



ADDENDUM  
PURCHASING OFFICE  
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL NO: TYN0028 ADDENDUM NO. 1 DATE OF ADDENDUM: December 27, 2012

This addendum is to incorporate changes to the above referenced solicitation:

**I. Change to Response Closing and Due Date and Time-**

1. The solicitation response due date and time is hereby changed to the following:

**Responses Due Prior to: 2:00 PM on January 17, 2013**

**Response Closing Time and Date: 2:00 PM on January 17, 2013**

**II. Clarifications:**

1. Attachment 1, question 7 should read as follows:

*If contractor does not have any experience performing any of the weatherization measures as identified on the list, then indicate how many years of experience performing comprehensive assessments whereby the following weatherization measures were identified and addressed with the auditors documented analysis.*

2. Pg 6 of 12, Section0500; VII B. Question 9 should read Duct Leakage and not Dusk Leakage.
3. Contractors will be required to attend Austin Energy's ECAD Energy Auditor Orientation and Home Performance with Energy Star orientation prior to performing any work under this RFP.

**III. Questions:**

1. The Link to T's & C's is broken on page 2 of the Cover Sheet is broken. Where can the T's & C's be found?

*The Terms & Conditions can be found at the following link:*

[https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

2. If a contractor starts w/ no subs but later needs to sub work out. If that sub does work on jobs other than this specific contract, does the Living Wage apply?

*No. The Living Wage only applies to workers that are dedicated to a City Contract. In other words, they don't work on anything else.*

3. If a contractor does not plan to use subs, but decides to later, how should they respond on the solicitations "No Goals" (0900) form?

*If a Contractor does not currently plan to use subcontractors, or is not sure who or how much they will use, they should indicate no subcontracting on the 0900 No Goals form. If then after Contract award, the contractor has need for a Subcontractor, they will be required to follow the M/WBE ordinance and work with SMBR for any subcontracting.*

4. Does the Contractor "Workforce Security" information have to be submitted w/ the proposal?

*No, the awarded Contractor will be required to perform the requirements of this section only if awarded a Contract.*

5. How is proprietary information handled?

*As per Proposal Preparation Instructions and Evaluation Factors (0600), section G:*

*All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.*

6. Regarding qualifications, is the 50 comprehensive home energy assessments (ratings/audits) or one hundred (100) ECAD audits within the past 12 months requirement the same thing that the contractors have been performing on behalf of AE already?

*If the statement "The same thing that the contractors have been performing on behalf of AE already" is referring to Austin Energy's Home Performance Contractors, the answer is **No**. Participating Home Performance with Energy Star contractors only conduct/provide visual assessments. This RFP seeks contractors with experience in performing a minimum of 50 comprehensive home energy assessments which require "energy modeling" such as REM/Design or REM/Rate within the past 12 months, **or** 100 ECAD type audits within the past 12 months. Contractors must be able to demonstrate their experience as outlined within the "Minimum Qualifications".*

7. Regarding qualifications, it say's whole house performance contractors are disqualified. Please clarify.

*Registered Home Performance with Energy Star contractors participating in Austin Energy's Home Performance with Energy Star program cannot participate in this solicitation/RFP. This RFP seeks to provide participating AE Home Performance with Energy Star contractors with best practice, and quality workmanship training programs by contracting with contractors highly knowledgeable and versed in building science standards for Austin's climate zone, local codes, experienced in home energy modeling in order to provide unbiased programmatic information to Austin Energy program administrators.*

8. Will AE supply required forms for reporting?

*Yes.*

9. Clarify the level of experience required using Manual J and identify the version of software required.

*The level of experienced is addressed in Attachment 1 – Evaluation Criteria, Pg 2of 4. The contractor may use ACCA approved Elite RHVAC or Wrightsoft Right-J8 software – most current version.*

10. Can the solicitation requirements be changed by addendum?

*If an Addendum is issued, any changes in the Addenda will take precedence over the original solicitation documents.*

11. Manual J is a load calculation, not a certification. What is required here

*Experience performing ACCA approved Manual J load calculation, utilizing the most current version of Elite RHVAC or Wrightsoft Right-J8 software. – No Certification required.*

12. Does everyone have to be using the same version(s) of the software's available?

*No, contractor may use ACCA approved Elite RHVAC or Wrightsoft Right-J8 software – most current version.*

13. Is the training required different from the training in the 2-4 hour orientation training?

*Yes, the RFP requires the contractor submit a proposed training guide used to support and conduct field training for Home Performance contractors needing/requiring on the job training to strengthen quality workmanship in its programs. The 2-4 hour orientation is to familiarize the contractor with AE's current Home Performance with Energy Star requirements and ECAD ordinance.*

14. Does the "City approved logo" require the City's logo?

*No, the City is only approving the company's logo. No City logo is required.*

15. Is the review required in Section VII of the SOW a paper review or do the contractors need to bring equipment and confirm the data?

