

**Request for Proposals**  
**NASEO Resilience Center Research and Report**

**Solicitation Number: NASEO-2024-RFP-001**

Released: March 12, 2024  
Responses Due: April 2, 2024 at 11:59 p.m. ET

National Association of State Energy Officials  
1300 17<sup>th</sup> Street North, Suite 1275  
Arlington, Virginia 22209

**Note on applicants' eligibility:** All applicants must meet the [DOE Mandatory Requirements and Standard Provisions](#). This includes having a current registration in SAM.gov and providing assurance that applicant is not a debarred or suspended entity.

## I. Introduction and Background

As widespread extreme weather, including severe heat and cold, stronger hurricanes, and damaging wildfires impact more people each year, the need for resilience centers (sometimes called “resilience hubs”) to provide community services increases. Resilience centers can serve community members by providing a place of shelter, heating or cooling, and other basic services, and can also provide continuity of services for critical facilities, such as police and fire stations. Increasing the energy efficiency and other energy aspects of buildings typically provides the co-benefit of greater resiliency to extreme temperatures and other weather events. Ideally, buildings and facilities that serve as community resilience centers are highly efficient structures as required by building energy codes to maintain passive survivability during extreme weather events and are equipped with onsite back-up generation (renewables and electricity storage or fossil generators) to operate amid grid disruptions. Implementing programs to support the creation of energy-efficient resilience centers may increase the awareness of building industry stakeholders such as engineers, architects, and building owners of the importance of planning for resilience and efficiency retrofits in capital planning. State administered programs that assist with retrofits of critical facilities can serve as examples of appropriate location based retrofit strategies and planning that may inform private sector building owners of the benefits of highly energy-efficient buildings for resilience while also providing places of respite for residents in times of need.

With funding support from the U.S. Department of Energy (DOE) Office of Energy Efficiency and Renewable Energy (EERE), the National Association of State Energy Officials (NASEO) seeks to develop a two-part written deliverable describing the use of community centers and critical facilities as resilience centers and providing recommendations for State and Territory Energy Offices that seek to launch resilience center programs. NASEO seeks a *Consultant* to support this project by working with NASEO to develop a *Toolkit for Creating Energy-Efficient Community Resilience Centers* for use by State and Territory Energy Offices in working with communities accompanied by an overview and analysis on existing state resilience center programs and policies. The *Consultant* will be expected to have knowledge of the programmatic, policy, economic, and community aspects of resilient critical facilities and community resilience centers, including how building codes, including energy codes, energy efficiency, distributed generation, and energy storage can support community resilience. The *Consultant* should be prepared to address cost, resilience, and equity considerations. Finally, the *Consultant* should demonstrate a deep understanding of State Energy Offices' roles, distinct from state regulatory roles, in energy policy and community resilience planning across the country.

## II. Objectives

The overall objective of the *Consultant* is to work with NASEO to research, draft, revise, and finalize a written deliverable with two sections:

- 1) Overview and analysis of existing state efforts to develop resilience centers; and
- 2) *Toolkit for Creating Community Resilience Centers* for State and Territory Energy Offices.

## III. Approach

The *Consultant* will work with NASEO staff to develop a written deliverable with two key parts: (1) a report and analysis examining state efforts to develop resilience centers (*Report*) and (2) a *Toolkit for*

*Creating Community Resilience Centers (Toolkit)*. The *Toolkit* should include illustrative examples and educational content (outlined in more detail below). The *Toolkit* and *Report* should be written for State and Territory Energy Offices as the primary audience. Secondary audiences for the *Toolkit* content may include State Hazard Mitigation Officers, State Emergency Managers, and State Resiliency Officers. Content should clearly outline specific actions and best practices for State Energy Offices and include any relevant graphics, tables, or maps.

#### IV. Statement of Work, Timeline, and Expected Deliverables

This project will be initiated in the second quarter of 2024. NASEO will host a kick-off meeting with the *Consultant* to discuss the approach for the *Toolkit* and the *Report*. The *Consultant* will be responsible for the following two (2) components:

##### ***Toolkit***

The *Consultant* will work with NASEO to develop recommendations for state consideration when deploying resilience centers, along with illustrative examples. The recommendations will address:

