

Request for Statements of Qualification

For the NYC Accelerator Service Provider Program

The New York City Accelerator (“NYC Accelerator” or the “Program”) is requesting Statements of Qualification from Service Providers that can provide energy efficiency, decarbonization, and water conservation services in New York City (“NYC”). See Appendix A and B for additional background on energy efficiency in NYC and the NYC Accelerator program.

Section 1: Role of the Service Provider Program

NYC Accelerator, as a city-funded program, is in a unique position to help Service Providers working within New York City connect with key building decision makers to support greater energy efficiency and carbon reduction practices within building design, construction, and operations. The list of service categories identified to support this effort includes:

- Air Conditioner – Central Unit Replacement
- Air Sealing/Weatherization
- Boiler Services
 - Boiler Clean and Tune
 - Boiler and Water Heater Replacement
- Chiller Replacement
- Controls
 - VFD
- Cool Roofs
- Design
- Domestic Hot Water
- EC Motors
- Elevator Modernization
- Energy Auditors
- Energy Management Systems
- Energy Modeling
- Energy Storage
- Engineering/Structural Engineering
- Equipment Vendor
- EV Charging Station
- Expediting
- Geothermal
- Green Roofs
- HVAC
 - Steam Heating
 - Hydronic Heating
 - Heat Pumps
 - 2-Pipe Steam Retro-Commissioning
- Insulation
- Legal
- Lighting
- Passive House
- Pipe Insulation
- Water Conservation
- Windows/Fenestration

Service Providers selected to participate (“Service Providers”) will serve as an extension of the outreach activities of NYC Accelerator, helping to transition buildings in NYC to a low carbon future. The Program will provide Service Providers with the opportunity to be included on the NYC Accelerator Service Provider Resource List. This list will be used to refer participating building decision makers (herein “Participants”) to qualified Service Providers. Service Providers will have the opportunity to expand their business by gaining exposure to NYC Accelerator Participant referrals. Service Providers may expand their skills and technical knowledge through optional, free NYC Accelerator trainings and marketing materials. They will also gain access to the NYC Accelerator Financing Specialist to provide guidance about financing offerings available for their projects. As Service Providers engage with the Program, they will showcase examples of their operational capacity to maximize sustainable practices with their prospective clients.

This RFQ shall not result in a contract with the City of New York or NYC Accelerator.

Section 2: NYC Accelerator and MWBE Goals

For the Program to achieve success, it must incorporate a diverse pool of Service Providers. It is critical to focus on groups that are often overlooked or neglected when planning for major decarbonization efforts. With NYC Accelerator, there is a targeted effort to recruit MWBE Service Providers to help accelerate the development of a diverse and equitable workforce. NYC Accelerator is actively reaching out to trade organizations and non-profits who work with MWBE firms to help promote the RFQ and ensure MWBE firm participation is acknowledged in the Program.

In the fight to decarbonize buildings in NYC for a low carbon future, MWBE firms must be a part of the coalition. It is an NYC Accelerator core mission to deliver an equitable response to environmental social justice throughout the five boroughs and the Service Providers should reflect that core mission.

Section 3: Submission Requirements

In order to respond to this Request for Statements of Qualification (“RFQ”), please complete the [online application](https://bit.ly/3JWXcz2) (<https://bit.ly/3JWXcz2>). The Service Provider must have knowledge of the NYC energy market and be enrolled in a New York State Energy Research and Development Authority (NYSERDA), Con Edison, or National Grid incentive program for certain service categories as described in Section 6 of this RFQ. Service Providers must also be actively engaging with building projects in the NYC market and provide details for these projects, as outlined in the online application. Additional documentation (e.g., certifications, COI, W9, etc.) cannot be uploaded through the application portal and should be emailed to Denise Milianta at denise@accelerator.nyc with the subject heading, “NYC Accelerator SP RFQ – [YOUR COMPANY NAME HERE]”.

Section 4: Deadline for Submission

The deadline for the first round of applications is February 7th, 2022. After this date, NYC Accelerator will continue to accept responses to this RFQ on a rolling basis. However, respondents who are interested in being listed on NYC Accelerator materials when the initial list of Service Providers is published in February 2022 must provide their submission by Monday, February 7th, 2022, at 5:00 PM Eastern Daylight Time.