*Contractors to this RFP will be required to bring equipment in order to confirm/validate the data provided by the Home Performance contractor who has performed the work at the home/structure.*

16. What other programs do a "SIR" besides the WAP

*Within Austin Energy, only the Weatherization Assistance Program (WAP) relied on a SIR to identify cost effective measures, however many utilities and energy service companies utilize an SIR as a component of their program to ensure cost effectiveness.*

17. Will Manual J's be charged separate from the assessments?

*Yes, please reference "Attachment 2" of RFP package.*

18. Under Section VII, D, will the contractor be required to observed the installations final testing by the original installer?

*The contractor will be required to "review and validate" diagnostic data by first reviewing final test data as submitted by original installer, and then validating it by performing the specific diagnostic test.*

19. Under Section VII, D, is this ride along inspection work?

*No, see question 18 above.*

20. What will be involved in the Field Training Services in Section VII-E?

*Field Training can include any, or all of the following; How to perform Duct Leakage testing, Blower Door testing, CAZ testing, Combustion testing, Home Auditing Best Practices, Load Calculations, proper workmanship, proper air infiltration reduction methods, proper methods to identify and document before and after results.*

21. Can the Contractor charge "trip charges" in the case of no-shows on the part of the Energy Star contractor or homeowner?

*No, contractor should build this into this in their pricing (cost of doing business).*

22. How should the Contractor contact the involved parties if they are going to miss an appt.?

*A phone call to the homeowner first and then to all other parties impacted, followed up with an email.*

23. Who actually makes the appointments w/ the homeowners, the City or the Contractor?

*If the service/appointment is for a Verification or Final Inspection, the Home Performance with Energy Star contractor initially requests the appointment with the City scheduler (based on homeowner's request) who then confirms the inspection day and time. City scheduler will then notify contractor under this RFP that a verification or final inspection has been scheduled, providing the contractor with the scheduled day and time. Schedules are generally 2 – 3 days in advance.*

*For all other services – Q/C, Comp Assessments, and Manual J – it is the contractor to this RFP that will be responsible for scheduling the appointments with the homeowner three days in advance, and provide a confirmation call to the homeowner the day before the scheduled appointment time as a reminder.*

24. Is there a deadline on questions?

*As per the Supplemental Purchasing Provisions (0400) section 1, all requests for explanations or clarifications must be submitted in writing no later than 3pm, one week before the Proposal responses are due.*

25. If a proposal is submitted prior to an addendum coming out and the addendum changes the how the responder wishes to propose, what is the process?

*If an Addendum is issued after a Proposal is submitted and the Proposer wishes to change what is submitted, offers may be modified or withdrawn any time prior to the due date and time as per Section 0200, Solicitation Instructions part 9:*

#### 9. MODIFICATION OR WITHDRAWAL OF OFFERS

A. Modification of Offers: Offers may be modified in writing at any time prior to the Due Date.

B. Withdrawal of Offers: Offers may be withdrawn in writing, telegraphically, or by facsimile (provided that the facsimile is signed by the Offeror) at any time prior to the Due Date. An Offeror may also withdraw an Offer in person, provided the withdrawal is made prior to the Due Date. A receipt of withdrawal must be signed by the Offeror. Withdrawn Offers may be resubmitted, with or without modifications, up to the Due Date.

26. Regarding the training guide requirement, what is the format expected?

*Document format must be in Microsoft Word; (below is an example of what a training guide should include).*

- *Introduction - Home Energy Upgrades and Home Safety*
- *Overview of Training Areas – Duct Sealing, Duct Repairs, Air Sealing, Insulation Preparation Insulation Installation, Solar Shading, HVAC, Combustion, CAZ Texting, Blow Door Setup and Testing, Duct Leakage Setup and Testing.*
- *Photos - photos of properly performed weatherization measures and photos of improperly performed measures/work.*
- *Safety Related Measures – how to properly address.*
- *Checklist – technicians, sales, and staff to use to ensure all areas are properly addressed.*

**All other terms and conditions remain the same**

