

RESPONSES TO QUESTIONS FROM RFP FOR PROGRAM DESIGN SERVICES TO SUPPORT PLATFORM-WIDE TECHNICAL ASSISTANCE:

Admin:

1. Is this RFP for the direct investment \$, sub-awardees, both or TBD?

- As set forth in the RFP, CPC Climate Capital intends to enter into a contract for professional services for assistance with program design related to technical requirements. The resulting contract will be between CPC Climate Capital, a sub-recipient of Climate United Fund and the selected Proposer. The services will be provided to CPC Climate Capital and, if applicable, its lending partners.

2. How open is CPC Climate Capital to groups partnering to meet the requirements and are there any considerations the team should know about if so?

- Teams, groups, partnerships, Joint Ventures (JV), among other types of Proposers, may apply to this RFP. However, the Proposer must provide sufficient documentation demonstrating the relationship and qualifications between the Proposer and any of its Team Members and/or First Tier Subcontractor(s) to allow the CPC Climate Capital to verify and combine the collected experiences. The evaluation will consider the submitted information regarding the relationship and qualifications of Team Members and/or First Tier Subcontractor(s), if provided. Therefore, to comply with the RFP the Proposer must provide for all their component answers to Section III, subsections: 1- Experience, 2- Organization, Size, Structure, 3- Qualifications, 4- Approach (how each component will execute their approach), 6- Insurance, 7- Debarment or Suspension, and 9- Appendices and Attestations.

3. Do you encourage comprehensive responses to this RFP (e.g., responses that have a holistic approach to the scope of work)? Will you accept partial responses (e.g., to only one area of the scope of work)?

- CPC Climate Capital seeks Proposers who can demonstrate their ability to achieve all aspects of the Scope of Services and are welcome to apply as a team to cover these services, except for Section II Item 4a, that is optional. Partial responses will not be accepted.

4. Is there flexibility to extend the deadline for proposals?

- CPC Climate Capital will adhere to the timeline set forth in the RFP.

5. Can only those who directly received this RFP respond with a proposal?

- No, any qualified firm is welcome to apply.

- 6. Are you requesting MWBE or DBE percentages for team composition?**
- CPC Climate Capital is requesting diversity metrics and will also take MWBE/DBE into consideration as described in Section 2 of Article III. B. of the RFP.
- 7. Does CPC Climate Capital anticipate making one award to cover the whole country, or multiple awards to cover different geographies?**
- CPC Climate Capital reserves the right to select one or more Proposers.
- 8. "We are seeking a vendor or team of vendors who can perform all aspects of the scope." Do you expect teams of vendors to operate with a prime contractor or is it possible to simply form a coalition?**
- Prime contractors, teams, groups, partnerships, JV, among other types of Proposers, may apply to this RFP. However, if the Proposer selects to operate as prime contractor, they must provide sufficient documentation demonstrating the relationship and qualifications between the Proposer and any of its Team Members and/or First Tier Subcontractor(s), and how their participation is guaranteed throughout contract performance, to allow the CPC Climate Capital to verify and combine the collected experiences. Nevertheless, the prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of the contract clauses.

Scope:

- 9. What range of project assistance is needed, engineering all the way to underwriting?**
- Proposers must be able to provide all the services and any other supporting functions or tasks necessary to implement efficiently the scope of services described in Section II of this RFP.
- 10. A question on scope of work element 3a, "Develop guides and training materials, bespoke to CPC Climate Capital, to educate project-level technical assistance providers and participating lenders about the technical guidelines and requirements." We read this to mean that CPC Climate Capital has another training provider with whom the winning bid team would collaborate to develop training materials specific to "technical guidelines and requirements," is that interpretation correct?**
- No, CPC Climate Capital does not plan to procure a separate training provider as CPC Climate Capital intends to deliver trainings. Item 3a in the Scope of Services requests that the Proposer develop standalone training

and education materials designed to support project-level technical assistance providers and lenders to meet CPC Climate Capital's program requirements.

11. Software tool - should this be solely geared towards monitoring program performance metrics, or should project teams propose ideas in addition?

- The CPC Climate Capital team invites Proposers to propose additional tool concepts, although this is not required. Please note, this should be detailed as a separate line item in the submitted budget (i.e. not baked into the scope described above).

12. Please clarify the role of the mortgage lending partner in the operations phase? Is it primarily to function as issuer of low-rate loans for affordable housing purchases and/or green mortgage?

- CPC Climate Capital intends to provide subordinate debt behind newly originated or existing first mortgage loans. For its direct lending products, CPC Climate Capital will lend alongside the borrower's first mortgage lender. For loan purchases, CPC Climate Capital may purchase a subordinate loan secured by a completed project from a procured mortgage lender. In all cases, the project secured by the subordinate loans must meet the required performance standard.

