

**EESE Board – EERS Committee on RFP Scope of Services
DRAFT - Meeting Minutes – September 7, 2016**

Attending:

Laura Richardson, Jordan Institute; Cindy Carroll, Unitol; Ben Frost, (EESE Chair) NH Housing Finance Authority; Meghan Hoye, Lightec; Briana Brand, NH Sustainable Energy Association; Tanya Wayland, NH Public Utilities Commission; Karen Cramton, NH Public Utilities Commission; Joe Fontaine, NH Department of Environmental Services; Becky Ohler, NH Department of Environmental Services; Dennis Labbe, (EESE Vice Chair) NH Legal Assistance; Kate Peters, Eversource.

Committee Meeting called to Order: 9:05am

Update from the PUC:

Albeit not speaking for the Electrical Division of the NH PUC, Karen Crampton provided an update on behalf of them regarding their understanding of the anticipated Scope of Work necessary for the RFP for EERS technical consultants and the possible role of this ad hoc subcommittee.

1. The Electric Division confirmed the welcome assistance in developing the RFP/s along with the EESE Board, Staff, and other interested parties.
2. Budget is \$95,000/year for Consultant/s and would be available beginning January 2017.
3. The contracting process takes several months and so attention to this matter now makes sense.
4. How will EESE work? As an Advisory Board to staff, help with outreach/communications, provide a forum for presentations on relevant EERS topics. More discussion to define roles is needed.
5. RFP should be issued in Mid October. Allow three weeks for responses.

Scope of Work:

Role of consultant, broad thoughts

1. Assist the EESE Board in review of the Draft Plan in April/May 2017.
2. Assist the EESE Board in developing comments on the Draft Plan.
3. Review Continuation Plan, advise and provide comments.
4. Provide support on developing RFPs for other Consultants.
5. Bring resources and information to the Board regarding industry best practices and education on topics where the Board members feel they need more information/understanding.
6. An important attribute of the consultant would be a general willingness to understand the NH process and the value of broad stakeholder engagement, including fluency in NH culture, history, and political sensitivities.
7. Some years (when the 3-Year Plan is being developed) will require a higher consultant workload, while annual update years will likely require less.
8. NH appropriate, grassroots, less lawyerly, accessible
9. Add public input session
10. Consultant to review past plans: how do you plan for scaled-up energy efficiency programming?
11. Must be experienced with other EERS Programs and Energy Efficiency Programs, and familiarity with the CORE/NHSaves programs.

12. Consultant would be expected to have relevant experience regarding scope of work and New Hampshire “culture”, and be able to hit the ground running.
13. Bring in other technical expertise as needed.
14. Attend/participate in EESE and EERS Advisory Board meetings – 7-8/year.
15. Points for introduction of innovative ideas that are current/operational/successful elsewhere such as products, programs, technologies, financing, outreach techniques and tools.
16. Proven ability to work with Utility Partners and Program Administrators.

Scoring Criteria:

Scores total 100. Cost is a consideration, but may not be the determining factor in the Commission’s decision. In addition to cost, the Commission will consider the following criteria and assign a corresponding point score, where a maximum score for all criteria would be 100 points and any proposal with a total aggregate point score of less than 65 points will not be considered for an award:

Considerations	Points
Qualifications, technical expertise, knowledge, and practical experience that the organization possesses, including that of the staff and any subcontractors assigned to the project, providing services directly relevant to EERS and energy-efficiency programs. (new language)	30
Cost of consulting services and expenses, including the competitiveness of the proposed hourly rates and any proposed discounts or other cost -effective benefits. (The Commission reserves the right to negotiate lower fees or a different fee structure than proposed, with any selected firm(s).)	25
General experience and qualifications in providing similar services in New Hampshire as well as other states and to other utility commissions or regulatory agencies, including similar current or prior engagements and the positions publicly advocated in connection with such engagements.	25
Availability and accessibility of staff assigned to project, including physical proximity to New Hampshire.	10
Overall responsiveness to the requirements of the RFP, including completeness, clarity and quality of the proposal.	10
TOTAL	100

Comments from the Group:

1. Add in familiarity/demonstrated experience with the NH Stakeholder process, engaging stakeholders, comfort in the NH regulatory structure, sensitivity with the NH political culture.
2. Scope and expectations need to get more granular.
3. Points for introduce innovative ideas that are current/operational/successful elsewhere - Products, programs, technologies, financing, outreach techniques and tools
4. Points for Proven ability to work with Utility partners and program administrators.
5. Revise point schedule to give 10 points to how to innovate within budget, program, cultural/political constraints

EESE Board’s Role:

1. Receive Draft Plan and provide comments.
2. Review Continuation Plan, advise for improvements for 3-Year Plan
3. Role will evolve, will be heavy lift for some.

4. Understand complex issues behind the creation of EERS, ie: Non Energy Impacts.
5. Understand tables and budgets, measure lives,
6. Management of Consultant/s
 - a. RFP Selection Team – should be nimble and small.
 - i. 2 PUC Staff Members
 - ii. 2 EESE Board Voting Members
 - iii. Generic feedback about firms submitting proposals from Utilities
 - b. Day-to-Day management responsibility?
 - i. Needs to be decided in collaboration with PUC Staff.
 - ii. Rick and Dennis will reach out to Les regarding next steps.

