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***This is not an advertisement.***

## PROPERTY ASSESSMENT CLEAN ENERGY (PACE) PROVIDER

### 2.0 SCOPE OF SERVICES

#### 2.1 Background

The County intends to engage one or more PACE Program Providers through a public/private partnership to provide third party administrator services and implement a “property assessment clean energy program” or (“PACE” or “Program”) whereby the citizens of Miami-Dade County, industrial and commercial entities within the unincorporated areas of Miami-Dade County may wish to improve energy efficiency, install energy improvements or retrofits that comply at a minimum with Florida Statue 163.08 and Miami-Dade County Ordinance 10-78, for commercial, industrial and residential properties, and deliver financing targeted at energy conservation and efficiency retrofit for the homeowners and businesses of Miami-Dade County at no cost to Miami-Dade County government.

The Program shall address the wide range of services required for effective energy efficiency retrofit financing and implementation, including but not limited to, a description of processes for energy use surveys, project evaluation and approval, financing, and post installation verification. Provider’s responsibilities shall include coordination with the county, contractors, and reporting of Program success and failures (also see section 2.5: Provider Service). The intent of the program is to provide “turnkey” services for Miami-Dade County property owners who would otherwise be unable or unwilling to finance energy efficiency improvements and renewable energy options. Potential expansion of the financing to Miami-Dade County Municipalities should also be addressed.

Financing vehicles, many developed nationwide, may be offered to property owners and owners of real property within unincorporated Miami-Dade County, which may provide a financial opportunity for property owners to finance qualified energy improvements and retrofits to their property. Such financing vehicles are designed to be secured by an annual assessment on such property which is paid as part of the annual ad valorem tax bill.

The County intends to engage one or more Provider(s) in a public/private partnership to provide administrative services and to implement and manage the Program. The citizens, industrial and commercial entities within the unincorporated areas of Miami-Dade County may wish to improve energy efficiency, install energy improvements or retrofits for commercial, industrial and residential properties, and access financing targeted at energy conservation and efficiency retrofit for the homeowners and businesses at no cost to the County.

#### 2.2 Program Vision:

The County is seeking a Program to achieve four key goals:

- 2.2.1 Lower long-term residential, commercial and industrial utility costs;
- 2.2.2 Reduce community-wide GHG emissions;
- 2.2.3 Create local economic benefits; and
- 2.2.4 Provide a program at no cost to the County.

The Program will allow residential, industrial and commercial property owners (Participants) to make energy conservation, renewable energy and window resistance improvements, as specified in Florida Statue 163.08 and Miami-Dade County Ordinance 10-78 and allow participants to pay for the cost over a multi-year period (not to exceed 20 years), through an annual assessment on their property tax bills. No Participant shall be subject to an assessment unless they volunteer to participate in the Program. Participants, who have qualifying improvement systems installed on their property, would pay only for the cost of their project (including principal, interest, reserves, and administrative costs) and fees to administer the Program. Ideally, there will be no upfront costs for Participants and the tax assessment should remain with the property upon sale or transfer. Individual property owners would contract with a Provider (s) for construction and installation of the projects.

The County will actively assist in the marketing, education, and enrollment components of the Program through its Regulatory and Economic Resources (RER) Department– Office of Sustainability.

In order to ensure that all property owners have easy access to the financing tools offered under the Program, a PACE Provider (s) shall take a multi-faceted outreach approach to County property owners. Some outreach mechanisms should include an easy-to-navigate website that contains important program information, applications, and online submittal options and bilingual program staff and materials. In addition, the County prefers that the Provider to the extent possible use local workforce and have offices within the boundaries of the County that will offer property owners an in-person opportunity to learn about home/building retrofit options, discuss program parameters, and sign any important legal documents, including a loan agreement and authorization allowing the Tax Collector to add an assessment to the property tax bill.

Firms submitting proposals (Proposer) should outline a full service, turnkey Program that effectively achieves the stated goals, while providing an attractive financing product to County property owners. The County will not assume any ongoing program implementation costs or financial/legal liabilities and the Program must be self-sustaining over its life. The successful Proposer(s) will need to be prepared to put in place all legal frameworks, including program validation and setting up a financial district, if necessary, as part of the Program. After a Provider (s) is selected, a stakeholder engagement process will be initiated to ensure that County property owners and leaders have an opportunity to provide feedback on final Program design. Finally, the County will make efforts to assist other jurisdictions, especially County municipalities, in their sustainability initiatives, whenever possible. As such, the County requests that any proposed Program also be made available to County municipalities, if they choose to participate.

