



Town of Los Altos Hills

Request for Qualifications (RFQ)

Home Electrification Assessments (2021 LAH CAP measure C1)

Date Issued: May 16, 2022

Date Due: June 17, 2022

**REQUEST FOR QUALIFICATIONS
FOR
HOME ELECTRIFICATION ASSESSMENTS**

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I. PROJECT OVERVIEW

The Town of Los Altos Hills (LAH) is seeking qualified vendors to submit Statements of Qualifications to perform Electrification Assessments of existing homes in the Town.

This RFQ is not intended to be all inclusive. Therefore, respondents should include in their responses any items they deem relevant and important to the project. If the PROPOSER wishes to recommend more advanced solutions, the Town will consider all suggestions during the evaluation process.

II. GENERAL REQUIREMENTS AND INFORMATION

For a PROPOSER to be considered, the Town must receive two (2) copies of the proposal by 4:00 pm on June 17th, 2022, at the following address:

Office of the City Clerk
Town of Los Altos Hills
26379 W. Fremont Rd.
Los Altos Hills, CA 94022

OR one printable PDF copy via email, sent to:

Sofia Mangalam
Planning and Building Director
smangalam@losaltoshills.ca.gov

All proposals must be clearly marked: “Sealed Proposal – Response to RFQ for Home Electrification Assessments.”

There is no express or implied obligation for the Town of Los Altos Hills to reimburse the responding PROPOSER for any expenses incurred in preparing proposals in response to this request.

The Town of Los Altos Hills reserves the right to retain all proposals submitted, and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the PROPOSER of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Los Altos Hills and the PROPOSER selected.

Upon review of responses to the RFQ, the Town plans to compile a list of qualified vendors and select up to three (3) vendors to whom agreements will be awarded for performing electrification assessment on an “on-call basis.”

III. PROJECT BACKGROUND AND THE TOWN

The Town of Los Altos Hills is a general law entity, governed by a council-manager form of government. The Town employs 24 full-time employees. Incorporated in 1956, Los Altos Hills has a population of about 8,500. Encompassing approximately 8.6 square miles, with an additional 5.8 square mile area of unincorporated land adjacent to the Town’s boundaries within Los Altos Hills “sphere of influence”. Los Altos Hills is nestled in the scenic hills of

northern Santa Clara County adjacent to the cities of Palo Alto and Los Altos, 35 miles south of San Francisco, and 17 miles north of San Jose.

The town is 100% residential with approximately 3,000 single family residences and few commercial buildings (a few schools, churches, and town-owned buildings). Approximately 2800 of the 3000 homes use natural gas. There is a one-acre minimum parcel size, and many homes are quite large (over 6,000 sf).

California has set aggressive targets for GHG emissions reductions, and a core strategy is building electrification: the [CEC has established a goal](#) of installing six million new heat pumps in CA buildings by 2030.

Los Altos Hills has adopted a goal of reducing community GHGs 52% by 2030. Key goals from the town's October 2021 [Climate Action Plan](#) (CAP) include reducing residential use of fossil fuels and migrating all homes off natural gas by 2045. The first measure identified in the CAP as [Community measure #1](#) (C1) is to perform electrification assessments for all existing homes in order to provide residents with a customized pathway for their eventual migration off natural gas. This RFP is the first step in addressing CAP measure C1.

IV. PROJECT SCOPE OF WORK

1. Program Goals

This project covers the first year of assessments, covering as many homes as the budget allows. The 2022-23 FY budget includes \$11,100 for measure C1 (assessments) with an additional \$14,400 for related measure C4 (incentives). Our target for the first year is 30 assessments, with 10 of them starting electrification projects. Longer term, we would like to complete assessments of all ~2,800 homes before 2030. Work with the selected PROPOSER may be extended at the sole discretion of the town.

Assessments should provide sufficient information for each home to prioritize and estimate the costs for replacing their existing natural gas devices. Assessment of health, safety, and existing HVAC systems are not expected unless required to assess electrification options or costs.

Assessments should be implementation-agnostic: the PROPOSER must be independent from contractors or other solution providers who will do the eventual implementation, and should receive no referral fees or other financial incentives from implementers.

The program goal is not to fully electrify homes in the short term, but rather to encourage as many residents as possible to start on their customized path to full electrification, with particular emphasis on the two largest uses of natural gas: HVAC systems and water heaters.

Due to continued COVID constraints, we recommend each proposal cover two (2) assessment methods: onsite and virtual. Costs may be different for each type.

PROPOSAL DELIVERABLES FOR THIS SECTION:

- 1) Price for virtual assessments (required)
- 2) Price for onsite assessments (optional)
- 3) Confirmation of non-biased status.

