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CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION

Request for Proposals for Energy Efficiency Potential Forecasting Services

Issuance Date: January 9, 2020

Response Deadline: February 3, 2020

I. Introduction

The California Municipal Utilities Association, on behalf of its Member Utilities (“Members”), is hereby soliciting competitive proposals for consulting services related to the development of energy efficiency potential forecasts for Members, as described below in Section III.

CMUA is interested in discovering all Respondent’s capabilities related to specified Areas of Interest and associated pricing to enable informed decisions and potentially proceed to more specific negotiations on contract development with one or more qualified Respondents to this Request for Proposals (“RFP”).

Responses to this RFP are due on or before 4:00PM on Monday, February 3, 2020, as described below in Sections III and V.

II. Background

CMUA is a non-profit association with Membership made up of publicly owned electric and water utilities (“POUs”) within California. The POUs are responsible for planning, financing, developing, acquiring, constructing, operating and maintaining projects for the generation, transmission and distribution of electric energy to provide safe, reliable, cost-effective and environmentally responsible electric service to their respective customers. Members also develop and implement energy efficiency, demand response and resource procurement Programs or Projects to improve electric system operating efficiencies and reduce costs.

Pursuant to Public Utilities Code Section 9505, as developed as part of Assembly Bill 2227, by March 15, 2013 and by March 15th every fourth year thereafter, POUs shall identify all potentially achievable cost-effective electricity efficiency savings and shall establish annual targets for energy efficiency savings and demand reduction for the next 10-year period. These energy efficiency potential forecasts (“Forecasts”) are critical components of POUs’ integrated resource planning activities.

Due to staffing limitations and time constraints, Members are interested in securing consulting and support services from qualified firms or individuals in the timely development of the required Forecasts.

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There are 35 CMUA Members participating in this solicitation (hereafter “Participating Members”): (1) the Cities of Alameda, Anaheim, Banning, Biggs (through NCPA), Burbank, Cerritos, City of Industry, Colton, Corona, Glendale, Gridley, Healdsburg, Lodi, Lompoc (through NCPA), Los Angeles, Moreno Valley, Palo Alto, Pasadena, Rancho Cucamonga, Redding, Riverside, Roseville, San Francisco, Shasta Lake, Ukiah, and Vernon; (2) Imperial Irrigation District, Merced Irrigation District, Modesto Irrigation District, Pittsburg Power Company dba Island Energy, Sacramento Municipal Utility District, Trinity Public Utility District, Truckee Donner Public Utilities District, Turlock Irrigation District; and (3) Plumas-Sierra Rural Electric Cooperative (through NCPA).¹

Any service contract subsequently entered into by CMUA pursuant to this RFP would be utilized directly by the interested Members to serve their respective utilities’ needs. The service and work products would be ordered and approved directly by CMUA and/or the applicable Members and the billing would be administered through CMUA.

III. Areas of Interest

Participating Members want to secure services to meet the needs of their municipalities and first and foremost support the development of an energy efficiency potential forecasting tool. In addition, Participating Members are interested in adding electrification, behind the meter Distributed Energy Resources (DER) and Water Energy Nexus to the conventional potential forecasting tool or model for some or all Participating Members including, but not limited to the following capabilities and construct:

1. Estimate technical, economic, and market energy efficiency potential for a utility’s service area using proven technologies.

- Emphasis will be on developing energy efficiency potential based on each Participating Member’s service area, customer base, climate zone, economic conditions, and other relevant factors. Reliance on regionally specific information should be first cleared by Participating Members to ensure this information reflects their community, especially regarding building characteristics and low-income as well as areas of interest for building & transportation electrification, behind the meter DER and energy savings stemming from water conservation effort (Water Energy Nexus) potentials.
- Methodologies should account for statewide energy efficiency and carbon reduction policies and related programs that could impact utility potential, including but not limited to the Existing Buildings Energy Efficiency Action Plan, the Residential New Construction Zero Net Energy Action Plan, updates to Title 20 Appliance Energy Efficiency Standards, 2030 targets for doubling energy savings per SB 350 (2015, De Leon), updates to Title 24 Building Energy Efficiency Action Plan, and the California Clean Energy Jobs Act (Proposition 39), AB3232.
- Respondents should be familiar with the methodologies included in the latest and historical Energy Efficiency Potential and Goals (PG) Study, developed by Navigant and prepared for the California Public Utilities Commission, and be able to discuss differences between the Respondent’s proposal and the existing PG model.
- Respondents should be familiar with electrification and DER studies throughout California and be able to provide recommendations of electrification and DER measures for both the building and transportation sectors to meet statewide goals and requirements.

