



City of Richmond

May 14th, 2014
File:

Finance and Corporate Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Re: 5192P – Provision of Program Management Services for the Richmond Energy Challenge – Addendum #1

This Addendum includes items of clarification; forms part of the Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your Proposals:

Questions and Answers:

Question #1

We are interested in the budget for the Program Management services.

Answer #1

The budget for Program Management Services for the Richmond Energy Challenge is \$60,000. The City of Richmond has an outstanding funding request with an outside organization. Depending on the nature of funding received, the scope of work for training, and associated budget, may increase by up to \$10,000.

Question #2

What is your expected level of participation in this program?

Answer #2

City staff have set an internal target of 5 million square feet of building area, and 70 organizations (e.g. businesses, institutions, property management firms, etc.), participating in the Challenge. We intend to exceed this target.

Question #3

Will schools be included in the challenge?

Answer #3

Schools are eligible to participate in the Challenge.

Question #4

Will City of Richmond facilities be included in the challenge?

Answer #4

The Challenge is intended to focus on non-City buildings in our community. However, the City tracks its energy performance, and intends to parallel the Challenge and report on our energy use reductions. Likewise, City of Richmond energy management and buildings operations staff may participate in workshops, as well as share their good practices with the Peer Learning Group convened by the Challenge.

Question #5

Will the City of Richmond be developing a website specifically for this program (e.g. a microsite)?

Answer #5

Yes, the City is in the process of developing a microsite to house the Energy Challenge, and other energy programs for the community as they arise in the future.

Question #6

Does the City staff requirements asked for include only City staff time required for work for which the consultant has prime responsibility?

Answer #6

The proponents' description of City staff's roles and time requirements need only pertain to the scope of work that the consultant is responsible for.

Clarifications (in red bold):

Replace:

11. Submission Format

SECTION F: WORKSAFE, INSURANCE(S), BUSINESS LICENSE

In this section Proponents should provide:

- ii Confirmation of Required Insurance (See section 9.1 of http://www.richmond.ca/_shared/assets/General_Conditions_for_Consulting_Services_Provided_to_the_City28608.pdf)

With:

11. Submission Format

SECTION F: WORKSAFE, INSURANCE(S), BUSINESS LICENSE

In this section Proponents should provide:

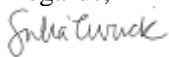
- ii **A certificate of their existing commercial general liability insurance.**

Replace page 22 Appendix Two– Energy Challenge - Preliminary Structure & Timeline with:

Phase & Task	Date	Responsible
Pre-Launch		
Project kick-off meeting	June, 2014	
Recruitment		
	May - Sept 2014	
Partner & industry association promotions (Communications to leadership; presentation at events; information in newsletters & other communications, etc.)		CoR lead. Consultant will assist with communications, recommending contacts, etc.
Direct mail		CoR.
Individual meetings with major businesses		CoR.
Online registration		CoR.
Other strategies		Consultant contribution is encouraged.
Detailed Energy Challenge Implementation Plan		
	June - Aug 15 2014	Consultant.
Inventory existing trainings		
Develop training modules		
Inventory existing utility DSM programs for different building types		
Develop benchmarking training & assistance tools / protocol		
Produce a Energy Challenge Implementation Plan		
Evaluation planning		
		CoR.
Develop evaluation method & survey		
Develop energy saving estimation protocol		
Energy Challenge - Delivery of training & technical assistance		
Trainings / convenings for participants		
Introductory meeting for participants	Sept, 2014	CoR & Consultant.
Pre-defined training modules delivery	Fall 2014	Consultant - Consultant will work with the CoR, to recommend and develop the most appropriate trainings.
Benchmarking		
Introduction to utility programs / scheduling an energy assessment		
Energy upgrade opportunities – lighting		

Energy upgrade opportunities – (other)		Trainings may be separated for 2 cohorts - less & more advanced.
Building business case		
Deliver pre- and post- surveys		CoR.
Benchmarking Building Performance	Fall 2014 - Fall 2015	
Assistance to participants in entering baseline data into ESPM		Consultant.
Participants continue to benchmark		
Participants submit benchmarking data necessary for rewards/recognition	August, 2015	Consultant to remind & provide assistance
Energy Assessment & Upgrade Implementation		
Participants receive energy assessments	Fall 2014	Consultant will serve as a resource to assist with identifying energy assessment opportunities. Trainings will help users identify appropriate programs.
<i>Peer process</i> to undertake energy upgrades. Cohort meetings to update, troubleshoot & share practices	Fall 2014 - Summer 2015	Consultant coordinates & facilitates peer process.
Participant driven programming		
Participant-defined additional trainings/ programming (~ 3-5)	~ Spring 2015	Consultant. The CoR anticipates the existing project budget will cover trainings. The CoR will work with the consultant, participants, and other stakeholders to identify resources for programming that cannot reasonably be accommodated within this budget.
Opportunities for further engagement - (bulk procurement, informing City policy, etc.)		CoR & Consultant will coordinate.
Post-Program		
Awards & Recognition		
Verify data submitted for "Energy Awards"	Aug - Sept 2015	Consultant.
Host awards celebration	Sept, 2015	CoR.
Evaluation Report	Sept, 2015	CoR, Consultant assistance.

End of Addendum #1

Regards,


Julia Turick
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