



**REQUEST FOR PROPOSALS**

**RESIDENTIAL**

**WEATHERIZATION INSTALLATION SERVICES**

**FOR**

**HOUSEHOLDS LOCATED IN**

**AMHERST, APPOMATTOX AND BEDFORD COUNTIES**

**IN THE COMMONWEALTH OF VIRGINIA**

**RFP# NOV2022**

**PROPOSALS DUE DATE: November 28, 2022 AT 4:00 PM EST**

**PROPOSALS SHALL BE SEALED AND SUBMITTED TO:**

**CENTRAL VIRGINIA ALLIANCE FOR COMMUNITY LIVING, INC.**

**ATTN: KEN VANCE**

**501 12<sup>TH</sup> STREET**

**OR**

**P.O. BOX 1390**

**LYNCHBURG, VIRGINIA 24505**

**DIRECT QUESTIONS TO:**

**KEN VANCE, HOUSING/WEATHERIZATION PROGRAM MANAGER**

**PHONE: 434-385-9070 EXT 119**

**EMAIL: KVANCE@CVCL.ORG**

**CENTRAL VIRGINIA ALLIANCE FOR COMMUNITY LIVING, INCORPORATED  
WEATHERIZATION PROGRAM REQUEST FOR PROPOSAL PROCEDURES**

**1. Overview**

**Issuing Agency-** This Request for Proposal (RFP) document is issued for the Central Virginia Alliance for Community Living, Incorporated (CVACL) Weatherization Program (hereinafter referred to as the “Program”).

**Purpose –** CVACL will be accepting sealed proposals and bids from licensed and properly insured contractors for weatherization installations on residential housing units throughout Amherst, Appomattox, and Bedford Counties. This document provides the procedures for full-service weatherization contractors (hereafter referred to as “Contractors”) to submit proposals to become a CVACL Weatherization Contractor. Contractors who demonstrate qualifications according to the rating criteria contained within this RFP will be considered a qualified contractor and may be eligible for a contract to provide weatherization services. Contractors who are accepted and issued a contract will complete weatherization jobs as assigned by CVACL. All contracted work is subject to the terms and conditions specified in this documentation and the official contract.

This document and associated Attachments and Exhibits, further describe the Program, the specification for the weatherization work and the bidding and award procedures for procuring Contractor services.

**Documentation Outline –**The documentation includes the following:

- **Request for Proposal Procedures** (this document): Provides overview and instructions for Submitting proposals to become a CVACL Weatherization Contractor.

The following are associated Exhibits and Attachments. **Exhibits** are explanatory and must be Retained by the Contractor for reference; **Attachments** must be completed and /or signed and Returned by the Contractor.

- **Exhibit A: Weatherization Work Specifications:** Describes work scope, specifications, and requirements.
- **Exhibit B: Weatherization Contractor Qualifications:** Contains Program qualification requirements.
- **Attachment 1: Proposal Cover Sheet:** The contractor must sign and submit the cover sheet. Additional information may be included on the cover sheet, but not in replacement of the requested information.
- **Attachment 2: Contractor Information Form:** Information on Contractor’s company and capabilities.
- **Attachment 3: Weatherization Measure Unit Price List:** The measures for which Contractor’s submit their unit prices.

- **Attachment 4: Contractor Proposal Signature Sheet:** The contractor must sign and submit the signature sheet. The submission and signing of the signature sheet indicate the intention of the Contractor to adhere to the provisions described in this RFP.

## **II. Program Scope and Description**

The Program provides weatherization services for low-income households located within Amherst, Appomattox, and Bedford Counties. Households served may be either single-family or multi-family structures, including owners or renters, who meet income eligibility requirements.

By providing weatherization services, the Program aims to:

- Reduce energy consumption by installing weatherization measures and related repairs which improve the thermal efficiency of the home; and
- Enhance individuals' health and safety by providing adequate ventilation, safely functioning combustion appliances, proper zonal pressures, and smoke/CO detectors.

