



RURAL NEVADA DEVELOPMENT CORPORATION

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March 2, 2010

Dear Contractor,

Enclosed please find a Request for Proposal for general contractors to perform energy efficiency retrofit construction work for the Weatherization Assistance Program. A brief description of this is offered in the proposal. Please review it and email me if you have any questions. The deadline for submittal of the cost agreement form is 1:00 PM April 2, 2010. Be sure to read the RFP carefully due many changes in the laws and regulations affecting the Weatherization Assistance Program. Please note that contractors will be selected through a scoring system and if any required documentation is not submitted with the proposal the contractor will not receive any points for that category.

Thank you for your consideration,

A handwritten signature in black ink that reads "Dru Simerson". The signature is written in a cursive, flowing style.

Dru Simerson
Weatherization Manager

REQUEST FOR PROPOSALS

**WEATHERIZATION ASSISTANCE PROGRAM
CONTRACTORS/INSTALLERS**

March, 2010

RNDC

Rural Nevada Development Corporation

1320 E. Aultman Street

Ely, NV 89301

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Attachment D – Work Order & Invoicing Submission Procedures

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PURPOSE:

Rural Nevada Development Corporation (RNDC) is accepting proposals from licensed general contractors to participate in the Nevada Housing Division's (NHD) Weatherization Assistance Program in eleven rural counties. The counties are; Churchill, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Mineral, Nye, Pershing, and White Pine. Due to the size of the RNDC's territory four regions have been designated. For a contractor to be eligible for a region they must live within a specified distance from a specific location for that region. There will be no more than two contractors per region; two contractors for multifamily (a primary and secondary) and no more than five contractors total. A contractor's proposal will be scored on a number of items with the top proposals being selected for each region or multifamily slot. A successful proposal will be a contractor, for the designated region, to accomplish the needed installation of weatherization measures. The American Recovery and Reinvestment Act (ARRA) Weatherization Assistance Program and the Base Weatherization Assistance Program contract shall be effective from July 1, 2010 through June 30, 2011.

BACKGROUND:

The Low Income Weatherization Program was established in 1977 by the Department of Energy (DOE) to assist low income persons in reducing their household utility bills, improve their comfort level, and to ensure their health and safety. Weatherization received a substantial funding increase from ARRA for a period ending June 30, 2012. Due to the increased requirements for ARRA funded projects, DOE and NHD has mandated that ARRA funds be kept separate from the "Base" DOE funding.

DUE DATE:

1:00 PM, April 2, 2010

PRIMARY RESPONSIBILITIES:

For the contractor to install *eligible* weatherization measures on homes designated by RNDC in accordance with the Nevada Housing Division's (NHD) "*Weatherization Program Field Manual*," local building code, the State of Nevada Manufactured Housing Division, and manufacture specifications.

If the project is ARRA funded the contractor shall adhere to SB152, a State of Nevada law effective June 9, 2009. Two items are pertinent to the contractor directly. Section 9(6)(b)(4), of this law reads, "A component that requires each contractor to offer to employees working on the project, and to their dependents, health care in the same manner as a policy of insurance pursuant to chapters 689A and 689B of NRS or the Employee Retirement Income Security Act of 1974." Section 9(6)(b)(4), reads "Employ on each such project a number of person trained as described in paragraph (b) of subsection 3 that is equal to or greater than 50 percent of the total workforce the contractor employs on the project." If the project is ARRA funded the contractor shall adhere to Davis Bacon Act (DBA), which dictates all ARRA funded projects and thus weatherization work. DBA summarized says that employees shall be paid every week, be paid the posted prevailing wage for the correct work being performed, and that certified payrolls shall be sent to RNDC weekly. Other DBA requirements must also be followed by the contractor and RNDC. To view the prevailing wages that is related to weatherization; go here, http://apps1.eere.energy.gov/weatherization/pdfs/s2009_nv.pdf

OTHER RESPONSIBILITIES:

1. **Conduct initial assessments:** Prior to the installation of any weatherization measures the contractor is required to conduct an initial assessment of the home and develop a work order for

weatherizing the project consistent with NHD policies. Blower Door and Combustion Appliance Safety (CAS) tests will be performed on all applicable projects.

