



RetrofitNY

RetrofitNY

*RFP Building Owner webinar
New York, NY
February 16, 2018*

Agenda

- RetrofitNY Refresher
- Applications Overview and Timing
- Participation Milestones and Deliverables
- 2018 Outlook and Transition to Construction
- Application Submission Tips and Guidance

RetrofitNY Refresher



United Kingdom



Germany



France



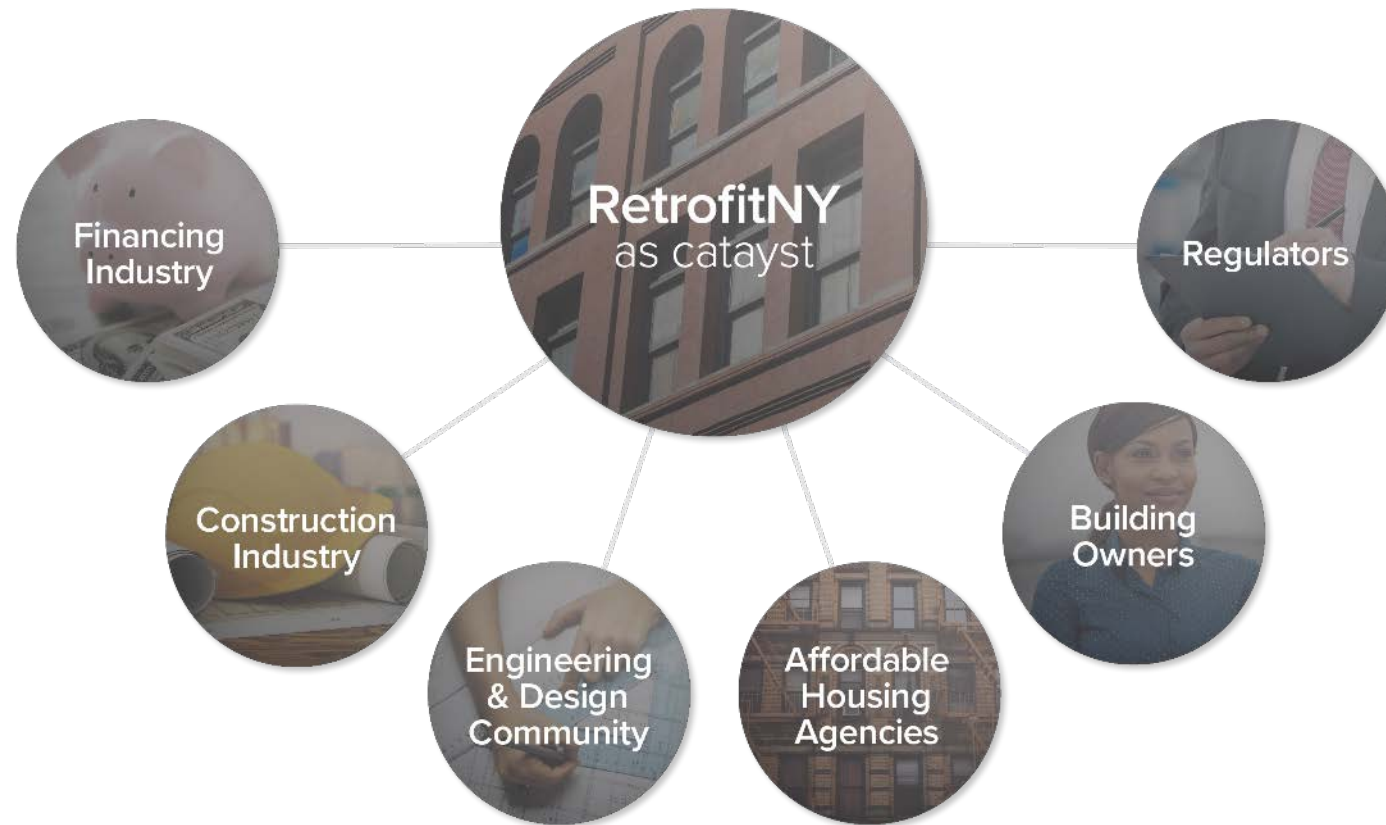
New York

Benefits to Owners

- Preservation of Affordable Housing
- Reduced maintenance and operation costs
- Similar or lower net cost of rehab
- Reduced construction period
- Installed with residents in place
- Better resident health, comfort and affordability

