



Request for Proposals:
Lead Technical Consultant: Building Electrification and
Transformation Accelerator (BETA): Commercial Buildings
Pilot

Date of Issue: October 24, 2022
Proposals Due: 5pm, December 16, 2022

All proposals must be submitted to:
buildings@masscec.com

Contents

1. Summary	3
2. About MassCEC	3
3. Program Goals and Description	4
4. Eligibility	5
5. Estimated RFP Timeline	6
6. Scope of Work	7
7. How to Apply	12
8. Selection Criteria	12
9. Budget	13
10. Contact Information for Questions	14
11. General Request for Proposals Conditions	14
A. Notice of Public Disclosure	14
B. Disclaimer & Waiver Authority	14
C. Contract Requirements	14

1. SUMMARY

The Building Electrification and Transformation Accelerator (BETA): Commercial Buildings Pilot (“Program”) is a Massachusetts Clean Energy Center (“MassCEC”) initiative that seeks to surface and prove out the technical, implementation, and financial models that will serve as the basis for electrification of the commercial buildings sector. This Request for Proposals (“RFP”) under the BETA: Commercial Buildings Pilot is seeking a Lead Technical Consultant (“Consultant”) to complete the Tasks outlined in Section 8 (Scope of Work), including:

- Create protocols and scope for a decarbonization assessment that builds on existing and proposed Mass Save® programs but with an end goal of full decarbonization.
- Develop target criteria for participant buildings and typologies sought for first cohort of assessments.
- Produce a structure for customizable individual decarbonization plans based on the recommendations from the assessment, considering both over time approaches and immediate opportunities, along with the goals of the building owner.
- Complete assessments on the first cohort of commercial buildings of different typologies.
- Develop market facing resources, including case studies of each building’s assessment and plan, along with policy facing resources including a gap-analysis/white paper on lessons learned.

MassCEC plans to target a diverse cohort of common building typologies in cooperation with the Consultant to ensure assessments and market facing resources are applicable at scale and are responsive to the range of differences within the commercial sector.

Potential volume and typologies of buildings that may be reached based on the applicant proposal will be part of the selection criteria. MassCEC is intending to consider a second phase of incentives to participants to help them move forward with some or all of their decarbonization plan.

2. ABOUT MASSCEC

MassCEC is a state economic development agency dedicated to accelerating the growth of the clean energy sector across the Commonwealth to spur job creation, deliver statewide environmental benefits and to secure long-term economic growth for the people of Massachusetts. MassCEC works to increase the adoption of clean energy while driving down costs and delivering financial, environmental, and economic development benefits to energy users and utility customers across the state.

MassCEC’s mission is to accelerate the clean energy and climate solution innovation that is critical to meeting the Commonwealth’s climate goals, advancing Massachusetts’ position as an international climate leader while growing the state’s clean energy economy. MassCEC is committed to creating a diverse, equitable, and inclusive organization where everyone is welcomed, supported, respected, and valued. We are committed to incorporating principles of diversity, equity, inclusion, and environmental justice in all aspects of our work in order to promote the equitable distribution of the health and economic benefits of clean energy and

support a diverse and inclusive clean energy industry. MassCEC strives to lead and innovate in equitable clean energy and climate solutions.

3. PROGRAM GOALS AND DESCRIPTION

The goals of the BETA: Commercial Buildings Pilot are to:

- Create and test decarbonization assessments and plans for selected common commercial building typologies to enable the building to meet 2050 and interim emissions targets, involving stakeholders and partners such as Mass Save to ensure solutions are scalable; and
- Develop case studies and market facing resources that highlight replicable approaches, along with a technical and financial gap analyses that can support policy makers.

The Program will develop and pilot a decarbonization assessment process for commercial and multi-family residential buildings. The end goal of each plan developed would be to eventually eliminate the use of fossil fuels from the building, meeting 2050 and interim targets and to demonstrate replicable, cost-effective approaches to electrifying commercial buildings, including both “all at once” retrofits and “over time” approaches that leverage natural equipment replacement cycles. Assessments and plans should also include guidance about renewables, storage, and electric vehicle supply equipment. Through this program, MassCEC aims to create and test an assessment framework that is comprehensive yet also flexible enough to address the wide variety in the commercial building stock. MassCEC has a total budget of \$1,170,000 for the Program, the majority of which is anticipated to be used in the implementation of the assessment protocol and development of comprehensive plans for the first cohort of buildings.

