

Request For Qualifications for Full Service Weatherization Contractors to serve the low-income Weatherization Assistance Program (WAP)

By Opportunity Council, Bellingham, Washington

Contractors interested in being considered for selection as a full-service Weatherization Assistance Program contractor for the Opportunity Council in Bellingham WA shall complete this Request for Qualifications (RFQ) for participation. The Opportunity Council is a Community Action Agency serving Whatcom, Island and San Juan Counties. The sources of funds for the work are federal, state, local and investor owned utilities. The funds are generally blended on individual projects and are usually administered and monitored by the Washington State Department of Commerce.

All proposers are expected to be full-service providers and have proven and successful history with providing weatherization services in Washington State pursuant to all requirements, policies/procedures, and specifications of the low income Weatherization Assistance Program (WAP).

The acceptance period is from **10/1/23 to 9/30/25**. The acceptance period may be extended, once and only once, at Opportunity Council's discretion, for an additional two years (to end 9/30/27).

Funding for the weatherization program is dependent on Federal and State budget priorities and may fluctuate from year to year.

Opportunity Council has the following expectations related to service and price, and the RFP process will request information to be provided for evaluation and comparison of prospective contractors in the following areas:

Part 1. General Information for Proposers

Agency expectations: Acceptance as a program contractor will be awarded to up to five licensed, bonded, and adequately insured general contractors in good standing with all regulatory agencies, who have a proven track record with the WAP program, and are able to perform full service weatherization functions including administrative services, audits and inspections, building diagnostics, safety testing, project management, reporting, billing, and construction functions using certificated staff where required.

Proven communication ability of the vendor via written, verbal and electronic means are critical to positive results. All subcontractors to the contractor are expected to have the same ability and all communication with the agency will be through the contractor only. Any clarifications requested by subcontractors will flow through the contractor.

Typical Flow of Work: The Agency will provide audits and a scope of work for each project with pricing generated from the Unit Pricing List to the Contractor after the Agency completes client income eligibility and a pre-audit of the home. This will be followed by a complete file audit per specifications required by the program.

The contractor, at its discretion, will perform its own on-site review of each individual project to assemble a scope of work that agrees with the agency scope, including missed components or opportunities where indicated. That review is submitted along with a unit cost budget to the agency for review, potential discussion and approval of the final project. Minus unforeseen issues that will be discussed during the project as they arise, that submittal will reflect the final billing to the agency. Final billings must be itemized by measure and each measure must be priced separately. A project is not officially awarded until a "Notice to Proceed" is sent by the agency to the contractor.

The contractor is expected to have experienced staff on each jobsite, whose daily leadership understand and supervise the program requirements of measure installation including proper treatment of clients to minimize disruption during construction. Any reports of demonstrated poor work ethic or less than professional treatment of the client will be grounds for termination of remaining contracts and acceptance as a program contractor. The agency inspectors will ask and tabulate on-site performance of the contractor via interviews with clients during in-progress inspections.

Part 2. Proposal Preparation and Submittal

Proposal Content:

The agency will not consider joint proposals from proposers such as partnerships or contractor/subcontractor arrangements. The agency expects the general contractor to hire subcontractors capable of completing work pursuant to all requirements, policies/procedures, and specifications of the low income Weatherization Assistance Program.

Unit Pricing List:

Contractor will provide unit pricing by completing Opportunity Council's Unit Pricing Chart. Contractor will submit the Unit Pricing List electronically to Opportunity Council's Low Income Weatherization Program Manager. Pricing list shall separate materials and labor. Materials used on low-income weatherization projects shall not be taxed. Contractors shall indicate both prevailing wage and non-prevailing wage by county. Contractor is only required to submit pricing for counties in which it is interested in performing work.

Qualifications Narrative

Project team:

Please identify the number of staff members available for this particular agreement as well as their certifications such as BPI certification, lead paint, asbestos, and combustion safety qualifications.

Indicate your plan for daily on site staff that will have the ability and equipment to supervise workers, to perform diagnostic testing and the required daily combustion safety testing for gas homes under construction.

Internal processes:

Please provide copies of the following or note that none are available.

