



STATE OF NEW HAMPSHIRE
**American Recovery
and Reinvestment Act**



**REQUEST FOR PROPOSALS
NH WEATHERIZATION PROGRAM
PROGRAM TRAINER/QUALITY CONTROL INSPECTOR**

**Community Action Programs Belknap-Merrimack Counties, Inc.
October 19, 2009**

I. Background and General Information

Community Action Programs Belknap-Merrimack Counties, Inc. (CAPBMCI) is requesting proposals for quality control monitoring, NH certification of energy auditors, and training of the Weatherization Technical Specialist at the NH Office of Energy and Planning. Dana Nute, Director of Housing Rehab and Energy Programs for CAPBMI, and the NH Office of Energy and Planning staff will review the proposal. For purposes of this procurement, knowledge of and expertise in delivering training and quality control in the following areas will be required: residential energy conservation; home construction details (stick built and manufactured housing); house-as-a-system principles; determination of cost-effective weatherization measures using standard energy audit diagnostics; assessment of health and safety issues; and insulation and air sealing techniques.

The NH Office of Energy and Planning (OEP) is responsible for the overall administration of New Hampshire's Weatherization Program, which is funded by grants from the US Department of Energy (DOE) and the US Health and Human Services' Low Income Home Energy Assistance Program. CAPBMI is one of six sub grantees of OEP for the Weatherization program. Weatherization staff for each sub grantee must be trained and certified as energy auditors and are responsible for providing weatherization services at the local level. Weatherization services are provided by agency, in-house crews, or by sub-contractors in accordance with federal and state regulations and as prescribed in the NH Weatherization Administrative Manual and the NH Weatherization Field Standards. Energy auditors within the Weatherization program are responsible for initial home energy assessments, work-order development, project oversight and final inspections of all completed weatherization work.

The trainer/quality control inspector will be responsible for the training of the Weatherization Technical Specialist; NH certification of energy auditors working in the program; and monitoring and quality control inspections of the weatherized units completed by the six Community Action Agencies.

This position is being funded under the American Recovery and Reinvestment Act (ARRA) of 2009 (CFDA #81.042; award #DE-EE0000161) and additional Federal reporting and regulations apply.

II. Project Description

CAPBMCI seeks to fill, on a contract basis, a position that is responsible for the training of the Weatherization Technical Specialist and for inspections of completed work and quality control. The position will assist in oversight of the Weatherization Program; ensure that proper measures are called for; and that the installed measures are effective, comprehensive and meet the standards specified in the NH Weatherization Field Standards and DOE regulations. This position will begin as soon as possible. Once training of the Weatherization Technical Specialist is complete, the position will continue with the quality control and oversight of field work until March 31, 2010, or when services are no longer required. The position will be supervised by the Weatherization Program Manager.

III. Scope of Services

CAPBMI is seeking proposals from qualified firms and/or individuals to provide technical training services including, but not limited to, the above mentioned technical area of home energy auditing.

The consultant chosen will have the following responsibilities:

1. Work with the OEP Weatherization Program Manager to develop training for the Weatherization Technical Specialist that is tailored to the needs of NH's Low-income Weatherization program
2. Develop and deliver a quality control process for inspection of auditing performance and quality of workmanship in completed weatherized units for the six Community Action Agencies;
3. Conduct field testing of energy auditor candidates for NH certification required by the NH Low-income Weatherization program.
4. Collect and report data on jobs created/retained and other data as required for ARRA Federal reporting.

IV. Additional Federal Requirements under ARRA

1. Under the Davis Bacon Act and related Acts, prevailing wage rates apply and payroll for all laborers must be certified;
2. In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
3. Projects that impact the environment require National Environmental Policy Act approval, Environmental Assessments, and/or Environmental Impact Statements. This review process may take 6-24 months; and/or

4. Because ARRA is a federal program, all projects funded by the act are subject to historic preservation review and compliance under the National Historic Preservation Act (NHPA) and regulations implementing it at Section 106 (36 CFR 800). All project proponents must initiate Section 106 consultation with the Division of Historical Resources (DHR); please visit www.nh.gov/nhdhr/review for additional information or contact your OEP Administrator for guidance. *This process typically takes a week for ARRA projects although some projects may take longer. The chosen administrator is encouraged to develop a programmatic agreement with the NH Division of Historical Resources to simplify and expedite the process.*

Other important conditions:

1. Buy American provisions apply for all iron, steel, and manufactured goods. Waivers for exemptions are available but must be approved by DOE prior to the granting of funds.
2. CAPBMCI, OEP, the NH Office of Economic Stimulus (OES), and DOE reserve the right to inspect all project sites, interview workers, and publicize projects.
3. CAPBMCI, OEP, OES, and DOE reserve the right to inspect and monitor financial records and transactions.
4. Reasonable access must be provided to CAPBMCI, OEP, OES, and DOE for all administrators, vendors, facilities, work sites, employees of the contractor(s), financial or other records, and assistance to ensure the safety and convenience for the performance of site visits and evaluations.
5. OEP reserves the right to issue periodic notices, memos, and updated reporting forms, and information.
6. OEP requests notification about media inquiries, responses, and published clippings.

