

**City of South Portland**  
**REQUEST FOR PROPOSALS**  
**July 22, 2016**

**Due Date Wednesday, August 17, 2016**

**Purpose**

The City of South Portland seeks proposals from qualified energy efficiency auditors (contractor) to provide energy audits and minor home weatherization to income eligible homes in the City.

**Site Description/Building Description**

An estimated 7-10 homes will be assisted through this program, but can vary depending upon annual funding. All homes will be single-family residences located in the City of South Portland. The City will identify income eligible clients to be referred to the contractor.

**Background**

The City receives federal Community Development Block Grant (CDBG) funds from Cumberland County every year, and over the past 5 years has utilized some of the funding for a Home Weatherization program for low-income households. Services have ranged from energy audits and air sealing to basement and attic insulation.

**Nature of Services Requested**

- 1) Energy audit and assessment of home
- 2) Minor energy efficiency upgrades
- 3) If warranted, and with the approval of the City, insulation work in basements and attics

**Deliverables**

- 1) Coordination with City pre-approved clients to set up appointments and schedule work
- 2) Prompt and competent services at the homes
- 3) Accurate and detailed billing invoices and documentation of work performed

**Project Schedule**

The contractor will be available to perform audits and minor weatherization on an on-call basis for a period of up to two years. The contractor will be provided a two week lead time for each individual project to allow for scheduling.

### **Required Qualifications**

Current BPI Building Analyst certification or equivalent (Maine Housing certification, HERS, etc.)

Current Maine Fuel Board Limited Energy Auditor Technician License/s or better (or ability to obtain)

Current individual RRP (Lead-Safe) Certification and/or EPA "Lead-Safe Certified Firm" certificate

Knowledge of health and safety (combustion appliances, ASHRAE, indoor air quality, etc.)

### **Preferred Qualifications**

Two years field experience including pre and post blower door testing and BPI health and safety testing (CAZ, CO monitoring, gas-leak testing, etc.)

Experience using infrared imaging, pressure pan, voltage detector, combustion analyzer, etc. to perform building diagnostics;

Ability to apply two-part spray polyurethane foam (SPF), or experiencing subcontracting such work;

Prior experience working with low-income individuals/families

### **Proposal Requirements**

All proposals must include the following elements:

- 1) Qualifications of the qualified energy efficiency auditor
- 2) At least 3 references
- 3) Examples of similar projects
- 4) Proposed pricing schedule

### **Questions about Request for Proposals**

Questions should be directed in writing to: Mauve Pistrang email address: [mpistrang@southportland.org](mailto:mpistrang@southportland.org)

Questions received after August 10, 2016 will not be addressed.

### **Submission of Proposals**

Vendors are requested to submit two copies of their proposal in sealed envelopes, plainly marked "Bid #06-17 Weatherization" and must be received by 2:00 PM, Wednesday, August 17, 2016.

## **Selection Criteria**

The following criteria will be used to evaluate proposals:

1. Experience and demonstrated effectiveness with similar projects – **40%**
2. Work plan and timetable for completion – **10%**
3. Qualifications and assigned personnel to the project – **10%**
4. Price – **40%**

The City of South Portland reserves the right to accept or reject any and all proposals or parts thereof and to make further modifications as it deems in the best interest of the City. It also reserves the right to retain all proposals submitted and to use any ideas from a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained within this Request for Proposals.