Building Performance Institute (BPI) certified energy auditors, being either agency field staff or contracted personnel, conduct weatherization audits on each household served. Contractor completes the work specified according to Standard Work Specifications (SWS) guidelines as developed and approved by the National Renewable Energy Laboratory (NREL) and adopted by the Virginia Department of Housing and Community Development (DHCD). Program field staff inspect the work and approve it for payment.

**Program Funding** – The Program is a state and federally funded program managed locally by community action agencies, area agencies on aging, housing authorities or local government agencies. Program funds are provided by the Department of Energy (DOE), and Department of Health and Human Services (HHS). The funds are administered by the Virginia Department of Housing and Community Development. Utility weatherization program funding is also available at times through varying utility providers. These funds may be used in conjunction with or solely by themselves and are administered by approved weatherization sub-grantee agencies.

## **III. Weatherization Work Synopsis**

Each weatherization job includes one or more measures to improve the energy and thermal efficiency of the home, and/or enhance the health and safety of the home's occupants. The most common measures include insulating and air sealing the building shell and ductwork, replacing or repairing heating/cooling equipment, installing ventilation fans, making minor structural and incidental repairs, and installing such items as thermostats. Weatherization work requires technical diagnostic testing including blower door testing, combustion safety analysis, duct blaster testing, and zonal pressure testing. Contractors are required to perform health and safety or other specialty tasks.

All work must meet all Program requirements and pass a Quality Control Inspection, conducted by a BPI certified QCI, in order to be approved for payment. For a full description of the work and Program specifications, see Exhibit A: Weatherization Work Specifications.

## **IV. Contractor Qualification Requirements**

In order to qualify, Contractors must have the qualification specified in:

## **\*Exhibit B: Weatherization Contractor Qualifications**

Contractors must maintain all requirements, in order to remain eligible to complete weatherization work. The Program reserves the right to modify the qualifications as necessary to serve the needs of the Program and its stakeholders. The Program will make every effort to give advance notice of such modifications and to assist current Contractor(s) in obtaining any new qualifications.

### **V. Contractor Proposal Submittal Process**

Contractors may mail or hand deliver their proposal as follows:

Proposals must be signed and sealed within an envelope that includes the following:

- the name and address of proposer on the outside of the envelope
- the following typed or printed in the **lower left area of the envelope**:

**“SEALED PROPOSAL RFP#NOV2022”**

Sealed Proposals may be mailed to:

Central Virginia Alliance for Community Living, Inc.  
Attn: Ken Vance, Housing/Weatherization Program Manager  
P.O. Box 1390  
Lynchburg, Virginia 24505  
Or

Sealed Proposals may be delivered to:

Central Virginia Alliance for Community Living, Inc.  
Attn: Ken Vance, Housing/Weatherization Program Manager  
501 12<sup>th</sup> Street, Suite A  
Lynchburg, Virginia 24504

No proposal shall be considered unless the proposing contractor is licensed by the Virginia Board of Contractors.

Proposals must include the following documentation:

- Attachment 1: Proposal Cover Sheet
- Attachment 2: Completed Contractor Information Form, including all documentation specified therein:
- Proof of Insurance in the amounts specified
- Virginia DPOR Contractor’s license
- Description of experience questions, including evidence of required certifications
- Attachment 3: Completed Weatherization Measure Unit Price List
- Attachment 4: Contractor Proposal Signature Sheet

**Sealed proposals will be accepted until 4:00 PM EST, November 28, 2022.** Proposals received after this date and time will not be accepted.

**Evaluation Criteria-** Each proposal received in response to the RFP will be objectively evaluated to ensure the Contractor's ability to completely provide evidence and credentials demonstrating the contractor's ability to deliver quality goods and services according to weatherization criteria.

**Exhibit B:** Weatherization Contractor Qualifications defines the criteria contractors must possess to be considered. Contractors who fail to meet the requirements of Exhibit B will be disqualified from further consideration. Each contractor will be evaluated against the qualifications, experience, and documentation required. Contractors deemed to have the ability to provide quality goods and services for this weatherization contract will be eligible to contract for this weatherization work. Further determination will be based on a fair and reasonable cost assessment.

