



Request for Proposals:

RFP #51813

Washington State Residential Energy Code Support

The Northwest Energy Efficiency Alliance (NEEA) is soliciting proposals for *NEEA's Washington State Residential Energy Code Support* with work occurring from February 1, 2021 through December 31, 2021, with the possibility of up to two, one-year extensions.

NEEA is soliciting proposals for program support for these Areas of Work:

- 1. 2021 Washington Residential Code Change Proposal Development and Technical Support**
- 2. 2018 Washington State Energy Code Residential Provisions Technical Assistance**
- 3. 2018 Washington State Energy Code Residential Provisions Training and Education**

Bidders may respond to more than one of the Areas of Work listed above. Each Area of Work should be addressed separately and completely in the proposal. If bidding on multiple Areas of Work, please include an explanation of how your firm plans to coordinate all Areas of Work.

All bidders must electronically provide a completed "Intent to Respond" form (see Appendix A) and clearly indicate on the form each of the Areas of Work to which they intend to respond.

Key Dates for this RFP are as follows:

- Intent to Respond forms due electronically by 5pm, December 02, 2020
- Bidder questions due electronically no later than 5pm, December 07, 2020
- NEEA will provide answers to all bidder questions by 5pm, December 14, 2020
- Proposals due electronically no later than 5pm, December 21, 2020

Send all communications related to this RFP to the RFP Point-of-Contact:
Tess Studley at Tstudley@neea.org



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1 Introduction

About the Northwest Energy Efficiency Alliance

The Northwest Energy Efficiency Alliance (NEEA) is an alliance of more than 140 utilities and energy efficiency organizations working on behalf of more than 13 million energy consumers. NEEA is dedicated to accelerating both electric and natural gas energy efficiency, leveraging its regional partnerships to advance the adoption of energy-efficient products, services and practices.

Since 1997, NEEA and its partners have saved enough energy to power more than 900,000 homes each year. As the second-largest resource in the Northwest, energy efficiency can offset most of our new demand for energy, saving money and keeping the Northwest a healthy and vibrant place to live. www.neea.org

2 Background

NEEA supports building energy code development and implementation throughout the Northwest region (including Idaho, Montana, Oregon and Washington). As part of this effort, NEEA contracts with entities in each state in the region who use their technical expertise to support the code change proposals and provide education, training and technical support for code implementation activities. NEEA also works on the national level, proposing code changes that may be incorporated into national model codes such as ASHRAE Standard 90.1 and International Energy Conservation Code. These model codes return to the region through state code adoption and establish a baseline for regional efforts.

Energy codes lock into place energy efficiency gains that have become commonly used within the building construction industry. Often utility or other energy efficiency programs have promoted the new, more efficient technologies and practices for a number of years. Less frequently, codes are used to drive technologies or practices into the mainstream when they make sense from an energy, economic, and design perspective, but are hindered by other market barriers. Codes provide two (2) important benefits:

1. They eliminate the possibility of back-sliding to less efficient practices.
2. They provide a minimum efficiency standard that can then be used as the basis for future energy efficiency improvements.

Training and education of market actors and stakeholders is another key activity NEEA supports in order to continue to progress building energy codes in the region.

3 Objectives

Work awarded through this RFP will support residential energy code adoption in Washington state by conducting technical analysis, developing code change proposals, and participating in the code adoption process. Work will also aid builders, contractors, code officials, inspectors, architects, and other market actors in effectively implementing codes by providing technical support, education and training.

The selected contractor(s) will be charged with providing technical support to NEEA on the Washington State Energy Code Residential Provisions (WSEC-R), including developing code proposals, and providing technical assistance, training, and education to Washington residential building codes stakeholders. In the absence of this role, the energy code information available to building code officials, inspectors, builders, contractors, architects and others would be severely reduced. The selected contractor(s) will also provide technical assistance, manage email inquiries and hotline services, refine training tools, and implement training to a broad group of WSEC-R stakeholders. Finally, the selected contractor(s) will conduct informal stakeholder needs assessments that will lead to improvements and updates to the WSEC-R, the training tool and training presentations.

Summary of the work:

1. Conducting code change proposal technical analysis, developing code change proposals, and participating in the code adoption process.
2. Providing residential code compliance technical assistance through email inquiries and hotline services to help address WSEC-R code questions.
3. Developing and offering educational resources and training on the most recent WSEC-R version to key market actors including building code officials, inspectors, builders, contractors, architects and others.

