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Governor

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**REQUEST FOR PROPOSALS**  
**NH WEATHERIZATION PROGRAM**  
**QUALITY CONTROL INSPECTOR**

**October 17, 2012**

***I. Background and General Information***

The New Hampshire Office of Energy and Planning (OEP) is requesting proposals for the services of a quality control inspector. The quality control inspector will be responsible for assisting the OEP in inspecting units that are receiving or have received weatherization services through the New Hampshire Low-Income Weatherization Assistance Program (NHWAP). OEP is responsible for inspecting at least 5% of all units completed as well as performing periodic in-progress inspections to observe workers on-site to determine if workers are utilizing safe work practices. OEP estimates that 15-20 completed units and 2-4 in-progress inspections will need to be performed.

For purposes of this procurement, knowledge of and expertise in quality control and training in the following areas is required: residential energy conservation; home construction details (stick built and manufactured housing; single unit and multi-family); house-as-a-system principles; determination of cost-effective weatherization measures using standard energy audit diagnostics; assessment of health and safety issues; insulation and air sealing techniques, Weatherization Program standards and fluency in reviewing Targeted Retrofit Energy Analysis Tool (TREAT) energy audit models.

OEP is responsible for the overall administration of the NHWAP; funded through a grant from the US Department of Energy (DOE). OEP contracts with the five (5) Community Action Agencies (CAAs) located throughout the state to perform the actual weatherization to buildings. Weatherization staff for each CAA is trained and certified as energy auditors (typically BPI Analyst and Envelope certifications) and are responsible for providing weatherization services at the local level. Weatherization services are provided by agency in-house crews, or by agency sub-contractors in accordance with federal and state procurement regulations and as prescribed in the New Hampshire Weatherization Policies and Procedures Manual (NH PPM) and the NH Weatherization Field Guide. Energy auditors within the Weatherization program are responsible for initial home energy assessments, work-order development, project oversight, and final inspections of all completed weatherization work.

## ***II. Project Description***

The OEP is seeking contractor services for performing inspections of completed or in-progress work for purposes of quality control and program compliance as well as to observe and interview workers regarding project health and safety. All inspections require written reports in accordance with NH PPM procedures. The contractor will assist OEP on an as-needed basis to ensure program regulations are followed, including but not limited to: ensuring that all appropriate measures are included on work orders; installed measures are allowed, effective, and of good quality workmanship; are comprehensive; and meet Program Standards. Work shall commence as soon as possible with Governor and Counsel Approval and will continue on an as-needed basis until June 30, 2013, or when services are no longer required or federal funding has been exhausted. The contractor will be supervised by the OEP Weatherization Program Manager.

## ***III. Scope of Services***

OEP is seeking proposals from qualified firms and/or individuals to provide quality control and technical inspection services for an estimated 15-20 completed units or more and 2-4 in-progress units including, but not limited to, the above-mentioned technical areas of home energy auditing.

The chosen contractor shall have the following responsibilities:

1. Contact the CAAs and request to schedule a review of client file information as well as scheduling on-site unit inspections. Review client files prior to visiting a client's home and performing the inspection. CAAs are located throughout the state.

File review consists of, but is not limited to, reviewing reports, forms, work orders, and invoices for complete and accurate information. Client file review averages approximately 30-45 minutes.

2. Review electronic audit files. The NHWAP uses the Targeted Retrofit Energy Analysis Tool (TREAT) to determine cost effectiveness of measures and projects. TREAT review consists of verifying data inputs for accuracy and appropriateness to determine reliability of outputs. TREAT review averages approximately 45 minutes.
3. Perform comprehensive final inspections utilizing NH PPM and Field Guide standards of auditing performance and review quality of workmanship in completed weatherized units for all five CAAs. Field inspections should also include verifying building dimensions, spaces, surfaces, window and door values and quantities, heating and domestic hot water systems etc., and verifying installed insulation. Verify ventilation requirements using ASHRAE 62.2-2010.
4. Final inspections require appropriate test-out diagnostics, including but not limited to, CAZ, combustion appliance, ambient CO, pressure pan and fan flow testing.

5. Digital pictures must be taken to document both poor quality and good quality work.
6. Written reports based on file review and in-field findings and observations will be drafted for OEP review and comment prior to finalizing for CAA delivery. Written reports will be in a format consistent with the NH PPM and approved by OEP prior to writing reports.
7. Contractor may perform safety “check” inspections where projects are in-progress. Safety inspections may include but not be limited to observing and interviewing workers and reporting on adherence to OSHA regulations, EPA RRP regulations, DOE Lead Safe Weatherization requirements, worker personal protective equipment etc., in accordance with the NH PPM and CAA management plans.

