



National Association of  
State Energy Officials

## Residential Energy Code Field Studies in Colorado and Nevada

### Request for Proposals—Field Data Collection Services

#### Section 1. – General Information

##### 1.1 - Overview

The National Association of State Energy Officials (NASEO) requests proposals from qualified bidders to perform two state-wide residential energy code field studies (one in Colorado and one in Nevada). The field studies must be performed according to the U.S. Department of Energy's (DOE) [Residential Building Energy Code Field Study Methodology](#)<sup>1</sup>.

##### 1.2 - Purpose of this Request for Proposals

The purpose of this request for proposals (RFP) is to retain the services of a data collection subcontractor with demonstrated experience gathering energy efficiency and code compliance information from single-family residential homes. The subcontractor must have the ability to provide services in the states of Colorado and Nevada. The selected contractor will gather data using DOE's [Residential Building Energy Code Field Study Methodology](#). No fewer than 126 samples will be collected in each state (126 in Colorado and 126 in Nevada). Bidders are strongly encouraged to review the DOE Methodology prior to submitting bids.

##### 1.3 - Timing and Resources

Proposals should discuss the organization's expertise, subject matter familiarity, previous experience, and ability to carry out the activities described in this RFP. For the purposes of proposal evaluation and approval, as well as execution of the services, all prices, costs and conditions shall remain firm and valid for a sixty (60) day period, commencing on the day of the proposal due date. Upon award of the contract, all prices shall be firm and valid for the duration of the contract. The estimated RFP timetable is:

ACTION	DATE
RFP Issued	Thursday, August 29, 2019
Written Proposals Due	Friday, September 20, 2019
Proposal Evaluation Complete (estimated)	Monday, September 30, 2019
Proposal Award Notification (estimated)	Friday, October 4, 2019
Contract Awarded/Contractor Start Date (estimated)	Friday, October 31, 2019

<sup>1</sup> <https://www.energy.gov/eere/buildings/downloads/residential-building-energy-code-field-study>

**Proposals must be submitted to:**

Ed Carley

Senior Program Manager

National Association of State Energy Officials

Email: [ecarley@naseo.org](mailto:ecarley@naseo.org)

**Contract Term and Funding**

The contract shall be issued following approval from DOE and will become effective when signed and dated by both parties. Services provided under this RFP will take place over a 12-month contract period. Contractor must provide a cost share commitment of 20%. Please note that any subcontractor receiving more than \$171,000 including cost share, will be required to complete an EERE-335 Budget Justification form.<sup>2</sup> NASEO will not complete EERE-335 Budget Justification forms for subcontractors.

The funds utilized to support this Agreement have been provided by the U.S. Department of Energy [Office of Energy Efficiency and Renewable Energy]. The underlying agreement between the U.S. Department of Energy [Office of Energy Efficiency and Renewable Energy] and NASEO will be incorporated in the final contract between NASEO and contractor. All requirements of the DOE Contract shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs.

## Section 2 – Scope of Work

### 2.1 - Scope of Services

NASEO invites proposals from qualified organizations to provide field data collection and observations that describe the presence of certain components of residential construction in single-family homes that are under construction and homes at final construction but without occupants. The selected subcontractor will be tasked with collecting information from homes in the two states based on a sampling plan developed by the Pacific Northwest National Laboratory (PNNL). The subcontractor will be responsible for identifying residential construction sites for inspection, working with the owner of those sites to obtain access to the site, conducting inspections to gather the necessary data, quality control and quality assurance review, data formatting and transmission to NASEO and PNNL, and responding to questions related to quality control and quality assurance as needed. NASEO and the project team will provide support, including letters of introduction, to assist the subcontractor with gaining assistance to job sites. Data to be collected includes seven key items- 1.) Envelope tightness (ACH at 50 Pa); 2.) Windows (U-factor and Solar Heat Gain Coefficient; 3.) Wall insulation (assembly U-factor); 4.) Ceiling insulation (R-value); 5.) Lighting (% high efficacy); 6.) Foundation insulation (assembly U-factor); 7.) Duct tightness (CFM per 100ft<sup>2</sup> of conditioned floor area at 25 Pa). Examples of the data collection instrument may be found here: <https://www.energycodes.gov/compliance/energy-code-field-studies>. The selected contractor may also be asked to collect additional information, such as the code compliance path selected by the builder, home size, number of bedrooms, etc.

