

King County RFA Info Session - Multifamily Decarbonization Program Administrator-20250409_140048-Meeting Recording

0:00

welcome to the informational session for King County's Executive Climate Office.

0:05

Request for Applications for the Multifamily Decarbonization Program Administrator My name is Riley Lynch and I serve as the Multi Family Building Decarbonization Program Manager for the Executive Climate Office at King County.

0:20

This session serves as an opportunity to learn a bit more about the Request for Applications or RFA, including the application process, timeline and a few other key items.

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So just a couple of notes before we get started.

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So the session today is going to be recorded.

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You may have gotten a notification on that and this recording will be posted to the funding page, which is located on the Executive Climate Office website.

0:54

Andrew or Jenny, if you would be able and willing to drop the link to the RFA in the chat, that would be super helpful so folks can follow along as we go if needed.

1:08

So today we will only be answering clarifying questions from information that's being presented in this session, but we strongly encourage participants to e-mail all other questions to CPRG at kingcounty.gov, and I'll show that e-mail at the end as well.

1:28

It's also located on the funding page.

1:32

Responses to questions sent to that e-mail will be posted in the FAQ section of the funding page, and you'll see that your audio and camera are off, but you should have access to the chat, so please drop your clarifying questions there.

1:47

Any questions that are dropped in there that are not just for clarification, we will try to collect those and respond to those on the FAQ section as well.

1:57

So before we discuss the RFA process and contents, I would like to provide just a brief bit of background on the program that makes this opportunity possible.

2:09

So in 2024, King County was awarded \$50 million in grant funding from the Environmental Protection Agency through a Climate Pollution Reduction Grant, or CPRG, for equitable decarbonization of the building life cycle in the Puget Sound region.

2:26

So this program funds projects in King, Kitsap, Pierce and Snohomish counties.

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Included in this grant is funding for the decarbonization of existing multifamily affordable housing in the target counties.

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And today, we're going to share a little bit more about the Multifamily program, the RFA opportunity, eligibility and application evaluation criteria, and the timeline for submission.

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We're gonna wrap up the session by answering just a couple anticipated questions, but again, if there are any other questions that are not answered by this session, we really encourage you to e-mail those in so that we can post responses on our page.

3:10

So a bit more about the multifamily program.

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This program aims to decarbonize existing affordable multifamily housing and increase readiness for future decarbonization projects.

3:22

The table below shows a snapshot of the target services for this program, including full building decarbonization for about 50 naturally occurring affordable housing buildings through direct equipment installs and weatherization.

3:38

We also plan to do energy benchmarking services for 130 affordable multifamily buildings.

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This includes both subsidized and unsubsidized or naturally occurring affordable housing.

3:52

We also plan to provide technical assistance for 25 buildings, both subsidized and unsubsidized and issuance of around 300 heat pump water heater rebates.

4:04

Note that these are our targets and may not be the exact numbers that we hit, but this is kind of what our budget allocation is for.

4:15

So as I mentioned at the top, this program will operate in King, Kitsap and Pierce and Snohomish counties and King County is working closely with our partners in each of these counties to ensure programming is relevant to the local community needs.

4:35

So of our four program services being provided that we discussed in the last slide, these are the three areas where King County is requesting third party support.

4:47

So for the full decarbonization services, we are requesting a naturally occurring affordable housing or NOAA, which is the acronym we commonly use program administrator.

4:57

So that's a NOAA program administrator for benchmarking and technical assistance contractors.

5:04

We OR for benchmarking and technical assistance services, we are requesting contractors to complete those services as well.

5:13

Applicants can apply for one or multiple service areas within their application.

5:19

So for example, Applicant A may apply for the NOAA Program Administrator and Technical Assistance Contractor services, while applicant B may apply for just the Program Administrator.

5:31

So it's up to the competencies and abilities of the applicant firm to choose what is best for them when applying.

5:41

I do want to note that regardless of which service areas the applicant is applying to perform, the applicant or applicant team must be able to provide services in each of the four counties listed.

5:54

So that's a really important piece that we want you to keep in mind as you're filling out your applications.

6:01

So because there's a lot of information in this RFA, we're going to break down some of the key items outlined in the Scope of Work For more information on the scope.

6:11

You can find all of that in Section 2 of the RFA document.