¹ The Cities of Biggs and Lompoc, and the Plumas-Sierra Rural Electric Cooperative are not members of CMUA; however, the Northern California Power Agency is a CMUA member and these three electric utilities are participating in this RFP through NCPA’s membership in CMUA.

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- Respondents should also be familiar with local and state Water Energy Nexus/ Energy intensity studies throughout the state of California or potentially for utilities that have developed their own energy/water intensity indices.
- 2. Forecast energy savings and demand reduction potential within the residential, commercial, and industrial sectors over a forecast period of at least ten (10) years.**
 - Participating Members may elect for a longer timeframe consistent with related statewide activities pursuant to SB 350 or SB 100 (2018, DeLeon).
 - 3. Provide/allow for scenario development and range assessments.**
 - Differentiate between energy efficiency potential from utility investments (1) in the development of updates to Title 24 Building Energy Efficiency Standards, Title 20 appliance standards; (2) in improving compliance with and implementation of Title 24 Building Energy Efficiency Standards similar to the IOU Energy Efficiency Statewide Codes and Standards Program; (3) any local reach code that may have been adopted within members' territory. (4) incentive programs for customers, including behavior programs which may have unique modeling assumptions; (5) financing programs; and (6) in their transmission and distribution systems (7) energy efficiency and carbon mitigation potential of fuel-switching from natural gas to electricity
 - Not all Participating Members are able to invest in the development of updates to Title 24/20 and estimates of energy efficiency potential should be limited to those utilities that affirm that they will do so.
 - Describe different methodologies for estimating energy efficiency, electrification, behind the meter DER and Water Energy Nexus potentials from the 4 categories noted above.
 - Provide 8760 hourly load impacts and GHG impacts for each measure.
 - Methodologies should also account for customer behavior and investment trends (consumer adoption) related to energy efficiency measures, distributed solar PV, including community solar and NEM programs, as well as energy storage, electric vehicles and all-electric end use equipment/appliances.
 - Some Participating Members will provide their own avoided cost data specific to their utility in a wide variety of formats; others will rely on proxy values derived from the most similar investor owned utility.
 - 4. Create summary results tables and graphs, as needed for AB 2227 compliance and additionally by member request.**
 - Summary results should be presented in a transparent, accessible model. Respondent may propose either an Excel-based format or web-based format.
 - 8760 hourly impacts of for measures and programs individually and cumulatively in groupings per member specification.
 - Other ad hoc summary reports as requested by individual members per additional forecast needs below.
 - Provide reporting in a format that can be easily reconciled with existing reporting style and tool used to provide the state annual EE savings
 - 5. Support additional forecast needs on an individual utility basis.**
 - For example, the City of Palo Alto is both an electric and gas utility and has requested natural gas forecasting services in the past.
 - Respondents should address whether they are capable of handling individual utility requests that are additional to the general modeling services.

