RFP EM-014-2014 Responses to Questions

1) Are all project resources required to be located in Maine, or can some technical and support functions be centrally located in adjoining states?

   It is not a requirement of the RFP to have all project resources located in Maine.

2) Will any quality assurance site visits be required by the MEPDT?

   Yes. QA site visits are a component of the program and the proposal should outline the proposed approach to ensure program quality is held to industry standards.

3) Is a preliminary site visit/analysis by the MEPDT required for each potential project?

   There is not a requirement for a preliminary site visit/analysis by the MEPDT.

4) What percentage of the $2M budget has historically been allocated for incentives versus MEPDT oversight/management/administrative functions?

   The program in the RFP is a new design and therefore this is not historical data. It is the Trust's expectation that the selected delivery contractor will ensure program expenses are expended to achieve the most energy savings per program/incentive dollar invested.

5) On page 5 of the RFP, its states that 263 projects were completed. Is that an annual number or since inception in 2010?

   The total number of Projects (263) from the Project Summary chart indicates the number of projects in the program pipeline as of March 7, 2014.

6) Does the Trust have a set number of projects to complete within this contract term, or is it based solely on the budget and savings?

   The Trust has not determined the number of projects to complete but does expect the budget funds to be fully invested. The RFP responses must include how the budget funds will be allocated.

7) If the building owner/operator contacts MEPDT directly, how does the MEPDT determine which partner receives the lead?

The MEPDT maintains the list of Program Partners on the Efficiency Maine website from which the building owner/operator may make their selection.

8) Does the trust have a current list of statewide multifamily buildings as a target group of prospective leads?

   The Trust expects the winning bidder to develop a program outreach plan and obtain the approval of the Trust prior to implementation.

9) Can the trust provide a geographic breakdown of completed projects since program inceptions to enable bidders to determine the location of resources needed within the state?

   The Multifamily Efficiency Program is a state-wide, all fuel, all income program and the Trust anticipates prospective bidders to continue to offer this program statewide.

10) The Costing Submittal Form asks for a breakdown of energy savings by measure type. The evaluation study completed by Opinion Dynamics provides a rather detailed analysis of historical savings data. For the purposes of a new vendor's submittal, is it adequate to use this as a baseline assumption, then estimate areas where improvements could be made based on that vendor's expertise in promoting and implementing relevant program technologies?

    The Trust would like bidders to provide energy savings projections broken down by the current program participation pathways using the referenced Technical Reference Manual

11) In Appendix B of the Efficiency Maine 2013 Annual Report the expenditures list a section entitled Technical Support. Can you explain what scope of work is represented in that funding?

    Technical Support as referred to in the 2013 Annual Report represents the program cost associated with supporting the "Trade Ally's" (Qualified Partners, Program Partners, and Registered Vendors) as they deliver the programs to the market place. Additionally, there are times when program delivery teams provide technical support directly to the program end-users.

12) What does the Trust see as the success and challenges of the current program?

The current program has effectively offered a program for a formerly underserved market.

13) The RFP references TREAT as an approved modeling tool. Are there additional approved modeling tools, and if so, can the Trust provide a list?

    TREAT was only referenced in the RFP to illustrate an example. There are many energy modeling software available on the market and it is expected that the winning delivery team make an software approval list available to the program partners.

14) Is there a mechanism for attaining individual or aggregate tenant energy data from the utility without obtaining individual tenant energy usage releases?

    Currently the only mechanism in place to directly receive utility data is through authorization by the individual who is responsible for the utility account(s).

15) Can billing data be obtained on a recurring monthly or quarterly basis or are utility energy information releases limited?

    Under current program guidelines, there is not a requirement to obtain recurring utility energy information.

16) One of the Contractor Responsibilities described on page 10 is Database Management. Can you provide a technical description or specification for the interface through which the winning bidder would upload program data and customer information into the Trust's database management system. Is this interface already in place or would the winning bidder be responsible for collaborating with the Trust's database management contractor to define, implement, or test such an interface?

    The Trust has a program implementation and tracking database known as EffRT. (Efficiency Maine Reporting and Training database). This is the platform in which all Program Partner's input their project details and the required supporting documents. The MEPDT will work with the Program Partners to move these projects through the pipeline and upon final acceptance the program incentives are paid. Currently the Trust is working with the current MEPDT to move all historical project documents into EffRT as well as prepare for full program implementation on July 1, 2014.