RetrofitNY's Role

Market Transformation & Aligning the Market



A 10-Year, Multiphase Initiative



Which Buildings are Eligible

- In New York State
- Multifamily (5 units or more)
- Low-rise (1-2 stories) or Mid-rise (3-7 stories)
- Affordable Housing
- Planning rehab in 12-24 months
- Currently occupied
- Pay the Systems Benefits Charge (SBC)
- Memorandum of Understanding

What Buildings Are a Good Fit

Regulated
Affordable or
Public
Housing

One of the 2
Target
Typologies

Simple
Architecture

Major
Renovation
Planned

Relatively
High Energy
Cost



What Makes a Strong Team

- Capable of designing and building the solution
- Experience with high performance or net-zero projects
- Experience with multifamily buildings
- Expertise in on-site generation
- Ability to model life cycle cost analysis
- Ability to project energy savings

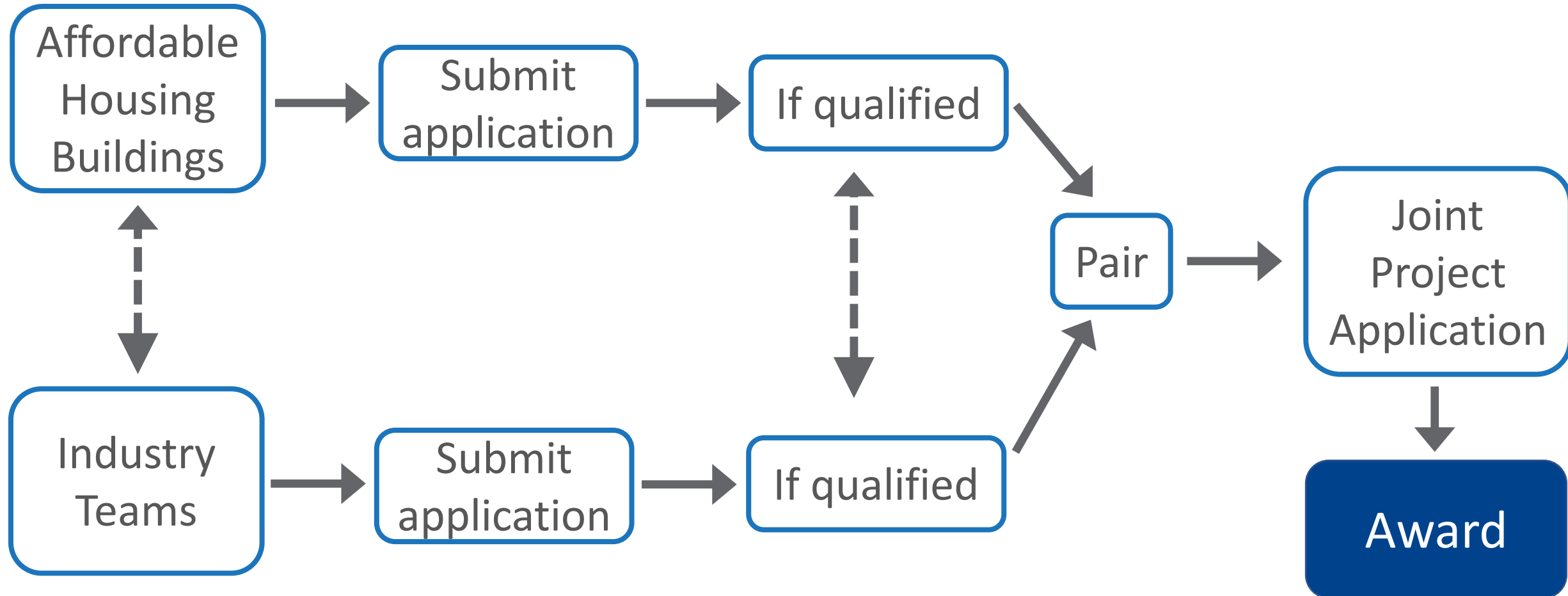
How to Prepare to Apply

- Submit Building Application for each building you would like considered
- Connect with solution providers and inform them about the RFP
- Leverage your own network or sign up for our online listing of firms and team members: <https://www.nyserda.ny.gov/All-Programs/Programs/RetrofitNY/Getting-Involved/For-building-owners-and-developers>
- Join our mailing list and be on the lookout for updates from RetrofitNY

