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-t l-t

RESPONDER NAME: ____________________________________________
TITLE: ________________________________________________________
DATE: _________________________________________________________