

Request for Bids: Vermont Advanced Wood Heating Sector Baseline & Evaluation Report

The CEDF is requesting bids from qualified contractors to complete the scope of services listed below. The focus of the work is the completion of a baseline report of the advanced wood heating¹ (AWH) sector in Vermont. Additional services include recommendations on the evaluation of advanced wood heating systems installed and/or to be installed.

Bidding contractors must provide responses to all seven bid questions listed below (Bid Information Requested).

Before bidding contractors should carefully read the bid specifications listed below. These include the scope of services required, performance requirements, and project expectations.

Bid Information Requested:

1. \$/hr billing rate (or rates)
2. Fringe rate
3. Indirect rate
4. Total estimated hours to complete the scope of services
 - a. Estimated hours per billing rate if more than one rate was provided above
5. Total estimated cost to complete the scope of services
6. Timeline to complete the scope of services
7. Timeline to complete any of the five subsections of the scope of services if they could be completed separately and/or earlier than the other sections

Bids must be sent via email to Andrew.Perchlik@Vermont.gov and be received by 4:00pm on September 15, 2016.

¹ AWH is defined as systems that are highly efficient (>85%), emit low emissions (particulates emissions < 0.08 lbs/MMBtu for PM2.5), and are fueled with local sustainably harvested wood.

Bid Specifications

Bidding contractors should understand they will be required to enter into a standard State Contract for Service should they be selected and thus, there will be specific State requirements and/or conditions that will apply to the contract that are not listed in these bid specifications.

Documentation relating to the selected contractor's bid, as well as other documentation (ie. insurance certificates) will be required to complete a contract.

I. Scope of Services Required:

A. Baseline Report on Vermont's Advanced Wood Heating Market Sector

Complete a baseline report that provides verifiable data on the wood heating market sector in VT. The report need not include the forest resource harvesting aspect of the sector. The report will likely rely primarily on data already published (such as the CEDF's Clean Energy Industries Reports) and thus will be pulling information together, standardizing and unifying it. The report should include, but need not be limited to, the following data:

1. The number of companies in Vermont that:
 - a. Design, sell, install, and/or manufacture AWH pellet, cord, and/or chip heating systems (residential and commercial)
 - b. Service these systems
 - c. Fabricate wood pellets
 - d. Deliver wood pellets
 - e. Sell and/or delivers wood pellets for heating
 - f. Specialize in AWH consulting
2. The number of workers employed at the companies listed in #1.
3. Sales revenue of the companies listed in #1 (likely will need to be an estimate)
 - a. % of revenue derived from in-state vs. out-of-state sales/services.
4. Annual sales amounts (ie. tons) of wood fuel sold for AWH systems.
5. Number and type (size, type of wood fuel, etc..) of AWH systems sold/installed in VT for:
 - a. Residential
 - b. Commercial
 - c. Municipal & Institutional
6. If possible, the data for #4 on an annual basis for past years as well as the most recent year (and partial 2016 year), to show recent trends.
7. The size of Vermont's AWH market compared to Vermont's total wood heating market. This could include number and/or annual dollar sales revenue, or tons of wood fuel, of non-AWH stoves/appliances sold in VT.

The report should include references for data sources.

B. Baseline Report on Vermont's Use of Wood for Heating

Complete a report on the percentage of all space heating currently (and past years if possible) met with wood fuel. Report will likely rely primarily on existing published reports. The report should include, but need not be limited to, the following data:

1. Percentage of total space heating in Vermont met with wood
2. Percentage of total space heating in Vermont met with AHW
3. Number and percentages of residential, commercial, and institutional buildings that heat with AWH (could also include non AWH wood heat)
 - a. If possible, include the number of those buildings that use AWH as their only heating source and those that use it for only a portion of their heating needs
4. Amount of wood fuel (tons, broken down by type) consumed for heating in Vermont (*related to the amount sold to be reported in A.1.4. above*)

The report should include references for data sources.

C. Recommendations on Tracking Changes in the Advanced Wood Heating Sector and the Use of Wood for Heat.

Provide recommendations on the best way to collect/calculate the data reported in reports A & B above, and on what time increment the data should be collected (quarterly, annually, every five years, etc...)

D. Recommendations on the Evaluation of the Performance of AWH Systems.

Provide recommendations for a monitoring and evaluation program for the CEDF, and requirements of CEDF grantees, in order to evaluate the effectiveness of CEDF investments in AWH systems. In addition the data collected on operating systems should be useful to support improvements of AWH systems to increase fuel use efficiency, reduce air emissions, and reduce costs.

E. Recommendations on Technical Assistance for Financing Products

The CEDF is considering developing an interest rate buy-down program for commercial AWH systems. The program will work through an existing financial institution to offer a financing product to commercial entities for the installation of AWH systems. The financial institution(s) will not have experience with AWH systems and will be in need of technical assistance to complete their underwriting and to meet CEDF's program requirements for AWH systems.

Provided recommendations for what technical assistance services could be made available to a financial institution offering financing for commercial AWH system. If the bidding contractor is available to provide such technical assistance provide an estimate of the costs (\$/hr) for these services together with a description of the services available.

II. Performance requirements

The selected contractor will be required to:

1. be readily available for at least one in-person meeting and, during the contract period, respond promptly to phone or email requests
2. make any edits to the final report(s) requested by the CEDF
3. not release the report, nor sections or findings therein, before it is approved by the CEDF
4. complete the scope of services based on the contracted deadline and budget

III. Expectations

The CEDF expects the scope of services to be completed:

1. at the selected contractor's business location
2. before December 2016, but preferably in early November, 2016
3. and delivered in a professional report (or reports) format that is accessible to the general public and useful to the CEDF and Public Service Department
4. based on contracted milestones