

RFP Release Date: 08.19.19
 Bidder Questions Due: 08.23.19
 Answers Posted: 08.30.19
 Proposals Due: 09.16.19

REQUEST FOR PROPOSALS

General Contractor Network Leader for Existing Homes services

Vermont Energy Investment Corporation (VEIC), a nonprofit organization that operates Efficiency Vermont, seeks proposals for a **Home Performance with ENERGY STAR® General Contractor Network Leader**.

Responses to this Request for Proposals (RFP) must be delivered electronically to VEIC by **5:00 p.m. EDT on Monday, September 16, 2019**. VEIC will not accept responses submitted after 5:00 p.m. EDT on that date. Please submit your response electronically via e-mail to: jnorz@veic.org with **RFP Submittal for Home Performance with ENERGY STAR General Contractor Network Leader** in the subject line.

VEIC will respond to individual questions regarding this RFP only as follows: VEIC will receive questions regarding requirements and scope of work up to **5:00 p.m. EDT Friday, August 23, 2019**, via e-mail only, to jnorz@veic.org with **RFP Submittal for Home Performance with ENERGY STAR General Contractor Network Leader** in the subject line. When appropriate, please refer to the RFP page number and Section Heading for ease of navigation and response. VEIC will post answers on the VEIC website (<https://www.veic.org/company/requests-for-proposals>) no later than **5:00 p.m. EDT, Friday, August 30, 2019**. VEIC will not address questions submitted after 5.00 p.m. EDT, Friday, August 23, 2019.

RFP Schedule / Milestones

RFP release	August 19, 2019
Bidder questions accepted	August 19-23, 2019
Answers to submitted questions posted	August 30, 2019
Proposals due to VEIC	5:00 p.m., September 16, 2019
Proposal review period	September 16 – September 27, 2019
Contract negotiations	September 30 – October 21 2019
Performance period begins	November 1, 2019
Performance period ends	October 31, 2020
Optional one-year extension, period ending	October 31, 2021

Program Overview

Efficiency Vermont is ramping up weatherization program activity throughout Vermont, in an effort to reduce energy costs and increase health and comfort for more Vermonters, with a focus on the moderate-income market. Through Efficiency Vermont's Efficiency Excellence Network, a well-established cadre of trained contractors exists to deliver weatherization services through much of the state. Certain parts of Vermont, however, do not have sufficient contractor coverage to meet current and anticipated demand. Specific regions in need of additional contractor capacity include the Northeast Kingdom, Franklin County and Southwest Vermont. Bids can include all regions or be focused on one or multiple areas.

Efficiency Vermont is seeking responses from qualified Home Performance with ENERGY STAR General Contractors interested in serving as a Network Leader, which involves additional network responsibilities such as recruiting and managing subcontractors performing home weatherization upgrades within Efficiency Vermont's Home Performance with ENERGY STAR program. The focus will be on ensuring contractor availability for under-served regions of Vermont.

Scope of Responsibilities

In addition to the standard Efficiency Excellence Network responsibilities for all participants, the Network Leader will provide comprehensive oversight of subcontractors working in selected under-served regions of Vermont within the Home Performance with ENERGY STAR program for the performance period of November 1, 2019 through December 31, 2020, with an option for a one-year extension beyond the initial performance period. By submitting a response to this RFP, the Bidder acknowledges understanding and acceptance of this Scope of Responsibilities and agrees to fulfill all of its terms in the event VEIC selects Bidder as a Network Leader. The Home Performance with ENERGY STAR Network Leader services shall lead the following tasks:

1. Recruit contractors to perform insulating and air sealing upgrades in one or all of the following areas: Bennington, Franklin, Essex, Orleans, and Caledonia Counties. Upgrades must be aligned with Home Performance with ENERGY STAR specifications.
2. Perform test-in and test-out on all applicable projects
3. Report completed projects to Efficiency Vermont
4. Network Leader will be responsible for ensuring their subcontractors are paid in a timely manner for completed work. That payment agreement is between the Network Leader, in its capacity as a general contractor performing work for customers, and subcontractors it engages to complete such work.
5. Coordinate with Efficiency Vermont to identify training needs for subcontractors and provide the opportunity for subcontractors and their crew to attend trainings to ensure quality and consistency. NOTE, it is the responsibility of the Network Leader to ensure all work by their subcontractors meets the Home Performance with ENERGY STAR program requirements. If they do not, the Network Leader is required to work with their subcontractor until program requirements are met.

