



PUBLIC/PRIVATE PARTNERSHIPS FOR PHILADELPHIA'S FUTURE

**SMALL PURCHASE<sup>1</sup> CONTRACT OPPORTUNITY**

**REQUEST FOR BIDS**

<b>Opportunity name</b>	<i>Philadelphia's Clean Energy Workforce - Landscape Assessment</i>
<b>Department Seeking Services</b>	<p>The Philadelphia City Fund (the Fund) works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect City priorities and seek to improve the quality of life for all Philadelphians.</p> <p>The Fund will serve as the fiscal administrator for this contract opportunity. The Office of Sustainability will serve as the project manager for this effort on behalf of the Fund.</p> <p>The Office of Sustainability (OOS) is responsible for advancing Philadelphia's equitable clean energy transition and preparing the city for a hotter, wetter future. OOS works closely with other Departments including the Commerce Department, the Division of Housing and Community Development and the Office of Transportation, Infrastructure and Sustainability.</p>
<b>Budget/Compensation</b>	<i>Compensation cannot exceed \$47,312.50.</i>
<b>Summary of Services</b>	<p>Through this RFP, the Fund and OOS are seeking a consultant to perform the following services: Develop an assessment of Philadelphia's capacity to scale up clean energy workforce development, specifically related to building decarbonization. This project will include an assessment of existing policies, programs, and offerings as well as an identification of workforce development gaps in implementing clean energy retrofits in the city's buildings. Qualified respondents should demonstrate a strong understanding of building decarbonization as well as workforce development.</p>

<sup>1</sup> The Philadelphia City Fund considers a "Small Purchase" to be between \$501 and \$83,999.

<b>Response Deadline</b>	Please submit the bid materials outlined in the following section ("Submission Requirements") by Friday, January 26, 2024, 11:59pm local Philadelphia time. All submissions should be addressed to Nidhi Krishen at <a href="mailto:nidhi.krishen@phila.gov">nidhi.krishen@phila.gov</a> .
--------------------------	--

## **OPPORTUNITY DETAILS:**

### **A. Background:**

Philadelphia is fortunate to have a rich ecosystem of organizations supporting and implementing impactful, innovative, and nationally recognized programs to advance the development of a clean energy workforce to support the City's building decarbonization goals. These organizations include the Philadelphia Energy Authority (PEA), the Energy Coordinating Agency (ECA), Philadelphia Works, and the City of Philadelphia, among others.

However, there is collective acknowledgement that Philadelphia will need to grow its clean energy workforce to meet our ambitious building decarbonization goals. Building on the groundwork laid by PEA's programs such as Built to Last, Solarize Philly, and workforce development programs and the work of ECA, Philadelphia Works and City Departments, and Pennsylvania's Whole Home Repair Act, the Office of Sustainability (OOS) seeks to embark on a multi-phase strategic planning process, working with partners and stakeholders to identify needs, barriers, and solutions for further supporting and expanding our energy ecosystem's capacity for workforce development to support decarbonization of the city's buildings.

The first phase of this process is to implement an assessment of Philadelphia's current clean energy workforce development landscape. Through this RFP, OOS seeks a consultant to support the development of this assessment, using the Scope of Work outlined below.

### **B. Scope of Work:**

This project entails conducting research of Philadelphia's current clean energy workforce landscape, specifically to support building decarbonization, which will serve as the foundation for the development of a comprehensive clean energy workforce strategy. This foundational landscape assessment will entail understanding: 1) the current state of clean energy jobs (Industry/position, demand for jobs, demographic participation); 2) existing programs and services to support the development of clean energy jobs; 3) workforce needs to meet building decarbonization goals and skill, pipeline, and programmatic gaps; and 4) barriers and challenges in meeting identified needs and best practices to address these gaps. Details on the goals and objectives, tasks and activities, and outputs and

deliverables are described below.

**C. Project Term:**

The project must be completed no later than August 1, 2024.

**D. Goals and Objectives:**

Project Objectives:

1) Develop a comprehensive understanding of the current state of the city's clean energy workforce specifically related to implementing energy retrofits in buildings (residential, commercial, schools) – including current job numbers (demand and scale of positions) and type of current occupations, workforce programs and services currently being offered/implemented and their capacity / impact, key stakeholders including municipal departments, employers, community-based organizations, industry and labor organizations, utilities, contractors, non-profits, funders, universities and training organizations and vocational schools. The project should consider the direct energy retrofit workforce as well as supporting workforce requirements such as but not limited to electricians and should especially consider energy auditors, which have been identified as a key need and barrier to scaling building decarbonization.

