

REQUEST FOR PROPOSAL (RFP) ADDENDUM

Addendum No.: 2 Date of Addendum: February 17, 2023

Due Date, Time: June 28, 2024 (4pm CT)

Title: Minnesota Retiree Environmental Technical Assistance Program (RETAP) Grant

SCOPE OF ADDENDUM

The RFP is revised as follows with ~~strike through~~ for deletions and underlining for insertions:

Revision 1

In the RFP, page 3, “Community sustainability assistance applicants” is amended as follows:

Community sustainability assistance applicants

Required:

- Good knowledge of topics related to sustainability, energy, and climate change
- Experience working in or with local government
- Good oral and written communications skills
- Self-starter and independent worker
- Familiarity and experience using Microsoft Office software such as Word and Excel
- Access to the internet

Desired:

- Experience with community-based planning
- Experience with sustainable building policy and design
- Have ability to travel locally and/or throughout the state

Revision 2

In the RFP, page 4, “RETAP members conducting community sustainability assistance” is amended as follows:

RETAP members conducting community sustainability assistance:

- Work an expected 10-30 hours per month and are compensated at the rate of \$20 per hour
- Work with local governments and communities in Minnesota to reduce their carbon footprints and help them become more sustainable
- Assist Minnesota GreenStep Cities community participants (<http://greenstep.pca.state.mn.us>)
- Assist with Sustainable Building Policy initiatives including but not limited to reviewing project plans, conducting site visits as requested and determining compliance/non-compliance with the local sustainable building policy
- Research needed information independently

- Compile written reports summarizing recommendations for reducing carbon emissions and increasing sustainability, as well as related cost and environmental savings
- Make presentations to local government committees and boards
- Follow-up with clients to track their implementation of recommendations
- Participate in Minnesota RETAP trainings and meetings
- Conduct related technical projects as assigned
- Assist with marketing and general promotion of the RETAP program
- Track hours to ensure they will not exceed RETAP funding limits, and submit invoices monthly

Revision 3

In the application, page 2, questions j and k are added to “Community sustainability assistance applicants, answer questions f-i”

Community sustainability assistance applicants, answer questions f-i k

j. Are you certified/licensed with any of the following (select all that apply):

- AIA
- ASHRAE professional
- BREEAM Assessor or AP
- Fitwel Ambassador
- Green Building Initiative - Guiding Principles Compliance Professional
- Green Globes Professional
- Green Globes Assessor
- LEED Green Associate
- LEED AP
- RESET AP
- WELL AP
- Other: _____

k. Have you received training for any of the following (select all that apply):

- Energy benchmarking (B3, ENERGY STAR, etc.)
- Energy ratings (HERS, ERI, etc.)
- Building energy audits
- Minnesota Sustainable Building Guidelines
- Zero energy/passive buildings
- Other: _____

Revision 4

In the application, page 3, “RETAP coordinator applicants, answer questions j-r” the questions are updated to letters l-t:

RETAP coordinator applicants, answer questions j-~~r~~ l-t

RESPONDER NAME: _____

TITLE: _____

DATE: _____