

REQUEST FOR PROPOSALS  
FOR  
WEATHERIZATION QUALITY CONTROL INSPECTOR SERVICES

Proposals Solicited By:

SEDA-COG

201 Furnace Road

Lewisburg PA 17837

1-800-332-6701

January 6, 2023

**REQUEST FOR PROPOSALS**  
**FOR**  
**QUALITY CONTROL INSPECTORS FOR**  
**WEATHERIZATION SERVICES**

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

SEDA Council of Governments is requesting proposals (RFP) for Quality Control Inspectors in the field of Weatherization throughout our State Weatherization coverage area. The purpose for the RFP is to acquire a qualified Quality Control Inspector to perform inspector 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 Quality Control Inspector 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 Quality Control Inspections in the field of State funded Weatherization. These inspections 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 Quality Control Inspector 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.

## **Section 2: Training requirements for the Quality Control Inspector**

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 Quality Control Inspector will provide certificates of completed trainings along with dates of completion.

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

The Quality Control Inspector 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 Quality Control Inspector will provide all completed test results in the provided audit form along with the official QCI Checklist Form.

### **Section 5: 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 Inspections from the time SEDA-COG makes the referral
  - Completing the appropriate forms.
  - Uploading Pictures to appropriate location
6. Propose costs to complete inspection or hourly rate.
7. Provide 2-3 references of current or past agencies that you and/or your company has completed Quality Control Inspection services with.

### **Section 6: 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.