Task 1: Recruit Contractors

Network Leader will perform outreach to contractors in specified areas of the state where a shortage of Home Performance with ENERGY STAR contractors exists to ensure goals are being met. Network Leader can use existing contacts or solicit participation through avenues such as building supply companies, local business contacts/organizations, or other means. Efficiency Vermont will provide content for this communication if needed.

Task 2: Perform test-in and test-out on all applicable projects

Network Leader will be able to perform test-in diagnostics prior to start of work and test-out diagnostics at project completion. It is the Network Leader's responsibility to ensure compliance with Home Performance with ENERGY STAR specifications and work with any subcontractor to remedy any work that is out of compliance. As with all Home Performance with ENERGY STAR projects, Quality Assurance inspections will be performed on a subset of projects.

Task 3: Reporting

Network Leader will maintain direct, ongoing communication with Efficiency Vermont's Contract Manager regarding contract details and maintain alignment with Efficiency Vermont's strategic objectives and implementation priorities, as communicated to the Network Leader by Efficiency Vermont. Network Leader will report completed projects to Efficiency Vermont at time of project completion (as defined by successful test-out by Network Leader). In addition to project level reporting, Network Leader will submit a quarterly report that includes progress toward goals and expenditures.

Task 4: Pay Subcontractors

Network Leader will be solely responsible for payment to any subcontractors it engages as part of its general contracting work, based on terms identified between the two parties. Efficiency Vermont will not be a party to, nor have any obligation in, the scope of work for any specific project entered in to by Network Leader, customers, and any engaged subcontractors.

Task 5: Coordinate with Efficiency Vermont to identify training needs for subcontractors

Network Leader will identify subcontractor training needs related to technical skills and Home Performance with ENERGY STAR program specifications. Training needs may also arise through Efficiency Vermont's quality assurance inspections. Network Leader and Efficiency Vermont will collaborate to determine appropriate training content and methodology depending on needs. NOTE, it is the responsibility of the Network Leader to ensure all work by the subcontractor meeting the Home Performance with ENERGY STAR program requirements. If they do not, Network Leader is required to work with their subcontractor(s) until program requirements are met.

Proposal Requirements

All proposals must contain the following numbered sections. Please follow this numbering protocol precisely and do not re-number, insert numbers, or otherwise modify the sequence. Responses that do not follow this numbering protocol will not be considered.

Section 1: A brief description of the bidding organization's structure and capabilities.

Section 2: A list of all services Network Leader can provide in house, and services to be provided by any outside consultants. If any services are to be provided by outside consultants, please provide a brief description of the outside organization, its role, capabilities, and capacity to provide those services.

Section 3: A complete and detailed narrative description of your approach, methods, and process for completing each of the Tasks outlined in the Scope of Responsibilities. Please provide the rationale and any relevant supporting research or documentation for the proposed approach.

Section 4: Resumes of all members of the proposed project team, including outside consultants, if applicable. Resumes should contain specific and relevant experience that each team member brings to the project, and what role each individual will play in executing the project.

Section 5: Three (3) short case studies of similar work your organization has completed in the past.

Section 6: A detailed fee proposal and budget breakdown by labor task, and anticipated hard costs.

Section 7: A list of three (3) references, naming clients for whom your organization has provided services. Provide a contact name, address, e-mail address, and a contact phone number for each reference.

Responses must:

- Be no more than twenty-five (25) pages in total length.
- Be formatted to standard letter paper size (8.5" x 11") with 1-inch margins and a common font set to 11-point or larger
- Contain a cover letter with the primary person's contact information
- Be assembled into one (1) PDF file. ***VEIC will not accept proposals containing multiple files and/or file formats.***

Budget

The size of a contractor's budget will depend on proposed program reach within the state of Vermont. Where possible, please provide costs per unit of services, thus allowing scaling up or down as scope, budget, and demand allow. The proposed budget should assume one year of performance.

Proposal Evaluation Criteria

Proposal selection will be based on qualifications. Proposals will be evaluated on the following criteria:

- Expertise and experience in implementation of weatherization programs (35%)
- Responsiveness to all tasks in the Scope of Work and the Proposal Requirements (25%)
- Key personnel qualifications (15%)
- Reasonableness of costs (and thus, likely cost-effectiveness) (15%)
- Experience in Vermont (10%)

VEIC reserves the right to evaluate proposals on criteria not listed above.