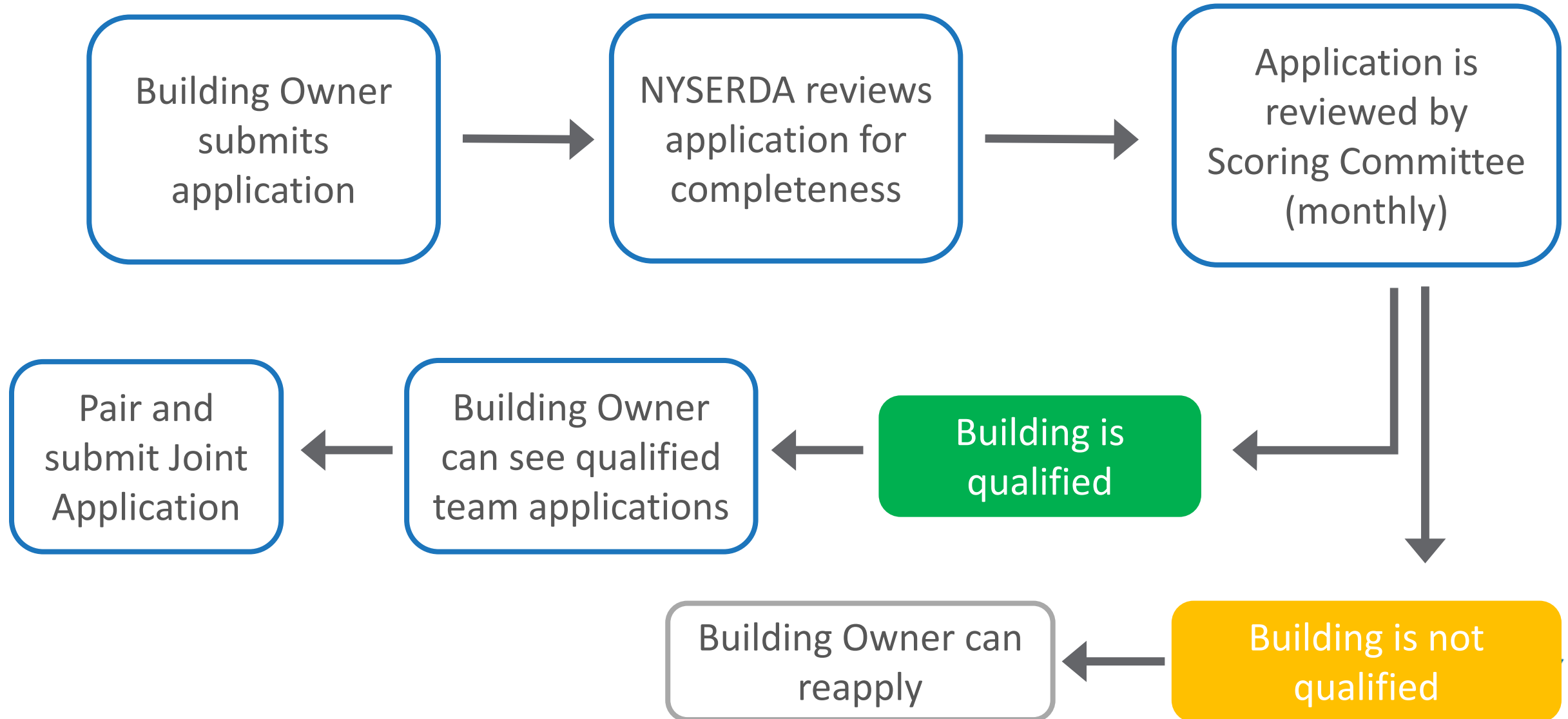
Selection Process

Selection Process Overview

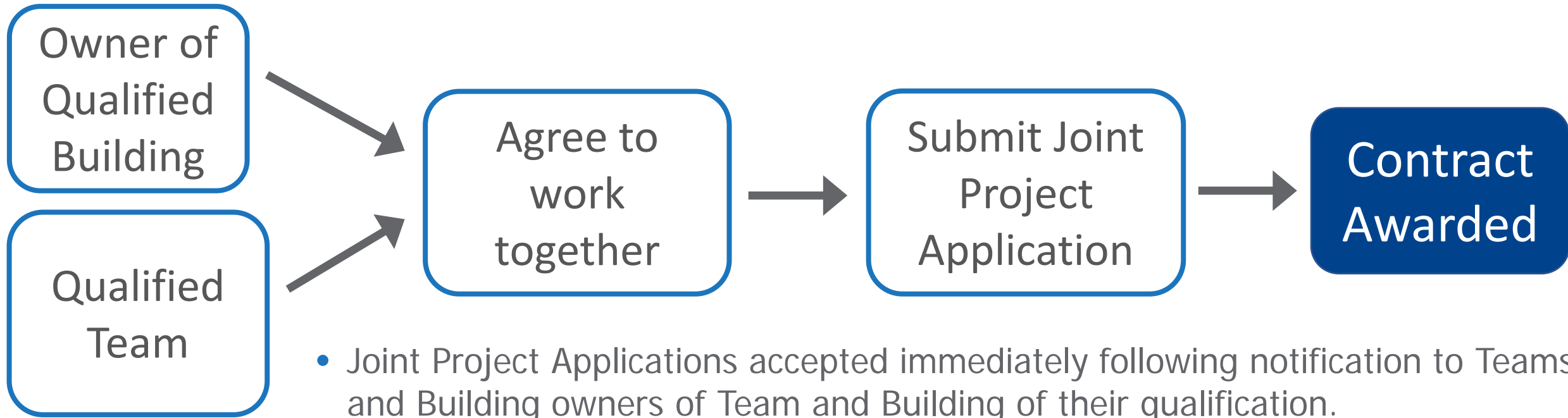
Building Owner submits application



Step 1: Qualification



Step 2: Pairing and Joint Application



- Joint Project Applications accepted immediately following notification to Teams and Building owners of Team and Building of their qualification.
- 6 awards on a first come – first served basis
- No more than 4 projects are awarded to:
 - A single typology (1-2 story buildings OR 3-7 story buildings)
 - A single region (in New York City, OR outside New York City)

Award Details

- Contract of \$75,000 awarded to Team Prime Contractor
- NYSERDA schedules an Integrated Physical Needs Assessment (IPNA) for Building
- A professional coach trained in Integrated Project Delivery is assigned to each team
- Transfer of knowledge from Energiesprong is facilitated

Accelerating Innovation

- Building owners and Affordable Housing Agencies involved in the process
- Teams are encouraged to share ideas with each other
- Completed designs will be published as open-source documents with contributors fully acknowledged

Team and Building Applications

- Applications are accepted until July 31, 2018, 5:00 PM EDT
- Applications are reviewed on a rolling monthly basis.

Submission deadlines for application reviews (5pm):