This RFP is seeking a Lead Technical Consultant to:

- Develop the initial decarbonization assessment and plan protocol, building off protocols and tools developed in other states and by federal and non-profit programs, as applicable;
- Develop selection criteria for the first cohort of assessments;
- In collaboration with building owners and their relevant partners, complete assessments and develop comprehensive plans for the first cohort of properties; and
- Create market-facing and policy-facing resources based on that experience, as outlined in Section 6 of this RFP.

A proposed timeline is provided below. **Please note that this is an estimated timeline and dates are subject to change at MassCEC’s discretion.**

BETA: Commercial Milestone	Tentative Timeline
MassCEC Review of Consultant Proposals	December 16, 2022 – January 6, 2023
Announce Selected Consultant	February 6, 2023
Development of Decarbonization Assessment Protocols and Target Building Typologies	FY23 Q3-Q4
Issue Solicitation for Cohort One Building Owner Participants	FY23 Q4
Select Cohort 1 Buildings	FY23 Q4

Complete Assessments and Plans for Cohort 1 Buildings	FY24 Q1Q2-
Complete Case Studies and White Paper	FY24 Q3
BETA: Commercial Phase 2, Implementation	TBD

4. ELIGIBILITY

Applicants may be individuals, sole proprietors, or companies/non-profits with multiple employees. **Applicants are encouraged to consider partnering in order to provide complementary expertise that a single entity may not possess.** Individual entities may apply as part of multiple Applicant teams. Applicant teams should have one entity that takes responsibility for organizing the team and proposal (“Lead Applicant”).

Applicants must have the experience described below. See Section 10 for selection criteria.

- **Energy Assessment and Mass Save Program Experience:** Applicants should have familiarity with the Mass Save Commercial and Industrial Opportunities and other energy efficiency assessments, including experience in programs and initiatives that work directly with commercial buildings. In particular, Applicants should be well acquainted with Mass Save’s commercial building programs.
- **Technical Knowledge:** Applicants should have demonstrated technical expertise in the following topics:
 - **Efficiency:** Applicants should have expertise on efficiency, especially weatherization (i.e., insulation and air-sealing), as well as appliance and lighting efficiency, water efficiency, etc. Applicant teams should include members with HERS certification and/or Building Analysts certification by the Building Performance Institute (BPI).
 - **Decarbonization Solutions:** Applicant teams should have expertise with the following decarbonization solutions.
 - Heating solutions:
 - Required: Air-source heat pumps /air-to-water heat pumps/VRF
 - Preferred: Ground-source heat pumps
 - Hot water: Heat pump water heaters and solar hot water
 - Cooking: Induction stoves and standard electric stoves
 - Non-fossil fuel alternatives for other appliances like dryers, lawn equipment, fireplaces, and others
 - Decarbonized options for other common fossil fuel based commercial equipment
 - **Heating load calculations:** Applicants should include expertise in completing ACCA-approved Manual N heat load calculations, as well as understanding the principles that go into heat load calculations.
 - **Preliminary heating system design:** Applicants should have the technical expertise to conduct a preliminary heating system design.
 - **Transportation:** Applicants should have technical expertise on the following fossil-fuel free personal transportation solutions.
 - Electric vehicles (including scooters and e-bikes) and electric vehicle supply equipment (EVSE)
 - Strategies to support walking, bicycling, and public transportation
 - **Electrical upgrades:** Applicants should include the technical expertise to understand what electrical upgrades may be required in a building to support decarbonization solutions.