Timeline / Schedule*

CMUA RFP for Energy Efficiency Potential Forecast Process	
Schedule of Requirements	Target Date(s)
Issue RFP	January 9, 2019
Questions Due	January 17, 2020
Responses Due	February 3, 2020
Review of Responses	February-March 2020
Interviews (if necessary)	February-March 2020
Selection of Respondent(s)	February-March 2020
Core EE Model Available for Members	June 2020
Add On Modules Available for select members	August 2020
Forecast Completion	October 2020

*Timeline/Schedule is subject to change

IV. Proposal Submission Required Elements

1. Transmittal Letter Content:

- a. A brief statement of the Respondent's understanding of the work to be done and commitment to perform the work as scheduled, including:
 - i) statement of work specifications; and
 - ii) reference to any proposed contractual terms and conditions required by the Respondent; and
 - iii) a summary of exceptions taken to the RFP requirements; and
 - iv) any and all expectations from CMUA including, but not limited to requirements definitions, strategy refinement, and staffing requirements to support the proposed project or program implementation.

- b. An officer authorized to bind must sign the proposal on behalf of the Respondent and must include the following declarations on the transmittal letter:

“This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the Respondent has not in any manner sought by collusion to secure for themselves an advantage over any other Respondent.”

- 2. Respondent Information:** Provide legal name of Company or Individual, physical street address, the name(s) and title(s) of the individual(s) authorized to represent the Respondent, including telephone number(s) and email address(es).

- 3. Proposal:** Proposals must include a description of the proposed project or program, how it meets (or does not meet) each of the objectives of this RFP, and a detailed description addressing all the Areas of Interest. Respondents may also include additional services, products, tasks, task elements and/or

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functions that may not be part of or included in the RFP but are deemed by the Respondent to be pertinent and potentially valuable to CMUA or its Members. CMUA will have full discretionary authority to consider, accept and/or reject without cause such supplemental information that is not directly requested, included in or made part of the RFP.

4. **Fees:** Pricing in all Proposals should be made based on good faith estimates of the requirements defined in this RFP. Please include all necessary details of specific examples or estimates of the fees, labor rates and service charges. Describe how the fees, rates or charges will be determined. Respondents shall also be prepared to provide a breakdown of the applicable overheads and fringe benefit costs that are part of any labor rates and other direct costs associated with the services to be performed.
5. **Experience:** Respondent shall clearly identify project participants and management team, including:
 - a. Describe your firm's experience as may be applicable to this RFP, your organizational structure, management qualifications, and other contract related qualifications, including number of years firm has been in business.
 - b. Specify key employees and describe their qualifications, experience and duties related to this RFP, including the office location(s) where work will be performed, in addition to the physical street address referenced above.
 - c. Provide a commitment statement for the retention and use of key employees as proposed, their availability to initiate and sustain the proposal, as well as planned supplemental employees if key personnel are not available to assure project delivery.
 - d. State whether Respondent will use subcontractors to perform services pursuant to the contract. Should the use of subcontractors be offered, the Respondent shall provide the same assurances of competence for the subcontractor, plus the demonstrated ability to manage and supervise the subcontracted work. Subcontractors shall not be allowed to further subcontract with others for work. The provisions of any contract resulting from this RFP shall apply to all subcontractors in the same manner as to the Respondent.
 - e. Respondent shall indicate any and all pending litigation that could affect the viability of Respondent's proposal, continuance of existing contracts, operation or financial stability.
6. **References:**
 - a. Describe whether the Respondent has, within the last five (5) years, rendered any service to CMUA or to any of CMUA's Members, either as a contractor or subcontractor, either under the current Respondent's name or any other name or organization. If so, please provide details (status as prime or subcontractor, brief description of the contract, contract start and end date, the contract administrator name, and total actual contract expenditures).
 - b. If the Respondent has not rendered any service within the last five (5) years to CMUA or to any of CMUA's Members, then please provide references over that period with the details described above including the counterparty for which services were provided.
 - c. Identify existing related or relevant projects or programs which Respondent developed and/or operates that would demonstrate Respondent's capabilities in this area.

- d. Describe relevant program development and implementation experience, approach, and provide a list of references for similar projects completed.