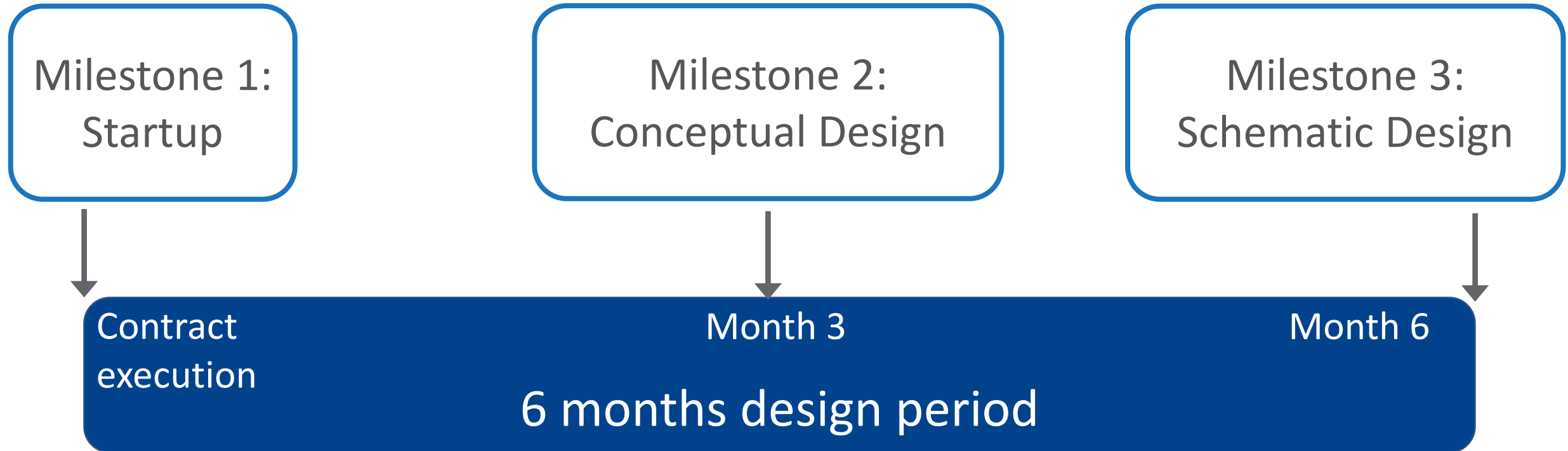
First review period	Friday, March 2 nd
Second review period	Friday, March 30 th
Third review period	Friday, April 27 th
Fourth review period	Friday, June 1 st
Fifth review period	Friday, June 29 th
Final review period	Tuesday, July 31 st

Joint Project Applications

- Projects are awarded on a first-come, first-served basis until October 31, 2018 at 5:00pm, or until 6 projects have been awarded (whichever is earlier).
- Include Letter of Agreement between Building Owner and Team Prime Contractor
- Buildings for which designs are contracted will be eligible for NYSERDA project funding solicitation to follow

Participation Milestones and Deliverables

Design Phase Milestones



Milestone 1: Startup

Startup occurs upon execution of a contract with NYSERDA, and includes:

- Assigning each Team a coach
- Scheduling a kick-off meeting with all Team members, the Building owner, potential financing partners, the coach and NYSERDA
- Assigning each building an IPNA provider at no cost (unless building completed an IPNA < 2 years ago). Final IPNA report will be provided to Team and Building Owner
- Issuing 50% of stipend to Prime Contractor
- Team committing to its design schedule and calendar of review meetings

Milestone 2: Conceptual Design

- Conceptual design deliverables are due at the end of month 3
- They are intended to:
 - Demonstrate the strategy for implementing the proposed retrofit
 - Have a first estimate of costs and performance of the solution
 - Start understanding what are the hurdles to building the solution

Examples include:

- Conceptual drawings
- Standard details
- Renderings
- Projected budget
- Preliminary construction schedule
- Preliminary Life Cycle Cost Analysis
- Regulatory barriers

Milestone 3: Schematic Design

- Schematic design deliverables are due at the end of month 6
- Set of documents that can be brought to regulatory agencies and lenders to start the underwriting process for the proposed retrofit

Examples include:

- Schematic drawings
- Critical custom details
- Room details
- Budget and financing plan
- Final projected construction schedule
- Distributed Energy Resources Summary
- Pathway to a High Performance Guarantee

2018 Outlook & Transition to Construction

Q1/Q2 2018

- RFP Released
- 1st buildings and teams selected
- Design phase begins

Q3/Q4 2018

- Solutions designed in integrated fashion with eye to constructability, cost and scalability