2) Understand clean energy workforce needs and opportunities – Competencies, key skills and credentials needed / pipeline analysis to identify a comprehensive list of occupations, entry requirements, future occupational category growth, training and educational pathways, and job placement options. The analysis will also identify which categories are typically represented by organized labor.

3) Understand gaps and bottlenecks in meeting clean energy workforce needs – including but not limited to training, pipeline, employment and funding and barriers and challenges in scaling clean energy workforce development.

4) Identify jurisdictions implementing clean energy workforce development best practices that can be explored in future analyses.

**E. Tasks, Milestones and Deliverables:**

Tasks and Activities:

- 1) Conduct research on existing programs, services, and stakeholders.
- 2) Use research and modeling to identify needs and opportunities in the clean energy workforce sector that will inform strategy and future analysis.
- 3) Engage with a select number of stakeholders through interviews to identify

barriers and challenges in scaling workforce development programs.

4) Conduct research on policy and programmatic best practices for scaling development of a clean energy workforce for building decarbonization.

Deliverables:

- 1) Interim memoranda on each task and activity.
- 2) Final report consolidating the findings of each task into a comprehensive assessment of Philadelphia's clean energy landscape (this report does not need to be graphically designed).

Project Implementation and Management Expectations:

- 1) The project will be implemented by OOS with the City's Commerce Department serving as a key partner to steer the project.
- 2) The successful applicant should prepare a project schedule that should serve to guide the implementation of the project and ensure that the project can be completed in alignment with goals, objectives and timeline.
- 3) The successful applicant will lead bi-weekly 30-60 minute check-ins with the Department team – cadence may be adjusted to weekly based on project schedule.
- 4) The Department will provide existing information to support the project, such as information about programs, data, and reports the Departments are currently aware of, including the Building and Housing Stock Analysis developed by OOS, and findings from OOS's Energy Poverty Alleviation Strategy project. The chosen applicant is expected to conduct their own research to identify gaps in the Department's information to develop a complete picture of the research.

**F. Organization and Personnel Requirements:**

The successful applicant should demonstrate an understanding of energy retrofits and building decarbonization and workforce development needs related to these retrofits. An understanding of the Philadelphia context is preferred but not required.

**G. Technological Requirements:**

The successful applicant should demonstrate an ability to use modeling to estimate workforce needs and opportunities to decarbonize buildings to meet climate goals.

**H. Reporting Requirements:**

Project reports include the Deliverables mentioned above. They will be delivered in accordance with the project plan, developed by the successful applicant and

reviewed and approved by the Department. The final report must be delivered no later than the project term defined above.

### **GENERAL DISCLAIMER**

This Request for Bids does not commit the Fund or the City of Philadelphia to award a contract. This opportunity and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this Request for Bids shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City, at the discretion of the Fund or City.

### **SUBMISSION INSTRUCTIONS:**

**A. Submission Deadline:** All Bids for this opportunity must be submitted by Friday, January 26, 2024, at 11:59pm local Philadelphia time. All submission materials must be sent to Nidhi Krishen, Deputy Director for Climate Solutions, Office of Sustainability at [nidhi.krishen@phila.gov](mailto:nidhi.krishen@phila.gov). Proposal should be submitted as a single PDF document.

**B. Submission Requirements:** To be considered for this opportunity, you must submit the following information:

1. Introduction
2. Company Profile
3. Company contact information
4. Proposed Scope of Work, addressing all items stated in the "Scope of Work Sought" and describing how the Applicant will meet project requirements. The proposed scope of work should be limited to no more than five (5) pages.
5. Proposed Schedule
6. Detailed Cost Proposal – This is a fixed price proposal. Please describe the allocation of budget to deliver this project as described.
7. Project Personnel Statement of Applicant's Qualifications/Relevant Experience
8. References

### **REVIEW AND SELECTION PROCESS**

- The successful candidate will be the person/firm who demonstrates the knowledge, experience, and ability to perform the work effectively.
- OOS plans to make the final selection and inform applicants by mid-to-late February 2024.