



Bureau of Planning and Sustainability

Request for Proposals

PCEF Heat Response Grant – Housing Provider Community Distribution Partner

Request for proposal responses are due: June 22, 2022 at 11:59 p.m.

Submit request for proposals to: PCEFHeatResponseGrants@portlandoregon.gov

Send questions to: PCEFHeatResponseGrants@portlandoregon.gov

This request for proposal (RFP) is organized into the following sections:

1. Scope of work
2. General requirements and instructions
3. Proposal response questions
4. Selection process and criteria

1. Scope of work

The purpose of this RFP is to select several additional nonprofit housing providers to serve as Community Distribution Partners that will perform the tasks listed below:

- A. Coordinate with Equipment Purchasing Partner for number and type of portable heat pump/cooling units required.
- B. Identify qualified recipients using the criteria and prioritization provided by PCEF staff.
- C. Take delivery or pick up portable heat pump/cooling units, and store/manage inventory, accordingly, until installation. This may require unloading facilities and forklifts, pallet jacks or other freight management tools.
- D. Drop off portable heat pump/cooling units to homes in Portland. This may require trucks, vans, and appropriate moving equipment to safely lift the units up flights of stairs.
- E. Install the portable heat pump/cooling units in the home, using basic tools, applying best practices to seal windows and ensure safety.
- F. Provide information to recipient about how to use the unit, including any regular maintenance required (such as emptying water and changing filters).
- G. Provide verification that unit (and where applicable, weatherization) has been installed and collect self-reported demographic information about household.
- H. Contract, report and coordinate invoicing with Earth Advantage.

The selected Community Distribution Partners will also coordinate with Earth Advantage regarding the allocation of equipment, timing of delivery, training of people performing installation, and education materials to be delivered to recipients. This will include online virtual meetings for coordination and potentially in-person meetings to receive training on specific heat pump/cooling units. While respondents to the RFP are directed to indicate the number of units annually that they are interested in installing, there is no guarantee that each partner will receive the full number of units requested each year.

The distribution partners will be compensated by Earth Advantage through payment on a per-home basis for the number of units verified as delivered and installed, and services provided. For the 2022 program year, this payment is \$250 per cooling unit installed. There may be additional payments on a per-home basis for additional services like weatherization installation. While individual installation times will vary, generally portable heat pump/cooling units will require less than an hour to install. All installations will happen in the City of Portland, and travel costs should be included in the per-home distribution and installation costs proposed.

2. General requirements and instructions

a. Proposal submission format:

Proposer shall submit one (1) original copy in PDF format. If the proposer requests redactions to their proposal, please also submit a copy in unprotected MS Word format with the requested redactions. Redactions must meet the requirements of Oregon Public Records Law.

b. Addenda to RFP:

If additional information or interpretation should be provided from the City regarding this RFP, an Addendum will be made available to known interested parties and posted online.

c. Proposal rejection:

The City reserves the right to reject any and all responses to the RFP if found in the City's best interest to do so.

d. Proposal modification:

The City reserves the right to accept any portion of a proposal, including providing a proposer with a portion of the requested portable heat pump/cooling units, or selecting some of the additional services proposed.

e. Cost of proposal:

This request for proposal does not commit the City to pay any costs incurred by any proposer in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, or for procuring or Contracting for the items to be furnished under the proposal.

f. Minimum requirements:

All proposals must include, at minimum, the distribution and installation of portable heat pump/cooling units and answer all proposal response questions. The City may reject as non-responsive at its sole discretion any proposal, or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format.

g. Additional requirements:

Payments for work funded by PCEF must be at least 180 percent of the [relevant state minimum wage](#). The requirement applies to people that are paid by the grantee as well as people paid under contracts and subcontracts of the project. For the fiscal year July 1, 2022 to June 30, 2023, 180% of the area minimum wage will be \$26.55. Note that this minimum wage increases annually.

h. Investigation:

The City can make any investigations necessary to inform itself regarding the work or services furnished under the proposal.

i. Failure to execute contract:

Failure on the part of the respondent to whom a contract is awarded to execute the contract and deliver the Contract and required documents with the required insurance certificates within ten (10) calendar days shall be just cause for cancellation of the award and withdrawal of the Contract. Award may then be made to another respondent, or the work may be re-advertised, or otherwise as the City may decide.