**Acceptance of Terms** –By submitting proposal materials, the Contractor accepts all terms and conditions specified herein, as well as all State and Federal regulations and requirements pertaining to the operation of the solicited services. Contractors shall comply with all management and administrative requirements established by Virginia Uniform Building Code, Plumbing, Mechanical and Electrical Specialty Safety Code and any subsequent amendments or modifications, as applicable to providers licensed in the State of Virginia. All proposals submitted become the property of CVACL. It is understood and agreed that the prospective Contractor claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. The Program reserves the right to introduce additional terms and/or conditions as necessary.

**Right to Reject and/or Cancel-** The Program reserves the right to reject any or all proposals, to negotiate with any or all prospective Contractors on modifications to proposals, to postpone award, or cancel in part or entirety the RFP if actions are in the Program's best interest. Proposal submittal is not to be construed as an offer, guarantee or a promise that the solicited services will be purchased by the Program.

**Evaluation Process-** As Program needs and time permit, the Program will review all submitted materials for completeness. The program may make such investigations as deemed necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the Program all such information for this purpose as the Program may request. The Program reserves the right to reject any application if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Program that the Contractor is properly qualified to carry out the contractual obligations and to complete the work contemplated therein.

**Notification to Contractor-**When the evaluation process is complete, the Program will inform the Contractor of qualification decision. If the Contractor is not accepted, the Program will explain the reasons for non-acceptance in writing; the Contractor may reapply at the next recruitment time considering the Contractor has acquired or addressed the missing qualifications. If the Contractor is qualified and accepted, the contract award will not be final until the Program and prospective contractor have executed a contractual agreement. The Program is not responsible for any costs incurred prior to the effective date of the contract. The Program reserves the right to make an award without further negotiation of the proposal submitted therefore the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

## **VI. Suspension or Removal**

The Program may eliminate a Contractor at its discretion, should Program needs, procedures, funding, requirement, or policy make it necessary to change the program purpose or content. In those cases

where negotiation of contract activities are necessary, the Program reserves the right to limit the period of negotiation to thirty (30) days after which time funds may be unencumbered. Further, the Program may terminate a Contactor should the Contractor at any time be out of compliance with the requirements of the program or any other applicable guidelines governing the work.

Such reasons for removal include, but are not limited to, the following:

- Lack of current insurance, license, registration, or other certifications specified in Exhibit B, on file with the Program.
- Deficient performance in terms of quality of work, timeliness of completion, or customer service.
- Any failure to meet financial obligations to Contractor's employees, subcontractors, suppliers, the Homeowner, or CVACL.

The Program shall determine whether a Contractor who has been eliminated will be allowed to re-qualify, and if so, the conditions and timeframe for this process.

#### **Exhibit A: Weatherization Work Specifications**

**A. Work Scope and Description-** Each weatherization job includes one or more of the following measures and must be completed within thirty (90) calendar days of job approval, unless supply chain issues are incurred and immediate notification of delay is provided to the agency by the contractor:

- Insulating attics, walls, under floors, heating ducts and water pipes
- Air-sealing the building shell to reduce air infiltration
- Sealing the air handling system (supply and return ducts and boots)
- Combustion safety analysis
- Making minor repairs to protect the weatherization measures installed
- Replacement or repair of heating/cooling systems
- Installing bathroom and/or kitchen fans
- Installing thermostats

Air infiltration reduction may include the techniques of dense-packing and pressure diagnostics, in addition to shell related air-sealing. Contractors shall use mastic and other UL-Listed tapes to seal supply and return ducts and boots in all homes where forced air heating systems are present and air leakage reductions in the air handling system are possible. All attic cavity and floor insulation work in site-built homes shall include sealing of all penetrations.

In addition to the items listed, Contractors are required to perform health and safety or specialty tasks.

Contractors are required to self-inspect their work upon completion, including ensuring optimal completion of measures is accomplished and all debris caused by weatherization work is cleaned up accordingly. All jobs must pass a final Quality Control Inspection (BPI/DHCD QCI Checklist) , conducted by an agency approved, BPI certified Quality Control Inspector, before becoming eligible for payment.