Overall management, labor, supervision, reporting, and planning will be conducted by NASEO. The Southwest Energy Efficiency Project (SWEEP) will be the main local contact, be directly involved in local implementation, quality control and quality assurance review, and assistance with identifying substitute jurisdictions when needed.

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<sup>2</sup> See: <https://eere-exchange.energy.gov/FileContent.aspx?FileID=9a7d131d-ca81-4b78-8fa5-c2488031ec83>

The selected Contractor will work with the NASEO and SWEEP project team on the following tasks:

**Task 1. Identify locations and conduct data collection, Colorado**

- Identify locations (construction sites/finished but unoccupied single-family homes) in the cities and counties identified by the project team and obtain permission to access the site from the builder.
- Collect data samples in a manner consistent with the DOE Methodology document.
- Ensure accurate data. Review data collection for quality control and quality assurance purposes.
- Provide data, in a timely manner, to NASEO and the project team in the data collection instrument according to the agreed upon deliverable schedule. Data samples must be provided to NASEO and PNNL in the form of individual spreadsheets for each home. The spreadsheet format will be provided by NASEO and PNNL.
- Remain available to answer follow up questions for the project team regarding data collection.
- Work with the project team to identify alternate sites or jurisdictions for data collection as needed.

**Task 2. Identify locations and conduct data collection, Nevada**

- Identify locations (construction sites/finished but unoccupied single-family homes) in the cities and counties identified by the project team and obtain permission to access the site from the builder.
- Collect data samples in a manner consistent with the DOE Methodology document.
- Ensure accurate data. Review data collection for quality control and quality assurance purposes.
- Provide data, in a timely manner, to NASEO and the project team in the data collection instrument according to the agreed upon deliverable schedule. Data samples must be provided to NASEO and PNNL in the form of individual spreadsheets for each home. The spreadsheet format will be provided by NASEO and PNNL.
- Remain available to answer follow up questions for the project team regarding data collection.
- Work with the project team to identify alternate sites or jurisdictions for data collection as needed.

**Task 3.**

- Report on activities, required cost share, and expenditures on a monthly basis. Note, contractor must provide 20% cost share with each invoice.

The field study data collection will take place in 2019-20.

## **Section 3 – Preparing and Submitting a Proposal**

### **3.1 General Instructions**

The evaluation and selection of an organization will be based on the information submitted in the proposal. Proposers should respond clearly and completely to all requirements. Failure to respond completely may be a basis for proposal rejection.

### **3.2 Incurring Costs**

NASEO is not responsible for any cost incurred by proposers in responding to this RFP.

### **3.3 Proposal Requirements and Format**

Concise proposals are encouraged. Suggested maximum page limits are noted for each section. The full proposal (excluding appendices and budget) must not exceed 11 pages. The proposal must contain the following:

1. Cover letter (1 page) (See Proposal Cover Page Template Attachment A)
  - Must include the name of the organization, its legal status (sole proprietor, etc.), Federal Tax ID Number or Tax Exempt Number, as well as, name, mailing address, office address, telephone number, and email address of contact person authorized to answer questions and negotiate a contract for the proposed services.
  - Signed by an authorized representative of the proposer, must include assurance of the proposer's understanding of the reimbursement nature of this contract (see "Award and Execution of Contract" section below).
2. Introduction (1 page)
  - Present your overall approach to accomplishing the work outlined in this RFP.
  - Discuss previous experience with similar field studies.
  - Discuss anticipated obstacles, and, if appropriate, mitigation plans.
3. Work Plan (3 pages)
  - Proposals must include the proposer's proposed Work Plan to complete the Scope of Work as identified in this RFP.
  - Activities, tasks and sub-tasks should be arranged in a logical order. Each activity or task should be identified, indicating who will perform it, how it will be performed and its anticipated result(s). Identify deliverables and key milestones.
  - Provide a timeline/schedule for completing each identified activity, task and sub-task, showing anticipated start and completion dates (in weeks from "Start of Project").
  - Respondents may also propose additional tasks or activities to improve program results. Identify any proposed changes, additions or enhancements to the scope outlined in this RFP at the end of the proposed statement of work.
4. Staffing and Management Plan (2 pages)
  - Identify team members (project manager, HERS raters, sub-contractors, etc.) and their roles. Also, provide a short biography or single-page resume for each key team member in an appendix (not included in page count).
  - Describe your organization's approach to project management. Indicate how the project team will organize and manage the program; provide a clear description of the roles and responsibilities of each key person; and indicate the approximate percentage of labor time each will devote to the scope of work.
  - Explain how the team will coordinate and communicate with NASEO and SWEEP to ensure transparency and strong working relationships.
5. Project Schedule (1 page)
  - Summarize the Work Plan into a proposed project schedule, in a simplified Gantt chart or similar format.
6. Qualifications (3 pages)
  - Describe your team's unique qualifications and experience (skills, abilities and expertise) as they relate to the described scope of work. Where specific programs and projects are discussed, include the following information as appropriate:

- Field study location
  - Client contact information
  - Duration, number of samples collected
  - Links to related websites, testimonials, etc.
- If a team of multiple parties is responding, describe the team's individual and combined strengths and experience. Note if, how, and when team members have previously worked together. Explain the benefits of performing the Scope of Work as a team.
- Provide contact information (names, addresses, phone numbers, and email addresses) for three (3) professional references who can speak to your organization's or team's work. Please describe the relationship to each reference.

## 7. Appendices

- Include the following materials as appendices to your proposal:
  - Single page resumes or short biographies of the key personnel assigned to this program (required).
  - Any other supporting materials that demonstrate your ability to successfully complete this scope of work. Also feel free to include any narrative description related to the budget file that is not well-suited for the spreadsheet.

## 8. Budget

- A budget should be completed using the DOE EERE-335 budget justification spreadsheet which is a separate file available for download from DOE's website.<sup>3</sup> If selected, this spreadsheet will need to be approved by DOE in order for the Contractor to be added to NASEO's project as a subcontractor.
- The DOE budget justification spreadsheet can be submitted as a separate attachment with the proposal attachments.
- Contractor must provide 20% cost share.

### **3.4 - Proprietary Information**

Proposers should refrain from submitting any proprietary information in response to this RFP. NASEO shall have the royalty free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, data and products collected or produced during the *Energy codes gap analysis field study in the Southwest* project and as part of this contract.

### **3.5 Submission Format**

Proposals should be concise, providing a straightforward description of the Proposer's ability to meet the requirements of this RFP. Proposals must be formatted to fit on 8.5 x 11-inch paper with margins not less than one inch on each side using black, Times New Roman or Calibri 11-point font. Proposals should be structured following the Proposal Requirements and Format in Section 3.3 and the Proposal Checklist in Attachment A.

One (1) Microsoft Word (.doc or .docx) version of the proposal, one (1) PDF version of the proposal, and one (1) DOE budget justification spreadsheet (See part 8 of Section 3.3)—for a total of 3 files—must be emailed to [ecarley@naseo.org](mailto:ecarley@naseo.org) no later than 5:00 p.m. ET on Friday, September 19, 2019. Please include "SW Energy Code Gap Analysis RFP - [proposer name]" in the email's subject line. All proposers who submit their proposal prior to the deadline will be sent an email confirmation that their proposal was received.

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<sup>3</sup> <https://eere-exchange.energy.gov/FileContent.aspx?FileID=9a7d131d-ca81-4b78-8fa5-c2488031ec83>

- NASEO reserves the right to reject any or all proposals. All late proposals will be rejected.
- Proposals that fail to address each of the submission requirements above may be deemed nonresponsive and will not be considered further.
- Submittals may direct the evaluation team to general brochures, marketing materials, or websites to obtain work samples, but these should be provided in addition to (not in place of) answers to specific submission requirements.
- Submittals should provide straightforward and concise information that fulfills the requirements of the RFP. Emphasis should be placed on brevity, conformity to instructions, and completeness and clarity of content.
- NASEO takes no responsibility for email or technological errors that result in a proposal not being received by the specified deadline. If you are concerned about a large attachment size/detailed graphics (over 10MB total for all attachments), please send multiple emails.

## **Section 4 – Proposal Selection and Award Process**

### **4.1 - Proposal Scoring and Selection**

NASEO will make the selection of the chosen proposal award, following an evaluation and scoring of each proposal. Based on the response to this RFP, NASEO may choose to interview organizations prior to making an award of a contract.

During the evaluation process, NASEO may require a proposer's representative to answer questions with regard to the proposal and/or request certain proposers to make a formal presentation. Requests for additional information, formal presentations, or other pre-award requests are not indicative of award or selection potential.