2. **Blower Door and Combustion Appliance Safety (CAS) Tests:** Contractors must have ability to operate the equipment effectively to perform these diagnostic tests; catastrophic shell and duct sealing, economic shell and duct sealing, and properly record cubic foot per minute (CFM) reductions in accordance with Nevada Housing Division's Weatherization Assistance Program Policy's, Procedures and Standards. Specialty training and equipment is a requirement.
3. **Ensure client satisfaction:** Contractors must maintain professional and courteous customer relationship at all times.
4. **Client Education:** It is the contractor's responsibility to educate the client on all installed measures.
5. **Work Order & Invoicing Submission Procedures:** see Attachment D.
6. **Payment/Reimbursement:** RNDC will authorize payment of 50% of the initial work order to contractor when notice to proceed is given. Final payment will be made after final inspection by RNDC to take into consideration necessary adjustments.
7. **Inspections:** All weatherized units are subject to inspection by RNDC, NHD, and Program Evaluators. RNDC may require that the contractor ride along during inspections.
8. **Accountability:** Due to the time and financial costs involved with scheduling and conducting final inspections, it is necessary to impose a re-inspection fee on continued fails. These will be discussed on a case by case basis.
9. **Training:** Fifty percent of the contractor's workforce on an ARRA funded project must have been trained to meet Section 9(6) (b)(4) of SB152.
10. **Financial Restraints:** Contractors must be conscious of financial limits for each funding source/region. The funding source(s) for each project will be listed when the contractor is given the work and may change once the project has been assessed.

FUNDING:

RNDC's Weatherization Assistance Program is funded through the Nevada Housing Division. The Nevada Housing Division receives State general funds; Fund for Energy Assistance and Conservation (FEAC) from the Nevada Public Utilities Commission, U.S. Department of Energy (DOE), Low Income Housing and Energy Assistance Program (LIHEAP), Mt. Wheeler Power (MWP), Bonneville Power Administration (BPA), Lincoln County Power District No. 1 (LCPD1) and Low-Income Housing Trust Funds (LIHTF). ARRA funding is DOE funding, but it has many additional requirements. Base DOE funding will be kept separate from ARRA DOE funding. The aforementioned funding may not be leveraged with ARRA funding due to different regulations.

WEATHERIZATION MEASURES:

- Measures installed through the Weatherization Program may include but are not limited to the following:
- Health and safety measures (testing of combustion appliances, compliance with indoor air quality standard and provision of carbon monoxide detectors.)
- Heating system repairs/replacements
- Cooling systems (Southern Nevada only)
- Ceiling, floor, roof, and duct insulation
- Duct leakage sealing (return and supply systems)
- Shell infiltration sealing (replace broken windows, weather-stripping, caulking, evaporative cooler covers, etc.)
- Solar screens (Southern Nevada only)

- Refrigerator replacement

SCHEDULING and SERVICE DELVIERY:

Once the contractor has received the project(s) from RNDC an initial assessment must be performed within 60 days. After receiving an approved work order (invoice) from RNDC the project must be completed within 90 days. Pre and Post CAS tests are only valid for 30 days. RNDC will provide project information for initial assessment to the contractor on a scheduled basis. The schedule will be determined by the number of projects and the typical climate in the contractor's service area and funding. Contractors shall make every effort to communicate schedules and or schedule changes with the client.

If applying to weatherize multifamily projects documentation must be provided to RNDC stating that the contractor is capable to quickly, efficiently, and properly complete a large multifamily project.

REGIONS:

There will be two (2) multifamily contractors selected and each region shall have no more than one (1) contractor. Only the top five contractors will be selected for both categories. Region weatherization work will primarily focus on single family homes, but at RNDC's discretion multifamily projects can also be awarded to regional contractors. The multifamily contractors are not held to one region, but will travel to any multifamily project assigned to them and they are not guaranteed exclusive rights to the multifamily projects in RNDC's territory. Due to there being two positions for multifamily there will be a primary and a secondary multifamily contractor. The primary multifamily contractor will receive a majority of the work and can be dropped to secondary if performance is not maintained. It will be at RNDC's discretion if the primary multifamily contractor shall be awarded a region and a multifamily position. RNDC reserves the right to adjust regions, assign contractors to other regions, or add contractors to a region when necessary to meet quality, quantity, and production goals required by the funding agencies.

Western Region Counties (primarily)

- Churchill
- Esmeralda
- Humboldt
- Lander
- Mineral
- Northern Nye
- Pershing

Northern Region Counties (primarily)

- Elko
- Eureka
- Humboldt
- Lander
- Pershing
- White Pine

Central Region Counties (primarily)

- Elko

- Esmeralda
- Eureka
- Lander
- Lincoln
- Northern Nye
- White Pine

Southern Region Counties (primarily)

- Esmeralda
- Eureka
- Lander
- Lincoln
- Mineral
- Nye
- White Pine

Multifamily

- All counties

CONTRACTOR ELGIBILITY PER REGION:

For a contractor to be eligible for a region a base of operations and mileage reimbursement starting point must be within one of the following;

Western Region: One hundred and eighty (180) miles per paved highways from downtown Fallon.

Northern Region: One hundred and thirty (130) miles per paved highways from downtown Elko.

Central Region: One hundred and sixty-five (165) miles per paved highways from downtown Eureka.