- B. General Guidelines-** The Contractor will furnish all of the materials, supplies, tools, equipment, labor and other services necessary to perform the work. The Contractor shall be solely responsible for all methods, techniques, safety precautions, and procedures and for coordinating all portions of the work according to the following specifications and/ or procedures:
- All applicable state and local building codes. The Contractor is responsible for obtaining all required permits.
  - NREL Standard Work Specification for Home Energy Upgrades. <https://sws.nrel.gov/>
  - The most current Site Built and Mobile Home Weatherization Specifications for the State of Virginia Weatherization Assistance Program specification manuals. A copy of the most recent manuals is available online at the following link:  
<https://www.dhcd.virginia.gov/sites/default/files/Docx/weatherization/virginias-wap-field-guide.pdf>
  - The most current approved State of Virginia Weatherization Assistance Plan for the United State Department of Energy is available at the following link:  
<https://www.dhcd.virginia.gov/wx>
  - The work order for the specific job, which contains specific measures and quantities, along with notes from Program staff.
  - Other verbal or written instruction from Program staff during the course of the job.
  - Other contractual conditions and obligations specified in the job-specific contract.

If the Contractor performs any work contrary to such laws, specifications, ordinances, rules, regulations, and procedures, the Contractor shall assume full responsibility and shall bear all costs attributable thereto.

If, during the course of the job, the work provided does not comply with the laws, specifications, ordinances, rules, regulations, and procedures, the Contractor shall take such corrective action as the Program may require.

- C. Lead Safe Weatherization-** to protect the health and safety of weatherization individuals, their neighbors, and weatherization practitioners, Contractors shall utilize Lead Safe Weatherization on homes built prior to 1978, unless it has been determined that there is no lead present. All Contractors that work on homes for CVACL must be certified in Lead Safe Weatherization (LSW). Contractors need to be aware of and follow requirements of EPA and OSHA when working with homes built prior to 1978.
- D. Material Safety Data Sheets-**Contractors shall maintain Material Safety Data Sheets (MSDS) for all products used in the performance of the work in their offices(s) and on all job sites. Contractors shall provide copies of the MSDS to the Program upon request.
- E. Warranty –** All work (labor and materials) shall be warranted for a period of one (1) year. Contractors shall also provide customers with any manufacturer’s warranties for all products installed by the Contractor.
- F. Customer Service-** Customer service is a priority of the Program. Contractors are expected to maintain positive customer relationships at all times.
- All Contractors must ensure that the Contractor’s employees, subcontractors, and subcontractor’s employees shall treat each customer with dignity and respect. Employees

shall present sufficient identification indicating by whom they are employed upon request of the customer.

- Recognizing that customers may not be knowledgeable about weatherization work, the Contractor shall ensure customers are knowledgeable about the work that will be or has been done to their home.
- Contractors must communicate with customers regarding construction strategy and work schedule.
- Contractors must maintain a work environment that minimizes inconvenience to the household.
- Contractors must educate customers related to how the proper use and care of the products and materials installed can help them save energy and money, the ways in which customers can maintain and extend the life of any installed products, and educate customers in the use and care of any customer adjustable products
- Contractors must Provide insulation certificates and product warranties and documentation to the household.

**G. Compliance Provisions** – All contractors are required to comply with the provisions of : Code of Virginia – Title 54.1 Professions and Occupations- Chapter 11 Contractors; the applicable provisions of the Equal Opportunity Act of 1972;the Civil Rights Act of 1964 and 1990 amended; Section 3 of the HUD Act of 1968, 12 U.S.C. 1701u, and all provisions of the American Disabilities Act 42 U.S.C. Sec. 12101 et seq.

**H. Work Authorization-** All work must be authorized in advance by the Program.

- The Program will provide the Contractor with orders that detail measures to be installed.
- The Program will approve measures to the Contractor that meet savings-to-investment ratios according to U.S. Department of Energy criteria.