- **Community partnership- building and engagement.** Describe models and data for identifying potentially impacted communities, collecting and incorporating community feedback throughout the entirety of the project development and implementation process, and communicating project milestones and developments. Content related to community partnership-building and engagement should be rooted in equity, inclusion, and access principles (such as the [Spectrum of Community Engagement to Ownership by Facilitating Power](#); frameworks around procedural and distributive justice by the Institute for Energy Justice; and other leading energy equity experts.)
- **Site selection.** Summarize possible site selection criteria, including proximity to vulnerable populations, facilities that house emergency management functions/critical facilities, input from equitable community engagement, fuel sources available, and storm risk and hazards present in a location.
- **The role of building codes:** The *Toolkit* should include information about how building codes, including building energy codes, improve resilience to a variety of hazards (e.g. hurricanes, fires, extreme heat and cold).
- **Newly constructed buildings versus existing buildings.** Offer a comparison of community resilience centers deployed through new construction, that meet the highest energy performance standards and codes or zero emission standards and codes; or through existing structures, which may be strategically retrofitted to optimize resilience, durability, energy efficiency, and other relevant performance factors as resilience centers.
- **Enabling policies:** Conduct an analysis of policies and programs at the state level that enable high-performance resilience centers (such as building codes, programs and policies related to energy storage systems and distributed generation resources).
- **Key facility features.** Highlight the combination of energy efficiency, distributed energy resources, microgrids, design for passive survivability, access to on-site renewables, and other building characteristics that can support community resilience by allowing operation during grid-disruptions and power outages.
- **Funding and financing.** Identify funding and financing opportunities that states can use to support the creation and maintenance of resilience centers. Examples may include the Federal Emergency Management Agency administered Building Resilient Infrastructure in Communities program and the U.S. Department of Energy administered Grid Resilience and Innovation

Partnerships Program. Other sources of funding and financing may include state or federal grants, community solar subscriptions (when community solar is co-located with the resilience center), or other sources.

- **Performance metrics and evaluation:** Discuss metrics, data, and frameworks needed to evaluate the performance, costs, and benefits of resilience centers.

**Research Report on Resilience Center Programs and Policies**

The Consultant will work with NASEO to develop a research report (*Report*) that will describe existing policies and programs to create resilience centers in states. The *Report* will detail how energy efficiency and building codes enable buildings to support resilience functions and make recommendations for requirements for new construction resilience centers and for existing facilities that are to be retrofit to be resilience centers. The report should also examine public safety, health, and energy access benefits, outlining existing literature and studies around benefits afforded by resilience centers as a disaster response mechanism, and examine how state resilience center policies and programs can incorporate elements to support improved community and critical facility resilience.

While the *Report* will be primarily focused on energy efficiency and building codes, it should also include discussions of additional technologies and solutions (such as on-site renewables, microgrids, and/or energy storage) that states have used in resilience center development.

The final written *Toolkit* should not exceed 10 pages, and the final written *Report* should not exceed 20 pages (not including citations). The report should contain three (3) geographically diverse case studies.

**Project Schedule (Estimated)**

<b>Task</b>	<b>Estimated Deliverable Date*</b>
<b>Kickoff Meeting with NASEO Staff (and possibly relevant State Energy Offices)</b>	Within 14 days of contract ratification
Status update meetings	Biweekly
Close out meeting	30 days after toolkit and report release
<b>Toolkit for Resilience Center Programs</b>	
<b>Outline</b>	15 days after kickoff meeting
<b>Review Draft</b>	60 days after kickoff meeting
<b>Final Draft</b>	90 days after kickoff meeting
<b>Report on Existing State Resilience Center Programs and Policies</b>	
<b>Outline</b>	15 days after kickoff meeting
<b>Review Draft</b>	60 days after kickoff meeting
<b>Final Draft</b>	90 days after kickoff meeting
<b>Presentation slide deck describing the Report and Toolkit</b>	
<b>Review Draft</b>	14 days after final draft of Toolkit and Report accepted by NASEO
<b>Final Draft</b>	30 days after final of Toolkit and Report draft accepted by NASEO

*\* The deliverable timeline may change depending on timeliness of internal and external review. Final document review by DOE may also delay final deliverable date.*

The *Consultant* will develop drafts of the *Toolkit* and the *Report* to be reviewed and commented on by NASEO, DOE, and NASEO members (to be identified and engaged in partnership with NASEO). Based on the comments, the *Consultant* will update the drafts and prepare a final version for NASEO (in MS Word format). Upon approval, the *Consultant* will finalize the *Toolkit* and *Report* for subsequent publication and distribution by NASEO. The *Consultant* does not have the right to reproduce, utilize portions of, or publish the material from the written deliverables without NASEO's express written permission. *Consultant* shall provide NASEO with all relevant graphics files. NASEO will prepare and release the final publication document.

## V. Period of Performance

This project is estimated to last from April 30, 2024 to August 15, 2024.