- Safety Plan including Safety Data Sheet processes and location of information for jobsite staff
- Written personnel processes/EEO policies/affirmative action plan
- Job descriptions
- Written benefits policies
- Lead based paint Firm Certification.

Management Approach:

Describe how your company manages its contracts and workload to ensure that production goals, deadlines, and quality control are met, using any single project as an example.

Include a description of your workflow and time management practices after receiving a typical work order.

Describe your system for ensuring staff is adequately trained and knowledgeable in all aspects of full weatherization work.

Describe your inventory control and management processes.

Describe your vehicle fleet including age and condition.

Describe your tool inventory critical to completing weatherization work. Tools to include, but not limited to, insulation blower, blower door, manometer, etc.

Describe your process to ensure staff is using properly calibrated equipment per program requirements.

Describe how you evaluate customer satisfaction with your work, considering both the contracting agency and the home occupant as customers. Submit samples of the process if available.

Previous Experience:

Provide your experience as a full service weatherization contractor in Washington. Please indicate skill and experience in stick built, mobile home, and multi-family weatherization.

Indicate all Washington weatherization agencies and Program Manager names for whom you have performed full service work in the last two years, the amount of billable work done, the number and type

of units produced for each, and the results of your work evaluation by those agencies and Commerce in the way of positive monitor reports.

Litigation/Financial Status:

Please respond to the following as individual points.

Is your company involved in or have any pending legal actions? Have you filed for bankruptcy in the last five years?

Provide at least one financial reference, preferably a bank that can attest to your company financial wellbeing and financial management capabilities.

Do you conduct an internal audit of funds? If so, how frequently? Attach a copy of your most recent audit.

Is your company certified as a minority/and or woman-owned business by the State of Washington? If yes, provide applicable documentation.

Has your company ever been debarred, suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549?

Proposal Evaluation Criteria

A points system will be used to evaluate the proposals. The evaluation will be done by Opportunity Council's Low-income Weatherization Program Manager and staff and will be approved by the Director of Opportunity Council's Home Improvement Department and Opportunity Council's Finance Director. Preference will be given to businesses certified by the Office of Minority and Women's Business Enterprises.

1. **20 pts.** Professional proposal with all questions from the application answered directly and clearly.
2. **20 pts.** Demonstrated degree of understanding of the WAP program requirements including the monitoring and cost tracking requirements as enforced by Commerce, DOE and other regulatory agencies.
3. **20 pts.** Demonstration of a well-developed operation and management plan with structure in place for adequate and integrated administrative, supervisory, trained field staff, financial, and communication capabilities.
4. **20 pts.** Reasonable pricing as determined by a sample project drawing the costs from the unit price list.
5. **20 pts.** Work history including positive client satisfaction with delivering this program to other weatherization providers in the state in the past 2 years.

2023 Bid Price List

Measure Description	Unit of Measure	Materials	Rate/Prevailing Wage	Rate/Non-Prevailing Wage
- AIRSEALING -				
Air seal attic plane	SF			
Air seal floor plane	SF			
Blower door guided air sealing	each			
- ATTIC -				
Attic insulation in enclosed attic: fiberglass, loose-fill, blown, fill cavity through exterior	SF			
R-11 to R-18 on ceiling: cellulose, loose fill	SF			
R-19 to R-25 on ceiling: cellulose, loose fill	SF			
R-25 to R-30 on ceiling: cellulose, loose fill	SF			
R-31 to R-38 on ceiling: cellulose, loose fill	SF			
R-13 between exposed rafters: fiberglass batts	SF			
R-21 between exposed rafters: fiberglass batts	SF			
R-13 in 2 x 4 knee walls: fiberglass batts	SF			
R-21 in 2 x 6 knee walls: fiberglass batts	SF			
Sloped or flat 2" x 4" rafters: fill cavity, high density cellulose, blown	SF			
Sloped or flat 2" x 6" rafters: fill cavity, high density cellulose, blown	SF			
Add ceiling access, min 18" x 24"	each			
Add insulated box over attic ladder	each			
Add kneewall access, min 18" x 24"	each			