End 2018 - 2019

- Construction begins
- Second set of pilots begins

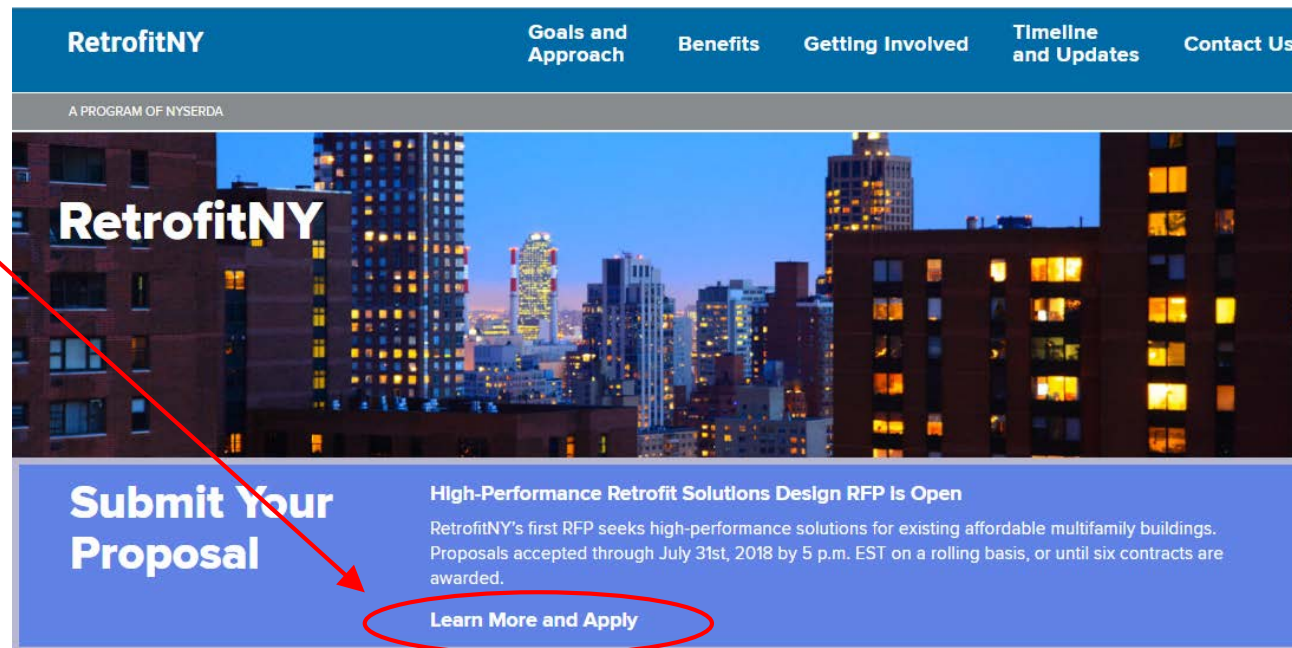
Key players engagement → getting to a deal

RetrofitNY staff works on financing and regulatory solutions

Application Submission Tips and Guidance

How to Access the RFP

- Access RFP 3750 on NYSERDA's Current Funding Opportunities page (https://portal.nyserda.ny.gov/CORE_Solicitation_Detail_Page?SolicitationId=a0rt000000AH2MUAA1)
- Alternatively, click on "Learn More and Apply" on the RetrofitNY website



NYSERDA Solicitation Documents

- Review solicitation document RFP 3750 - Summary
- Review application and list of required documents

Associated Documents

- [RFP 3750 - Summary \[PDF\]](#)
- [Attachment A - Building Application](#)
- [Memorandum of Understanding \[PDF\]](#)
- [Attachment B - Solution Provider Team Application](#)
- [Attachment C - Joint Project Application \[PDF\]](#)
- [Statement of Compliance \[PDF\]](#)
- [Attachment D - Standard Agreement - Sample \[PDF\]](#)
- [Building Application - Document List \[PDF\]](#)
- [Solution Provider Team Application - Document List \[PDF\]](#)
- [Joint Project Application - Document List \[PDF\]](#)