13. How does this RFP relate or coordinate with the following: Self-Help Climate Capital RFP for Software Development Services?

- These RFPs are not related. This RFP focuses on Technical Advisory Services related to multifamily building decarbonization to support CPC Climate Capital, which is leading the multifamily housing market segment as a subrecipient of Climate United. We are not procuring assistance that will be used by Self-Help Climate Capital, which is a separate entity that is leading the consumer market segment as another subrecipient for Climate United. Given our different work, CPC Climate Capital will not be using software-development services procured by Self-Help Climate Capital.

14. Can CPC Climate Capital share a milestone schedule for each scope phase?

- CPC Climate Capital will develop milestones with the selected firm. Section II.1 will be the priority, and an ideal outcome would be to have tasks 1.a-d and a template for 2.a completed in year one, preferably within six months following the contractor award.

15. Is the intent to provide support to all CPC Climate Capital programs or specific programs like Climate Friendly Homes?

- The scope of services is limited to supporting CPC Climate Capital with its GGRF implementation of its multifamily decarbonization strategy (and is not related to CPC’s administration of the Climate Friendly Homes Fund).

16. Does CPC Climate Capital currently use any software to meet portions of the scope of work? If yes, what improvements are expected to be made?

- CPC Climate Capital does not use software to perform portions of the scope of work and has not yet identified the software to execute on the scope of services.

17. Scope of Services Section II.1.b requests that protocols and standards be created. What, if any, difference from existing industry protocols and standards (ASHRAE 211, IPMVP, etc.) is CPC Climate Capital expecting?

- Integrating decarbonization into the lending process requires third-party reports to be standardized and prepared efficiently. While CPC Climate Capital will heavily rely on existing industry protocols and standards, we seek recommendations about how to demonstrate adherence to our performance standards and other program requirements while meeting the timelines associated with, and often dictated by, the lending process. This will require slight amendments to existing standards and protocols. Additionally, along the lines of standardization, we are looking for templates, bespoke to CPC Climate Capital, that all participating borrowers and lenders can use to demonstrate adherence with our performance standards and reporting framework.

18. Can CPC Climate Capital provide a copy of the existing minimum qualifications and requirements mentioned in Scope of Services Section II.1.d? What are the expected refinements that will be made by the Proposer?

- Below are the Minimum TA Provider Team Qualifications currently identified:
 - i. Has effectively completed not less than five multifamily building energy audits within the prior two years that included:
 1. an energy audit according to the guidelines of the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Level 2 - Energy Survey Analysis;
 2. using industry-accepted energy modeling software;
 3. using ENERGY STAR Portfolio Manager;
 4. scoping out projects that go beyond minimum energy code; and
 5. reporting on implications for greenhouse gas emissions
 - ii. Has a minimum of five years’ industry experience.

- iii. Holds at least one of the following professional designations, in good standing:
 1. Certified Energy Manager (CEM) or Certified Energy Auditor (CEA), certified by the Association of Energy Engineers (AEE);
 2. Multifamily Building Analyst (MFBA), certified by the Building Performance Institute, Inc. (BPI);
 3. High-Performance Building Design Professional (HPBD) certified by ASHRAE; or
 4. Building Energy Assessment Professional (BEAP) certified by ASHRAE.
- iv. Complies with applicable professional standards for ethics as defined by the Association of Energy Engineers Code of Ethics for Certified Energy Managers and/or the Building Performance Institute, Inc. (BPI) Code of Ethics.
- v. Provides evidence of the existence of or ability to obtain insurance in accordance with Program requirements.
- vi. Provides current references that can be contacted about work the company performed.

19. Will the tools mentioned in Scope of Services Section II.2.b be curated by CPC Climate Capital for the Proposer's review or is the Proposer expected to identify the tools?

- A combination. CPC Climate Capital and the selected firm will work together to curate a list, and the selected firm will then review and evaluate and make recommendations to CPC Climate Capital about the best tools to increase program efficiency and efficacy.

20. How many metrics for program and intervention effectiveness under Scope of Services Section II.2.c is the Proposer expected to create?

- This is to be determined in collaboration with the selected respondent. The selected firm should identify the key performance indicators, considering availability and data quality.

21. What support does CPC Climate Capital envision the consultant providing under Scope of Services II.3.b?

- Evaluate regional factors such as the carbon intensity of local power generation, local building codes, and existing fossil fuel emissions in multifamily buildings to help develop allocation targets and guide investment decisions based on the maximum carbon impact per dollar invested.

22. Can you clearly detail the services required to meet the building performance standards in Appendix A?

- The selected firm is expected to develop the minimum project-level requirements to determine whether a project meets one of the Climate United Multifamily Performance Standards in Appendix A (e.g., template for the Energy & Decarbonization Report).