V. Bidder Qualifications

The bidder must demonstrate that the person assigned meets the following qualifications:

1. Undergraduate degree
2. Minimum five years experience with weatherization programs located within the cold climates of the US, preferably the New England area;
3. Experience training weatherization auditors/estimators, both in the classroom and in the field;
4. Broad knowledge of weatherization practices, both technical and procedural; and
5. Thorough knowledge of building diagnostics procedures, including blower door testing, series leakage testing, building tightness limits, depressurization limits, combustion zone testing, pressure pan testing, and carbon monoxide testing.

VI. Proposal Requirements

Proposals must contain information in the following areas. The submittal of additional information beyond the following requirements that would be beneficial to CAPBMCI in the bidder selection process is allowed. Please submit an original and three copies of the proposal.

1. **Table of Contents:** A section to indicate the location by page number of the information included.
2. **Description of Bidding Entity:** A brief description of the bidding entity's current practice and its history, i.e. how many years in business, corporate officers or company principals, office locations, professional and business association memberships, legal and organizational structure. A certificate of insurance must also be included and proof of Worker's Compensation insurance.
3. **Financial Information:** Financial statements are not required in this RFP but may be requested from the winning bidder.
4. **Response to the Scope of Services:** A brief discussion of how the consultant would perform the services, the resources the consultant would use,; the issues and challenges the consultant foresees, etc. The response must contain sufficient technical detail to permit a meaningful evaluation.
5. **Relevant Experience:** A detailed description of the relevant experience of the bidding entity and/or those individuals expected to work on the project, including curriculum vitae, as well as description of the anticipated division of duties among individuals, if applicable. Please insure that all items identified in Section V (Bidder's Qualifications) are addressed.
6. **References:** Three references for other projects, which are similar in scope and/or content to the one being proposed.
7. **Budget:** A detailed cost proposal that identifies the components being bid upon and budget narrative explaining each cost estimate. A cost category break down should include: materials/supplies, consultant fees, and travel. Fee proposal should include hourly rate as well as a daily rate (based on 7 ½ hour day) and a weekly rate (5 days). Any component of the proposal that the bidder expects to subcontract to another entity should be clearly delineated with the associated costs and subcontractor identity.
8. **Disclosure:** Any existing or potential conflicts of interest should be identified, including those that arise as a result of relationships or affiliations with parties at Community Action Programs Belknap-Merrimack Counties, Inc., OEP, or the New Hampshire's Weatherization Program.

VII. Criteria for Selection:

The following criteria will be used to select the winning bidder:

1. DOE Weatherization related work experience;
2. Experience with similar trainings;
3. Written and verbal communication skills;
4. Professional credentials;
5. Response to the Scope of Services;
6. Cost: - cost will not be the only determining factor in CAPBMCI 's decision to select a winning bidder;
7. Other - Availability and accessibility of staff assigned to the project;
8. Potential conflicts of interest; and
9. Consistency in delivery of services – a single provider is preferred over several individuals working together

Notification of Award/Rejection of Proposals: All bidders will receive written notice of the award decision. CAPBMCI reserves the right to reject any or all proposals received in response to this RFP. CAPBMCI reserves the right to cancel the RFP at its discretion. CAPBMCI reserves the right to use any and all ideas presented in any proposal in response to this RFP unless the respondent presents a positive statement of objection to this use in their proposal.

VIII. General Proposal Conditions:

1. Proposals must be typed and double sided. An original and three copies of the proposal must be submitted as well as an electronic format. Electronic PDF files may be sent in CD format or via email to dnute@bm-cap.org. Proposals that are incomplete or unsigned will not be considered. Fax proposals will not be accepted
2. The deadline for submitting proposals is 4:00 p.m. on, Friday, November. 6, 2009. Weatherization Program Trainer/Quality Control proposals must be addressed to Dana Nute at Community Action Program Belknap-Merrimack Counties, Inc., P.O. Box 1016, Concord, NH 03302-1016. Any questions regarding this RFP should be addressed to Dana Nute at dnute@bm-cap.org or 603-225-3295 x-1143.
3. CAPBMCI reserves the right to reject any or all proposals, or any part thereof, to determine what it constitutes a conforming proposal, to waive irregularities that it considers non-material to the proposal, to award the proposal solely as it deems to be in the best interest of the Organization, to contract for any portion of the proposals submitted, and to contract with more than one bidder if necessary.
4. All information relating to this proposal and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire regarding public information.
5. All proposals shall be submitted at no cost to CAPBMCI. CAPBMCI will not reimburse any firm for any costs associated with developing a proposal.

6. Any contract awarded from this RFP will expire on March 31, 2010. CAPBMCI, at any time, in its sole discretion, may terminate the contract or postpone or delay all or any part of this contract, upon written notice.

IX. Certificates/Data:

Successful bidder will be required to provide the following certificates/data prior to entering into a contract:

1. Certificate of Incorporation (if applicable);
2. Certificate of Good Standing authenticated by the NH Secretary of State;
3. Certificate of Authority which demonstrates the signatory's authorization to sign the contract on behalf of the contracting entity.
4. DUNS number of bidder and subcontractor(s).

Attachments (upon request):

New Hampshire's Weatherization Administrative Manual

New Hampshire's Weatherization Field Standards

U.S. Department of Energy Weatherization Program Regulations