- Applicant teams should include at least one electrician holding a valid and current Massachusetts electrical license or a licensed professional electrical engineer who is familiar with Massachusetts Electrical Code.
- **Clean electricity:** Applicants should have expertise in clean electricity options, including the potential for onsite solar PV and storage, as well as options available for purchasing offsite renewable electricity.
- **Health and safety:** Applicants should have experience identifying health and safety opportunities, including but not limited to the health and safety measures included in the Mass Save Energy Assessment.
- **Resilience:** Applicants should have expertise in resilience strategies to minimize risks from increased heat, flooding, and other extreme weather.
- **Market Knowledge:** Applicant should have familiarity with the commercial building market in Massachusetts and analysis experience relative to different commercial building typologies.
 - Applicant should have experience building networks and conducting outreach to commercial building owners.
 - Applicant should have knowledge of national approaches to decarbonization and programs, tools, or resources developed in other states and by federal programs and non-profits which are relevant to commercial building electrification.
- **Diversity, Equity, and Inclusion:** Applicants should have experience incorporating diversity, equity, and inclusion considerations into previous work, including successful program design and implementation focused on low- and moderate-income populations or in environmental justice communities.
- **Communication and Marketing:** The Consultant selected must demonstrate experience with developing content for technical resources aimed at the public (such as case studies), as well as policy supporting work.
- **Cost Estimation:** The selected Consultant will be asked to develop a recommendation framework for a decarbonization assessment that balances the costs and benefits of different solutions. In order to accurately do this, Applicant teams should understand both the costs of high efficiency and all-electric decarbonization solutions as well as standard efficiency and fossil fuel solutions in the Massachusetts market today.
- **Analytical Capability:** Applicants must be able to conduct quantitative analysis of the relative costs and benefits of various efficiency and decarbonization solutions, including a simple payback analysis and a lifetime cost of energy assessment. Applicants must also be able to assess the relative carbon impacts of different solutions.
- **Facilitation and Project Management:** The Applicant must demonstrate ability or experience implementing projects on a tight timeline, including managing timelines, scheduling calls and meetings, and leading calls and meetings.

5. ESTIMATED RFP TIMELINE

This timeline is subject to change at MassCEC's discretion.

Decarbonization Pilot Milestone	Tentative Timeline
Release of RFP	October 24, 2022
Questions due to MassCEC via email to buildings@masscec.com	November 16, 2022

Questions with Answers Posted to MassCEC Website	November 23, 2022
Proposals Due	5pm, December 16, 2022
Interviews of Top Applicants	January 9-13, 2023
Notification of Award	February 6, 2023

6. SCOPE OF WORK

The total proposed budget for all tasks should not exceed One Million One Hundred Seventy Thousand Dollars (\$1,170,000). Applicants may suggest additional tasks and/or suggest expanded task scopes within the overall budget. Applicants should aim for at minimum Eight Hundred Thousand Dollars (\$800,000) of the available budget to be used for completing actual assessments and developing decarbonization plans (Task 4). See Section 8 (How to Apply) for more information on the application and Section 9 (Budget) for more information on the budget.

All tasks with a written work product should include facilitating and incorporating feedback from MassCEC and an advisory panel of relevant stakeholders as outlined in the description of each task. With approval from MassCEC, the Consultant can set up how they would like to receive the feedback (e.g., survey, written comments, discussion).

Task 1: Project Management

Coordinate the implementation of the BETA Commercial Buildings Pilot, including collecting and sharing implementation feedback.

- Attend regular check-ins with MassCEC – biweekly or weekly based on current project activity level – and provide meeting summaries.
- The Consultant will be the eyes and ears of MassCEC in the field. MassCEC will depend on the Consultant to collect and share feedback from Participating Building Owners and partners, as well as providing their own feedback. This feedback will be used to refine the Decarbonization Assessment protocols and customer planning tool.
- In addition to providing ongoing feedback, the Consultant may be requested to participate in up to 10 hours of debrief conversations with relevant stakeholders.

Task 2: Market Summary and Participant Selection

Create an initial summary of common building typologies in Massachusetts, and develop consideration criteria for participant buildings. Consultant will drive outreach to building owners and participate in application review to select buildings for an initial cohort of decarbonization assessments.

Task 2a: Market Summary

Create a report summarizing common commercial and multifamily buildings typologies in Massachusetts, and provide recommendations for consideration criteria that will create the most value from an initial cohort of assessments.