Section 5: Questions

NYC Accelerator plans to host two informational webinars to provide a Program overview and field questions about the RFQ and overall Program. Questions may be emailed to Denise Milianta, at Denise@accelerator.nyc, after the first information session. Links for these events will be emailed to Service Providers once dates are determined.

Section 6: RFQ Submissions

Respondents can apply to be qualified to in multiple service categories and should check all the applicable categories in the application. The following steps should be answered to when responding to this RFQ:

1. Complete the [Online Application](https://bit.ly/3JWXcz2) (<https://bit.ly/3JWXcz2>)
2. Provide Supplemental Documentation:
 - a. Required: Certificate of insurance
 - i. Certificate holder information:
NYC Accelerator
630 3rd Ave. Fl 11
New York, NY 10017
 - b. Required: W9 form
 - c. Optional: Licenses and certifications that may include but are not limited to: MWBE, MBE, WBE, VBE, Electrician license, General Contractor license, Home Improvement Contractor License, etc.
 - d. **Email to Denise Milianta** at Denise@accelerator.nyc with the subject heading, "NYC Accelerator SP RFQ – [YOUR COMPANY NAME HERE]"
3. As outlined in the online application, Service Providers must be actively enrolled in a Con Edison, National Grid, or NYSERDA incentive program for certain service categories. The following is a list of categories that are subject to the incentive programs requirement:
 - Air Conditioner – Central Unit Replacement
 - Air Sealing/Weatherization
 - Boiler Services
 - Boiler and Water Heater Replacement
 - Boiler Clean and Tune
 - Chiller Replacement
 - Controls
 - VFD
 - Domestic Hot Water
 - EC Motors
 - Elevator Modernization
 - Energy Auditor
 - Energy Management Systems
 - Engineering/Structural Engineering
 - EV Charging Station
 - Geothermal
 - HVAC
 - Steam Heating (steam traps)
 - Hydronic Heating
 - Heat Pumps
 - 2-Pipe Steam Retro-Commissioning

- Lighting
- Packaged Terminal Air Conditioner
- Pipe Insulation
- Water Conservation

Section 7: Qualification Process

NYC Accelerator will review all responses to this RFQ to determine whether the respondent: (a) has submitted a complete application as described in Section 6 of this RFQ; (b) is active in a Con Edison, National Grid, or NYSERDA incentive program for applicable service categories, if required; (c) acknowledges the Requirements Once Selected (described in Section 8 of this RFQ) and the General Terms and Conditions (described in Section 9 of this RFQ); and (d) has met the applicable requirements to provide service for NYC Accelerator. After the completion of such review, NYC Accelerator will notify the respondent, in writing, regarding selection status.

Section 8: Requirements Once Selected

The following requirements listed under this section must be met to remain active in NYC Accelerator:

1. All Service Providers are required to complete an orientation with NYC Accelerator to become qualified for participation. This includes a completion of a one-to-two-hour online orientation session by at least two primary company representatives. Covered topics will include an overview of NYC Accelerator and the Service Provider referral process. Service Providers' participation will be verified with the training registration and webinar participation log.
2. All Service Providers must provide company information that will be listed on NYC Accelerator materials, including contact information, a concise description of relevant service(s) offered, sectors served in previous work, geographical work preferences within NYC, and further accompanying details outlined in the application.
3. Service Providers are required to promptly respond to all inquiries made by, or on behalf of Participants, or any building decision maker that references the NYC Accelerator Service Provider Resource List within **three business days**.
4. Service Providers are required to engage with the leads that are generated from the NYC Accelerator, if selected, by the decision maker. An engagement with the customer includes reaching out to them, either by phone, email, or in person. The Service Provider must also successfully complete projects that have been engaged with. Completing projects means that the Service Provider has successfully implemented the proposed decarbonization project at the Participant's location.
5. Service Providers are required to have engaged with at least six different projects and complete at least one project, per program year. See 4 above for definitions on engaging and completing projects.
6. The Service Provider is required to report project statuses on a regular basis to NYC Accelerator. The Program is reliant on these engagements to achieve success. Communication methods between the Service Provider Manager and Service Providers will be determined from survey responses to determine which is preferable. These

communication options include but are not limited to: (1) entering data in a shared spreadsheet monthly; (2) scheduled monthly calls; or (3) detailed monthly email updates.