NYSERDA Solicitation User Guide

Completing the application may work better in Chrome than in Internet Explorer

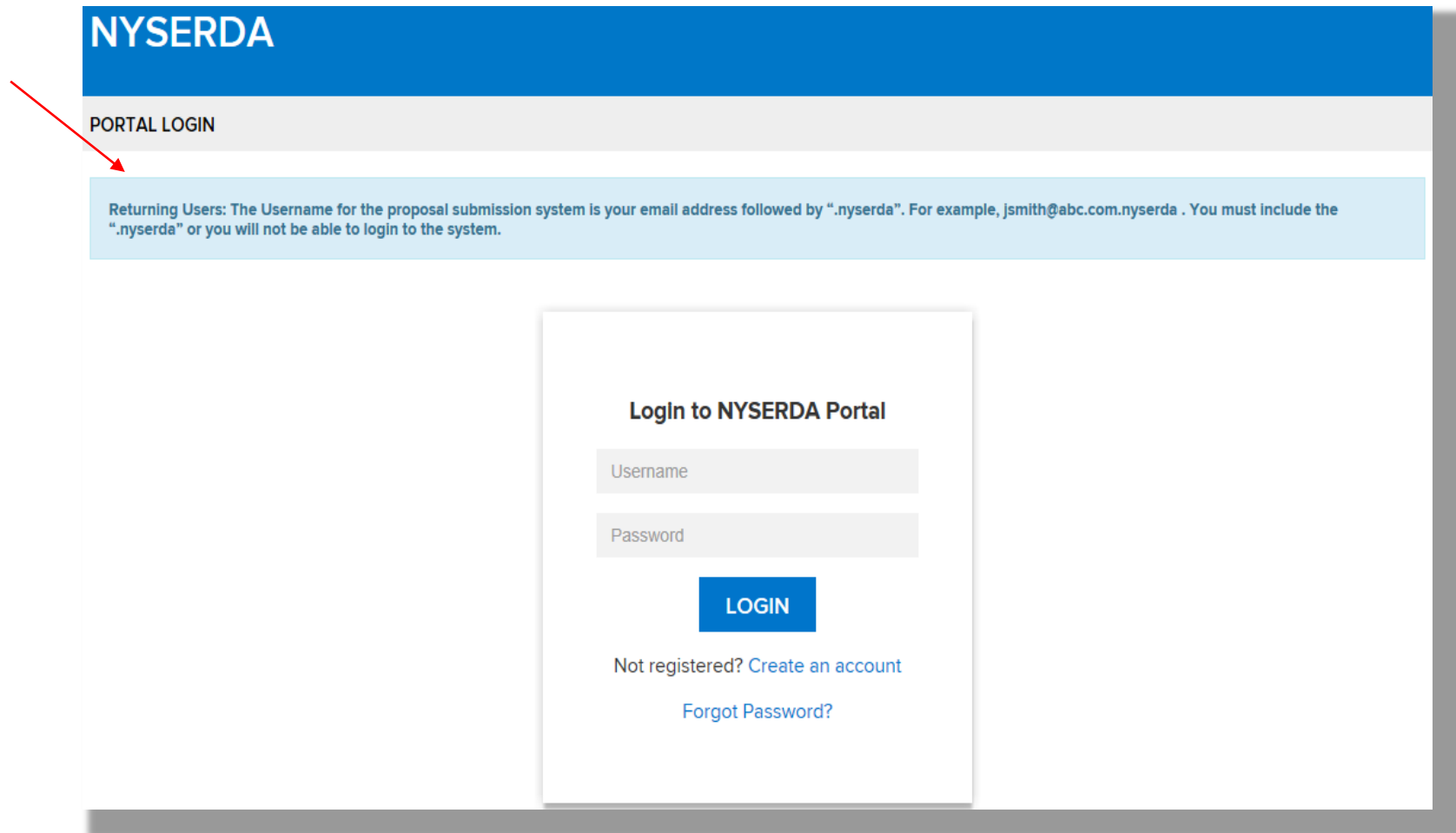
For guidance and screenshots on submitting your application in Salesforce, click on the [Application Instructions and Portal Training Guide](#).

Application Submission

- [Apply Online](#)
- [Application Instructions and Portal Training Guide \[PDF\]](#)

Create Username

Login username requires you to append “.nyserda” to your email address



The screenshot shows the NYSERDA Portal Login interface. At the top is a blue header with the text "NYSERDA". Below it is a grey bar with the text "PORTAL LOGIN". A red arrow points from the "PORTAL LOGIN" text to a light blue box containing the following text: "Returning Users: The Username for the proposal submission system is your email address followed by “.nyserda”. For example, jsmith@abc.com.nyserda . You must include the “.nyserda” or you will not be able to login to the system." Below this box is a white login form titled "Login to NYSERDA Portal". The form contains two input fields: "Username" and "Password". Below the fields is a blue "LOGIN" button. At the bottom of the form are two links: "Not registered? [Create an account](#)" and "[Forgot Password?](#)".