Selection

VEIC may select one or more Network Leaders. It may select a Network Leader solely on the response to this RFP, or it may make a selection following discussion or negotiations with one or more respondents. VEIC may request additional data or material prior to making a final selection.

Limitation

This RFP does not commit VEIC to select any Network Leader or to pay any costs incurred in the preparation or submission of proposals. VEIC reserves the right to reject any or all proposals received in response to this RFP, to discuss with any qualified bidder or to cancel in part or in its entirety the RFP, if any of these actions is deemed by VEIC in its sole discretion to be in VEIC's best interest.

Insurance Requirements

Before commencing work, the Network Leader shall provide Certificates of Insurance to show that the following minimum coverages are in effect. Where applicable the Certificates of Insurance shall name VEIC as an Additionally Insured party. All policies shall be non-cancelable without 30 days' prior written notice from the insurance carrier to VEIC. It is the responsibility of the Network Leader to maintain current Certificates of Insurance on file with VEIC throughout the term of its participation in the program.

Workers' Compensation: With respect to all operations performed, the Network Leader shall carry workers' compensation insurance in accordance with the laws of the State and any other state in which it is performing work.

General Liability and Property Insurance: With respect to all operations performed, the Network Leader shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises – Operations
- Independent Contractors' Protective
- Products and Completed Operations (where appropriate)
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 per Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 Products / Completed Products Aggregate (where appropriate)
- \$50,000 Fire Legal Liability

Pollution Endorsement: The Network Leader shall provide a pollution endorsement from its general liability or professional liability carrier to show that pollution coverage is included in the policy. Alternatively, Contractor may obtain a separate Pollution Liability policy, with a minimum policy limit of \$1,000,000 per occurrence / \$1,000,000 general aggregate.

Automotive Liability: The Network Leader shall carry automotive liability insurance covering all motor vehicles, no matter the ownership status, used in connection with its participation. Limits of coverage shall not be less the amount required by any applicable state law.

Vermont Energy Investment Corporation

Vermont Energy Investment Corporation (VEIC) is a mission-driven, nonprofit organization dedicated to reducing the economic and environmental costs of energy use. It carries out its mission, in part, by designing and implementing innovative energy efficiency and renewable energy programs. Founded in 1986, VEIC is nationally and internationally recognized for advancing energy efficiency, energy conservation, and renewable energy programs and projects across the United States, Canada, and Europe. VEIC employs 320 professionals and is headquartered in Burlington, Vermont. It has offices also in Washington, DC, and Ohio.

VEIC gained national prominence as the contractor for the nation's first statewide energy efficiency utility, Efficiency Vermont. The company also designed and operates utility scale contracts for energy efficiency service delivery with municipal utilities in the Midwest (American Municipal Power), known as Efficiency Smart, and with the District of Columbia, known as the DC Sustainable Energy Utility (DCSEU). The majority of the staff works for these VEIC divisions.

Efficiency Vermont

Launched January 1, 2000, Efficiency Vermont helps ratepayers reduce energy costs, strengthen the local economy, and protect the environment by making homes and business energy efficient. Efficiency Vermont provides technical assistance, rebates, and other financial incentives to help Vermont households, businesses and other institutions—such as K-12 schools—reduce their energy costs with energy-efficient equipment, lighting, and approaches to construction and major renovation. Efficiency Vermont partners extensively with contractors, suppliers, and retailers of efficient products and services throughout the state.

VEIC operates Efficiency Vermont under an Order of Appointment issued by the Vermont Public Service Board. For additional information, please see the Efficiency Vermont website: www.encyvermont.com

Burlington Electric Department

Burlington Electric Department, founded in 1905, is the municipal electric utility for Burlington, Vermont. It serves about 20,000 residential and commercial customers. It meets the energy needs of Burlington first with efficiency and then with renewable energy. It is the energy efficiency utility for the city (just as Efficiency Vermont is for the rest of the state). Because of the successful efficiency program, Burlington as a whole is using 4% less electricity in 2014 than it did in 1989 when the programs began. *For more information about Burlington Electric, visit www.burlingtonelectric.com*