2. Assessment Report Contents for Resident/Homeowner

The report should provide homeowners with a customized path for migrating their home off natural gas. It should include the following:

- a. An inventory of their existing natural gas appliances together with key information about each appliance that would affect the cost of electrification (see representative list in ATTACHMENT 1).
- b. An estimate of the cost differential to electrify the appliance instead of replacing it with a new natural gas equivalent.
- c. A prioritized plan for 100% electrification of the home, incorporating feedback from the resident, with estimated costs and associated "bid sheets" for contractors.
- d. Include additional high level details for them to give to contractors in order to get quotes.
- e. Electric panel capacity analysis, including which new electric loads can be supported (including EV charging) and when appropriate, information about appropriate smart splitter options such as the [NeoCharge pilot](#) being run by SVCE.

While developing assessment reports, the selected PROPOSER shall utilize the latest available industry products and methods. Examples include:

- a. Implementation resources, including aggregation sites for rebates and certified contractors such as the state's new website [SwitchIsOn.org](#).
- b. Soon-to-be available 120 volt heat pump water heaters from the [Advanced Water Heating Initiative](#), which may significantly reduce the cost of electrifying water heating;
- c. New combined space and water heat pumps systems from companies like [Harvest Thermal](#) and [Stow](#);
- d. For homes with non-existent or underperforming whole-home HVAC systems, localized heating and cooling from mini splits and/or portable or window-based heat pumps should be considered.
- e. Best practices from related programs focused on residential electrification assessments, such as the Massachusetts [Decarbonization Pathways](#) project ([video](#); draft decarb [report](#) for homeowners).
- f. "[Watt diet](#)" methods to avoid [expensive service panel upgrades](#), and/or home batteries and V2G technologies for improved resiliency following electrification.

PROPOSAL DELIVERABLES FOR THIS SECTION:

- 1) Sample report(s) for Resident/Homeowner
- 2) Suggested additions/changes

3. Reporting requirements to Town

Each assessment completed will be reported to the town, and at minimum include the following:

- a. Address.
- b. Date of assessment.

- c. Age of every natural gas hot water heater and HVAC system at the home.
- d. Estimated incremental cost to electrify each of the above, based on conditions at the home. This information will be used by the town to design and target incentive programs.

PROPOSAL DELIVERABLES FOR THIS SECTION:

- 1) Sample report(s) for Town
- 2) Suggested additions/changes

4. Program outreach

The town and associated groups will promote the program via emails to residents, newsletter articles in “Our Town”, NextDoor posts, fliers on the Planning Desk, and via the town’s website.

Silicon Valley Clean Energy has offered to help with promotion through co-branded email campaigns to LAH residents.

Town residents will be encouraged to participate in the program through subsidies: the Town will pay some or all the cost of the assessment, contingent on a report being submitted.

If insufficient signups result from initial outreach, other incentives including the following may be considered & approved:

- a. Permit fees for electrification projects may be waived after an assessment report is filed.
- b. Additional town-funded incentives may be provided to residents who implement any of their top 3 electrification steps within 6 months.

PROPOSAL DELIVERABLES FOR THIS SECTION: None.

5. Additional Information

- a. If desired, historical permit data for LAH homes is available online [here](#).
- b. All LAH homes are serviced by [PG&E](#). Historic energy data (including hourly electric and daily gas data) is available through the customer’s MyEnergy account at www.pge.com in Green Button format, if authorized by the account holder. Such raw data may also be available from the local CCA ([Silicon Valley Clean Energy](#)) and third parties such as [UtilityAPI](#) and [Home Energy Analytics](#) (HEA). Regarding this latter company:
 - i. HEA is a town-based company which provides free energy disaggregation services to all PG&E customers, funded by PG&E.
 - ii. HEA has a longstanding relationship with the town and the company’s HomeIntel service is promoted on the town website ([ref](#)).

- iii. The HEA service is currently used by [Harvest Thermal](#) (at no cost to them) to perform detailed energy analysis of prospective homes for electrification of water and space heating.
- iv. PROPOSERS are encouraged to reach out to HEA to explore how similar information could be used to streamline and reduce the cost of assessments.
- c. [Foothill College](#) is a public community college located in LAH. The college may be willing to partner with PROPOSER to provide a local trained workforce for assessments. Town can assist with introductions if requested.

PROPOSAL DELIVERABLES FOR THIS SECTION:

- 1) Discussion of intent to leverage these or other resources specific to LAH in order to provide the best possible service at the lowest cost.

V. PROJECT CONTACT

Questions about the project may be directed to:
Sofia Mangalam, Planning and Building Director
 Town of Los Altos Hills
 26379 Fremont Rd.
 Los Altos Hills, CA 94022
smangalam@losaltoshills.cag.gov

VI. TIME REQUIREMENTS

The following is a tentative schedule related to the requested proposals:

Date	Activity
Release of RFQ	Monday, May 16, 2022
Notification of Interest	Strongly encouraged
Mandatory Webinar for PROPOSERS	Wednesday, May 25, 2022 (10:00 a.m.)
Deadline for Written Questions	Monday, May 30, 2022
Town’s Response to Written Questions	Monday, June 3, 2022
RFQ Proposal Due Date	Friday, June 17, 2022
Evaluation of RFP Submittals	Monday, June 27, 2022
Award of Approved Contract	Monday, July 25, 2022 (Tentative)
Projected Completion Date	December 31, 2022 (Estimated)

VII. PROPOSAL REQUIREMENTS

Vendors are encouraged to keep their proposals brief and relevant to the specific information requested herein.

