

ADDENDUM No. 1

RFP No. 23-48

Community Climate Action Residential Rebate Administrator

Due: October 3, 2023 at 11:00 A.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes three (3) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Should the fee proposal be a fixed fee for the 3 years or an hourly fee?

Answer 1: Bidders are free to propose costs in whatever way they feel is necessary to meet the objectives of the RFP. If an hourly fee schedule is proposed, the bidder should include a not to exceed cost as well to help the City manage its operational budget.

Question 2: Can you please indicate the annual number of rebates expected and yearly rebate budget?

Answer 2: The annual rebate budget is roughly \$1,800,000. This budget does not include rebate administration. The proportion of the budget allocated to residential and non-residential rebates is subject to change based on OSI and Ann Arbor priorities, and external factors such as available federal, state, and utility incentives. Currently, the City estimates distributing 2,500 rebates. The number of rebates is subject to change based on internal and external factors, including the demand for higher or lower value rebates and program co-design with the chosen Rebate Administrator.

- Question 3: What is the approximate annual budget for the rebate program, and how is that split between direct incentives and program administration?
- Answer 3: The annual rebate budget is \$1,800,000. This budget does not include rebate administration. The proportion of the budget allocated to residential and non-residential rebates is subject to change based on OSI and Ann Arbor priorities, and external factors such as available federal, state, and utility incentives. Currently, the budget for the program administrator is \$200,000.
- Question 4: The RFP suggests that the program will focus primarily on building energy efficiency and electrification measures, but also references eBike rebates. Are there additional non-building decarbonization measures that the program admin should consider to be part of this program (e.g., rain gardens, etc.)
- Answer 4: The City is intending to offer rebates for electric wiring and panel upgrade projects when those projects are combined with electrification projects. Electrification projects that require an electric wiring or panel upgrade may include electric vehicle charging. Additionally, the City is exploring an e-bike rebate program that could be bundled into the Rebate Administrator's portfolio.
- Question 5: To what extent will the program admin be supporting marketing and outreach for this program?
- Answer 5: The scope of the RFP does not include marketing and outreach of the program. Administration of the Rebate Program may include additional services as needed, as specified in the RFP. Bidders are encouraged to share information on their expertise and experience supporting marketing and outreach for similar programs if they are interested in providing such services and/or think their skills in these other areas are important variables for the City to consider.
- Question 6: The RFP alludes to the Program Admin capturing both historic and post-rebate energy data from the participants. To what extent (how long, how frequently) should the PA be expected to maintain data for program participants?
- Answer 6: DTE, the investor-owned utility (IOU) that serves the Ann Arbor territory, has established systems for customers to share utility data with third parties. That data can either be 13 months of hourly data or 12 months of monthly data. The minimum energy data to be maintained by the Administrator is 12 or 13 months of monthly or hourly data, respectively, for both before and after decarbonization improvements were completed.
- Question 7: What is the target volume of participation, overall and by sector?
- Answer 7: The City expects roughly 2,500 rebates to be distributed. The City has a target for over half of those rebates (in value) to be accessed by low-income households.
- Question 8: Is success to be measured by the impact on the A2Zero Climate Goals?
- Answer 8: The measures for success of the Rebate Program and its Administration are specified in the RFP. Please refer to pages 11 and 12 for more information.
- Question 9: Please confirm whether the City of Ann Arbor requires the Rebate Administrator to issue the rebate payments on behalf of the City.
- Answer 9: Yes, the City of Ann Arbor requires the Rebate Administrator to issue rebate payments on behalf of the City.
- Question 10: Are digital signatures acceptable for the hard copy submissions?
- Answer 10: Yes.
- Question 11: Will all rebates come through either a contractor or ebike retailer, or will some likely involve items that don't involve a contractor, such as refrigerators?
- Answer 11: The City is currently considering technologies that do involve contractors. Some

technologies that are not currently being considered, such as refrigerators, do require permits and inspections. If those technologies are included in the rebate, the City would coordinate with the Administrator and internal City stakeholders to develop a process to leverage the existing permitting system to help streamline rebate applications and administration.

Question 12: Will real world utility data provided by participants be tracked by the HEA contractor and not the rebate administrator?

Answer 12: The HEA contractor will maintain utility data provided by participants for virtual decarbonization assessments. The rebate administrator will either need to access data through the HEA contractor or directly from rebate participants to evaluate the effectiveness of improvements funded by rebates.

Question 13: Will field inspections from the rebate administrator be required to verify installation of items submitted for rebate?

Answer 13: The City intends to coordinate with the Rebate Administrator and leverage their expertise on the level of verification appropriate for the Rebate Program as part of the Program Establishment task.

Question 14: Will rebate administrator be required to evaluate estimated emissions impacts of approved projects using real world data or will HEA provide that service?

Answer 14: The rebate administrator will be required to maintain an evaluation of the impact of completed projects using either real world or estimated data, depending on what is available. Assumptions, methodology, or other parameters may be provided by the City or the HEA administrator in order to maintain consistency across programs.

Question 15: Is administrator responsible for recruiting participating contractors? If not through a managed contractor network how will job growth and apprentices trained be collected and evaluated?

Answer 15: The Administrator is responsible for approving and maintaining approved vendors and contractors. They are not responsible for recruiting contractors. The Administrator will be responsible for gathering information from approved vendors on job growth and apprentices trained, such as through surveys.

Question 16: Can you please explain your goals around an ebike program since building a single portal capable of handling both the home electrification and ebikes is the most cost effective and efficient way to add this element to the portal.

Answer 16: The goal of the e-bike program is to expand access to e-bikes to households that are otherwise unable to afford them and will likely use the e-bikes to replace miles driven in internal-combustion engine vehicles. The City will partner with the Administrator during the Program Establishment phase of the Rebate Program to evaluate the trade-offs of a single portal or other solutions. Bidders are encouraged to complete their proposal to include the level of service required to meet the needs of the City. The City may contract for additional services from the bidder if needed and desired.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.