Related Resources:

- Washington State 2031 Energy Reduction Goal Document
<https://app.leg.wa.gov/RCW/default.aspx?cite=19.27A.160>
- Washington State Building Code Council
<https://sbcc.wa.gov/>
- 2018 Washington State Energy Code
https://sbcc.wa.gov/sites/default/files/2020-02/2018%20WSEC_R%20Final%20package.pdf
- 2015 Washington State Energy Code Residential Energy Savings Analysis
<https://neea.org/resources/2015-washington-state-energy-code-residential-impact-assessment>
- Washington State Energy Code Residential Provision Education and Training
<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>
- Washington State Energy Code Portal
www.waenergycodes.com

4 Contractor Qualifications

NEEA encourages proposals from all firms with relevant experience and from teams of experienced contractors with a track record of working together to meet or exceed the goals of assigned programs and/or projects. The winning bidder(s) needs to demonstrate a thorough understanding of Washington State Energy Codes and the capacity to execute items outlined in the appropriate sections of this RFP.

The following qualifications are preferred, but may not be integral for each individual area of work:

- Knowledge of:
 - The 2018 WSEC-R
 - 2031 Washington legislative requirements
 - The Washington code development process
 - Stretch energy code and zero energy residential code development in other regions
 - Residential construction best practices, new technologies, whole home efficiency best practice
- Strong technical training expertise in residential new construction topics, including offering training in-person and online, and experience developing training content on emerging technologies and advanced building strategies.
- Understanding of utility residential new construction programs and voluntary certification programs.
- Experience working with residential construction builders, subcontractors, architects, code officials and inspectors.

5 Scope of Work

The selected contractor(s) will support Washington State Residential Energy Code through technical assistance, training, code interpretation and development. Through this RFP, NEEA seeks to select a contractor, or several contractors, to support the following three Areas of Work. NEEA encourages respondents to bid on one or more of the Areas of Work listed below. NEEA is open to multiple contracting scenarios: contracting with one contractor for each Area of Work; contracting with a prime contractor supported by subcontractors; contracting with one contractor for multiple Areas of Work, etc. NEEA requests bidders to structure their proposal to balance program management efficiency and subject matter expertise. Bidders should indicate in the Intent to Respond form which areas of work they plan respond to in their proposal.

1. 2021 Washington Residential Code Change Proposal Development and Technical Support

- a. Provide technical support to NEEA in the form of research and analysis of the previous and current energy codes, during the code change process. Analysis and research will be directed by NEEA and could include energy savings analysis, code proposal research, participation in technical committees or code work groups, and conducting life cycle cost analysis on proposed code measures, following the Washington State Building Code Council guidelines.
- b. Coordinate and participate in various internal and external meetings, including NEEA's code working group, evaluation team and market partner meetings.

Deliverables for Area of Work #1 include, but are not limited to the following:

- a. Monthly summary of code development activities (e.g. participation in code work groups, technical advisory committees, etc.).
- b. Reports summarizing technical analysis and research, as directed by NEEA.

2. 2018 Washington State Energy Code Residential Provisions Technical Assistance

- a. Provide ongoing support to the residential construction industry, code officials, and homeowners who have code related questions by answering direct questions via hotline phone calls and email inquiries.
- b. Set up and maintain a phone hotline, set up an email inquiry system, field email inquiries, develop web content and provide web support for existing [NEEA codes webpage](#), and provide support to building departments and other market actors.
- c. Review and update existing residential energy code technical support documents, compliance materials, and tools for the latest WSEC-R including worksheets, code compliance forms, checklists and factsheets. Ensure that these resources are made available to the public and industry stakeholders.
- d. Coordinate and participate in various internal and external meetings, including NEEA program team, evaluation team and market partner meetings.

Deliverables for Area of Work #2 include, but are not limited to the following:

- a. Monthly summaries of technical support activities provided.
- b. Quarterly reports identifying trends and popular topics of inquiry as received via the phone and email hotline.

3. 2018 Washington State Energy Code Residential Provisions Training and Education

- a. Develop training content and educational resources that explain the latest Washington residential code requirements and specific building code components such as mechanical system design, duct testing, and air leakage testing. All training content developed under the awarded contract will belong to NEEA and be made available to the public through NEEA's online training platform.
- b. Deliver residential energy code trainings throughout the year and throughout the state, prioritizing locations based on building permit activity, both in-person (as approved by NEEA) and via web platforms (including webinars and on-demand trainings).
- c. Additional trainings will be offered to organizations such as the Washington Association of Building Officials (WABO), American Institute of Architects (AIA), Washington Association of Permit Technicians (WSAPT), trade associations, and the Internal Code Council (ICC).
- d. Coordinate and participate in various internal and external meetings, including NEEA program team, evaluation team and market partner meetings.

Deliverables for Area of Work #3 include, but are not limited to the following:

- a. Annual training plan identifying dates, topics, and delivery mode of residential code trainings.
- b. All developed and updated education and training resources, presentations and materials.
- c. Quarterly training reports summarizing training dates, topic, location, duration and number of attendees.

5.1 Timeline

NEEA anticipates work beginning on February 1, 2021 and continuing through the end of December 2021, with the possibility of up to two, one-year extensions.