The market summary should include the following:

- Definitions and identifiable characteristics for each building typology
- Estimation on the universe of buildings per identified typology in Massachusetts – including number, square footage, and energy use estimates
- Identified challenges to decarbonization for each typology
- Suggested consideration criteria that will deliver the most market value from an initial cohort
- Attention should be given to building typologies and market segments from an equity lens, including location in Environmental Justice Communities, building ownership, and property use.

***Deliverable(s):** Market Summary Report. Audience: MassCEC staff and advisory group. Consultant to propose report length and scope in proposal.*

The Consultant should plan to incorporate at least two (2) rounds of feedback from MassCEC staff; one round of feedback on high-level findings and identified typologies and a second on the detailed Market Summary, including suggested application selection criteria.

Task 2b: Applicant Outreach

The Consultant will assist in planning and conducting outreach to potential pilot applicants. Outreach plan should include:

- Outreach strategies for market segments and building typologies identified in task 2a. Consultant should demonstrate creative outreach channels and approaches.
- Emphasis should be placed on outreach to building owners in Environmental Justice Communities and small-scale buildings owners (those owning 1-2 buildings).
- Adaptable outreach materials, such as email drafts, social media posts, and presentations, as applicable.
- Outreach to potential pilot applicants to recruit, respond to questions, build pipeline, and confirm participation prior to inclusion in the initial cohort.

***Deliverable(s):** Informal Outreach Plan and proposed initial cohort. Audience: MassCEC staff. Length: 1-5 pages*

The Consultant should plan to incorporate at least one (1) round of feedback from MassCEC staff on the proposed outreach approach.

Task 2c: Application Review

Consultant shall participate in the review of building applications to assist in selecting the initial cohort of decarbonization assessments according to identified building typologies and selection criteria agreed upon in Task 2a.

***Deliverable(s):** Participation in review process and applicant scoring via a process and rubric to be jointly developed with MassCEC.*

Task 3: Assessment and Decarbonization Plan Protocol

Develop a protocol for the building assessment and decarbonization plan development which will cover efficiency, indoor air quality, electrification, electrical upgrades, renewables, storage, and clean transportation. The assessment and decarbonization plan protocol will:

- Build off and coordinate with Mass Save Commercial & Industrial assessment protocols, available programs, and incentives, as applicable. Protocol should also leverage other assessment methodologies such as ASHRAE Level 2 assessments or other protocols developed nationally.
- Outline tools that will be used to conduct the decarbonization assessment.
- Be designed as applicable for a broad scope of commercial buildings typologies, though may include steps/sections that are particular to specific typologies as appropriate.
- Cover (a) a survey of current conditions and (b) opportunities leading to building electrification/decarbonization consisting of the following:
 - Building efficiency, especially weatherization, but also appliances, lighting efficiency, water efficiency, etc.
 - Electrification of all fossil-fuel end uses including heating, hot water, cooking, and other appliances or equipment, considering all commercially available technologies, as applicable.
 - Heating load calculation: For building owners considering replacing their heating system in the near future, the assessment protocols should include a methodology for preliminary heat load calculation (including any planned weatherization measures) that can be used to plan for their heating transition.
 - Measures that can improve Indoor air quality.
 - Electrical infrastructure, including any required electrical upgrades in order to facilitate electrification of fossil-fuel end uses and/or transportation in the building.
 - Clean electricity options, including the potential for onsite renewables and storage, as well as options available for purchasing offsite renewable electricity.
 - Transportation, infrastructure for electric vehicles if applicable, as well as other methods to reduce transportation emissions including walking, biking (including electric bikes), and public transportation.
 - Resilience conditions, including vulnerabilities to increased heat, flooding, and other extreme weather, as well as strategies that make the building more resilient.
- Include paths for both an 'over-time' approach that implements measures over time based on replacement cycles, complimentary projects, and cost optimization as well as an 'all at once' approach that can implement all the optimal electrification measures to fully decarbonize at once for projects considering major renovations.

