



# The Cape Light Compact

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**REQUEST FOR PROPOSALS VENDOR FOR MULTI-FAMILY RETROFIT SERVICES  
FOR CAPE LIGHT COMPACT, 2013-2015  
QUESTIONS AND ANSWER  
POSTED ON [www.capelightcompact.org](http://www.capelightcompact.org) on 3/19/2013**

Questions that have been received are listed and numbered here in bold with italics.  
Answers are listed and numbered below each question in blue.

***Question 1.1: Page 10 states the “the Vendor needs to provide a direct line of communication”. Can you please describe more specifically an example of how you see that happening?***

**Answer 1.1:** Upon successful eligibility screening of a facility, the MMI will forward the Vendor the customer’s contact information and project details via an Energy Service Request form. It is then the responsibility of the Vendor to contact the customer to schedule an assessment. If, while in the field, staff (i.e. Energy Auditors) realize that additional time is needed to complete service, a direct line of communication will need to be provided to enable scheduling at the customer’s convenience.

***Question 1.2: Page 5 states the CLC “may require the Vendor to align software algorithms with other Vendors”. Can you please further define the circumstances under which that might have to happen?***

**Answer 1.2:** The Technical Reference Manual (TRM) describes the method for calculating a measure’s primary energy savings as well as associated impacts. The Vendor will be responsible for ensuring that their software algorithms to align with the methodology defined in the TRM. The Vendor may also be required to revise their algorithms due to the results of a state-wide evaluation.

***Question 1.3: Page 17 – “subcontractor’s installation of weatherization measures are provided as an instant, up-front incentive to participating customers”. We understand that weatherization measures will be installed either directly by the Lead Vendor and/or its sub(s) for 5-20 unit buildings, or as the result of a competitive bid for larger sites. In either case, payments would be made by the Lead Vendor to the installation contractor directly. Is our understanding correct?***

**Answer 1.3:** The Vendor will be responsible for the payment to installation subcontractors, regardless of the allocation method.



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**1.4 What is the percentage of (single) unit energy assessments to be scheduled and performed with individual tenants, as opposed to those with 5 or more multi-family units to be scheduled with a building manager/owner representative who will provide access to all units at one time?**

**Answer 1.4:** Given that the Program participation is voluntary, the Compact would not be able to provide an accurate percentage; however, the annual program participation goals are outlined in Section 2.12 of the RFP.

**1.5 What is the percentage of the overall multi-family programs projected budget that will be allocated for the Program Administrator and Multi-Family Market Integrator services?**

**Answer 1.5:** The Multi-Family Market Integrator (MMI) is a statewide entity and provides services to all of the Program Administrators (PAs). As a result, the PA's expenses are allocated, as a percentage, based on the total number of residential electric accounts in their service territory. However, the Compact sets a not-to-exceed budget for the MMI on an annual basis. Below, the MMI's annual not-to-exceed budget amounts have been listed as a percentage of the corresponding year's total Multi-Family budget, as originally filed in the 2010-2012 and 2013-2015 Three Year Plans:

**2010:** 5.1%

**2011:** 3.5%

**2012:** 2.8%

**2013:** 5.3%

**1.6 Please identify the differences between Screening, Diagnostic and Comprehensive assessments as outlined in section 10.1 pricing structure.**

**Answer 1.6:** A Comprehensive assessment is a combination of Screening and Diagnostic Assessments (as defined below) performed during a single site visit. The two assessments are called out separately in Attachment 10.1 Pricing Structure so that they can be billed separately, in the event that Screening and Diagnostic Assessments cannot be performed during the same site visit or if conditions in a unit/facility are not conducive to diagnostic testing (i.e. Asbestos concerns, non-existence of combustion appliances, etc.)

**Screening Assessment:** An assessment of all applicable energy efficiency opportunities including thermal measures, HVAC System efficiency, a screening of the existing refrigerator, cost-effectiveness of major measures, assessing all health, safety and indoor air quality issues, installation of ISMs as well as screening for eligibility of other initiatives, such as the HEAT Loan

**Diagnostic Assessment:** Performing blower door and combustion safety testing as well as infrared thermography scanning.