

**Request for Qualifications (RFQ) to develop a Business Plan for  
a St. Louis Regional Energy Resource Hub  
Issued June 12, 2020  
Qualifications due July 17, 2020 @ 5 pm CST**



U.S. Green Building Council – Missouri Gateway Chapter (USGBC-MGC), a 501c3 in the State of Missouri. For the past several years, we have been working closely with the City of St. Louis to advance policies that help the City meet its climate goals. We have focused primarily on policies that drive energy efficiency in our largest buildings. In 2017, the City passed a Building Energy Awareness policy requiring buildings that are 50,000 square feet and greater to report their energy and water use to the City annually. More recently, the City passed a Building Energy Performance Standard, which requires large buildings to make improvements to meet an energy performance target by 2025. The City’s work has been a catalyst for greater energy efficiency in the built environment for the City and the entire region.

Only three other jurisdictions have passed Building Energy Performance Standards: Washington DC, New York City and Washington State. Washington DC and New York City have both created or are creating a resource center to support building owners. St. Louis would like to do the same. While the City of St. Louis Building Division plans to expand with an Office of Building Performance, which will oversee the implementation of the performance standard, we see great value in creating a Hub outside of the City to support building owners both in the City and across the region. Input from the local building community supports this as building owners and managers often own and operate building portfolios that span the entire region.

As building owners begin working to comply with the City’s proposed performance standard, we anticipate they will need support. Currently, there are resources available to building owners and operators, but there is not one central, regional resource. This is where a Regional Energy Resource Hub comes into play. A Hub would act as a place where building owners can get the one-on-one assistance they need to make building improvements. A Hub will play an educational role – connecting owners to existing educational opportunities, while identifying and filling gaps. A Hub will also simplify access to existing resources, such as technical information, utility incentives, and assistance with contractors. The Hub should be able to assist building owners in understanding and accessing PACE (Property Assesses Clean Energy) financing and other financing options.

To assist building owners in the City comply with the new Building Energy Performance Policy and to assist other buildings throughout our region make energy efficiency and renewable energy investments in their buildings, USGBC-Missouri Gateway Chapter would like to launch a Regional Energy Resource Hub. We are currently seeking qualifications to develop a business plan for the Hub.

The Hub Business Plan should include:

- Structure of Hub, including staffing and partnership opportunities.
- Budget for startup and first three years of operations, including funding suggestions.
- Market research on best ways to serve the local building industry.
- Methods for the best ways to provide or partner to provide:
  - Informational resources and tools related to building energy efficiency and renewable energy retrofits and opportunities;
  - Technical assistance, specifically to affordable housing and other under-resourced owners;
  - Education and training (i.e. GPRO Operations & Maintenance Training);
  - Assistance in addressing the importance of on-going building operations and preventative maintenance;
  - Assistance to building owners and their staff to understand the importance of non-energy benefits of building performance updates; and

- Connections to trusted service providers that can assist with building performance updates.
- Plan for raising or connecting to capital in order to finance projects.
- Plan for assisting affordable housing and under-resourced building owners.
- Crosswalk to local workforce development projects – connecting those participating in local training to actual jobs that are driven by the City’s Building Energy Performance Standard and other climate protection policies (Solar-Ready, Elective Vehicle-Ready, etc.).
- Marketing Plan, including suggested promotional materials for the Hub.

**Your submission of qualifications should include the following information:**

- Brief overview of your company and any partners or sub-contractors that will work on this project.
- Qualifications and experience with:
  - business plan development;
  - working with the building industry, specifically building owners and operators;
  - working with energy efficiency and renewable energy projects;
  - project financing; and
  - incorporating diversity, equity and inclusion goals and strategies into your work.
- Your approach to developing a business plan.
- Experience and background of individuals or team that would work on this project.
- References from two (2) organizations for whom you have provided similar services.
- Any additional information that you feel would be useful.

**TIMELINE**

**June 2020:**

- Issue Request for Qualifications for Business Plan
- Convene advisory committee to help oversee process

**July 2020**

- July 1, 2020, 3 pm Central: Q&A Sessions (via Zoom) to answer questions related to this RFQ. Register by e-mailing [emily.andrews@mobot.org](mailto:emily.andrews@mobot.org) and a meeting link will be shared prior to the call.
- Advisory committee to review qualifications and select a consultant or team to develop business plan.
- Qualifications due July 17, 2020 by 5 pm.

**August 2020**

- Select team to develop business plan.

**September – December 2020**

- Stakeholder engagement and development of business plan.

**February 2021:**

- Hub Business Plan Completed and Published.

**Please submit a single electronic PDF (no more than 20 pages) of your qualifications by July 17, 2020 by 5 PM CST.** USGBC-Missouri Gateway Chapter reserves the right to reject any submissions and to make the award where it appears to be in our best interest. Thank you in advance for your interest!

If you have any questions or need additional information, please contact our Executive Director, Emily Andrews, at (314) 363-1188 or [emily.andrews@mobot.org](mailto:emily.andrews@mobot.org).