# Request for Proposals:
**RFP # 53616**
**Washington State Energy Code Commercial Training and Technical Assistance**

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# 1 Introduction

**About the Northwest Energy Efficiency Alliance**

The Northwest Energy Efficiency Alliance, Inc. ("NEEA") is an alliance of more than 140 utilities and energy efficiency organizations working on behalf of more than 14.5 million energy consumers across Idaho, Montana, Oregon, and Washington (the "Northwest Region"). 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 1996, NEEA has taken a market-driven approach to energy efficiency that is grounded in data, collaboration, and rigorous evaluation. NEEA works to transform markets by filling information gaps and identifying and removing barriers so that the market can align around evolving electric and natural gas energy efficiency needs. For more information, visit www.neea.org.

# 2 Background

NEEA 's Codes and Standards Team supports education, training, and technical support of state, residential, and commercial energy codes throughout the Northwest. NEEA contracts with organizations within each state, relying on their state-specific technical expertise, to provide the market with support in understanding and complying with the energy codes in new construction projects. Experience and market feedback gathered through technical assistance is then used directly to develop new code provisions that clarify the code language with each new code cycle. Additionally, providing training and resources to builders, designers, architects, engineers, trades, building officials, and other industry professionals (collectively referred to as the "Market Actors") helps ensure increased compliance of energy codes. Washington updates its building energy codes approximately every three years. The current energy code, version 2021, is expected to be replaced by version 2024 next year. Now is a critical time to provide training to the market.

# 3 Objectives

Work awarded through this RFP will support commercial energy code implementation and compliance in Washington. Work will aid Market Actors in effectively implementing codes by providing technical support, education, and training. In the absence of this role, the energy code information available to Market Actors would be severely reduced. The selected contractor(s) will be charged with providing technical assistance, training, and education on the 2021 and 2024 editions of the Washington State Energy Code (WSEC) to Market Actors in the state. Support includes providing technical assistance, managing email inquiries and hotline services, refining training tools, and delivering training to Market Actors in the state.

Summary of the work:

1. Technical Assistance – Provide technical assistance through email, online webform, and phone inquiries to help address current 2021 and upcoming 2024 WSEC commercial energy code questions.

2. Training – Develop and deliver educational resources and training on the 2024 WSEC commercial editions to key Market Actors, including building code officials, inspectors, builders, contractors, designers, architects, local elected officials, real estate agents, and others.

3. Code Development – Support development of the 2027 WSEC commercial energy code, with particular emphasis on clarifying code language based on experience and feedback gathered through technical assistance.

## 4 Definitions and Applicable Documents

**Washington State Energy Code (WSEC)** – state building code addressing energy efficiency provisions.
**State Building Code Council (SBCC)** – state agency that oversees development and adoption of state energy codes.

**Documents and Resources** –
NEEA's Washington energy code website and code compliance webtool:
https://waenergycodes.com/

2021 WSEC – Commercial:
https://sbcc.wa.gov/sites/default/files/2024-01/2021_WSEC_C_2ndEd_012824.pdf

2024 WSEC commercial "CR-102" draft:
https://sbcc.wa.gov/sites/default/files/2026-07/2024WSEC_C_filedCR102_070126.pdf

2024 WSEC code adoption timeline:
https://sbcc.wa.gov/sites/default/files/2026-08/2024CodeAdoptionSchedule_Revised_08142026_dc.pdf

## 5 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 the WSEC and the capacity to execute items outlined in the appropriate sections of this RFP.

The following qualifications are required:

- In-depth knowledge of the following:
  - The 2021 WSEC commercial provisions.
  - The proposed 2024 WSEC commercial provisions as presented in the "CR-102" draft language and subsequent, relevant SBCC Council Work Sessions.
  - Commercial construction design, best practices in both new construction and existing building alterations, new and emerging technologies, and whole building efficiency best practices.
  - The SBCC's Washington state code development process.
- Strong technical expertise in mechanical engineering, commercial new construction, and existing building upgrade design and systems.
- Extensive commercial design and/or construction experience, or direct plan review experience within a building department or as a codes consultant.
- Specific experience with commercial construction in Washington state.
- Experience training on highly technical content to audiences that range from advanced to novice.