### **2.3 Preferred Qualifications:**

- 2.3.1 Office within the boundaries of Miami-Dade County;
- 2.3.2 Bi-lingual Staff and material;
- 2.3.3 Access to financing in the amount of at least \$150,000,000 - Bonds will not be issued by the County;
- 2.3.4 Comply with the State of Florida Statue 163.08 to administer a PACE Program;
- 2.3.5 At least one long term financial rating of "AA3/AA-/AA-" by Moody's, S&P or Fitch, respectively; and
- 2.3.6 Experience to establish "energy efficiency standards"
- 2.3.7 Experience managing large scale projects;
- 2.3.8 Experience with energy conservation projects and qualified improvements as specified in Florida Statue 163.08 and Miami-2.3.10 Dade County Ordinance 10-78;
- 2.3.9 Experience in marketing and educating the public about the Program through multiple modes; including web-based, outreach to the building and installation industry, mail campaigns, television, social media, educational seminars, etc.
- 2.3.10 Expertise in determining Qualifying Improvements;
- 2.3.11 Expertise in determining County owner's eligibility to participate— criteria to qualify Participants in FL Statute 163.08;
- 2.3.12 Construction contract expertise;
- 2.3.13 Capable of reviewing contracts;
- 2.3.14 Experience with different energy efficient products to determine if contract meets "energy efficiency standards";
- 2.3.15 Expertise in determining proper permitting and inspections;
- 2.3.16 Expertise in filing liens; and
- 2.3.19 Thorough knowledge of the Underwriting process, including management of assessments and payments with Tax Collectors, Property Appraisers and Participants. Roles of the Tax Collector and/or Property Appraiser and if desired by Participant, participation of a mortgage holder in providing escrow services;

### **2.4 Program Description:**

The Program shall:

- 2.4.1 Allow residential, industrial and commercial property owners to voluntarily make energy conservation, renewable energy, window resistance and other improvements as specified in Florida Statue 163.08 and Miami-Dade County Ordinance 10-78, and pay for the cost over a multi-year period (not to exceed 20 years), through an annual assessment on their property tax bills.
- 2.4.2 Be at no cost or liability to the County with limited involvement of County staff.
- 2.4.3 Not consider County Bonds as a financing option for the Program.
- 2.4.4 Allow for energy audits
- 2.4.5 Qualify property owner's project (Qualifying Improvement)
- 2.4.6 Allow for the selection of Qualified Contractors by Participants
- 2.4.7 Possess a website for Qualified Contractors and Participants to apply;
- 2.4.8 Established funding program to include:
  - 2.4.8.1 Financing Agreement;
  - 2.4.8.2 Program amount and limits;

- 2.4.8.3 If a district/judicial validation needs to be formed, all costs to be paid by Administrator(s).
- 2.4.8.4 No involvement from County staff or funds;
- 2.8.4.5 Signing of all financing agreements by the Program Provider(s). No involvement from County staff;
- 2.8.4.6 Ongoing program support to Qualified Contractors and Participants;
- 2.8.4.7 Provide qualified personnel that will manage and implement Program objectives;
- 2.8.4.8 Work closely with the County's key stake holders in implementing Program requirements,
- 2.8.4.9 Reporting successes and failures of Program (objectives); and
- 2.8.4.10 Coordinate legislative initiatives for Program activities.

## **2.5 Provider Scope of Services:**

### **2.5.1 The Provider's should:**

- 2.5.1.1 Establish acceptable "energy efficiency standards"
- 2.5.1.2 Educate and market to County property owners the Program
- 2.5.1.3 Use Qualified Contractors, who are registered in the County or certified by the State to practice their trade, have all required licenses and business permits and have proper liability insurances and workman's compensation.
- 2.5.1.4 Establish an easy to navigate website that contains important program information, applications, and online submittal options and bilingual program staff and materials.
- 2.5.1.5 Accept application from County property owners – in person or via internet
- 2.5.1.6 Market qualified improvements as specified in Florida Statue 163.08 and Miami-Dade County Ordinance 10-78-
- 2.5.1.7 Qualify property owner for financing if required. Serve a residential, industrial and commercial property owners within the unincorporated area of Miami-Dade County;
- 2.5.1.8 Purchase energy efficient equipment to afford quantity discounts
- 2.5.1.9 Assist Participants with applications, questions on financing, funding and inclusion of the assessment on the property tax bill;
- 2.5.1.10 Provide quarterly and upon requested all transaction information to the County's RER – Office of Sustainability
- 2.5.1.11 Provide a program manager to conduct Program oversight and coordination with the County

## **2.6 Proposer Service Tasks**

The Provider can expect to provide services including, but not limited to administration, finance, and marketing. Below is a description of the level of effort associated with each of these tasks.

Task 1 – Administration: The Provider shall administer the PACE program for the County. This includes, but is not limited to, processing applications, providing customer service, management of assessments and payments, recruitment of applicants, engagement with contractors who perform the qualifying improvements; and ongoing program support.

Task 2 – Financing: As part of the PACE program, the Provider shall provide all upfront financing for the qualifying improvements. The financing will be secured by a lien placed on the property and the loan(s) will be repaid by a special assessment imposed against the property. It is anticipated that this special assessment will be placed on the property's tax bill. to the Provider should comply with appropriate underwriting and consumer protection standards, which will comply at a minimum with applicable law including federal and state rules.

Task 3 – Marketing: The Provider shall implement a marketing plan for the PACE program. As a part of its marketing plan, the Provider shall provide a localized website or portal outlining the specifics of the PACE program; provide educational and training materials for those property owners interested in participating in the program; assist in getting local contractors trained and certified to participate in the program; and a local outreach program utilizing the web, local media, and other means.

## **2.7 Reporting**

The Program shall meet the County's legislative requirement for Program monitoring tracking. The Selected Proposer shall develop with County staff the appropriate milestone measurements and tracking mechanism necessary to provide timely information to the County regarding the Programs' successes and failures. Examples of such reporting requirements include, but are not limited to:

- a) Number and value of installations.

- b) Projected energy savings
- c) Demographics
- d) Number of customer complaints
- e) Jobs created

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