Questions:

1. Who hires the Contractor/s?
 - a. PUC – Electrical Division with understanding that EESE will be Advisory Board.
2. Is EESE Convener of Stakeholders?
 - a. Yes.
3. What degree does the consultant run the EESE/EERS Transition presentations?
 - a. Consultant provides content and/or brings in subject-matter experts.
4. What are expectations for in-person time?
 - a. Potentially 2 meetings/mo (Advisory and EESE), could be on phone, webinars, in person.
 - a. Remember – budget is \$95K, we don't want it consumed by travel costs
5. What is term of contract?
 - a. 1 year for Transition/Planning Consultant; 3 years for EERS Technical Consultant.
 - b. "Out" clauses can be added to the contract – to extend, renew, or terminate the contract.
 - c. Could be the same firm that wins both contracts. Separate RFPs.
6. What does PUC Electrical Division need support for? Is this duplicating efforts?
 - a. Different sets of needs.
 - b. PUC Electrical Division should participate in every EESE – EERS session.
7. Are non-utility stakeholders represented at EESE?
 - a. Yes, by statute a very diverse group.
 - a. Voting members:
 1. Ryan Clouthier —Southern NH Services, Inc. PUC Chair nonprofit appt, RSA 125-O:5-a, II, (I) EXP.12/31/17
 2. Laura Richardson —Jordan Inst. PUC Chair nonprofit appt, RSA 125-O:5-a, II (I) EXP. 12/31/17
 3. Kate Epsen - —PUC Chair nonprofit appt, RSA 125-O:5-a, II (I) EXP.12/31/17
 4. Karen Cramton —PUC Chair designee, RSA 125-O:5-a, II (a)
 5. Donald Kreis —Consumer Advocate, RSA 125-O:5-a, II (c)
 6. Rebecca Ohler —DES designee, RSA 125-O:5-a, II (d)
 7. Carmen Lorentz —DRED designee, RSA 125-O:5-a, II (e)
 8. Brian Ramsey —BIA designee, RSA 125-O:5-a, II (f)
 9. Theresa Swanick —NH Municipal Association designee, RSA 125-O:5-a, II (g)
 10. Dennis Labbe —NH Legal Assistance designee, RSA 125-O:5-a, II (h)

11. Vacant —NH Home Builders Association, RSA 125-O:5-a, II (i)
 12. Rep. Herbert Richardson —House Speaker appointment, RSA 125-O:5-a, II (j)
 13. Rep. Charles Townsend —House Speaker appointment, RSA 125-O:5-a, II (j)
 14. Vacant —Senate President appointment, RSA 125-O:5-a, II (k)
 15. Karen Rantamaki – State Energy Manager—DAS designee, RSA 125-O:5-a, II (m)
 16. Jeffrey Cyr—Fire Marshall designee, RSA 125-O:5-a, II (n)
 17. Ben Frost —Housing Finance Authority designee, RSA 125-O:5-a, II (o)
 18. Rick Minard —OEP designee, RSA 125-O:5-a, II (b)
- b. Nonvoting Members
1. Kate Peters, Eversource—PUC Chair utility appt., RSA 125-O:5-a, III (a)
 2. Eric Stanley, Liberty Utilities—PUC Chair utility appt, RSA 125-O:5-a, III (a)
 3. Cindy Carroll, Unitil/Northern—PUC Chair utility appt, RSA 125-O:5-a, III(a)
 4. Carol Woods, NH Electric Coop—PUC Chair utility appt, RSA 125-O:5-a, III (a)
 5. Michael Bruss, Bruss Project Mgt. LLC.—PUC Chair energy svcs co. appt, III (b) EXP. 12/31/17
 6. Michael Behrmann, Rev. Energy, LLC—PUC Chair renew energy bus. app. III (c) EXP. 12/31/17
 7. Joe Harrison, NHCDFA—PUC Chair investment community appt, III (d) EXP. 5/16/19
- c. Service list goes to 118 individuals.
- d. Ben and Dennis will reach out to appointees to encourage improved attendance by existing EESE Members, and explain expectations of EESE’s next chapter. Several appointments expire in Dec 2017, prior to actual start of EERS.
- e. EESE Board’s Outreach and Education Committee should also reach out.
- f. 10 minutes of public comment time could be included at each EESE meeting. Develop culture/expectation that the public will have opportunity to share concerns, ideas, comments, and ask questions.
8. Is EESE Board an Intervenor on EERS?
- a. No. However, the individual EESE Board members may choose to intervene.
9. Do the (5) Municipal Utilities (who participate in RGGI EE Programs) participate in EERS – and therefore expanded EE rebate programs?
- a. Limited RGGI Funding (by statute) is available for projects in municipal buildings.

Technical Resource Manual:

The Committee did not have time to discuss the Technical Resource Manual and will revisit this topic at a future meeting.

Adjourned:

Meeting adjourned at 11:05am.