Proposals should be straightforward, concise and provide “layman” explanations of technical terms that are used. **Each proposal must be submitted using the sample bid proposal form contained in “Exhibit A.”**

Proposals must be presented in a format and order that corresponds to the numbering and lettering contained in the Project Scope of Work section with minimal reference to supporting documentation so that proposals can be accurately compared.

Although not required, it is suggested to send a Notification of Interest to the Town via email to smangalam@losaltoshills.ca.gov

All proposals should include the following:

1. Cover Letter

- a. Signed by an official authorized to bind the firm;
- b. Printed name, address, phone number, and email address of firm’s contact person;
- c. Location of firm’s main office;
- d. Location of the office that would service this project;
- e. A validity statement stating that all information and pricing provided in the proposal is valid for at least ninety (90) days; and
- f. A statement that any individual who will perform work for the Town of Los Altos Hills is free of any conflict of interest.

2. Company Background

- a. Number of years in business;
- b. Taxpayer Identification Number;
- c. Number of years working with government agencies;
- d. Resumes of the project manager and key personnel who will be responsible for performance of any contract resulting from this RFP;
- e. Firm ownership and, if incorporated, the state in which the firm is incorporated and the date of incorporation; and
- f. If the firm is a subsidiary of a parent company, identify the parent company.

3. References for similar services within the last three (3) years

- a. Client name, client project manager, telephone number and email address;
- b. Project description;
- c. Project start and end date;
- d. Staff assigned to each project by your firm; and
- e. Discussion of outcome.

4. Disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending, which involves the Proposer or in which the Proposer has been judged guilty or liable within the last five years. If there is nothing to disclose, Proposer must state as such in writing.

5. Description of Proposer’s warranty/guarantee of work product.

6. Subcontracting any portions(s) of the Scope of Services is not preferable. However, if a Proposer can demonstrate to the City's satisfaction that it is in the best interest of the project to permit a portion of the service(s) to be subcontracted by Proposer, it may be considered. Provide details on the role of any subcontractor that will be used.

VIII. SELECTION CRITERIA

The award of the contract, if any, will be made in the best interest of the Town of Los Altos Hills. The Town will select the successful proposal based upon several evaluation factors; including features as outlined in the RFP Scope of Work; completeness; qualifications of personnel; demonstrated knowledge and experience; and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the Town as determined by the Town. Contract award may be subject to the approval of the Los Altos Hills City Council.

The Town reserves the right to contact references and clients, perform background checks, and research a proposer's company or other information pertinent to the evaluation process. A contract will be prepared for signature which will also include any related insurance requirements.

The Town reserves the right to modify or cancel this RFP process at any time with or without cause and without further notice.

ATTACHMENT 1: REPRESENTATIVE GAS APPLIANCE DATA

Representative list of home appliances to be inventoried during assessments:

1. Natural gas space heating systems
2. Natural gas water heating systems
3. Natural gas cooking appliances
4. Natural gas clothes dryers
5. Natural gas pool or spa heating systems
6. Natural gas fireplaces
7. Natural gas outdoor fire pits and space heaters
8. Natural gas barbeques
9. Any other device powered by natural gas (e.g., pottery kilns, saunas, etc.)

Note that larger homes may have more than one of each type of appliance.

Proposed information to be collected for various types of gas appliances:

For Each Gas Heater

Type (forced air, radiant with boiler, etc)
Picture of nameplate with model number and serial number
Model number (from picture or otherwise)
Serial number (from picture or otherwise)
Age (from serial number or otherwise)
BTU/hour (from model or otherwise)
Location (on floorplan)
Proximity to suitable outdoor condensing unit location
Access to 30 amp 240V?

Overall HVAC system

Overall efficiency of HVAC system
Major HVAC improvements needed, such as insulation, infiltration, or duct work?

For each gas water heater

Type (forced air, radiant with boiler, etc)
Picture of nameplate with model number and serial number
Model number (from picture or otherwise)
Serial number (from picture or otherwise)
Age (from serial number or otherwise)
Size in gallons, or GPH rating
Location (on floorplan)
Access for condensate drain line?
Sufficient venting?
Access to 15 or 30 amp 240V? Access to dedicated 15A 120V?

Electric Panel

Panel Amperage capacity and physical size constraints (form factor)
Measured excess capacity in Amps?

Feeder wire gauge coming into panel
Feeder wire above or below ground?

Panel located on detached garage (may require trenching to house locations, so \$\$\$)
Number of open breaker slots

For each Gas Cooktop
Type, including size and number of burners
Proximity to 240V power source

Gas pool heater
Pool size in gallons
Existing heater size in BTU/hr

Other gas appliances
Clothes dryer
Outside BBQ
Gas fireplace
Outdoor gas firepit
Outdoor gas space heater
Gas kiln
Others: To be described in detail

ATTACHMENT 2: Standard Contract