Southern Region: One hundred and eighty (180) miles per paved highways from downtown Las Vegas.

REGION CONTRACTOR SCORING:

- Nevada Manufactured Housing HVAC/General Serviceman/“P” license – fifteen (15) points
- NSCB C-1 or C-21. No points given for C1 in Southern Region – fifteen (15) points
- An employee with current Building Performance Institute (BPI) certification – eight (8) points
- An employee with current HERS certification– three (3) points
- An employee with current RESNET certification – three (3) points
- Companies Weatherization Assistance Program experience per year (up to 4 years) – five (5) points
- Companies base of operations within one of RNDC’s eleven counties – twenty (20) points
- HVAC pricing (relevance per region) – twenty (20) points
- Doors/Windows/Solar Screens pricing (relevance per region) – twenty (20) points
- Insulation pricing (relevance per region) – twenty (20) points

MULTIFAMILY CONTRACTOR SCORING:

- NSCB C-1 or C-21. No points given for C1 in Southern Region – fifteen (15) points
- An employee with current Building Performance Institute (BPI) certification – eight (8) points
- An employee with current HERS certification– two (2) points

- An employee with current RESNET certification – two (2) points
- Total number of full-time construction employees (per employee) – One (1) point
- Companies Weatherization Assistance Program experience per year (up to 4 years) – two (2) points
- Companies base of operations within one of RNDC's eleven counties – twenty (20) points
- HVAC pricing – twenty (20) points (At RNDC's discretion this might not be applicable)
- Windows/Solar Screens pricing – twenty (20) points
- Insulation pricing – twenty (20) points

PROPOSAL SELECTION and SCORING:

For points to be applied to the proposal the contractor must provide the proper documentation (proof) for each category. If the contractor does not provide the proper documentation then no points will be given for that category. The best pricing for a category will obtain the full score and the highest pricing will obtain no score. All pricing in between will be awarded points based on a percent basis.

In addition to the scoring system, proposals will be evaluated and awarded based on the following:

- Company history
- Current status with the State Contractors Board
- Current status with the Excluded Parties List System
- Past complaints (resolved or un-resolved)
- Price comparisons
- Past Weatherization experience / training
- The ability to complete large projects effectively (multifamily only)
- What regions and/or multifamily applying for

Proposals must be submitted to RNDC by **1:00 PM, April 2, 2010**. Any RFP's received after this time will not be recognized as a response to the RFP and will be returned back to the contractor with a letter of notification of rejection.

The contractor shall have at least three employees trained through an SB152 approved non-profit training collaborative and proof of certificates submitted to RNDC by June 1, 2010. Shall the contractor fail to meet this, their proposal will not be selected.

PROPOSAL REQUIREMENTS:

Applicants must be a Nevada licensed **general contractor** and have retained this status for a period of at least three years.

Required Documentation:

- Copies of any relevant Contractors Licenses
- Manufactured Housing License (not required for multifamily)
- Statement of Experience
- Bonding Required by State Contractors Board
- Copy of Liability Insurance; minimum \$1,000,000 coverage
- Copy of Workmen's Compensation Policy
- Copies of SB152 Approved Training Certificates
- 2010-2011 ARRA Annual Contractor Price Agreement Form

- 2010-2011 ARRA HVAC Measure Definitions and Pricing
- 2010-2011 Base Annual Contractor Price Agreement Form
- 2010-2011 Base HVAC Measure Definitions and Pricing

ATTACHMENTS:

Please sign and initial all pricing.

- Attachment A1 – 2010 ARRA Annual Contractor Price Agreement Form
- Attachment A2 – 2010 BASE Annual Contractor Price Agreement Form
- Attachment B1 – 2010 ARRA HVAC Measure Definitions and Pricing
- Attachment B2 – 2010 BASE HVAC Measure Definitions and Pricing
- Attachment C – 2010 Measure Definitions
- Attachment D – Work Order & Invoicing Submission Procedures
- Attachment E – Davis Bacon Requirements
- Attachment F – Davis Bacon Contracts, Revisions, and Related Matters

TERMS:

- A. Right to Reject Proposals
RNDC reserves the right to reject any and all proposals as a result of this RFP. Proposals will be selected based on the scoring system and in the event of a tie RNDC will use other factors that would benefit the program in the selection of a proposal.
- B. Right to Modify RFP
RNDC reserves the right to modify this RFP at any time before contracts are awarded.
- C. Authorized Signatory for RFP
This RFP must be signed by an official authorized to bind the contractor to its provisions until contracts are effective July 1, 2010. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- D. General Recommendations
Proposals should be prepared simply and economically. RNDC is not responsible for any cost incurred by the bidder in responding to this RFP.

RFP CONTACT:

For additional information or comments regarding this RFP, please contact:

Dru Simerson, Weatherization Manager
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