- Experience with learning management system platforms, helpdesk software, and continuing education accreditation.

The following qualifications are preferred:

- Experience developing and delivering training content on commercial new buildings and existing building alterations, new and emerging technologies, and advanced building strategies.
- Experience providing technical support or consultation to builders, code officials, and other Market Actors on commercial building energy codes.
- Experience working with commercial construction builders, subcontractors, architects, code officials, and inspectors.
- Experience participating in Washington state code cycle updates.
- Experience with website maintenance and making content updates.

## 6 Scope of Work

The selected contractor(s) will support WSEC compliance through technical assistance, training and education resource development, and code development understanding (together, the "Areas of Work"). Through this RFP, NEEA seeks to select a contractor, or several contractors, to support the Areas of Work identified in this Section 6. NEEA encourages respondents to bid on one or more of the Areas of Work. NEEA is open to multiple contracting scenarios: contracting with a prime contractor supported by subcontractors; contracting with one contractor for multiple Areas of Work; or contracting with one contractor for each Area of Work (though this last scenario is not preferred). 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 to respond to in their proposal. See a detailed explanation of the chosen contractor(s)' responsibilities regarding the Areas of Work, below.

1. Technical Assistance
    a. Provide technical assistance to industry professionals via phone calls, emails, and online forms (i.e., helpdesk tool located on NEEA's WSEC website) regarding the WSEC, and provide responses to inquiries within two (2) business days;
    b. Track all incoming inquiries and provide a report each month to NEEA regarding frequently asked questions and trends, tagged by code section;
    c. Develop and update the "Frequently Asked Questions" resource on the website based on inquiries received through the technical assistance hotline;
    d. Coordinate with current website development team to update the website with new and updated content; and
    e. Provide technical assistance for the Excel calculator forms (located on NEEA's WSEC website) that support the WSEC-C C406 additional energy efficiency and load management credits requirements and C411 the renewable energy capacity requirements.
2. Training and Education Resource Development
    a. Training Development and Delivery
        i. Develop new training content for webinar and in-person delivery on the upcoming 2024 WSEC-C significant changes for Market Actors;

ii. Deliver up to twenty (20) hours of training (including up to eight (8) webinars and up to twelve (12) in-person training presentation hours);
iii. Coordinate with the American Institute of Architects, International Code Council, Washington Association of Building Officials, and other trade associations to provide standard self-report education credits for all training events, with credit options available based on audience type;
iv. Manage promotion and registration of all trainings and provide summaries of attendees;
v. Record webinars to be made available on the waenergycodes.com website following each delivery; and
vi. Develop and deliver quarterly training surveys with the purpose of collecting feedback from attendees on the quality of training, content delivered, and impact of training on building practices. Feedback should be incorporated into the improvement of future trainings.

b. Technical Resource Development: develop educational resources and fact sheets to assist Market Actors in understanding and complying with the WSEC-C provisions.

3. Code Development Support
   a. Participate in the SBCC's 2027 WSEC-C code development by creating up to three (3) proposals and suggesting language clarification to address identified errors and ambiguities in the code, gained by experience from technical assistance support.
   b. Submit proposals according to the SBCC deadlines and attend relevant Technical Advisory Group; Mechanical, Ventilation, Plumbing and Energy Comittee; and SBCC Council meetings, as necessary.

## 6.1 Deliverables by Area of Work

1. Technical Assistance
   a. A summary of technical assistance activities and summarized trends and/or frequently asked questions to be provided in a monthly progress report.
   b. "Frequently Asked Questions" published and regularly updated on the waenergycodes.com website.
2. Training and Education Resource Development
   a. An annual training plan, detailing topics, locations, dates, and anticipated audiences.
   b. Training content and presentation slides for up to eight (8) webinars and twelve (12) hours of in-person trainings.
   c. Training attendance and survey summaries, reported quarterly.
3. Code Development Support
   a. Up to three (3) 2027 WSEC-C code proposals submitted to the SBCC.