Insulation and weatherstripping for existing attic access	each			
Cover accessible recessed lights with boxes	each			
Passive roof ventilation: Net 90	each			
Passive roof ventilation: Net 50	each			
Passive soffit ventilation	each			
Passive gable end ventilation	each			
Install damming around masonry chimney or other heat producing device	each			
Install damming, 26 gauge metal, around factory built chimney	each			
Install plywood/OSB damming around attic access	each			
Install cardboard baffle in rafter bay	each			
Seal vertical or horizontal attic bypass	SF			
- WALLS -				
2"x4" walls: open, R-13 fiberglass batts	SF			
2"x6" walls: open, R-21 fiberglass batts	SF			
2"x4" walls: drill siding, high density cellulose, blown	SF			
2"x4" walls: inside drill, high density cellulose, blown	SF			
2"x4" walls: remove siding, high density cellulose, blown	SF			
2"x4" walls: drill siding, high density cellulose, blown Lead Safe	SF			
2"x4" walls: inside drill, high density cellulose, blown Lead Safe	SF			

2"x4" walls: remove siding, high density cellulose, blown Lead Safe	SF			
Support twine, open wall, existing insulation	SF			
- FLOOR -				
Underfloor insulation: fiberglass, loose fill, blown, fill cavity	SF			
Underfloor: Repair belly material, mobile home	SF			
Insulate floor R-13: fiberglass batts	SF			
Insulate floor R-21: fiberglass batts	SF			
Insulate floor R-25: fiberglass batts	SF			
Insulate floor R-30: fiberglass batts	SF			
Insulate floor R-38: fiberglass batts	SF			
Support existing underfloor insulation	SF			
Water pipes: minimum R-3, pre-formed foam or fiberglass batts, surface area	LF			
Ground cover: 6 mil polyethylene, black	SF			
New access (doghouse) over crawl access well: up to 4' x 4', roofed, handles (no vents)	each			
New access w/door and latch: finished (no vents)	each			
New access w/door and latch: finished, with vent	each			
Add hand operated fasteners to crawl access	each			
Rescreen existing vent	net free inch			
Cantilever floor, garage ceiling, floored attic, etc.: fill cavity, high density cellulose, blown	per sq ft/inch			

Rim and band joists: fill cavity, high density cellulose, blown	LF			
- DUCTWORK -				
Duct Insulation R-11: Unfaced fiberglass, surface area	SF			
Duct Insulation R-11: with vinyl facing or FSK, surface area	SF			
Duct sealing	SF of Home			
Replacement cross over duct: 10"-14" diameter, galv. metal,insulated with R-11 fiberglass batts/MBI	each			
Replacement cross over duct: 10"-14" diameter, insulated flex duct, minimum R-8	each			
Seal off all heating registers and under furnace, fill ducts with fiberglass blow-in insulation	SF of Home			
Seal any holes at duct-boot-floor connections to prevent insulation entry	each			
- VENTILATION -				
Install Panasonic FV-0511VK2 or similar with Smart Exhaust or similar switch	each			
Install Panasonic FV-0511VKL2 or similar with Smart Exhaust or similar switch	each			
Install Panasonic FV-05-11VHL1 or similar with Smart Exhaust or similar switch	each			
24 hour pin timer	each			
Vent bathroom exhaust fan to outside	each			
Vent kitchen range hood or ceiling exhaust fan to outside	each			
- MISCELLANEOUS -				

Diagnostic Testing	each			
Combustion Safety Testing, including daily test out	each			
Hot water tank wrap	each			
Pipes at water tank - 6 feet of both lines	each			
Carbon monoxide detector	each			
Smoke detector	each			
Splash blocks	each			
Replace furnace T-stat, low voltage, programmable	each			
Furnace basic service (fan cleaning, new filter, vacuum cabinet)	each			
Door shoe	each			
Door sweep	each			
Door weatherstrip kit	each			
Dryer duct system: metal, rigid--INCLUDING cap w/damper	each			
Dryer duct system: replace flex duct from back of dryer to wall/floor connection	each			
Dryer hood	each			
Exhaust fan damper	each			
Threshold	each			
Undercut Interior Door	each			
File Labor and Industries Intent	each			
File Labor and Industries Affidavit	each			
Low Clearance	SF			
Irregular Joist Size	SF			

Install R-13 MBI drape at water heater door	each			
Replace/Install register covers	each			
Leave extra furnace filter on site	each			