**Any changes to the scope of work detailed in the work order must be submitted with a change order and authorized in writing (electronic or by hand) in advance by the Program. The Program shall not be responsible for any unauthorized work, nor for payment of such.**

**I. Inspection and Approval-** The Program will inspect all completed work to determine compliance with all specifications, policies, and procedures. The Program may also conduct in progress inspections at its discretion. Upon request the Contractor may be required to attend inspections.

The Contractor must correct any completed items which do not pass inspection. Only completed work that has passed inspection will be approved for payment.

## **Exhibit B: Weatherization Contractor Qualifications**

**A. Demonstrated Experience** – Successful past completion of weatherization work similar to that described in **Exhibit A: Weatherization Work Specifications**, including insulating, air sealing, duct sealing, blower door and pressure diagnostic testing, installation and ducting of ventilation fans, and minor structural repairs.



Such experience will be verified by either existing successful track record of work with the Program, or by information the Contractor provides about previously completed jobs in the attached application materials. The Program may, at its discretion, request to visit and inspect one or more of the Contractor's previously completed jobs.

The Program will include customer service and the ability to maintain positive relationships with clients when evaluating the Contractor's experience.

**B. Certifications** – To qualify for and to remain a CVACL Weatherization Contractor, all full service weatherization Contractors shall maintain the following certifications:

- Lead Renovator Certification for at least one crew member. See this link for details: <https://www.epa.gov/lead/lead-renovation-repair-and-painting-program>
- Lead Safe Weatherization (LSW) training and certification for each crew member.
- OSHA 10 Hour Safety Training Certification for all crew workers.
- OSHA 30 Hour Safety Training Certification for all crew leaders.

For complete listing of mandatory training certification and training, please access the following link: <https://www.communityhousingpartners.org/energy-solutions/research-training-center/chp-courses/>

Program deems the following certifications for full service weatherization contractors as advantageous to the program **and may be or become a required element of this awarded contract period:**

- Residential Building Energy Analyst (REBA) certification
  - Firm License
  - individual license for at least one employee of the Contractor's staff.
- Building Performance Institute, Inc (BPI)
  - Home Energy Professional – not required currently
  - Energy Auditor - Required if performing Energy Audit work for Program.
  - Quality Control Inspector – Required if performing QCI work for Program.
  - Healthy Home Evaluator – possible future credential requirement

**C. Capacity-** Contractors must have the capacity to maintain production and adequate cash flow while awaiting payment. At a minimum, Contractors should be able to carry a minimum of \$50,000 worth of work with the Program beyond any work for or obligations to other entities.

Contracts on individual jobs contain deadlines for completion. The Contractor's acceptance of a job indicates their ability to complete that job within the time allotted. Performance record of timely completion is a crucial factor.

**D. Insurance** – The Contractor must procure and maintain insurance and provide proof thereof to the Program with Minimum limits no less than:

(1) Commercial General Liability

- Each occurrence - \$1,000,000 General Aggregate - \$2,000,000

(2) Automobile Liability

- Minimum Automobile Combined Single Limit Liability Coverage- \$500,000 per occurrence with a \$1,000,000 annual aggregate limit covering bodily injury liability and property damage liability, including coverage for owned or non-owned vehicles.

(3) Worker's Compensation Insurance and Employer's Liability Insurance

- Each Occurrence- \$500,000

**Upon Contractor acceptance the contractor must submit Certificates of Insurance with Central Virginia Alliance for Community Living, Incorporated as Additional Insured for all the required insurance coverages listed above.**

- E. Licensing** – The Contractor must be properly licensed to do business as a general contractor in the State of Virginia and to work in the counties of Amherst, Appomattox, and Bedford.
- F. Other Contract Requirements**- the Contractor must be able to fulfill all other requirements, including equal opportunity and non-discrimination laws.
- G. Access to Computer and E-mail.** In the interests of efficiency and expediency, the Program may issue bid and award notification and other critical communications via e-mail. The Contractor shall maintain the capability to receive and respond in a timely manner.