unsatisfactory☐ 0= Unacceptable

Comments:

5. How would you rate the dynamics/interaction between the company and your staff?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

6. Who were the company's principle representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?

(3= Excellent; 2= Satisfactory; 1= Unsatisfactory; 0= Unacceptable)

Name: _____

Rating: _____

Name: _____

Rating: _____

Name: _____

Rating: _____

Name: _____

Rating: _____

Comments:

7. With which aspect(s) of this company's services are you most satisfied?

Comments:

8. With which aspect(s) of this company's services are you least satisfied?

Comments:

9. Would you recommend this company's services to your organization again?

Comments:

City of Raleigh Sustainability Master Services RFQ

Pre-submittal conference
February 14, 2025



Staff Introductions

Jason Hardin, Sustainability Strategist –
PM and primary point of contact

Jessica Reid, Sustainability Analyst –
support/lead for some projects

Overview

- City's Community Climate Action Plan focuses on reducing GHG emissions while also addressing resilience and equity
- Main sources of emissions are transportation and energy use in buildings
- Focus on land use, transportation options, electrifying transportation, and solar on city and private properties



Needs

- Two main categories: technical/engineering work and program development
- Do not necessarily need to provide both – we may use more than one firm
- Often need quick site analysis for a solar or EV installation
- Also need broader program development assistance for new programs
- Need assistance in comparing ROI for different strategies



Technical Needs

- Engineering/technical assistance with solar and battery storage projects
 - Structural and electrical analysis for specific facilities – rooftop/ground/canopy
 - Broader feasibility analysis for potential sites, examining ROI, creating priorities
 - Wilder's Grove Landfill solar feasibility
- EV Charging
 - Analyzing power needs, costs, creating design documents
- Energy efficiency
 - Energy audits of individual facilities



Programmatic Needs - Examples

- Developing public-facing incentive programs for solar, EV charging, other sustainable elements
 - Best financial incentive for existing detached or multifamily properties
 - Approach to incentivizing – financially or otherwise - inclusion in new developments
- Improved ROI analysis for comparing various GHG reduction projects
- Analysis of other potential programs/projects as needed



Overall

- Do not feel the need to focus on all of the elements in the RFQ!
- Task-Based Approach, defining specific scopes of work and timeline
- No set budget for this – we have some funding identified, additional funding is pending a budget request
- Two-year contract with potential extension



Timeline

- Extended deadline to reply until March 7
- References also due by that date (to be sent directly from reference to City)
- Deadline for questions today
- Will publish responses as an addendum on Tuesday/Wednesday
- Plan to make selection by second week of March
- May consider contract with more than one respondent



Questions?