7. Service Providers are required to maintain active enrollment in a Con Edison, National Grid, and NYSEERDA incentive program for applicable service categories. This is to make sure that selected service providers will utilize the incentive programs to offer a complete package for the buildings they are serving.
8. The Service Provider must continue to meet the requirements described in Section 8 of this RFQ. If at any time NYC Accelerator determines that the Service Provider is no longer in compliance with these requirements, then NYC Accelerator will notify the Service Provider of the reasons upon which such determination is based. The inability to stay in compliance with the requirements in Section 8 of this RFQ may result in disqualification as a Service Provider, as determined by NYC Accelerator.

Section 9: General Terms and Conditions

1. NYC Accelerator reserves the right, in its sole discretion, to withdraw this RFQ at any time; to determine not to proceed with the actions described or suggested herein; and to take any other action with respect to this RFQ, including but not limited to, the right to discontinue publication in any medium of NYC Accelerator materials.
2. NYC Accelerator reserves the right in its sole discretion to issue a new RFQ altering the terms and conditions of participation and re-qualifying Service Providers to participate on and after a date established in the new RFQ.
3. If removed from the Program, the Service Provider must halt usage of marketing material and logo affiliated with the NYC Accelerator Program.
4. All determinations in connection with this RFQ (including, but not limited to, any determinations regarding the experience, capability, capacity, or financial resources of any Service Provider, or regarding the selection of qualified Service Providers or the removal of Service Providers from NYC Accelerator materials) shall be in the sole discretion of NYC Accelerator.
5. Inclusion of any Service Provider on NYC Accelerator materials does not guarantee that such Service Provider will be selected by any building owner, nor does it create any rights on the part of the Service Provider.
6. Inclusion of any Service Provider on NYC Accelerator materials is not an endorsement by NYC Accelerator of the Service Provider or services offered by the Service Provider. Participants must make their own determination as to whether to seek and obtain services from Service Providers or other entities.
7. Any material misrepresentation made by a respondent or any failure by a respondent to disclose any material information in connection with its response to this RFQ may result in the respondent's disqualification from consideration for participation in the Program, or if the respondent is already a qualified Service Provider, the removal of the Service Provider from NYC Accelerator materials.

8. NYC Accelerator shall not be liable or responsible for the costs, expenses, or liabilities incurred by any person or entity in preparing any response to this RFQ or for any other costs, expenses, or liabilities incurred by any person or entity in connection with or in reliance on this RFQ

Contact Information:

Service Provider Team
NYC Accelerator
Email: serviceprovider@accelerator.nyc
Phone: 212-656-9202

Appendix A

Energy Efficiency in NYC Background

NYC has over one million buildings that make up more than five billion square feet of built area. More than 90 percent of these buildings will still exist in 2050. The energy used in the city's diverse building stock is the largest contributor of greenhouse gas (GHG) emissions, which are responsible for 68% of the citywide total in 2014. In recent years, the City has focused on improving the efficiencies of large buildings through the Benchmarking and energy audit local laws and programs, such as the Climate Mobilization Act (CMA).

Appendix B

NYC Accelerator Background

NYC is a leader in combating climate change. In September 2014, NYC Mayor Bill de Blasio released a 10-year plan to increase the energy efficiency of NYC's public and private buildings and put the City on a pathway to reducing citywide GHG emissions by 80% by 2050 (80 by 50). The plan, called One City: Built to Last, lays out 22 specific initiatives to reach a goal of reducing NYC's building-based emissions by 30% by 2025. The largest share of NYC's emissions (68%) comes from the buildings which include residential, commercial, industrial, and institutional buildings. With all of this in mind, the Mayor's Office of Climate and Sustainability established the NYC Accelerator Program to mobilize real estate stakeholders towards a pathway to decarbonization, achieve CMA requirements, and meet the City's and meet the City's [OneNYC goals](https://on.nyc.gov/3l6HdN9) (<https://on.nyc.gov/3l6HdN9>).

Launched in Spring 2021, NYC Accelerator provides free, one-on-one, technical guidance for multifamily market rate, affordable, and commercial and industrial building owners, and operators of privately-owned buildings. NYC Accelerator mainly targets buildings that are 25,000 sq. ft. or more, but there is still a specific area of the program that focuses on buildings at or over 5,000 sq. ft. By participating in the Program, both existing and new buildings can pursue deep energy measures that enable them to exceed 2030 standards set in Local Law 97 of 2019. Overall, NYC Accelerator aims at increasing the program awareness and education uptick for professionals in this industry and aims to facilitate a just transition to carbon neutrality for all of NYC.