5.2 Budget

Proposals should be provided on a time and materials basis. Bidders should provide a competitive budget estimate that is sufficient to cover their proposed work. The maximum budget for the entire scope of this project is \$250,000 and bidders should provide an overall proposed budget broken out by Areas of Work. Estimated maximum budget by each Area of Work is as follows: Area #1 20% of budget, Area #2 20% of budget, and Area #3 60% of total budget.

6 Proposal Submission

Bidder shall submit (1) electronic copy of the proposal by the end of business day listed in the RFP schedule below.

6.1 RFP Schedule

11/18/2020	RFP post date
12/02/2020	Intent to Respond submissions due by
12/07/2020	Questions submitted to NEEA by
12/14/2020	Answers to questions e-mailed back by
12/21/2020	Proposals due by
01/11/2021	Selection of finalists by
01/18/2021	Award notification by
02/01/2021	Anticipated work start date

6.2 RFP Point of Contact

All correspondence, included but not limited to, questions and submissions shall be directed to:

Tess Studley, Senior Program Coordinator
E-mail: tstudley@neea.org

6.3 Intent to Respond

All "Intent to Respond" forms (see Appendix A) must be received no later than by the end of business day listed in the RFP Schedule.

Only those parties submitting the “Intent to Respond” form will be provided with updates to the RFP, have questions responded to and have their proposals considered.

6.4 Proposal Format

1. **Executive Summary** – Include the key strategies and approach to completion of the scope of the work for each Area of Work being bid on, proposed costs, and the reasons NEEA should select your team.
2. **Approach to Project (Tasks and Deliverables)** – Provide a detailed description of the specific methodologies and approach to be undertaken to complete the scope. If bidding on more than one Area of Work, describe how you intend to complete the major activities and deliverables for each of those Areas of Work. Be sure to include project management activities in the proposed implementation strategy as well.
3. **Project Timeline & Cost Estimate** - Provide the proposed timeline for the project broken out by proposed task and associated deliverables for each Area of Work. Include the cost estimate for each task. A breakout of any direct costs and an hourly rate sheet for the project period should be included in the Proposal Appendix section.
4. **Appendix Items**
 - Hourly Rate Sheet – Provide the hourly rate and estimated number of hours for each project team member, by proposed task
 - Company Background & Qualifications
 - Project Team– Include information about team members and team structure, past team efforts on similar work, years of experience and other relevant qualifications.

7 Selection & Preferred Insurance

7.1 Scoring

Bidding firms will be rated among others in terms of the overall responsiveness to the RFP – how well all RFP requests have been addressed including, but not limited to:

1. Responsiveness to the RFP and demonstrated understanding of the issues surrounding the project.
2. The thoughtfulness and appropriateness of the proposed methodology used to accomplish desired results.
3. The experience of the firm or team of firms making the proposal.
4. The capability to execute the work, including experience and aptitude for collaboration.
5. Overall value for expenditure

Proposals may be evaluated by the NEEA Project Manager and other NEEA staff that we believe have the perspective needed to make this important decision. NEEA is under no obligation to provide work to any vendors responding to this solicitation, nor is there any obligation or intent implied to reimburse any party for the cost of preparing a proposal in response to this RFP.

7.2 Preferred Insurance

Firms interested in working with NEEA should be aware of the following insurance requirements for all NEEA vendors.

Vendors must maintain adequate and reasonable insurance covering their performance under any offered contract, including, but not limited to Commercial General Liability of at least \$1,000,000/occurrence, Business Automobile Liability insurance, and any workers' compensation and unemployment insurance required by law. Professional Liability insurance may also be required. NEEA may request a copy of such insurance policies prior to awarding work.

See sample terms and conditions for additional information about minimum insurance requirements: <https://neea.org/img/documents/sample-neea-contract-terms-and-conditions.pdf>.

Appendix A - Intent to Respond Form

RFP #51813

RFP Title: Washington State Residential Energy Code Support

NEEA Point of Contact: Tess Studley, tstudley@neea.org

PLEASE PRINT:

Company	
Address	
City, State, Zip	
Contact Name	
Contact Title	
Phone #	
E-mail	

The company named above intends to submit a proposal in response to NEEA’s request for proposal listed above. Deadline for submitting the “Intent to Respond” form is end of business day of date listed in the RFP schedule.

Please select which Area(s) of Work you plan on bidding:

- Area of Work #1: 2021 Washington Residential Code Change Proposal Development and Technical Support
- Area of Work #2: 2018 Washington State Energy Code Residential Provisions Technical Assistance
- Area of Work #3: 2018 Washington State Energy Code Residential Provisions Training and Education

Please list any Disadvantaged Business Enterprise (DBE) certifications and the state of the certifications below:

Signature of Authorized Representative _____

Print Name _____

Title _____

Date _____