23. Sections 1a & 1d; 2d; and 3a refer to “project-level technical assistance providers.” Are these organizations providing services on behalf of borrowers or lenders?

- Project-level Technical Assistance Providers will provide 3rd party reports and services on behalf of borrowers using the bespoke templates created by the selected firm on CPC Climate Capital’s behalf.

24. Section 2a refers to the requirement to Assist in the design of a “Zero Over Time Operations & Maintenance” plan, a plan that details a phased approach to achieving zero operational building emissions over a period. Is the intent that the service provider establish a template or playbook for others (e.g., borrowers) to utilize and develop a Zero Over Time plan as a precondition to borrowing, or is the intent that the successful bidder develop the Zero Over Time plan for the borrower as part of the project pipeline and transaction due diligence process?

- The Zero Over Time (ZOT) plan should be designed as a template that all projects seeking funding can complete if they are unable to meet the all-electric Clean Air performance standard in Appendix A. The project-level TA provider will be tasked with completing the ZOT template as part of their decarbonization assessment (the latter will indicate which performance standard the project is seeking). As such, the ZOT template will need to be simple and standardized across regions and building types.

25. Under “Decarbonization Mortgage Process and Protocols,” is “Protocols for calculating the projected savings and translating them into GHG emissions” pertaining to proprietary tools or available tools? Does “Develop and maintain green certification standards,” refer to the Save A Ton, Clean Air, Boost? Is Appendix A amendable or are those all set?

- Available, reputable, industry-approved methodologies for translating energy savings into avoided or reduced GHG emissions. Green certification standards refer to the widely used, industry-approved green certifications for multifamily buildings.

Legal/Procurement Rules:

26. In a teamed application, do all team member organizations need to provide the organizational information in Section 2 (Organization, Size, Structure), as well as sign all the Appendices, or just the lead organization?

- Please, refer to the answer to Question No. 2.

27. Does participation in this RFP have implications or restrictions for other technical work?

- Conflict of interest (COI) determinations are evaluated on a case-by-case basis. Whether a current contractor's involvement in a future procurement process is limited or restricted due to an actual or potential COI will depend on the extent of its participation or the confidential information it has received during the course of providing of the services. This information could give the contractor an unfair advantage over potential proposers. While nothing precludes a current Contractor from participating in a related future procurement process, the contractor must immediately identify and address any potential COI to safeguard the integrity of the process. Further, to the extent the selected contractor is responsible for developing draft specifications, requirements, statements of work, or invitations for bids or requests for proposals, such contractor must be excluded from competing for such procurements, as required by 2 CFR 200.319.

28. Are bidders/ultimate recipients on this scope of work disqualified from providing or bidding on technical assistance services to Climate United (e.g., element 2d? "Manage open enrollment Request for Information for the project-level technical assistance providers and maintain the list of providers that meet program criteria, conducting outreach and quality assurance as needed.")

- Please refer to the response above.

29. Can an organization providing this service have another branch providing project-level technical assistance in the context of GGRF?

- This would be dependent upon the organizational structure of the proposer and whether there is adequate segregation of duties. All instances of potential conflicts of interest and/or conflicts with 2 CFR 200.319, will be evaluated on a case-by-case basis. The selected proposer may be responsible for reviewing scopes of work of project-level technical assistance providers, which could preclude their being selected to provide project-level technical assistance.

30. For example, 2b: Is there any conflict in the entity doing the work of "reviewing available and emerging tools" also being a relevant tool developer?)

- COI determinations are evaluated on a case-by-case basis. The proposer must be prepared to explain and address any concerns or claims related to actual or potential COI.

31. If the recipients are disqualified from providing services (per above question), would that apply to CPC solely, or to all of the partners who make up Climate United?

- CPC Climate Capital cannot opine on the determinations of Climate United or its other subrecipients.

32. Are existing technical providers eligible to respond to this RFP? If yes, will an award of this work disqualify them from performing their current work due to a conflict of interest?

- There are currently no existing technical assistance providers contracted with CPC Climate Capital. Please refer to the answer to Question No. 28.

33. Would participation in this RFP as a proposer prohibit the winning organization from applying for any potential program benefits in the future? Related, if our lending or developer partner is also a contractor, does participating in the program management parts mean they get excluded from supporting execution on individual projects?

- Participation in this RFP does not automatically prohibit the winning organization from applying for future program benefits. However, any potential conflict of interest arising from being both a contractor and a beneficiary would be assessed on a case-by-case basis. CPC Climate Capital must ensure that there is no undue advantage gained from its dual roles that could compromise the integrity of the process. If a lending partner or developer program beneficiary also serves as a contractor within the program management scope, there is a significant likelihood that their participation in the execution of individual projects could be restricted to avoid any conflict of interest. This is especially true if their role in program management provides access to sensitive information or decision-making authority that could unduly influence the outcomes of individual projects. To ensure fairness and transparency, it is crucial to proactively assess and address these potential conflicts.

