

REQUEST FOR PROPOSALS
FOR
WEATHERIZATION AUDITING SERVICES

Proposals Solicited By:

SEDA-COG

201 Furnace Road

Lewisburg PA 17837

1-800-332-6701

January 6, 2023

REQUEST FOR PROPOSALS
FOR
ENERGY AUDITING FOR
WEATHERIZATION SERVICES

For Snyder, Union, Columbia, Montour, Juniata, Perry and Mifflin Counties

SEDA Council of Governments is requesting proposals (RFP) for Energy Auditing Services in the field of Weatherization throughout our State Weatherization coverage area. The purpose for the RFP is to acquire a qualified Energy Auditor to perform auditing duties out in the field. These duties will be more specified in a section listed below.

Proposal details are also available at <https://seda-cog.org/request-for-proposals>.

Proposals will be accepted until 2:00PM on January 30th, 2023, at which time they will be publicly opened at the offices of SEDA-COG.

Proposals shall also include the required information as described in Sections 1-6, sealed and clearly marked on the outside, "Weatherization Auditing Services Proposal" and submitted to: Erik Markley, SEDA-COG, 201 Furnace Rd Lewisburg Pa 17837.

SEDA-COG encourages MBE/WBE firms to submit their proposals.

Section 1: Project Narrative and Primary Scope

Provide Energy Audits in the field of State funded Weatherization. These audits will provide energy saving information to the client and energy saving measures to the assigned crews. The information will include but will not be limited to measures that are needed for the client's home to conserve energy in order to try to lower the client's energy bills.

The Energy Auditor will be required to perform Blower Door Testing with additional testing in the clients home along with a heat source efficiency test. All testing requirements will be listed in another section along with the training requirements.

The Energy Auditor will be required to perform an in-depth Energy Education session with the client during the Energy Audit and answer any questions the client may have.

The outcome of the Energy Audit is to provide a qualified crew with energy saving measures to be performed on a client's home and the creation of detailed work specifications calling out the quantity of material to be installed and description of the work.

Section 2: Training requirements for the Auditor

The State of Pennsylvania along with SEDA-COG require the following certifications:

1. OSHA 10/30 certification
2. DOE Lead Safe Weatherization
3. Customer Service
4. PA L&I Certifications
 - Weatherization Tactics
 - EPA Lead RRP Certification
 - Diagnostic Approaches to Weatherization
 - Duct Blaster
 - Infrared for the Beginner
 - Introduction to Residential Heating Systems
 - Advanced Weatherization Diagnostics
 - Baseload Auditing
 - Combustion Analysis & Retrofit Gas
 - Combustion Analysis & Retrofit Oil
 - Home Energy Auditing
 - Home Energy Modeling
5. BPI HEP Auditing Certification

The qualified Auditor will provide certificates of completed trainings along with dates of completion. The qualified Auditor will also be responsible to obtain the needed CEU's to maintain the certification.

The qualified Auditor will also be required to pass a criminal background check along with submitting a valid driver's license.

Section 3: Required testing within the home

The certified Auditor will be required to follow the Energy Auditor Field Testing Guidelines to complete the home energy audit. All testing guidelines shall be followed in this manner.

The Auditor will be responsible for supplying their own testing equipment that is required to undertake the above steps. All equipment is to have proof of compliant calibration dates.

The Auditor will provide all completed test results in the provided audit form that is found in the job packet.

Section 4: Work Scope

The Auditor will be required to develop a proper work scope that will be provided to the weatherization crew.

- This work scope will be completed on paper or by using the HEAT App that can be utilized on a tablet device.
- Once the work scope is completed, a Work Order print out along with a list of Selected Measures describing the work and quantity of materials needed each measure, will be provided to the job packet. The Auditor will then make sure their contact information is provided to assist the crew with any questions that may arise in the supplied Work Order.
- In addition to the above items, ALL jobs must be accompanied by photos of all measures and notable items that consist in the Work Order.
- An Energy Education session will be conducted with the client by the Energy Auditor with the information that is provided in the job packet.
- The Auditor will be required to obtain all necessary signatures that are required by DCED/DOE at the time of the audit.
- Once the crew has completed the job, a copy of the Change Order Checklist will then be emailed to the Auditor so an accurate updated Work Order can be comprised. The QCI will use the updated Work Order to perform the inspection of the work that was completed on the home.

Section 5: Deferral

If for any reason a deferral would arise at a job that the Auditor is attempting to Audit, the Auditor would then contact the following SEDA-COG personnel:

- Program Manager
- Project Manager/QCI
- Chief of Weatherization

All deferrals must have photographic documentation along with a written documentation, signed by the client, stating why the job is being deferred. The Auditor will then inform the client that they will receive a letter from Seda Cog stating that they will have 30 days to remedy the problem that created the deferral.

Once the job is deemed a deferral by the Auditor, they will then return the job to Seda-Cog with all necessary documents completed. If the client has remedied the deferral issue in the allotted time frame, the job packet will then be reissued back to the Auditor so the audit can be completed.

Section 6: Proposal Submission

The following will be considered minimal contents of the proposal. Limit proposal to 8-10 pages.

1. Provide any experience that you or your company has.
2. Provide a list of prior agencies that you may have been contracted with
3. Provide an outline of your company's knowledge in the field of Weatherization.
4. Provide any conflicts that you or your company may encounter by performing services for SEDA-COG.
5. Indicate the length of time to accomplish the following tasks:
 - Schedule initial Audit from the time SEDA-COG makes the referral
 - Completing the scope of work and entering into HES
 - Uploading Pictures to appropriate location
6. Propose costs to complete audit or hourly rate.
7. Provide 2-3 references of current or past agencies that you and/or your company has completed Audit services with.

Section 8: Selection Process:

Selection of the recipient of this project will be based on the proposal submission contents above. SEDA-COG will then enter into negotiation to finalize the work plan including a Work Service Agreement with the approved agencies.