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## **CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION**

### **Request for Proposals for Energy Efficiency Technical Reference Manual Update**

**Issuance Date: September 1, 2022**

**Response Deadline: October 4, 2022**

#### **I. Introduction**

The California Municipal Utilities Association (CMUA) is a non-profit association with Membership made up of publicly owned electric utilities (POUs) and public water and wastewater agencies 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.

#### **II. Background**

California's publicly owned utilities (POUs) annually report on the cost-effectiveness and savings for energy efficiency (EE) and demand reduction programs. In 2013, the State's POUs jointly contracted for the development of a technical reference manual (TRM) to provide consistent methods, formulas, and default assumptions for estimating energy savings and peak demand impacts from EE measures and projects in a very clear and open format. The POU TRM provides transparency for public power, policymakers, and interested stakeholders regarding the energy savings estimates underpinning public power's EE programs.

The TRM includes both nonresidential and residential measures, and presents each measure type in separate sections, grouped by technology type. The TRM includes a main manual as well as supporting spreadsheets. The supporting spreadsheets provide detailed and transparent measure calculations and, for semi-custom measures, energy savings calculators for estimating energy savings for project-specific measures. As needed, each section also contains supplementary tables and charts to provide additional measure details. The last section of the TRM provides the custom measure protocol, which outlines a process for estimating and documenting custom measure savings. The TRM includes energy savings calculators, which are Excel spreadsheet-based engineering models for estimating semi-custom measures per the described methodology. The models provide a consistent, transparent, and user-friendly approach for estimating project-specific energy savings.

ESP® (formerly Energy Platforms, LLC) developed a cloud-based EE cost-effectiveness tool and reporting platform (ESPPortfolios) to improve POUs' tracking and evaluation of program performance and to support the development of reports in compliance with state and federal reporting requirements. The tool relies upon uploaded EE measures from the POU TRM and other sources to calculate the cost-effectiveness of EE and demand reduction measures and programs.

CMUA intends to execute an enabling agreement with a successful Respondent, with an estimated start date in November 2022. Any service contract subsequently entered into by CMUA pursuant to this RFP would be utilized jointly by CMUA Members or directly by 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. A service contract may also subsequently be entered into by CMUA members, Northern California Power Agency (NCPA) or NCPA Members, Southern California Public Power Authority (SCPPA), or SCPPA Members, to provide related services covered by the RFP.

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

This RFP seeks a qualified Consultant to update the existing POU TRM with the best available energy impact metrics consistent with current energy efficiency measure performance data, current Title-24 Energy Efficiency Standards, and current Title-20 Appliance Performance Standards. The goal of the POU TRM document is to provide an easy-to-use resource for estimating efficiency program energy impacts for reporting program accomplishments and measuring progress toward program goals.

Through this RFP, CMUA is seeking proposals from qualified firms or individuals to update the current version of the POU TRM. The anticipated deliverables associated with this task are as follows:

#### **Task 1 – Review and provide list of recommended updates**

The Consultant shall review the current POU TRM, measure references and sources, applicable building codes and appliance standards, and will compare measures with regional sources of deemed savings estimates, including but not limited to the California Technical Forum (CaTF) electronic technical reference manual (eTRM). Consultant shall prepare recommendations for the update and retirement of measures, for review by Association and Members.

**Deliverables:** The deliverables for Task 1 include an update plan detailing review findings and recommendations for updates to the TRM. Recommendations must include description of proposed update approach (summarizing data sources, calculation methodologies, etc.). Consultant will schedule a meeting with the Association and Members within 2-weeks of plan submission to walk through recommendations.

#### **Task 2 – Update current TRM measures and spreadsheets**

After review and approval of recommended updates, Consultant will update the current POU TRM measures, spreadsheets, and baseline to ensure that the POU TRM measures are current with the best available data.

**Deliverables:** The deliverables for Task 2 include updated supporting spreadsheets and documents for existing TRM measures. Consultant will review updates with Association and Members before they are finalized/accepted.

#### **Task 3 – Addition of New Measures**

Association and/or Member(s) may request the addition of new measures to the POU TRM, on an as-needed basis.

**Deliverables:** The deliverables for Task 3 include an updated supporting spreadsheets/supporting

**CMUA POU TRM RFP – September 1, 2022**

documents for new TRM measures, if requested. Consultant will review updates with Association and Members before they are finalized/accepted.

**Task 4 – Update of the master measure spreadsheet for upload to the ESPPortfolios online reporting tool**

Consultant will collaborate with Association, Members, and ESP® to format the master spreadsheet so that it can transfer the updated POU TRM data into the ESPPortfolios online reporting tool.

**Deliverables:** The deliverable for Task 3 is a comma separated variable file properly formatted for upload to ESPPortfolios online reporting tool with all updated and new TRM measure data.

**Task 5 – Provide Updated Manual and Supporting Calculations**

Consultant will update the main TRM document consistent with its recommendations in Task 1 and the results of Tasks 2 & 3. The TRM documents will be packaged with its supporting documentation and include proper referencing across all files/documents.

**Deliverables:** The deliverables for Task 5 include a draft and final updated POU TRM package. The package will include a TRM document (submitted in MS Word and/or PDF format), supporting measure spreadsheets and a master measure spreadsheet file. The final TRM and supporting documents will be delivered after receiving and responding to Association and Member comments.

**Task 6 – Training for POU staff**

Provide a presentation on the use of the TRM manual, spreadsheets, and methodologies, with a focus on the major revisions from the current version. The training should include specific instruction on how to use the spreadsheets for semi-custom measures and reference TRM protocols to calculate energy savings values for customer measures

**Deliverables:** The deliverable for Task 6 is the slide deck from the training workshop which is to be submitted within (3) days of the workshop.

**Task 7 - Additional Services, including but not limited to:**

- Development of new energy efficiency, electrification, or demand management measures, as requested by Association or Member(s)
- Development of an electrification measure calculator for estimating reportable energy savings and emission impacts, as requested by Association or Member(s)
- Interim updates to coincide with new California Building Energy Efficiency Standards (Title 24)

**Timeline / Schedule\***

CMUA RFP for Energy Efficiency Technical Reference Manual Update	
Schedule of Requirements	Target Date(s)
Issue RFP	September 1, 2022
Questions Due	September 14, 2022
Responses Due	October 4, 2022
Review of Responses	October 2022

**CMUA POU TRM RFP – September 1, 2022**

Interviews (if necessary)	October 2022
Selection of Respondent(s)	October 2022
Start of Work	November 2022

\*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 Tasks within the Scope of Services. Respondents may also include additional services, products, tasks, task elements and/or 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.

## CMUA POU TRM RFP – September 1, 2022

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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](mailto:trexrode@cmua.org) no later than 5:00 pm pacific standard time (PST) on September 14, 2022. 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)

## CMUA POU TRM RFP – September 1, 2022

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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 5:00 pm PST on Monday, October 4, 2022 to Teresa Rexrode at [trexrode@cmua.org](mailto:trexrode@cmua.org).**

No contact should be made with the Board of Directors, committees or 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:

- a. Quality and completeness of proposal.
- b. Technical methodology of proposed approach.
- c. Knowledge, experience and skills of Respondent to provide the requested services.
- d. Experience of staff to be assigned to the project, based on prior engagements of similar scope and complexity.
- e. Competitive rates for the requested services.
- f. Respondent's financial stability.
- g. Respondent's ability to perform the work within the time specified and demonstrated strong project management.
- h. 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.
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.
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. **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).
4. **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.