This RFP does not commit NASEO to awarding a contract. NASEO reserves the right to reject any and all Proposals, to accept the Proposal it considers most favorable in its sole discretion, and to waive minor irregularities. NASEO further reserves the right to seek new Proposals when such procedure is considered by NASEO to be in the best interest of program.

### **4.2 - Evaluation Criteria**

All proposals submitted in response to this RFP will be scored by NASEO utilizing the following criteria:

1. Responsiveness of the proposal to the proposal requirements set forth in the RFP, including the quality, clarity and completeness of proposal (*10 points*).
2. Comprehensiveness and viability of the plan to execute the tasks described in the Scope of Work (Section 2 of the RFP) (*25 points*).
  - The plan to execute the Scope of Work should demonstrate an understanding of the potential challenges to completing the project and include strategies to mitigate or avoid any obstacles.
3. Proposer qualifications, specifically the ability to obtain access to residential build sites, to obtain accurate data, to provide quality assurance and quality control for data collection and delivery, and the capacity and flexibility of the proposer to execute the tasks described in the Scope of Work in a timely manner and on budget (*35 points*). This determination may be based on, but not limited to, the following:

- Capability of personnel with previous and relevant field data collection experience that can deliver services in Colorado and Nevada.
  - Experience/familiarity with the local housing markets, construction industry, and energy codes.
  - Familiarity with and access to networks of home builders, third-party raters, and other building trades.
  - Ability to work cooperatively in a team environment.
  - Experience conducting energy efficiency and code compliance studies.
  - Demonstrated ability working with home builders, building code officials, the residential construction industry, utilities and other relevant stakeholders in this Project.
4. Experience with previous residential energy code field studies, and the thoroughness and data collection plan and implementation strategy (*20 points*).
5. The total cost of the proposal and cost share to be provided by subcontractor. Costs will be evaluated only if a proposal is determined to be otherwise qualified (*10 points*).

In summary, the evaluation criteria and point weighting are:

1. Responsiveness of Proposer to Proposal Requirements	10 points
2. Comprehensiveness and viability of the plan to execute the Scope of Work	25 points
3. Qualifications of firm and key personnel	35 points
4. Previous relevant experience	20 points
5. Total Cost and Budget Document	10 points
Maximum Score	100 points

If a large number of proposals are received, NASEO reserves the right to review the proposals using a tiered evaluation system. All qualified proposals will be evaluated based on the Submission requirements and Cost, with the top candidates advancing as finalists and receiving a full evaluation as outlined above.

#### **4.3 - Award and Execution of Contract**

By submitting a proposal, the Proposer is explicitly agreeing that a reimbursement form of contract will be used as the basis of an agreement. This is due to the nature of NASEO's agreement with DOE. The Contractor shall invoice monthly only for actual work already completed. NASEO will reimburse the Contractor for actual milestones achieved, hours spent, and materials purchased in the execution of the work (not to exceed the total budget amount shown in the final contract agreement) once NASEO has received payment from DOE.

## **Section 5 – General Information**

### **RFP Questions**

Contact with members of the Project Team (NASEO, SWEEP, Colorado Energy Office, Nevada Governor's Office of Energy) in connection with this RFP may not be made. Unauthorized direct or indirect contact with the Project Team regarding this RFP may be cause for proposal rejection.

Questions regarding this RFP can be submitted to Ed Carley, NASEO Senior Program Manager at [ecarley@naseo.org](mailto:ecarley@naseo.org) until 4:00pm eastern time Monday, September 16, 2019. Responses will be publicly posted on the RFP website (<https://naseo.org/rfps>) on a weekly basis.

#### **C. Additional criteria**

Field study contractors may be permitted to participate in the training portion of the project. Bidders will be required to provide three references for similar work performed. Contractors must provide evidence of proper insurance. No new equipment may be purchased by subcontractors under this contact.

*Attachment A: Proposal Structure Checklist*

*An energy codes gap analysis field study in the Southwest – Field Study Contractor RFP*

*(Refer to Section 3.3 - Proposal Requirements and Format for more details.)*

1. Cover Page (1 page) (See Proposal Cover Page Template Attachment A)
2. Introduction (1 page)
3. Work Plan (3 pages)
4. Staffing and Management Plan (2 pages)
5. Project Schedule (1 page)
6. Qualifications (3 pages)
7. Appendices
8. Budget (See <https://www.energy.gov/eere/funding/downloads/budget-justification-eere-335-and-3351>)