V. Proposal Submission Delivery Requirements

There will not be an initial Respondent's conference associated with this RFP. Clarifying questions may be addressed to Teresa Rexrode at trexrode@cmua.org no later than 5:00 pm pacific standard time (PST) on January 17, 2020. Answers to all questions will be provided to inquisitor via e-mail within eight (8) business days from the date received. Answers to questions that CMUA, at its sole determination and discretion, deems to be substantive or that would place the inquisitor at a distinct and unfair advantage to other potential Respondents will be posted on CMUA's website at <http://www.cmua.org> within seven (7) business days from the date received, but no later than January 26, 2020. It is the responsibility of potential Respondents to review this website for any and all postings.

One (1) electronic copy of your proposal, including a transmittal letter of authentic offer, and any supporting documentation should be delivered no later than 4:00 pm PST on Monday, February 3, 2020 to Teresa Rexrode at trexrode@cmua.org.

No contact should be made with the Board of Directors, committees, working group representatives, or CMUA Members concerning this RFP.

All information received by CMUA in response to this RFP is subject to the California Public Records Act and may be subject to the California Brown Act and all submissions may be subject to review in the event of an audit.

VI. Evaluation Process

CMUA will, in its sole discretion, evaluate RFP responses to determine which Respondents are likely to provide the greatest overall value to Participating Members. Evaluations will be based on evaluation criteria described below, information provided in each RFP, possible oral interviews with the Respondent, mail or email requests, information already known by CMUA, and other publicly available information such as public credit ratings.

CMUA may request that Respondents complete supplemental questionnaires and/or meet for oral interviews at any stage of the RFP process. Respondents failing to provide information, deemed necessary by CMUA to adequately review a response, may be eliminated from further consideration at any stage or time during the RFP process.

All determinations made by CMUA with respect to any Respondent or its response, including the determinations described in this RFP, shall be made by CMUA at its sole discretion and without liability. No de-briefings will be provided as these determinations will be final and are not subject to review.

CMUA and the selection committee, which consists of representatives from CMUA and the Participating Members, will evaluate the proposals provided based on the following criteria:

1. Quality and completeness of proposal.
2. Technical methodology of proposed approach.
3. Knowledge, experience and skills of Respondent to provide the requested services.

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4. Experience of staff to be assigned to the project, based on prior engagements of similar scope and complexity.
5. Competitive rates for the requested services.
6. Respondent's financial stability.
7. Respondent's ability to perform the work within the time specified and demonstrated strong project management.
8. Customer references.

The selection committee will make a recommendation to CMUA. The acceptance of the proposal will be evidenced by written Notice of Award from CMUA to the successful Respondent.

VII. Terms and Conditions

1. CMUA reserves the right to cancel this RFP at any time, reject any and all proposals and to waive irregularities.
2. CMUA shall determine at its sole discretion the value of any and/or all proposals including price and non-price attributes.
3. Proposals may be sub-divided or combined with other proposals, at CMUA's sole discretion.
4. CMUA reserves the right to submit follow up questions or inquiries to request clarification of information submitted and to request additional information from any one or more of the Respondents.
5. CMUA reserves the right, without qualification and in its sole discretion, to accept or reject any or all proposals for any reason without explanation to the Respondent, or to make any award to that Respondent, who, in the opinion of CMUA, will provide the most value to CMUA and its Members.
6. CMUA may decline to enter into any potential engagement agreement or contract with any Respondent, terminate negotiations with any Respondent, or to abandon the request for proposal process in its entirety.
7. CMUA reserves the right to make an award, at its sole discretion, irrespective of price or technical ability, if CMUA determines that to do so would result in the greatest value to CMUA and its Members.
8. Those Respondents who submit proposals agree to do so without legal recourse against CMUA, its Members, their directors, officers, employees and agents for rejection of their proposal(s) or for failure to execute or act on their proposal for any reason.
9. CMUA shall not be liable to any Respondent or party in law or equity for any reason whatsoever for any acts or omissions arising out of or in connection with this RFP.
10. CMUA shall not be liable for any costs incurred by any Respondents in preparing any information for submission in connection with this RFP process or any and all costs resulting from responding to this RFP. Any and all such costs whatsoever shall remain the sole responsibility of the Respondent.
11. CMUA may require certain performance assurances from Respondents prior to entering negotiations for work that may result from this RFP. Such assurances may potentially include a requirement that Respondents provide some form of performance security.

