



Request for Information Home Energy Retrofit Project

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| Contact Information: | City of Sedona 102 Roadrunner Dr. Sedona, AZ 86336 |
| Deadline: | November 21st, 2021 @ 12AM |
| Format: | PDF Submittal with Organization Contact Information along with Submitted Responses |
| Who to Contact with Questions: | Sustainability Program, City Manager's Office - (928) 204-7127 Bryce Beck, Sustainability Coordinator - BBeck@sedonaaz.gov - (928) 203-5127 |

Clarification of Purpose

The purpose of this Request for Information (RFI) is to gather market data, community and business feedback, identify constraints and opportunities, and establish baseline requirements for collaboration, business/contractor needs, and project evaluation. The RFI is to help assess and refine the application, viability, and feasibility of a Home Energy Retrofit Project (HERP) that aims to provide residential energy efficiency retrofitting and weatherization improvements for moderate-to-low-income residents within Sedona city limits.

No funding, contracts, or agreements will be awarded based on responses to this RFI; for informational purposes only.

Introduction

The City of Sedona Sustainability Program is soliciting information to better inform and develop the creation of a Home Energy Retrofit Project (HERP) that benefits moderate and low-income residents within Sedona city limits. Information is sought from construction contractors, nonprofits, community organizations, and businesses that provide retrofitting and weatherization services (e.g. duct sealing, home electrification, insulation replacement). Information obtained through this process will be used to better inform the logistics, objectives, and creation of the HERP. The information obtained from this RFI may be utilized within a future Request for Proposal (RFP) associated with the project.

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Background

The City of Sedona created and adopted its [Climate Action Plan](#) (CAP) on July 14, 2021. Through this plan, City Council has identified environmental sustainability and mitigating community vulnerability as high priorities. Through the development of the Climate Action Plan, the following related goals were identified: reducing greenhouse gas emissions by 50% by 2030, improving residential energy efficiency, lowering utility costs, advancing community equity, and bolstering climate resiliency. The Home Energy Retrofit Project (HERP) is one of several projects identified by the Climate Action Plan that aims to reduce the 130,000 metric tons of CO₂e (79% of community-wide emissions) emitted by the buildings sector annually.

The City of Sedona Sustainability Program is aiming to create, implement, and evaluate the HERP to achieve various goals and objectives associated within the *Buildings and Energy* and *Climate Resilience* sections of the Climate Action Plan. This will be the first City-sponsored project of this type, although a similar program is operated by the Northern Arizona Council of Governments (NACOG). The information obtained through this RFI will inform the Sustainability Program on the opportunities, constraints, feasibility, and business requirements pertinent to the success of Sedona’s HERP.

The project aims to provide moderate and low-income residents within Sedona city limits access to home weatherization and energy efficiency retrofit services that equitably improve home livability, lower utility bills, reduce emissions, and bolster community resilience.

About Organization

The City of Sedona is located approximately one hour north of Phoenix and is split between Yavapai and Coconino counties. The community was incorporated as a City under Arizona Revised Statutes (ARS) in 1988 and currently has around 11,000 residents. It encompasses an area of 18.5 square miles, approximately half of which is under jurisdiction of the U.S. Forest Service. City limits and organizational boundaries for services rendered through the HERP can be found in **Appendix A**.

The City of Sedona is administered under the Council-Manager form of government, as defined by local ordinance. City Council consists of six councilors and a mayor. The six council members are elected at large and serve four-year overlapping terms. The Mayor is elected by the citizens and serves a two-year term. The City departments are as follows: City Council, City Manager, General Services, Human Resources, Financial Services, City Clerk, Police, Community Development, Public Works, Parks and Recreation, Wastewater, Legal, Information Technology, and Municipal Court.

About Program

The Sustainability Program was created in August of 2018 and is tasked with creating, implementing, and evaluating programs, projects, and initiatives related to environmental sustainability. Program goals include improving environmental conditions, reducing utility and waste consumption, advocating for healthy lifestyles, and creating an equitable, diverse community that can be sustained into the future.

The development of the HERP aims to be an integral part of accomplishing and fulfilling the goals and objectives outlined by the CAP. Improving residential energy efficiency and weatherization directly supports CAP goals by lowering residential greenhouse gas emissions, reducing utility costs for residents, and improving community equity.

According to Yavapai College's Regional Economic Development Center, the City of Sedona has approximately 1,100 people (~10% total population) living in poverty (2020). Also, there are over 1,600 people (14.6% of population) that identify as being ethnically Hispanic. The HERP strives to facilitate service for low-income and underrepresented populations. Therefore, an additional goal and objective of the program is for contractors, community organizations, and/or affiliated businesses of the program to have experience in and capacity for facilitating interactions with diverse communities and households. Spanish language experience for the program would be desirable.

