



Michigan Saves®

The Nation's First Nonprofit Green Bank

Memo

TO RFQ Respondents
FROM Michigan Saves
DATE February 10, 2024
SUBJECT Technical Assistance for Michigan Saves Climate Fund Pre-Development Activities

Questions

1. The RFQ on Page 1 indicates the "Climate Fund does not finance residential projects, the scope is for commercial and institutional projects". Can you describe how the program defines multifamily properties (e.g., 5 or more units are typically considered commercial real estate).

Michigan Saves considers multifamily property (any new or existing property owned by a nonprofit, public or a private entity with at least 5 housing units) as commercial and within the scope of the Climate Fund.

2. The RFQ on Page 7 Question 3d indicates a desire for consultants to have experience with "Public Housing Authorities". Is this referring to for example the Michigan State Housing Development Authority?

Yes. The Michigan State Housing Development Authority is an example of a public housing authority or housing finance agency for which it would be beneficial for the respondent to have some experience. Michigan Saves welcomes experience with public housing authorities outside of Michigan.

3. The RFQ on Page 7 Question 4 Approach and Methodology. Can you explain how a contractor will be selected to support a project to better understand how we would potentially support a borrower?

Michigan Saves has an open Request for Applications to generate and screen a pipeline of potential projects that need financial support through the Michigan Saves Climate Fund. These projects may utility-scale battery storage or solar projects, multi-family new construction, electric vehicle charging

infrastructure, and other project types or technologies. Through this RFQ, Michigan Saves is creating a roster of experts that can provide technical assistance or analytical support either directly to the borrower (predevelopment support under the Greenhouse Gas Reduction Fund) or directly with Michigan Saves to aid technical due diligence on potential projects. For example, if Michigan Saves is evaluating a battery storage project, we might engage an expert to evaluate the technical feasibility of the project.

On page 6, in the Task Work Orders section, Michigan Saves illustrates how work would be assigned to winning respondents. Michigan Saves cannot guarantee that a successful respondent will be selected for any work.

4. Can two qualified firms serve a single borrower for different services?

Michigan Saves welcomes joint responses from one or more applicants. In Attachment E, each firm should note the areas that they are interested in serving.

If you are submitting joint response, we prefer a lead applicant, as that entity would invoice Michigan Saves for the work and receive the payment. It is the lead applicant's responsibility to pay any "subcontractors" or other partners or service providers on a project team. Additionally, the application should provide an overview of each subcontractor, partner, or service provider, including each team's expertise (bios and resumes), experience, and role on the project. Each subcontractor, partner, or service provider should also complete the disclosures and certifications, including the Diverse Vendor and Partner Form (attachment A), Certification regarding Debarment (attachment C), Certification regarding Lobbying (attachment D), the conflict of interest statement, and the GGRF engagement statement.

5. Are there any restrictions on rates that can be used for the RFQ response?

There are no restrictions on the rates. However, respondents should be mindful that cost is a selection criterion and higher than market rates may make a response less competitive. Respondents should include hourly rates for all participants and a not-to-exceed cost estimate in their proposal.

6. Are there preferred certifications, licenses, or years of experience required for service providers?

Our preferred, but not required, educational and certifications are noted on the bottom of page 6. Respondents should highlight their certifications, licenses, and years of experience in their responses.

7. Are joint ventures or partnerships eligible to submit proposals, and if so, what specific documentation or agreements are required to demonstrate their collaboration?

See the answer to question #4.

8. Is there a predefined budget ceiling or funding cap for each technical assistance project, and are there guidelines on how costs should be structured or justified?

No, Michigan Saves does not have a predefined budget ceiling or funding cap. Michigan Saves expects much of the work to occur on a project-by-project basis, which makes it difficult to determine a total spend. Michigan Saves may engage one or more respondents for this work. If we select more than one respondent, we will delegate the work based on our needs and the expertise and availability of the technical experts. Because the cadence and nature of the work may not be consistent, Michigan Saves plans to engage the winning respondent(s) on a time and materials basis with a not-to-exceed cap. Respondents should include hourly rates and a not-to-exceed amount in their proposal.

9. Is there a required format or specific structure that proposals must follow, including document sections, page limits, or presentation guidelines?

Michigan Saves staff appreciate responses that are organized in the same manner as the submission requirements section on pages 6 – 8. Please include resumes and other supporting materials as attachments.

10. Are there specific state or federal regulatory compliance requirements that vendors must adhere to for service delivery, including reporting obligations or certifications?

Respondents are required to adhere to the regulatory requirements listed in Attachment B. Michigan Saves is not aware of other requirements that would flow down to respondents.