NYSERDA

PORTAL LOGIN

Returning Users: The Username for the proposal submission system is your email address followed by “.nyserda”. For example, jsmith@abc.com.nyserda . You must include the “.nyserda” or you will not be able to login to the system.

Login to NYSERDA Portal

Username

Password

LOGIN

Not registered? [Create an account](#)

[Forgot Password?](#)

Checklist

Provide Yes/No responses to Checklist and Disclosure of Prior Findings of Non-Responsibility questions.

Checklist Questions

Do you accept all Terms & Conditions in the Sample Agreement? *

☒ Yes ☐ No ?

Do you wish to have any information submitted in your proposal package treated as proprietary or confidential trade secret information? *

☐ Yes ☒ No ?

Has the Company or any of its principals been indicted/convicted of a felony in past 5 years? *

☐ Yes ☒ No

Are you a Minority or Women-Owned Business Enterprise? *

☒ Yes ☐ No

NYS MWBE number is 123456789

Does your proposal contain Minority or Women-Owned Business enterprises as subcontractor? *

☐ Yes ☒ No

Are you a certified Service-Disabled Veteran-Owned Business Enterprise? *

☐ Yes ☒ No

Does your proposal contain certified Service-Disabled Veteran-Owned Business Enterprises as Subcontractors? *

☐ Yes ☒ No

Is other public funding pending/awarded on this and/or very similar topic (prior and/or competing proposals)? *

☐ Yes ☒ No

Previous NYSDA Contracts awarded? *

☐ Yes ☒ No

Prior and/or competing proposals submitted? *

☐ Yes ☒ No

Disclosure of Prior Findings of Non-Responsibility

Has any Governmental Entity made a finding of non-responsibility regarding the Individual or Entity seeking to enter the Procurement Contract in the last five years? *

☐ Yes ☒ No

Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named Individual or Entity due to the intentional provision of false or incomplete information? *

☐ Yes ☒ No

PREVIOUS

SAVE

CONTINUE

Attestations

Applicants must accept all three attestation questions at the bottom of the checklist

If qualified, applicant agrees to have all application information posted to NYSERDA's secure Sharepoint site for owners of qualified Buildings to review qualified Solution Provider Team Applications, and for qualified Solution Provider Teams to review qualified Building Applications. (This is a requirement. (Checking "No" will make your application ineligible for participation in this RFP.) *

☒ Yes

☐ No

Applicant agrees to keep all application information accessed through NYSERDA's Sharepoint site strictly confidential; which shall include, without limitation, not disclosing the same, or knowingly permitting the same, to be disclosed to any person other than NYSERDA employees (or Solution Provider Team Members) and at all times taking reasonable steps to ensure that this obligation is fulfilled. (This is a requirement. Checking "No" will make your application ineligible for participation in this RFP.) *

☒ Yes

☐ No

The applicant will be legally obligated to indemnify and disclaim any liability against NYSERDA for any damages or losses occurring by virtue of any aspect of the retrofit design process being performed at the Building project site. (This is a requirement. Checking "No" will make your application ineligible for participation in this RFP.) *

☒ Yes

☐ No

Budget Field

Enter "0" in the "Proposed NYSERDA Cost" field, and save

Application Number: 0000101478

Multi Round Solicitation

Concept Paper Budget (Step 3 of 6)

Provide detail on the budget of the proposed project.

Success! Budget Information Saved.

Proposed NYSERDA Cost *

Proposed Cost Share

Proposed Total Cost

PREVIOUS SAVE CONTINUE

Other Tips

- See *Building Application Document List* for required docs
 - try to save docs with multiple items in a single doc
- Can upload more than one document per field
 - must click on Application History to see files uploaded
- For other tips, check *Application Instructions and Portal Training Guide* below the *Apply Online* link

Contact Us

- For questions about Building Applications:
 - contact saul.brown@nyserda.ny.gov
- For questions about Solution Provider Team Applications:
 - contact jonathan.benezry@nyserda.ny.gov



Thank you

RetrofitNY@nyserda.ny.gov