6:15

That's LinkedIn, the sidebar of the funding page that was put in the chat by Andrew.

6:21

So starting with the NOAA program administrator, the administrator will be responsible for full program administration and management and collaboration with King County.

6:32

This will include a planning and an execution stage.

6:36

In the planning stage, the administrator's gonna work with King County to develop program processes including verification of building information, project sequencing and requirements, target community needs, an evaluation of effectiveness and impact of programming.

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During the execution stage, the administrator will manage a team of subcontractors to evaluate program buildings, schedule and manage retrofits, and educate building owners and tenants on new systems.

7:08

I additionally want to just highlight that the administrator is gonna work with the King County Jumpstart Program and local workforce boards to place trainees in program buildings during construction.

7:20

There's more information about the workforce development requirements for this opportunity within the RFA in the in Section 2, which is the scope, and we can also direct more information if you sent some questions to CPRG at kingcounty.gov.

7:39

Alrighty.

7:40

For the energy benchmarking contractor, this work is going to include setting up portfolio manager account and benchmarking each of the 130 program buildings.

7:50

Again, that's an estimate.

7:53

Educating owners and operators on the findings from these benchmarks, as well as educating them on the use of their portfolio manager accounts.

8:02

Monitoring the accounts for at least six months and assisting with compliance preparation resources for buildings that are covered under the state Clean Buildings Act or local laws such as the Building Emissions Performance Standard in Seattle.

8:19

And finally, we have the technical assistance contractor who will be responsible for completing full building audits to determine an appropriate decarbonization plan for an estimated 25 buildings, assist with external funding options and necessary project sequencing to fully decarbonize those 25 buildings.

8:38

And this will be in collaboration with the King County Regional Finance project manager as well.

8:46

All right, let's talk eligibility and application contents.

8:50

So when it comes to eligibility for this opportunity, the primary applicant can be a nonprofit or a for profit firm.

8:59

Subcontractors performing retrofits must have a valid contractor's license and applicable local licenses.

9:06

We're noting here that government entities are not eligible to apply for this opportunity and that this work is also subject to LNI prevailing wage and Davis Bacon wage requirements.

9:17

And finally, the sourcing requirements and the Build America by America will apply to this program as well.

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So now that you have determined your eligibility, how do you submit an application?

9:33

Applicants will use the job form link located on the funding page to submit all application materials, including attachment uploads, which we'll touch on next.

9:43

If you do encounter any issues with the job form link, please e-mail us so we can make sure that those are sorted quickly.

9:51

It's generally a pretty smooth platform, but just want to make sure that you have the support you need when submitting that application.

9:58

So what are the required submission contents?

10:02

So Section 1.13, A through C, which is the first part of the submission contents in the RFA, will be entered directly into the job form.

10:13

So those are really the only areas that you're gonna have to do direct entry into that form.

10:19

And this will be for things like basic firm information, contact information, and which service areas you're applying for.

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Of the three that we've talked about, additionally, there are four required uploads that you will need to attach to your job form application.

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We'll talk a little bit more in depth about these items in a moment, but I do just want to emphasize that they are required uploads, which means they must be attached to your application in order to be eligible for review.

10:47

So please make sure that you are completing attachments A through C as well as the application narrative when you submit your job form application.

11:00

Finally, there is an additional optional upload if you have any requested amendments to the contract agreement.

11:05

This is exhibit one.

11:08

This is not a required piece of the application, but applicants are very strongly encouraged to review the agreement prior to submitting their applications.

11:20

Alright, so we're gonna dive into the required uploads starting with the application narrative.

11:26

So the application narrative is a 15 page maximum document that shares two different parts that are key to evaluating your qualifications for serving as the program administrator.

11:41

So the first piece of this is the experience, background and qualifications section and then the second piece being the methodology and approach to the scope of work.

11:52

So the first section is an opportunity to talk about the qualifications and purpose for all the team members you plan to include, including any subcontractors, and share your experience providing services similar to those requested in the RFA.

12:08

We do want to note that you are not required to have all of your subcontractors at the time of application, but it is preferred that applicants have at least a portion of their team determined at application.

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If you have any questions about that, please e-mail us.

12:24

The second piece of this focuses on your strategy for completing the work as outlined for the service area that you selected.