The Consultant should prioritize a good customer experience and that assessment protocols are responsive to building owner processes, capital planning procedures, etc. in order to increase the likelihood that the decarbonization assessments will result in action. Consider best practices from Mass Save, other states, and industry (e.g., [HVAC 2.0, Strategic Decarbonization Assessment](#)).

Deliverable(s): *Assessment and Decarbonization Plan Protocol. Audience: MassCEC staff and other policy implementers. Length: 5-10 pages*

The Consultant should plan to incorporate at least two (2) rounds of feedback from MassCEC staff; one round of feedback on a high-level outline for the decarbonization assessment and plan and a second on the detailed protocols. Consultant should also plan a round of feedback on the protocol with external stakeholders such as DOER and Mass Save. The protocol should be revisited and revised after completing this first cohort of assessments and plans, applying lessons learned and feedback from participants, MassCEC, or other stakeholders after developing plans in the field.

Task 4: Decarbonization Assessments and Custom Plans

Based on the protocols developed in Task 3, the Consultant will conduct assessments, and develop detailed technical electrification and efficiency plans. Consultant should include a minimum of 10 plans and an estimate of total plans to be completed under the proposed budget. Preference will be given to proposals including more plans than this minimum. Plans should include cost estimates and optimization, including a financial plan and implementation sequence for the building (or portfolio) to reach zero carbon. Assessments and plans should be completed for the first cohort of applicants selected in Task 2.

The decarbonization assessments and plans should consist of the following:

- Summary of assessment findings
- Detailed plans and implementation sequences for each building (or portfolio) to reach zero carbon. Plans should be developed to consider “all at once” or “over time” retrofit approach, depending on the building, equipment replacement cycles, owner preferences, and assessment findings. Plans should reflect and respond to existing capital needs assessment documents, as available.
- Analysis that is responsive to building owner motivations, including cost optimization, but also including other drivers such as business need, comfort, and health as informed by the building owner – and to maximize the probability of project implementation.
- Assessments of all measure types outlined in Task 3, including efficiency, indoor air quality improvements, electrification, electrical upgrades, renewables, storage, and clean transportation.
- Financial plans, incorporating new or less common financing approaches and deferred maintenance costs, as applicable.

Deliverable(s): *Assessment and Decarbonization Plan for each participant building owner, Audience: Building Owners (and MassCEC staff). Each plan could inform/be an element of the Case Studies as described in Task 5.*

Task 5: Market Resources

Building on the created protocol, completed decarbonization plans, and lessons learned, develop public facing market resources for Massachusetts building owners. These would be shared via MassCEC’s website and promoted through strategic partners. Market Resources shall include:

- Coordination, agenda, notes, and lessons learned for a charrette with representatives from the initial cohort of buildings to review plan recommendations, respond, and identify best practices.
- A public facing and consumer tailored Decarbonization Assessment and Plan Protocol/checklist, based on the Assessment and Plan Protocol developed in Task 3.
 - If applicable, this protocol can include specificities for building typologies as defined in Task 2a
 - The protocol shall include links to relevant external resources, including Mass Save assessments, incentives, and programs.
- Case Studies of each of the Decarbonization Assessments and Custom Plans developed in Task 4, designed to help owners of similar buildings understand challenges faced and solutions found in decarbonization assessment and planning. These Case Studies shall include:
 - A description of the subject buildings, their typology, and main characteristics
 - Highlights of the technical, implementation, and financial solutions found for the subject buildings

- Lessons learned and recommendations for owners of similar buildings
- Additional market resources determined as valuable over the course of completing tasks 2, 3, and 4. Consultant can propose and budget for additional market resources they think would be valuable to Massachusetts building owners.

Deliverable(s): Market Resource: Assessment and Decarbonization Plan Protocol. Audience: Building owners, clean energy or efficiency practitioners, and general public. Estimated 5-10 pages.

Case Studies. Audience: Building owners, clean energy or efficiency practitioners, and general public. Length: estimated 10 pages with 1-2 page executive summary each.

The Consultant should plan to incorporate at least two (2) rounds of feedback from MassCEC staff.