## 6.2 Timeline

NEEA anticipates work to begin in February 2027 and continue through the end of December 2027, with the possibility of up to two (2) extensions of one (1) year each.

## 6.3 Budget

The expected budget for all Areas of Work in the Scope of Work for 2027 is $150,000. Bidders should provide an overall proposed budget, on a time and materials basis, broken out by Area of Work. Estimated budgets for each Area of Work are provided based on expected

level of effort for each area, but bidders may provide cost estimates outside of those amounts as deemed necessary to meet the activities and deliverables.

Area of Work 1 – Technical Assistance: $70,000
Area of Work 2 – Training and Education Resource Development: $65,000
Area of Work 3 – Code Development Support: $15,000

# 7 Proposal Submission

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

## 7.1 RFP Schedule

| | |
|---|---|
| 12/7/2026 | Intent to Respond Form and deadline to submit questions |
| 12/14/2026 | Answers to questions e-mailed back |
| 01/11/2027 | Proposals due |
| 01/20/2027 | Selection of finalists |
| 01/29/2027 | Anticipated award date |

## 7.2 RFP Point of Contact

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

Tess Studley
Program Manager, Codes & Standards
E-mail: tstudley@neea.org

## 7.3 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 submitting the "Intent to Respond" form will be provided with updates to the RFP, have their questions responded to, and have their proposals considered.

## 7.4 Proposal Format

1. **Executive Summary** – Include the key strategies and approach to completion of the Scope of Work, proposed costs, and the reasons NEEA should select your team.
2. **Approach to Project (Tasks and Deliverables)** – Provide a detailed description of the specific activities and approach to complete the Scope 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 work broken out by Area of Work and its associated deliverables. Include the cost estimate for each Area of Work and its associated deliverables. A breakout of any direct costs and an hourly rate sheet for the project period may be included here or in the Proposal Appendix section.

### 7.4.1 Proposal Appendix Items

- Hourly Rate Sheet – Provide the hourly rate and estimated number of hours for each project team member by task.

- Company background & qualifications.
- Project Team & Team Bios – Include information about program team members and team structure, past team efforts on similar work, years of experience and other relevant qualifications.
- Examples of past work or related projects.

# 8 Selection & Insurance Requirements

## 8.1 Scoring

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

1. A demonstrated understanding of the issues surrounding the Scope of Work.
2. The thoughtfulness and appropriateness of the proposed methodology used to accomplish the desired results of the project.
3. The experience and qualifications of the individuals specifically proposed to execute and manage the project.
4. The experience of the firm or team of firms making the proposal.
5. The capability to execute the plan, including past experience and aptitude for collaboration.
6. Overall value for expenditure.

Pursuant to 2 CFR 200.321, NEEA considers qualifying businesses during its RFP solicitation and proposal evaluation process.

Proposals may be evaluated by the NEEA Project Manager, other NEEA staff, and potentially external parties that NEEA believes have the perspective and knowledge needed to make this important decision. NEEA treats all proposals as confidential.

*NEEA is under no obligation to select any proposal that results from 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. Moreover, a bidder has no right or expectation to obtain contracted future work absent a subsequent written contract agreed to by NEEA and the contracted party.*

## 8.2 Insurance Requirements

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 insurance of at least $1,000,000/occurrence;
- Professional Liability Insurance of at least $1,000,000/combined single limit;
- Business Automobile Liability insurance;
- Any workers' compensation and unemployment insurance required by law; and
- Cyber Liability insurance.

NEEA's insurance requirements are compulsory unless otherwise determined by NEEA, in its sole discretion. NEEA may request documentation evidencing such coverage in a form determined sufficient by NEEA prior to awarding work under any subsequent contract with any selected bidder.

See Standard Contract Insurance Requirements for additional information about minimum insurance requirements: https://neea.org/wp-content/uploads/2025/03/NEEA-Standard-Insurance-Requirements.pdf.

# Appendix A - Intent to Respond Form

## RFP #:

Project Title:
NEEA Point of Contact:

**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.
Area(s) of Work intending to respond:

- ☐ Area of Work 1
- ☐ Area of Work 2
- ☐ Area of Work 3