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12. Prior to contract award, the successful Respondent may be required to supply a detailed breakdown of the applicable overheads and fringe benefit costs that are part of the labor rates and other direct costs associated with the services to be performed.
13. CMUA Members, either collectively or individually may contact Respondents to discuss or enter negotiations regarding a proposal. CMUA is not responsible or liable for individual Members interactions with the Respondent which are not entirely conducted through CMUA or at CMUA's option or election to engage the Respondent as defined within the RFP.
14. Submission of a Proposal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFP and any addenda subsequently issued by CMUA.
15. Information in this RFP is accurate to the best of CMUA's and its Members' knowledge but is not guaranteed to be correct. Respondents are expected to complete all of their due diligence activities prior to entering into any final contract negotiations with CMUA.
16. CMUA reserves the right to reject any Proposal for any reason without cause. CMUA reserves the right to enter into relationships with more than one Respondent, can choose not to proceed with any Respondent with respect to one or more categories of services, and can choose to suspend this RFP or to issue a new RFP that would supersede and replace this RFP.

VIII. Additional Requirements for Proposal

1. **Consideration of Responses:** Submitted proposals shall not exceed 50 pages and should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Proposals should be submitted on recycled paper that has a minimum of thirty percent (30%) post-consumer recycled content and duplex copied (double-sided pages) where possible.
2. **Insurance, Licensing, or other Certification:** If selected, the Respondent will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. CMUA or its Members may require specific insurance coverage to be established and maintained during the course of work and as a condition of award or continuation of contract.
3. **Non-Discrimination/Equal Employment Practices/Affirmative Action Plan:** If selected, the Respondent and each of its known subcontractors may be required to complete and file an acceptable Affirmative Action Plan. The Affirmative Action Plan may be set forth in the form required as a business practice by the Department of Water and Power of the City of Los Angeles, which is CMUA's largest Member.
4. **Living Wage Ordinance:** If selected, the Respondent may be required to comply with the applicable provisions of the City of Los Angeles Living Wage Ordinance and the City of Los Angeles Service Contract Workers Retention Ordinance. The Living Wage Ordinance provisions are found in Section 10.36 of the Los Angeles City Administrative Code; and the Service Contract Workers Retention Ordinance are found in Section 10.37 of the Los Angeles Administrative Code).
5. **Child Support Policy:** If selected, Respondent may be required to comply with the City of Los Angeles Ordinance No. 172401, which requires all contractors and subcontractors performing work to comply with all reporting requirements and wage-earning assignments relative to court ordered child support.

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6. **Supplier Diversity:** Respondents shall take reasonable steps to ensure that all available business enterprises, including Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Women-Owned Business Enterprises (WBEs), Minority-Owned Business Enterprises (MBEs), Disabled Veteran Business Enterprises (DVBES), and other Business Enterprises (OBEs), have an equal opportunity to compete for and participate in the work being requested by this RFP. Efforts to obtain participation of these business enterprises may reasonably be expected to produce a twenty-five percent (25%) participation goal for SBEs. For the purpose of this RFP, CMUA's Supplier Diversity program is modeled after that of the Los Angeles Department of Water and Power. Further information concerning the Supplier Diversity Program may be obtained from the Supply Chain Services Division of the Los Angeles Department of Water and Power.
7. **CMUA-Furnished Property:** CMUA or a Member's utility drawings, specifications, and other media furnished for the Respondent's use shall not be furnished to others without written authorization from CMUA or the applicable Member(s).
8. **Contractor-Furnished Property:** Upon completion of all work under any agreement developed as a result of this RFP, ownership and title to reports, documents, drawings, specifications, estimates, and any other document produced as a result of the agreement shall automatically be vested to CMUA and no further agreement will be necessary for the transfer of ownership to CMUA. CMUA has the sole right to distribute, reproduce, publish, license, or grant permission to use all or a portion of the deliverable documentation, work product or presentations as it determines in its sole discretion.