

Addendum No. 5

to

Request for Proposals No. RFP-PUC-23-01

Sealed Proposals and Pricing for an Energy Efficiency Manager for the Hawaii Energy Efficiency Program HRS Chapter 269, Part VII

March 28, 2023

Best and Final Offer — Submission Guidance

The State of Hawaii Public Utilities Commission (“Commission” or “PUC”) thanks you for your continued interest and invites Priority-Listed Offerors to submit a Best and Final Offer (“BAFO”). Offerors are not required to submit a BAFO. The PUC will evaluate all the information that has been submitted. The schedule of next steps are as follows (schedule is subject to change):

Activity	Scheduled Dates*
Best & Final Offers due	By Wednesday, April 5, 2023
Provider selection and award	By Wednesday, April 19, 2023
Contract start date (work begins)	On or around Monday, May 1, 2023

**note: all deadlines are 4:30pm HST*

Potential Offeror must adhere to the specified time that an item is due.

BAFO Submission Format

If a BAFO is submitted, any changes including new artifacts need to be identified using the format defined below.

- 1. A Cover Letter Outlining Changes.** Include a cover letter that identifies and describes all changes to the level of detail necessary to describe the difference(s) from the original proposal and your BAFO.
- 2. BAFO Proposal:** BAFO proposal and accompanying documents should highlight all changes from the original submission identified in 1. *A Cover Letter Outlining Changes* to expedite the review process.

The HPUC advises offerors edit, add, or clarify if not already provided:

A. Proposed Team Structure

- i. Please tell us more about why you are pulling together this level of membership in your proposed team structure, why the proposed number of team members is ideal for you, and how flexible are you on this team structure.
- ii. Who would the Commission be working with most directly? Please tell us more about your proposed lead (or co-leads).
- iii. To what extent does proposed team currently (or have previously) work(ed) together?

B. Hawaii experience

- i. Please elaborate a bit more on Hawaii experience and your knowledge/understanding of the energy landscape here – anything in particular that comes to mind when you are thinking, hearing, or talking about energy efficiency in Hawaii?
- ii. Is there any conflict with the work you currently conduct in HI and what would you potentially be doing as EE manager?

C. Demand Flexibility

- i. Our state continues to examine how energy efficiency initiatives can collaborate with and support demand flexibility opportunities – as one example -- Hawaii legislators and energy stakeholders are currently exploring incorporating a demand-flexibility component into our EEPS statute.

In our RFP we mention demand flexibility as an area of requested advisory services from our EEM contractor --- please share your team's perspective regarding demand flexibility as a component for consideration, in the context of energy efficiency initiatives.

D. Collaboration & Stakeholder engagement

- i. Stakeholder meetings and engagement with various parties, organizations, and members of the public are critical to the role of this energy efficiency manager team – please share with us additional details of your stakeholder engagement approach, and/or experience with facilitation and collaborative initiatives.

E. Project Management Tools

- i. What Project Management tools, systems, or strategies do you intend to use for this Hawaii Energy Efficiency Manager role?

3. A Revised Pricing Proposal.

The PUC requests the Priority-Listed Offeror re-submit a revised pricing response. Price to reflect the offeror's best estimate all-inclusive cost to the State for the entire contract term, including GET.

For this version of your budget and cost information, please provide the General Excise Tax (GET) as a separate line item (and not embedded in hourly rates). As such, the guidance for providing budget information (as shown on page 33 of 75 in the original RFP document) is amended as following (with underlined text identifying the updated language):

Offerors must provide their budget and cost information in the following formats:

1. A live Microsoft Excel spreadsheet including:
 - a. Hourly rates;
 - b. General Excise Tax (GET);
 - c. Estimated Travel Budgets;
 - d. Estimated material and other expense budgets; and
 - e. Estimated start up and transition costs.
2. Adobe PDF Format