#### ***IV. Deliverables***

The deliverables for this project include:

- Deliver final reports to CAAs within 30 days of the in-field inspection;
- Track reports delivered and responses received; responses are to be received by the CAA within 30 days of the delivered report.
- Determine if responses received comply with program requirements;
- Re-inspect previously inspected units where appropriate, based on report response, if determined necessary by OEP:
- Provide feed-back and recommendations to OEP for program training relating to field observations, to improve program services;
- Draft reports must be submitted to the Weatherization Program Manager in MS Word format for review and comment prior to final delivery. Further drafts of the report must incorporate comments as addressed by OEP. Report format must conform to the requirements identified in Section 6.2 of the NH PPM.
- Safety inspections performed will be in accordance with standards identified in Sections 10.1-10.7 of the NH PPM.
- OEP must be notified within 5 days if CAA responses are not received within the 30 day period.

Payment for inspections and reports will only be made for those reports that have been approved by OEP and distributed to CAAs. Payment will not be made for any activity that does not result in a timely approved and delivered final report.

#### ***V. Additional Requirements***

1. OEP and DOE and/or its assigns reserve the right to inspect and monitor financial records and transactions.

2. Reasonable access must be provided to OEP and DOE and/or its assigns for all administrators, vendors, facilities, work sites, employees of the contractor(s), financial or other records, and assistance to ensure the safety and convenience for the performance of site visits and evaluations.
3. OEP reserves the right to issue periodic notices, memos, and updated reporting forms, and information.
4. OEP requests notification about media inquiries, responses, and published clippings.
5. OEP requires notification, as soon as possible, of issues concerning the contractor or his company that have or may potentially have legal implications as a result of his actions through this contract.
6. Client information is confidential. By submitting a proposal to this RFP, you hereby agree not to disclose any client file information in any form for any purpose not required by local, state, or federal law. Failure to maintain confidentiality will be punishable to the fullest extent of the law. Client file information cannot be used as a resource for the financial benefit of the contractor now or in the future for any purpose.

## ***VI. Qualifications***

The bidder must demonstrate that the person assigned meets the following qualifications:

1. Minimum three years experience performing final inspections with weatherization and/or home performance programs located within the cold climates of the US, preferably under a quality assurance program; and/or hold or be in the process of testing for the national Quality Control Inspector certification;
2. Ability to communicate and report to a CAA when costs may be disallowed;
3. Education in building sciences and the “house as a system” principles;
4. Ability to communicate technical information well, both verbally and in writing;
5. Broad knowledge of weatherization practices, both technical and procedural;
6. Thorough knowledge of building diagnostics procedures, including blower door testing, series leakage testing, ASHRAE 62.2-2010, combustion zone testing, pressure pan testing, and carbon monoxide testing;
7. Experience in the use of TREAT;

8. OSHA 10, preferably OSHA 30 Certification or receive certification within 30 days of contract execution;
9. EPA RRP Certified or receive certification within 30 days of contract execution; and willingness to attend DOE LSW training;
10. Not be disbarred from receiving federal grant monies.
11. Must act and communicate professionally at all times.

### ***VII. Proposal Requirements***

Proposals must contain the following information. Please submit an original and three copies of the proposal. The submittal of additional information that would be beneficial to OEP in the bidder selection process is allowed.

1. **Table of Contents:** A section to indicate the location by page number of the information included.
2. **Description of Bidding Entity:** A brief description of the bidding entity's current practice and its history, i.e. how many years in business, corporate officers or company principals, office locations, professional and business association memberships, legal and organizational structure. A certificate of insurance must also be included and proof of Worker's Compensation insurance.
3. **Financial Information:** Financial statements are not required in this RFP but may be requested from the winning bidder.
4. **Response to the Scope of Services:** A brief discussion of how the contractor would perform the services, the resources the contractor would use, the issues and challenges the contractor foresees, etc. The response must contain sufficient technical detail to permit a meaningful evaluation.
5. **Relevant Experience:** A detailed description of the relevant experience of the bidding entity and/or those individuals expected to work on the project, as well as a description of the anticipated division of duties among individuals, if applicable. Please ensure that all items identified in Section VI (Bidder's Qualifications) are addressed.
6. **References:** Three references for other projects, which are similar in scope and/or content to the one being proposed.

