



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 22-11488-C
FOR
Pilot Climate Equity Fund Program
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "B"
1/12/2022

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on January, 25, 2022. All responses should be sent via email to purchasing@cityofberkeley.info and have **"Pilot Climate Equity Fund Program"** and **Specification No. 22-11488-C** indicated in the subject line of the email. Please submit one (1) PDF of Attachment J - Proposal Application, and all other required attachments.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “B”

Questions and Answers for Specification No. 22-11488-C Pilot Climate Equity Fund Program

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 22-11488-C, Pilot Climate Equity Fund Program**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. Are there word counts, or a limit to the length of proposal?

1. A. There are no word counts. Please be succinct.

2. Q. Will there be only one entity awarded per area, or multiple awardees per area?

2. A. At least one awardee is anticipated in each category; Program Area #1- Resilient Home Retrofit Pilot may have multiple awardees.

3. Q. Are eligible costs just for upgrades or could they also include administrative time?

3. A. Administrative time is considered an eligible cost and can be included under labor costs as administration.

4. Q. Is Program Area #3 limited to community-based organizations (CBOs), or may non-CBOs apply if we have a community engagement mechanism?

4. A. “CBO” includes an organization that has the ability to engage with and provide services to the community. It is not limited to only those who have a 501(c)(3) tax status.

5. Q. Regarding Table 2.A within the proposal form for Program Area #1, respondents are directed to “[Add additional programs as needed]”. Should any additional programs be limited to only those that are able to be leveraged for a potential project in Berkeley, or should respondents list all programs that their organization has experience leveraging toward the completion of projects (but potentially would not apply to projects within Berkeley’s jurisdiction)?

5. A. Additional programs listed should be limited to those that are able to be leveraged for potential projects in Berkeley.

6. *Q. Scope of Services: for Program Area 1, Resilient Home Retrofit Pilot: In reference to the language -- "Selected proposers will request funding based on specific scopes of work, which will be reviewed by the City. Once approved, projects may receive partial funding in advance with the balance reimbursed upon completion. Funding for approved projects will be drawn down from the total amount of dedicated funding for this program area. Total funding available for Program Area #1 is \$250,000." -- Given that funds will be released based on identified and already-scoped projects, does this mean that the entire budget or \$250K will be awarded to 1 proposal, or that potentially multiple proposers will have to try and access the pool?*

6. A. The City may award multiple contracts but also reserves the right to award one contract. With this RFP for Program Area 1, the City is looking to establish a pool of qualified contractors who can access and draw down funds. The Home Retrofit Program Area has a current budget of \$250,000. All proposers who receive a contract with the City under this program area will be able to submit individual projects with detailed scopes of work for the project for the use of the funds.

7. *Q. Since the RFP defines eligible applicants for this RFP as: " Eligible applicants for Program Area #3: Community Access to Resilience Measures and Electrification Engagement Pilot include community-based organizations serving income-qualified community members in Berkeley. "*

Would a partnership between a CBO and a for-profit company be considered an eligible applicant?

7. A. A CBO (which does not have to be a 501(c)3, see response to Q#4) would be considered an eligible applicant and may propose working with a team that includes other types of organizations. For any team there should be one lead applicant.

8. *Q. Customer Acquisition: For Program Area 1, is it expected that selected applicants will market to and acquire all customers, or will the City provide resources/assistance (e.g., ID of eligible customers) or referrals?*

8. A. Applicants should expect to acquire their own customers.

9. *Q. Customer Eligibility: What are the income qualifications/thresholds for funding eligibility?*

9. A. The funds should support projects for low-income communities with a preference for serving households with the greatest need. Projects may leverage other income-qualified programs.

10. *Q. Copays: Are there expectations for a customer copay, or may available funds be used to bridge the gap from other funding sources to a \$0 project?*

10. A. There is no expectation for a customer copay. Additional funding sources should be leveraged whenever possible, and the available funds from the Climate Equity Fund Pilot may be used to bridge the gap from other funding sources.

Except as provided herein all other terms and conditions remain unchanged.