Task 6: Market Transformation Needs Analysis

Research, document, and prepare a Market Transformation needs analysis based on lessons learned and results from the BETA Commercial Pilot. This resource is intended to be policy focused, utilizing the pilot experience to identify gaps and potential solutions to move the market for commercial decarbonization projects forward.

This shall include:

- A one-page, high-level summary of findings and recommendations
- Documentation of any gaps in between full decarbonization and what was technically/realistically achievable through the developed decarbonization plans
- Documentation of any gaps in financial viability and available financing approaches
- Highlight of main challenges identified for Massachusetts building stock
- Interim recommendations for policy, regulatory, or pilot actions to address the gaps identified
- Interim recommendations for MassCEC programing to further advance this market which may include:
 - Direct financial incentives to help selected applicants implement their plans
 - Developing an additional cohort of decarbonization plans for additional building typologies

Deliverable(s): Market Transformation Needs Analysis. Audience: MassCEC, Mass Save, and other state policymakers. Length: estimated 10-20 pages

The Consultant should plan to incorporate at least two (2) rounds of feedback from MassCEC staff; one round of feedback on high level findings and an outline of the proposed resource, and a second on the detailed Market Transformation Needs Analysis. Consultant should also plan for a round of feedback on this analysis with external stakeholders such as DOER and Mass Save.

Task 7: Miscellaneous

MassCEC may elect to assign other tasks to the Consultant as the need arises. These tasks would be billed at the Consultant's hourly rates, not to exceed a fixed fee mutually agreed upon by MassCEC and the Consultant at the assignment of the task.

Applicants are welcome to propose additional scope.

7. HOW TO APPLY

Responses to this RFP must be received by MassCEC no later than **5pm, December 16, 2022**. Only complete, timely proposals will be considered. MassCEC, at its sole discretion, may determine whether an application is complete. The submission must be in electronic form, submitted via email to buildings@masscec.com. Proposals should be in a single PDF document. “BETA Commercial Buildings Pilot – Lead Technical Consultant Proposal” must appear in the email subject line.

Applicants for the Lead Technical Consultant should:

- Complete **Attachment A** (Signature and Acceptance Form)
- Complete **Attachment B** (Application for Lead Technical Consultant).
- Attach:
 - Team Member Resumes: Include resumes of each individual who would be part of the project team.
 - Writing Samples: Include up to three (3) writing samples that demonstrate the Applicant team’s ability to create public facing resources and or case studies, and/or policy-focused analysis.
- Review and be prepared to sign **Attachment C** (Sample Agreement for Lead Technical Consultant). Any requested change to Attachment C (Sample Agreement for Lead Technical Consultant) should be noted.

Applicant Collaboration

In order to facilitate collaboration between different entities, MassCEC has set up an online forum using the Slack platform to facilitate team formation and discussion. Slack includes a “general” public group discussion channel, the option for members to generate private group discussion channels (that users can create and invite others of their choosing to join), and private direct messaging. Slack includes immediate user-assistance through the help feature “slackbot.”

Potential Applicants may outline their ideas and request collaborators or suggestions for collaborators in Slack. Potential Applicants with similar ideas may also use the forum to discuss combining efforts to submit a joint proposal. Entities that do not intend to apply but would be interested in volunteering input or technical assistance for proposals may also volunteer their feedback through this forum. Participation in this forum is entirely voluntary. Applicant Teams may use other means to organize themselves. Contact buildings@masscec.com with any questions.

Join the BETA: Commercial Pilot Slack channel here: betacommercialpilot.slack.com.

8. SELECTION CRITERIA

Proposals will be evaluated on the criteria below:

- **Completeness of Proposed Approach**
 - Does the Applicant plan to provide services commensurate with the Tasks requested by MassCEC in Section 6?
 - Has the Applicant’s proposed approach demonstrated insight into additional needs of the BETA Commercial Buildings Pilot or proposed additional and valuable recommendations?