12:33

So we strongly encourage you to refer to section 2.3 that that is the scope of work as you complete this piece to ensure that you are providing proper approach and strategy in your narrative response.

12:47

So again, 2.3 is located in the RFA document on the sidebar of that funding page.

12:54

This is also the section where you are going to make the case for the selected service areas, including any synergies that are created by your selection.

13:04

So this applies to applicants submitting for any combination of services, including those that are applying for only one service area.

13:12

So this is an opportunity for you to talk about why your firm is qualified to do the pieces that you selected to apply for within this RFA.

13:25

So there are three additional attachments that you must include with your application.

13:31

Attachment A, which is the MWBE utilization plan, must propose the applicant's plan for ensuring minority and women business enterprise Oregon MWBE representation in the execution of work.

13:46

Applicants should aspire to utilize minority business enterprises enterprises and women business enterprises at or near the historic King County.

13:56

Average of 17.4% contract dollars to MB ES and 6.3 to WB ES.

14:03

These numbers are also located within the RFA and we can share a little bit more about that too at a later date.

14:12

Upon award of the contract, the successful firm will be monitored for performance of these activities that are identified in the plan and good faith efforts to meet the identified MBE and WBE utilization goals.

14:29

So that's attachment A Attachment B is the cost proposal where applicants should estimate the cost to complete the work outlined in the scope based on the necessary work needed to complete the service area that you're applying for and achieve the program goals for that service area.

14:46

Cost proposals should include labor for prime applicants as well as subcontractors and estimated equipment costs if it's applicable to the service area that you are applying for.

14:57

And finally, Attachment C, the last required upload where applicants will list at least three references for similar work performed to what you were applying for with your chosen service area.

15:15

So once the application.

15:17

Has closed, King County will get to work scoring applications using the following rubric.

15:24

As you can see, each piece of the required materials are evaluated for a cumulative app, cumulative applicant score.

15:31

So make sure that you're including all of those attachments.

15:35

Applicants may be invited to interview or perform demonstrations at the discretion of King County in order to determine the most qualified applicants.

15:45

More information on the scoring process is also available within the RFA document in Section 1.

15:53

So a brief timeline of events for the RFA process and the selected contractor or contractors once the contract is executed.

16:02

As you know, applications are now open and they will close on April 30th at 11:59.

16:09

Our target selection date is May 31st, but it may take a little bit longer depending on the volume of applications that we receive.

16:19

And we anticipate having a contract executed by the end of June.

16:25

We are anticipating beginning work with the contractor or contractors in the third quarter of 2025 and the target completion for the contract is gonna be October 2029, which is the end of the grant.

16:42

For the CPRG grant program.

16:48

So as we wrap up, I just wanna answer a few questions that we anticipate folks having as they're browsing through the RFA.

16:59

This is not gonna be a comprehensive list, but again, we will continue to update questions on the website as they come in.

17:07

So if this sparks anything, please e-mail us.

17:12

So first question being, do I have to apply to all three service areas?

17:17

As you may already know from some of the other stuff I've presented in this presentation, the answer is no.

17:23

Applicants may apply for any combination of the three service areas.

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The applicant must complete all pieces of the service area they apply for.

17:31

So if you're applying for the benchmarking contractor position, you must complete all the necessary items within the scope of work for the benchmarking contractor, but you do not need to complete items within the NOAA Program Administrator if you do not receive that contract.

17:54

So are there benefits for applying for one or multiple service areas depending on the path your firm takes?

18:02

So applicants will have the opportunity to advocate for the benefit of their selected service areas, but King County does not preference a combination of the service areas in advance.

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It is up to the applicants to make that case to us.

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And a final question that I have here is how will different applications be scored given that they're gonna be coming in with different contents and different service areas being applied for?

18:29

So each application is gonna be given a raw score based on application content with the highest scoring applicants receiving the contract services that they applied for.

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So if necessary, King County will award one to two additional contracts to the next highest scoring applicants for the remaining service areas.

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If you have additional questions about the scoring process, please let us know so that we can make sure that it is clear for you.

18:59

So that concludes what I have for you today.

19:02

But again, I know that you're probably just starting to dig in to all this information.

19:08

And as questions arise, please e-mail CPRG at kingcounty.gov, which I will put in the chat as well.

19:20

There we go.

19:22

And if you do have any clarifying questions for anything I covered in the session today,