Approximately \$90,000 of City funds has been allocated for the creation and implementation of the HERP. The project aims to serve 10-15 households with those funds before the end of the City's fiscal year (June 30th, 2022). The Sustainability Program aims to work collaboratively with contractors, community leaders, and residents to create an individually tailored plan for each home that participates in the program. The primary focus will be on improving energy efficiency in each home through services such as duct sealing, weather stripping, HVAC repair, and insulation replacement. The exact measures taken in each home will depend on the needs of that building and an analysis of which actions will provide the most cost effective reduction in household energy burden. In addition to these services, the Sustainability Program aims to provide a streamlined application process for prospective residential applicants.

Statement of Opportunity

The HERP aims to provide home weatherization and energy efficiency services to between 10 and 15 low-to-moderate-income households by June 30, 2022. The goals of this RFI are to establish baseline requirements, timelines, and program needs to successfully implement and support the project. Through this process, the Sustainability Program looks to gather information on the following challenges through the RFI process:

- Barriers to identifying potential households and administering weatherization services
- Evaluation of local business capacity and services offered
- Creation of realistic project timelines and goals
- Collection of data associated with energy savings or utility consumption
- Assessment of budget allocation and services provided.

The HERP aims to provide a service contract through an RFP. The program is looking to identify the most appropriate and streamlined process possible, and will assess the viability of different methods to award funds to contractors and other service providers. Respondents to

this RFI are encouraged to provide any additional details or information that is believed to improve the efficacy and delivery of services to intended populations. There is no wrong answer to responses provided. Please share any information that is deemed applicable to the creation of this program.

Information Solicited and Requested

1. Organization Information

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| Organization Name: | |
| Contact Information: | |
| Brief Summary of Organization: | |
| Experience in Providing Retrofitting or Weatherization Services? If yes, please explain. | |

2. Budget and Administration

- a. Is the overall budget sufficient to achieve desired outcome goals? \$90,000 is allocated to provide weatherization and energy retrofitting services for 10-15 homes.
- b. What are the potential government guidelines or restrictions on use of funds that would impede service delivery?
- c. Would a per-household completed or overall program project allotment be preferred? Additional contract ideas?
- d. Would the responding organization have the capacity to administer and review applicants of the project receiving retrofitting services?

3. Government Procurement Improvement and Simplification

- a. How much time is appropriate for the release of an RFP and response deadlines?
- b. How much time would be needed to finalize implementation plans between the contract award and program start date?

4. Outcomes

- a. What would appropriate outcomes and performance measures be for a program like this?
- b. Is outcomes-based or performance-based funding a realistic option for the programming goals with your organization. How would the chosen selection strengthen the service type and result in higher program success for target populations?
- c. What other kinds of incentives and support would be most meaningful to encourage service provider participation and interest in program participation?

5. Contract Structure and Flexibility

- a. Are there any contracts provisions or items that improve efficiencies, flexibility, and accessibility to resources that would strengthen evidence on what works, refine delivery model, or more readily achieve desired outcomes?
- b. Are there broader policy reforms, waivers, or changes to procedures the City of Sedona might consider modifying to increase the effectiveness of the program model?

6. Metrics

- a. How would utility or energy savings data be assessed, collected, and reviewed by the contracted services?

7. Data

- a. What information or data is needed from the City of Sedona to effectively provide energy retrofitting services to the identified groups?
- b. What infrastructure and data sharing policies are needed to effectively carry out desired services?

8. Evidence Building and Evaluation

- a. Does the responding organization have the ability to provide baseline utility and property assessments needed to submit recommendations for home-appropriate retrofitting projects?
- b. Does the responding organization have the ability to assess the condition of utilities consumption post services rendered?

9. Additional Feedback

- a. Any additional information or feedback that the responding organization would like to share?

Detailed Submissions Instructions

Responses to this RFI should be submitted by email to BBeck@sedonaaz.gov by Sunday **November 21st @ 12AM, MST**. Include entity name, contact information, RFI responses, and additional feedback. Please submit RFI responses in **PDF** format.

City of Sedona will accept hard copies mailed to its office, but electronic submissions are strongly preferred.

Mailing address: Bryce Beck, 102 Roadrunner Dr. Sedona, AZ 86336

Questions about this RFI or the Home Energy Retrofit Project should be directed to Sustainability Coordinator Bryce Beck at BBeck@sedonaaz.gov; (928) 203-5127.

Participants Welcome

City of Sedona welcomes information from all sources with relevant experience in the field. Potential bidders on a final system RFP are welcome to participate, as are partners and members of the general public. All respondents should provide full contact information as well as details about their experience in this field and their role in any relevant organization or service provider. If you anticipate bidding on a final RFP for services related to this request, please so indicate. The City of Sedona will then include you in the RFP distribution list for this project.

Terms & Conditions

Please DO NOT respond with any proprietary information or with a specific budget proposal for your service, product, or approach. This RFI is a request for information about potential products and services and no contractual obligation on behalf of any agency shall arise from the RFI process. This RFI does not commit the City of Sedona to pay any costs incurred in the preparation or submission of any response to the RFI. The City of Sedona will not return any submissions to this RFI.

Disclaimer

The City reserves the right to reject any and all submissions, parts of submissions, and re-advertise or re-solicit the RFI. In evaluating responses, the City will consider the qualifications of respondents and whether or not the responses are subject relevant.

Appendix A (City Limits Map)