7. **Budget:** A detailed cost proposal that identifies the components being bid upon and budget narrative explaining each cost estimate. A cost category break down should include: materials/supplies, contractors fees, and travel. Any component of the proposal that the bidder expects to subcontract to another entity should be clearly delineated with the associated costs and subcontractor identity.
8. **Disclosure:** Any existing or potential conflicts of interest should be identified, including those that arise as a result of relationships or affiliations with parties at the OEP, or any of the Community Action Agencies participating in the New Hampshire Low-Income Weatherization Assistance Program.

### ***VIII. Selection Criteria:***

The following criteria will be used to select the winning bidder. Total points available: 100:

1. Quality/Completeness of proposal  
30 points
2. Qualifications of bidder  
35 points
3. Proposal cost  
35 points

*Notification of Award/Rejection of Proposals:* All bidders will receive written notice of the award decision. OEP reserves the right to reject any or all proposals received in response to this RFP. OEP reserves the right to cancel the RFP at its discretion. OEP reserves the right to use any and all ideas presented in any proposal in response to this RFP unless the respondent presents a positive statement of objection to this use in their proposal.

### ***IX. General Proposal Conditions:***

1. Proposals must be typed and double sided. An original and three copies of the proposal must be submitted as well as in electronic format. Electronic PDF files may be sent in CD format or via email to [Michele.Zydel@nh.gov](mailto:Michele.Zydel@nh.gov). Proposals that are incomplete or unsigned will not be considered. Fax proposals will not be accepted
2. The deadline for submitting electronic proposals is 4:00 p.m. on, Friday, November 16, 2012; hard copies must be received by 4:00 pm Wednesday, November 21, 2012. Proposals must be addressed to Michele Zydel, Office of Energy and Planning, 107 Pleasant St., Johnson Hall, Concord, NH 03301. Any questions regarding this RFP should be addressed to [Michele.Zydel@nh.gov](mailto:Michele.Zydel@nh.gov), 603-271-2155.

3. OEP reserves the right to reject any or all proposals, or any part thereof, to determine what constitutes a conforming proposal, to waive irregularities that it considers non-material to the proposal, to award the proposal solely as it deems to be in the best interest of OEP, to contract for any portion of the proposals submitted, and to contract with more than one bidder if necessary.
4. All information relating to this proposal and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire regarding public information.
5. All proposals shall be submitted at no cost to OEP. OEP will not reimburse any bidder for any costs associated with developing a proposal.
6. Any contract awarded from this RFP will expire on June 30, 2013. OEP, may at any time, in its sole discretion, terminate the contract or postpone or delay all or any part of this contract, upon written notice.

***X. Certificates/Data:***

Successful bidder will be required to provide the following certificates/data prior to entering into a contract:

1. Certificate of Incorporation (if applicable);
2. Certificate of Good Standing authenticated by the NH Secretary of State;
3. Certificate of Authority, which demonstrates the signatory's authorization to sign the contract on behalf of the contracting entity.
4. DUNS number of bidder and subcontractor(s).
5. Contractor must be registered with the Central Contracting Registry (CCR) prior to contract execution.

**Attachments (upon request):**

New Hampshire Policies and Procedures Manual (NH PPM)

New Hampshire Weatherization Field Guide

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**PROPOSED FEE STRUCTURE**

**NAME OF FIRM:** \_\_\_\_\_

**QUALITY CONTROL**

**NAME OF PERSON(S)** \_\_\_\_\_

**File/TREAT review Hourly Rate:** \_\_\_\_\_

**Field Inspection Hourly Rate:** \_\_\_\_\_

**Report Production Hourly Rate:** \_\_\_\_\_

**Administrative Support Hourly Rate:** \_\_\_\_\_

**Total per unit (single family building) deliverable cost:** \_\_\_\_\_

**Total per unit (multi-family) deliverable cost:** \_\_\_\_\_

**MILEAGE RATE:** Mileage is reimbursed at the allowed Federal Rate  
(currently \$.555/mile) \_\_\_\_\_

**Safety inspection/report deliverable cost:** \_\_\_\_\_

**It is expected that more than one inspection, except for safety inspections, would be scheduled in an area on a given day to provide OEP with the most economical means to perform inspections.**

**OTHER REQUIREMENTS:**

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