

ADDENDUM NO. 1

Department of Business, Economic Development, and Tourism
Hawaii State Energy Office

REQUEST FOR PROPOSALS FOR ENERGY HAZARD MITIGATION ADVANCE ASSISTANCE

Solicitation No. RFP-22-031-HSEO-RCA

March 14, 2022

This Addendum No. 1 includes changes, omissions, and clarifications to Solicitation No. RFP-22-031-HSEO-RCA (hereinafter referred to as the "Solicitation"). All other terms, provisions, and conditions of the Solicitation published on March 3, 2022, shall remain in full force and effect.

A. The following information is provided as a summary of the Pre-proposal Conference, which was held on Friday, March 11, 2022 via Zoom.

Start Time: 10:06 a.m. (HST)

End Time: 10:35 a.m. (HST)

- Roll Call (attached)
- Pre-proposal Conference agenda (attached)
- Zoom link to virtual conference recording
 - https://us06web.zoom.us/rec/share/6ytoLb7ANYi_rdUjE2WW3PoeED6yt9YYXTj299Bwa3nuOQ2cZ3FncGimaNjYuwp.sJPYnUIkv57W9XIP
 - Passcode: 2d2&x5* @

B. The following text clarifies Section 3.10 Proposal Contents on page 30-31 of the solicitation (in Ramseyer format):

3.10 PROPOSAL CONTENTS

3.10.1 The Proposal must be organized into sections, following this exact format using all titles, subtitles, and numbering as described below. Each section listed below must be addressed individually. Pages must be numbered consecutively.

- a) Table of Contents. A Table of Contents must be included with each proposal. All major parts of the RFP described in proposal forms and proposal contents must be identified by referencing page number.
- b) Forms. All forms listed in Section 3.9 Proposal Forms must be included, in the specified order stated in the solicitation.
- c) Exceptions, if applicable. List any exception in this section. If none, state so.
- d) Narrative project proposal for tasks as identified in Scope of Service (not to exceed 20 pages **excluding qualifications of all proposed key personnel**).

3.10.2 The Offeror must provide a narrative project proposal not to exceed 20 pages, excluding the forms required in this RFP **and qualifications of all proposed key personnel**, divided into four sections:

- 1) Organization's Background, Capabilities, and Staffing
- 2) Approach and Demonstration of Comprehensiveness of Proposal
- 3) Project Timeline and Budget Sheet
- 4) Sample Work comparable to this project

C. The following questions were received during the virtual Pre-proposal Conference. As a courtesy to bidders, the corresponding answers to questions 1 –4 were provided during the conference for clarification purposes. All other questions regarding the RFP must be submitted via HlePro by the deadline for written questions and will be answered by the deadline for responses published in Section 1.5 RFP SCHEDULE AND SIGNIFICANT DATES on page 5 of the solicitation:

Q.1. *"Is the State willing to remove the liquidated damages provision from the standard language from the State general conditions?"*

A.1. Any time there are any kind of modifications to the general conditions, we have to go to the office of the Attorney General and talk to our deputy AG. We are willing to discuss this with the AG if the award is given to your firm.

Q.2. *"It is my understanding that there are some Federally Funded Research and Development Centers (FFRDC) that by the nature of this being state funded may not be able to list themselves in a proposal but may be able to join the project on contract award. Is there anything that would prevent us from being able to partner with a national laboratory or other FFRDC?"*

A.2. For partnerships, you would be listed as the primary entity submitting the proposal and then you would have subs that you would list in the proposal and there is a requirement to have your sub give a letter stating that they would be partnering on this project with you, but there is no reason why you would be unable to partner with a national lab.

Q.3. *"Will resumes in section 3.10.2 count against page limit? Can this limit be expanded?"*

A.3. As provided above in the language clarifying section 3.10.1 and 3.10.2, the qualifications of all proposed key personnel are now excluded from the 20-page limit.

Q.4. *"Regarding questions, will they be answered as they come in early or will you be waiting until the required response time to answer all of them at once?"*

A.4. In HlePro, you submit questions and we upload the answers, but there is an automatic feature that releases answers at the time that we stated that we would answer them. When this RFP is put out, we specify what time we would be releasing the answers and it automatically does it, so it gets released all at one time at deadline of 4:30 pm Hawaii time on March 22.

Energy Hazard Mitigation Advance Assistance Pre-Proposal Conference

March 11, 2022

Attendees

David Hall - ICF

Jason Matney - ICF

Jennifer Brainerd - TetraTech

Jennifer Matthews - ICF

Jim Perkins - TetraTech

John Havens – TetraTech

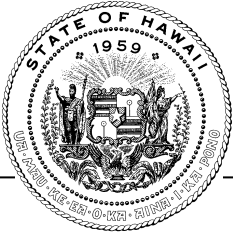
Jon Shear - ReadyZone

Joshua Strickler – Ameresco

Ken Fisher – ReadyZone

Tom Calvert-Rosenberger - Converge

Via telephone: Graham Maxwell - Ameresco



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SCOTT J. GLENN
CHIEF ENERGY OFFICER

STATE OF HAWAII DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM HAWAII STATE ENERGY OFFICE

REQUEST FOR PROPOSALS NO. RFP-22-031-HSEO-RCA

ENERGY HAZARD MITIGATION ADVANCE ASSISTANCE PROJECT

PREPROPOSAL CONFERENCE

Friday, March 11, 2022

10:00 A.M. HST

Via Zoom

AGENDA

- I. Welcome and Introductions
- II. Housekeeping
- III. Roll Call
- IV. Energy Hazard Mitigation Advance Assistance Project Background
- V. Scope of Work (Section 2.3)
- VI. RFP Schedule and Significant Dates (Section 1.5)
- VII. HIePro Submittal Only (Sections 1.4 and 3.11)
- VIII. Responsibility of Offerors (Sections 5.3 and 5.9)
- IX. RFP Questions and Answers
- X. Closing