

**2018 Building and EV Reach Code Consultant Request for Proposals**

**Questions & Answers**

*Peninsula Clean Energy is San Mateo County’s locally-controlled electricity provider. We are reducing greenhouse gas emissions and offering customer choice at competitive rates.*

**Offers due Thursday, January 3, 2018 at 5:00 pm PT**

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| **#** | **Question** | **Answer** |
|  1 | To clarify the requested budget structure for Tasks 2.5 and 2.6, is PCE expecting these tasks to be budgeted at a fixed fee that can be applied across one or more municipalities, thereby resulting in a variable cost (variable based on the number of municipalities who participate), based on a fixed fee? | Tasks 2.5 and 2.6 should be priced as variable costs. This may be either fixed fee per municipality or time and materials with estimated per municipality and total.  |
| 2 | Regarding provision 8. Inclusion of Non-Participating Agencies, does PCE have any indication of the number of other agencies or what specific agencies are interested in relying on this competitive process to secure the services of the chosen vendor? | Not at this time. |
| 3 | How many vendors does PCE intend to select from this process? | One vendor will be selected from this process.  |
| 4 | Task 2.5 refers to participation of municipalities. To clarify, does PCE anticipate that all municipalities will participate in the development of the reach codes, but only a subset will adopt? The last sentence in the task description is somewhat unclear. | Participation for all aspects of the program is elective for municipalities. As a result, only a subset of municipalities in the service territory may participate in any given activities. However, the consultant must be prepared for the possibility that all municipalities will do so. |
| 5 | For Task 2.2, please provide more detail on the process for facilitating the selection and identification of model reach codes to be developed. We understand that the facilitated process may be handled separately – however, the consultant team should include a minimum of one charrette per reach code. Will PCE and SVCE also facilitate other outreach activities including survey(s), one-on-one meetings, working group meetings, etc, for which consultant support may be needed?  | The Consultant should recommend the process for the model code development and the final process will be mutually determined by lead agencies PCE and SVCE. Definition of the process may include consultation with OOS and other agencies. Coordination of the process will be supported by OOS and SVCE. Consultant support may be requested on a limited basis. |
| 6 | For Task 2.3, what stakeholder engagement is expected of the consultant team to vet local needs and recommendations for adoption and implementation tools?  Will consultant lead or support meetings, workshops or surveys to assess and prioritize adoption and implementation tools of most value to participating municipalities | The consultant should propose the stakeholder engagement strategy which may be refined by PCE and SVCE. Coordination of those activities will be supported by OOS and SVCE. The consultant should participate in all aspects of the engagement process. It will likely be most efficient for Task 2.3 activities to be executed in conjunction with Task 2.2 to minimize duplication of effort. |
| 7 | In the budgeting section, you state “The budget should include fixed costs for tasks 2.1 through 2.4. Tasks 2.5 and 2.6 should be provided as a variable cost (e.g. on a costs per-municipality basis).” Does ‘fixed cost’ mean a fixed price, or a T&M budget for that task, to be completed once (as opposed to variable costs dependent on the number of municipalities). | Fixed cost means a fixed fee.  |
| 8 | The proposal states that all work must be completed in 2019 to support an effective date of Jan 1, 2020. Is it therefore correct that none of the implementation support in Task 2.6 is expected to be completed following the effective date? | Implementation support may extend beyond Jan 1, 2020. |