## VI. Project Budget

The proposed project budget should reflect a times and materials consulting agreement. This is a competitively bid project; costs should be feasible and prudent. The *Consultant* must submit cost proposals by task for the entire Statement of Work using the DOE EERE budget justification spreadsheet which is a separate file available for download [from DOE's website](#). NASEO may request changes to the proposal if the proposed scope exceeds the available budget.

### **Compensation**

The *Consultant* shall invoice monthly for actual work completed. NASEO shall reimburse the *Consultant* for actual milestones achieved and hours spent in the execution of the work (not to exceed the total approved task budget shown in the final contract agreement) once NASEO has received payment from DOE. The *Consultant* will submit a monthly invoice (along with supporting time records for personnel hours) and progress report by the fifteenth of each month of the agreement.

### **Rejection of Proposals and Incurred Costs**

This Request for Proposals (RFP) does not obligate NASEO to award an agreement. All costs incurred in response to this RFP are the responsibility of the respondent.

NASEO reserves the right to reject any or all submitted proposals not in conformance with this RFP, or for other causes. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation.

## VII. Contract Requirements

The funds for this work have been provided through a cooperative agreement between NASEO and DOE's Building Technologies Office (within the Office of Energy Efficiency and Renewable Energy). The underlying terms and conditions of the cooperative agreement between DOE and NASEO will be provided to the *Consultant* and incorporated in the awarded subcontract. All requirements of the DOE contract shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. The contract shall be issued following approval from DOE and will become effective when signed and dated by NASEO and the *Consultant*.

## VIII. Responding to the RFP

Please submit responses to the RFP to Ed Carley by e-mail at [ecarley@naseo.org](mailto:ecarley@naseo.org). **RFP responses are due no later than April 2, 2024 at 11:59 p.m. ET.** Any questions on the RFP should be directed to Ed Carley by e-mail at [ecarley@naseo.org](mailto:ecarley@naseo.org) no later than March 19 at 11:59 p.m. ET. All questions received and answers will be posted to the NASEO RFP website.

Responses shall include and fully address the following:

- Cover letter (should include the following):
  - Unique Entity Identification Number
  - SAM.gov registration expiration date
  - Assurance that applicant is not a debarred or suspended entity
- Resumes (please identify any foreign nationals included in the proposal)
- Description of relevant experience including prior work on community energy resilience policy and building energy codes as well as working with relevant state agencies (in particular with State Energy Offices)
- Proposed approach and treatment of the tasks with a view toward expected deliverables
- Proposed Budget by Task Deliverables  
The budget should be completed using the [DOE EERE budget justification spreadsheet](#). Please note that there is no cost-share requirement, applicants can use either the 3-year or 5-year budget justification and add all costs for their proposal under Budget Period 1.

Please limit the cover letter, the description of relevant experience, and the narrative that addresses the proposed approach and development of the project tasks and proposed budget to **6 pages in 11-point font**. Resumes and the proposed budget do not count toward the page limit.

**Note: Late proposals will not be accepted.**

## IX. Consultant Selection and Required Qualifications

NASEO will select a *Consultant* through a competitive selection, which will include consideration of the following:

- Experience working with State Energy Offices or other relevant state agencies.
- Relevant experience working on programmatic, policy, economic, and community aspects of building energy codes, critical facility resilience, community serving resilience centers to provide heating and cooling and post-disaster services. The *Consultant* should be prepared to address cost, resilience, and equity considerations.
- Competitive budget proposal.
- Quality of academic and professional experience in relevant field.
- Flexibility of availability.

The NASEO Evaluation Team will use the following criteria in assessing all responses to this RFP:

### **Technical Experience and Applicant Qualifications (30% of total score)**

- Relevant experience in proposed topics in the energy sector, particularly working with State Energy Offices and other state agencies.
- Adequate level of technical knowledge to meet the demands of the project.
- Quality of academic and professional experience in relevant field.

**Proposed Approach for Implementation (40% of total score)**

- Proposal responds to the outlined topics in the RFP.
- Existing resources / consultant availability to meet needs of flexible deployment.
- Overall quality and professionalism of the proposal (well written, structured and organized) and materials are provided in the format requested.

**Budget (25% of total score)**

- Given the scope, is the estimated cost of the proposal appropriate?
- Does overall cost reflect an efficient value for the level of effort?
- Is the level of effort for each task appropriate?

**Administrative (5% of total score)**

- Does applicant have a Unique Entity Identification Number and a current SAM.gov registration?
- Is the applicant a debarred or suspended entity?