3. Proposal Response Questions

Proposal response:

The proposal must clearly respond to all of the following questions or prompts:

i. Organization information

1. Provide basic organizational information, including:

- a. Organization name:
- b. Primary contact information (phone & email):
- c. Number of full time equivalent (FTE) employees:
- d. Number of years organization has been in operation:
- e. List and describe housing services currently provided by your organization (describe type of housing provided, including):
 1. Number of housing units total that you provide [within the City of Portland](#).
 2. Type of buildings (single family, multifamily, manufactured homes, etc.)

3. Any additional services that you currently provide to people that live in the housing units.

ii. Project team and capabilities

1. Description of project team qualifications and capacity, and how they will support the success of this project. Project team includes staff from your organization and any other partners or contractors who have been identified. The description should include:
 - a. Qualifications that will contribute to project success (e.g., personal and/or life experience, technical expertise, professional development, education, or other qualifications relevant to the project).
 - b. Project team experience implementing similar or related work.
 - c. Number of project team members (FTE) expected to work on the project.
 - d. Brief bios for key team members including their roles, responsibilities, and experience on similar or related work and/or transferable skills.

Note: If you haven't identified all members of your project team, describe how you will make sure that the final team includes the experience and qualifications needed to distribute and install portable heat/pump cooling units.

iii. People served by the organization and vulnerabilities

1. Number of people or households served annually in Portland
2. Demographic and vulnerability information about people served by organization as a percentage of total people served annually. This can be based on either estimates or demographic data collected by your organization.
 - a. Low income – what percent of people your organization serves on an annual basis are people with low income? _____
(Note that PCEF defines low income for this program as individuals, or households with a gross household income 60% of less of the Area Median Income.)

- b. Age - what percent of people your organization serves on an annual basis are:
 - i. Under 18 years old: _____
 - ii. 19 to 60 years old: _____
 - iii. 60 years and older: _____
- c. Medical conditions/disabilities – what percent of people your organization serves on an annual basis experience a disability or medical condition that increases their risk to extreme heat events? _____
- d. Household size - What percentage of the people you serve are living alone? _____
- e. Race/ethnicity – what percent of people your organization serves on an annual basis are:
 - i. Black people: _____
 - ii. Native American/Alaska Native people: _____
 - iii. Other people of color: _____

3. Provide any additional information you would like to share about the people and households served by your organization, and how long your organization has been providing housing for these populations.

iv. Provide information on the number of heat pump/cooling units you are proposing to distribute and install annually over 5 years, starting in Summer 2022

<u>Year</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Number of units					

4. Selection process and criteria:

Applications will be reviewed for each of the criteria listed below. Up to 5 applicants will be awarded contracts based on the following criteria:

Section	Key Elements of Criteria (50 points total)	Staff Evaluation: Minimum criteria	Selection and Prioritization
Project team and capability	<ul style="list-style-type: none">• Key personnel and experience (10 Points)• Capability and track record in managing similar work (10 points)	Organizations must be eligible non-profit housing providers and clearly demonstrate capacity, experience, and viable installation approach to be selected.	Minimum of 15 points total in this section for consideration.
PCEF priority populations served	<ul style="list-style-type: none">• Organization's track record in serving PCEF priority populations. (5 points)• Percentage of people served that are vulnerable populations. (10 points)	Organizations should demonstrate alignment with the needs of eligible vulnerable low-income Portlanders	Housing Providers where over 50% of people served are vulnerable populations will be prioritized
Distribution potential	<ul style="list-style-type: none">• Number of units requested for distribution and installation annually (15 points)	Organizations must be able to install at least 50 units per year to be selected	Housing Providers that can install greater than 200 units per year will be prioritized