17) Are there any incentives available for the energy audits? If so, what is the amount available, who is paid (e.g. customer or contractor), and can the Lead Vendor receive the incentive and then disburse it?

Under the current program incentives and guidelines, there is not an incentive for performing energy audits and there is not a provision for the lead vendor to directly receive the program incentives directly from Efficiency Maine.

18) Are 20+ unit buildings that are otherwise good candidates for program participation eligible? If so, is there a firm building size limit?

    Under the current program guidelines, all multifamily buildings with 5 or more units are eligible to participate.

19) Are incentives capped in any way? Are the caps applied to buildings, owners or both? Please provide specifics.

    Under the current program guidelines the following incentive caps are in place
    - ***Custom Track: $1,800/unit not to exceed 50% of project (building) costs***
    - ***Prescriptive track: $1,000/unit per program year***

    Additionally, there is a $100,000 per project (building) cap per program year

20) In the last paragraph on page 6 of the RFP it says, "The MEPDT will be responsible for developing and funding a marketing and outreach plan…". Does this mean the $2,000,000 in funding for FY2015 cannot be used for marketing (i.e. the funding needs to come from some other source)? If so, will that funding source be the existing marketing budget and/or contractor?

    The Trust expects the winning delivery team to develop, recommend and budget a program marketing and outreach plan within the RFP's stated overall program budget of $2,000,000.

21) Is there a specific Marketing budget, and if so, what is the amount?

    The Trust has not set a specific budget for marketing but expects the bidders to budget for their proposed marketing plan.

22) Can the Trust identify their existing marketing contractor(s)?

    The current program delivery team uses Vreeland Marketing & Design. (http://www.vreeland.com/)

23) On page 6 of the RFP, the Trust indicates that the MEPDT will be responsible for developing and implementing a marketing and outreach plan, however on page 9, the Trust indicates the winning bidder will be required to work with the Trust's marketing contractor. Is the Trust looking to have the winning bidder market the Multifamily program, or will the Trust's existing marketing contractor do that with the winning bidder's support?

    The Trust may retain the services of a marketing contractor for work that may or may not run in parallel with the marketing plans of the Multifamily Efficiency Program. It is the expectation of the Trust should that occur the program delivery teams will work with this contractor(s) to accomplish the goals of the Trust.

24) What is the annual energy saving goal (kWh/MWH, therms/MMBTU, etc) for the program?

The Trust has not established a specific annual energy saving goal but expects the bidders to provide projections based on proposed program guidelines, project measures and program delivery cost.

25) How is cost effectiveness defined for the program? Also, is it applied at the measure, the project, or the program level?

The cost effectiveness for the program is obtained through the Total Resource Cost test (TRC) and reported in the Trust's annual report on the program level.

26) For the Program-to-date, what is the average incentive/unit for properties that have been upgraded using the prescriptive path?

Currently there has not been an incentive paid through the prescriptive path.

27) How is the geographic distribution of upgraded properties monitored and what metrics are used to measure success in achieving geographic and consumer segment equity?

The Multifamily Efficiency Program is an all income, all fuels program available state wide and the Trust expects the winning delivery team to maintain it as such.

28) Can the Trust please provide details on what technologies have been installed in projects to date, including the current measure mix and quantities of measures installed?

Please see table below for a summary of measures installed in Custom projects to date:

Measure	% Installed in MEP
1. Air Sealing	60%
2. Attic / Roof Insulation	54%
3. Wall Insulation	54%
4. Floor / Foundation Insulation	18%
5. High Efficiency Boiler	52%
6. Boiler Controls	4%
7. High Efficiency Water Heater	28%
8. Low Flow Devices	61%
9. Refrigerators	18%
10. Programmable Thermostats	19%
11. ECM Motor with VFD	15%
12. Ductless Heat Pump	0%
13. Lighting	30%

29) What is the process for entering data into the effRT database? Must each project and measure be individually data entered or can the effRT database accept batch uploads of data? If yes, please provide the data upload requirements. Also, what is the required frequency of reporting to the effRT database?

Beginning July 1, 2014, all projects and/or measures will be entered into the EffRT database by the Program Partners. The winning delivery team can expect to receive the necessary training and support to manage and monitor program activities through the EffRT database.

30) Please provide further details on what the Trust anticipates for the "three (3) specialized training opportunities for current Program Partners" referenced on page 8 of the RFP.

The Trust expects this program to be market based, meaning market contractors (Program Partners) providing their services to this market sector. It is expected that the winning delivery team continue to support these partners and provide training opportunities as necessary to ensure program success.