Cooperative Procurement Messaging  
*Arlington County PACE Program*

**Contract Ridability**

*Note: This document is public information, and was developed by the Virginia Department of Mines, Minerals and Energy (DMME) with guidance from Arlington County staff. This document was created to help local governments learn more about the Arlington Commercial Property Assessed Clean Energy (C-PACE) program and how Arlington chose and is contracted to work with its PACE Program Administrator.*

**BACKGROUND**

- Arlington County ("Arlington") competitively solicited program administration services for Commercial Property Assessed Clean Energy (PACE) program, and awarded the resulting contract to Sustainable Real Estate Solutions ("SRS").

- Other VA jurisdictions may have the option to “ride” or "piggyback" Arlington’s PACE Program Administration (PA) contract with SRS to fulfil the competitive solicitation requirements without going through their own Request for Proposal (RFP) process.

- Arlington awarded a two-year initial term with three optional, one-year renew options. The initial term ends on January 10, 2019, and the end of the last optional renewal term is January 10, 2022. If another jurisdiction procures services with SRS under Arlington’s contract, the contract duration for the riding jurisdiction will be limited to those dates.

- SRS has no obligation to provide services to other localities, so any such contract must be a result of a bilateral agreement between SRS and the riding jurisdiction.

- Other VA jurisdictions may utilize Arlington’s RFP as a template for their own competitive solicitation, and may request to review the language in Arlington’s contract with SRS, as this is public information. Contract can be retrieved from the following link: [https://logi.epro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9010_Data&ReportEntity=LA55](https://logi.epro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9010_Data&ReportEntity=LA55) by searching for Contract Number “16-174.” Inquiries regarding the solicitation documents should be made to Igor Scherbakov at the Arlington County Office of the Purchasing Agent by e-mail at ischerbakov@arlingtonva.us.

- Arlington estimates that an enabling ordinance for PACE for the County Board to consider adopting will be introduced Spring/Summer of 2017. Key documents, such as program guidelines, application forms and lender and contractor requirements are estimated to be available by Summer 2017.

**SUGGESTED NEXT STEPS FOR INQUIRING LOCALITIES**

- Interested staff should first contact their Procurement Office and let the Procurement Office know that there is a contract in place in Arlington that the jurisdiction could possibly ride to create a PACE program for that jurisdiction.

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• The Procurement Office could contact SRS to see if SRS is willing to discuss of setting up a PACE program with that jurisdiction. The SRS contact is Brian McCarter - bmccarter@paceworx.com.
  o If the answer is “yes” from SRS, then the jurisdiction could contact Igor Scherbakov at Arlington County Office of the Purchasing Agent for a solicitation package regarding the competitive procurement details related to Arlington’s C-PACE program.
• The riding jurisdiction could review the process Arlington followed to see if the process meets that jurisdiction's procurement rules and regulations.

Please note: 1) Riding Arlington’s contract is not limited to Northern VA jurisdictions. It is usually limited by the riding jurisdiction’s procurement regulations, any geographical limitations associated with the services, and, in this case, by any variations between the availability and variability of PACE-program enabling legislature from state to state; 2) Any local government can use Arlington’s solicitation as a starting point, however the scope and selection criteria may need to be adjusted as appropriate to the jurisdiction.

SEPARATE PROGRAM AND FEE STRUCTURE

• Even if an eligible jurisdiction procures PACE PA services from SRS under Arlington’s contract, the program structure may be different from Arlington’s. For example, there may be a different minimum/maximum size of building project that can participate, or other variations. The jurisdiction maintains discretion and as the program sponsor can set the guidelines for the program.

• Another jurisdiction’s use of SRS for program administration services does not include Arlington providing administrative services to another jurisdiction. For example, Arlington will not collect/separate PACE loan special assessment payments from another jurisdiction on behalf of that jurisdiction.

• Fee structure/pricing offered by SRS to other jurisdiction may vary from fee structure offered to Arlington, depending on a number of factors, such as size of the possible market in the jurisdiction. In a case when SRS is unable to extend an identical fee structure to other localities riding under Arlington’s contract, the interested jurisdiction must negotiate directly with SRS, if such negotiations are allowed by the procurement code governing the riding jurisdiction.