Budget/Pricing

34. Can you provide a sense of the budget available for this scope?

- We ask that proposers evaluate the scope of work outlined in the RFP and submit estimated personnel and fees needed to perform the services

described. Please also include a “not to exceed” amount. An essential part of the proposal and primary evaluation criteria is the cost with which the Proposer can provide the services.

35. The fee proposal in Section D5 pricing asks for, "Please also include an estimate for the initial annual contract and the total costs and expenses over the 5-year period." Should years 2-5 be estimated as operation of the program? Is it assumed that program creation will take one year?

- Program operation is expected to begin Jan. 2025, with pilot implementation beginning in fall 2024.

36. We assume FTE per task can be utilized to describe the proposed level of effort, please confirm.

- Yes, but please include approximate hours per task and rate per employee.

37. How should service providers estimate their per-unit or per-transaction costs?

- Per the RFP, III. Pricing: Section D/5 - Pricing: The Proposer should provide an estimate for a typical work scope for a 100-unit multifamily building, including: (i) ensuring that project-level technical assistance meets minimum qualifications; (ii) review of the energy and decarbonization plan, including the Zero Over Time plan, and validating alignment with the program performance standards; (iii) review of the post—construction site inspection report (completed by a third party), and (iv) review of annual performance reports from individual projects.
- The pricing should be based on the advisory and QA/QC services that the selected Proposer will provide for each project under review. The selected Proposer will be providing QA/QC on behalf of the lender and CPC Climate Capital vs. providing technical advisory services to the borrower/subject property.

38. Does the pricing template allow for rate escalation from a baseline (year 1) for services provided in years 2-5?

- We anticipate that costs will vary between year one and the subsequent years based on the requirements of the scope of work, where year one will heavily focus on developing processes, protocols, and methodologies outlined in Section II.1, II.2.a-b and years 2-5 will focus on ongoing management, market development and engagement outlined in Sections II.2.c-d and II.3.

39. In the section on pricing, subsection b., the requirement is to provide indicative costs against a prospective 100-unit multifamily project. Is the intent that the respondent to this RFP/selected bidder provides QA/QC on behalf of the lender of the reports, plans, calculations, etc., provided by a service provider working on behalf of the borrower (i.e., the service provider developing a Zero Over Time plan for the borrower)? In other words, is pricing based on acting as a lender's

rep or as the advisory services provider to/of the borrower providing technical support for asset decarbonization?

- The pricing should be based on the advisory and QA/QC services that the selected bidder will provide for each project under review. In other words, the selected Proposer will be providing QA/QC on behalf of the lender and CPC Climate Capital rather than providing technical advisory services to the borrower/subject property.

40. Under Pricing, the RFP states the Proposer should include three separate cost estimates. Are these intended so as not to exceed estimates that may be refined during negotiations or post-award; or fixed lump sum quotations fixed to the offer?

- These are intended to be “not to exceed” estimates. Final pricing will be negotiated during the contracting process as CPC Climate Capital and the selected applicant refine the final scope of work.

Other

41. Could CPC Climate Capital share the list of firms who have received this RFP for potential teaming opportunities?

- No.

42. What additional services does CPC Climate Capital plan to solicit in other procurements to complement the services requested in this RFP?

- This has not been determined yet.

43. Are there particular energy conservation measures not covered by this funding?

- Please refer to the Climate United multifamily performance standards listed in Appendix A.

44. Is electrification of heating, cooling, AND hot water a requirement for this funding?

- Please refer to the Climate United multifamily performance standards listed in Appendix A.

45. Would this funding cover one of the listed building certifications for new construction?

- CPC Climate Capital’s financing will cover the costs necessary to meet one of its performance standards (refer to Appendix A).

46. How is this funding determined? Is there a per unit metric?

- We anticipate funding projects by a dollar amount per ton of carbon avoided or reduced.

Duplicate Questions

The following questions were received but are already addressed by the responses to questions above.

- 1. Is a proposer able to apply to only one Task they feel the most competent in?**
 - Please refer to Question 3.
- 2. Can only those who directly received this RFP respond with a proposal?**
 - Please refer to Question 6.
- 3. Are we allowed to be a technical provider in the future if we are selected for this work?**
 - Please refer to Questions 27-33.
- 4. Does CPC have expectations for the number of technical assistance providers who will be qualified to provide services, and the approximate budget amount CPC will be devoting to technical assistance?**
 - Please refer to Question 30.
- 5. Does CPC have a budget they can share for this work, such that the scope can be more easily detailed re: level of effort?**
 - Please refer to Question 30.