- **Experience and Qualifications**
 - To what extent does the Applicant demonstrate the eligibility criteria outlined in Section 4?
 - Has the Applicant successfully completed projects similar or relevant to the proposed work?
 - Does the Applicant team have experience and qualifications to develop an approach that will serve a range of properties in the Commonwealth, including Environmental Justice communities?
 - Does the Applicant have Supplier Diversity Office (SDO) certification as a diverse business enterprise or meet the criteria for any of the diverse business enterprises certified with the SDO but has not completed certification with the SDO?
- **Cost Competitiveness**
 - How does the Applicant's hourly rate compare to other Applicants?
 - How does the Applicant's proposed maximum fee compare to MassCEC's suggested cap and the fee proposed by other Applicants?
 - How many assessments is the Applicant proposing as potentially feasible within the available budget cap?
 - How does the scale and quality of the proposed scope compare to the maximum fee?
- **Overall Quality of Proposal**
 - Does the Applicant demonstrate an understanding of the concepts and motivators underlying the Program?
 - Has the Applicant demonstrated an ability to engage with and communicate effectively to different stakeholder groups, especially a diverse array building owners and tenants?
 - Has the Applicant demonstrated sufficient creativity and flexibility to support the BETA Commercial Buildings Pilot?
 - Does the Applicant identify opportunities to leverage existing resources for the BETA Commercial Buildings Pilot and/or identify opportunities to scale the results of BETA Commercial Buildings Pilot, either within Massachusetts or outside of the state?
- **Applicant Team (if applicable):**
 - Does the partnership have a history of collaboration?
 - Does the partnership have a clear structure for collaboration?

9. BUDGET

MassCEC anticipates contracting with one Lead Technical Consultant for the Tasks described in Section 6 with an available budget of One Million one Hundred Seventy Thousand Dollars (\$1,170,000). Applicants are highly encouraged to submit a base proposal that meets the scope of work outlined in Section 6 for this budget or less.

Applicants should plan that at minimum Eight Hundred Thousand Dollars (\$800,000) of this budget is reserved for completing the assessments and developing decarbonization plans for the first cohort of buildings (Scope of work Task 4). Applicants should ensure their proposal includes an estimate for the number of plans the Applicant believes would be feasible within the proposed budget.

However, if Applicants believe that additional funding is necessary to achieve the Tasks outlined, they may request a higher budget but should explain why the higher budget is necessary. The proposed budget should reflect the proposed approach described in Attachment B (Application for Lead Technical Consultant). MassCEC suggests that Applicants leave at least Five Thousand Dollars (\$5,000) under Task 7 for additional miscellaneous tasks that may arise over the course of the pilot.

Additionally, Applicants for the Lead Technical Consultant may propose additional Tasks beyond those described in Section 6, but the scope and cost of those additional tasks should be clearly and separately outlined in Attachment B (Application for Lead Technical Consultant).

MassCEC anticipates that the Lead Technical Consultant will be paid by the hour for the Tasks described in Section 6 (and any others mutually agreed upon), not to exceed an agreed upon caps per task.

10. CONTACT INFORMATION FOR QUESTIONS

buildings@masscec.com

11. GENERAL REQUEST FOR PROPOSALS CONDITIONS

A. NOTICE OF PUBLIC DISCLOSURE

As a public entity, MassCEC is subject to Massachusetts' Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, any documentary material, data, or other information received by MassCEC from an Applicant is a public record subject to disclosure. Applicants shall not send MassCEC any confidential or sensitive information in response to this RFP.

B. DISCLAIMER & WAIVER AUTHORITY

This RFP does not commit MassCEC to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. MassCEC reserves the right to accept or reject any or all applications received, waive minor irregularities in submittal requirements, modify the anticipated timeline, request modification of the application, negotiate with all qualified Applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in MassCEC's best interests.

This RFP has been distributed electronically using MassCEC's website. It is the responsibility of Applicants to check the website for any addenda or modifications to an RFP to which they intend to respond. MassCEC accepts no liability and will provide no accommodation to Applicants who apply based on an out-of-date RFP document.

C. CONTRACT REQUIREMENTS

Upon MassCEC's authorization to proceed with the proposal, MassCEC and the awarded Applicant(s) will execute a contract, substantially in the form of the Sample Agreement attached hereto as Attachment C, which will set forth the respective roles and responsibilities of the parties.