



## REQUEST FOR PROPOSAL

<b>Funding/Grant Title:</b>	Air Leakage Testing Infrastructure – Training and Equipment
<b>Program Name:</b>	Establishing Residential Air Leakage Testing Infrastructure in Underserved Areas of Washington State
<b>Due Dates:</b>	Application (required): April 30, 2011

*This is a Request for Proposal for Federal Stimulus dollars through the American Recovery and Reinvestment Act.*

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## Request for Proposal (RFP)

<b>Funding/Grant Title:</b>	Air Leakage Testing Infrastructure – Training and Equipment
<b>Program Title:</b>	Establishing Residential Air Leakage Testing Infrastructure in Underserved Areas of Washington State
<b>Due Dates:</b>	Grant Application (required): April 30, 2011
<b>Expected Number of Grants:</b>	WSU anticipates providing up to 40 units of air leakage testing equipment and related training to perform air leakage testing and diagnostics.

### Applicant Minimum Qualifications:

Applicants must be available for work, licensed to do business in the State of Washington, and satisfy the minimum requirements stated below:

The Applicant shall submit a business plan for providing air leakage testing services.

The Applicant shall submit a narrative describing Applicant’s research into the local market situation for air leakage testing services and the requirements.

The Applicant shall notify WSU of the equipment already owned or used by the Applicant.

Applicant shall state the location that they plan to serve.

The Applicant shall show a collaborative partnership by way of letters of support from building industry organizations such as Utilities, Builders, Building departments, and Building associations.

The detailed requirements for these essential items are given below in the application section.

**RFP Schedule<sup>1</sup>:**

<b>Activity</b>	<b>Date/Time</b>
Request for Proposal Release Date	April 1, 2011
Application Due Date	April 30, 2011
Projected Announcement of Successful Applicants	May 30, 2011
Residential Air Leakage Testing Training	June/July 2011
Release of Equipment	June/July 2011

<sup>1</sup> This schedule is subject to change at the discretion of the Washington State University Extension Energy Program.

## Introduction

### 1.1 PURPOSE/OVERVIEW

The Washington State University Extension Energy Program (WSU) has been directed by the Washington State Department of Commerce to identify, solicit, and provide equipment and training to grant recipients who will deliver air leakage testing services in the state of Washington for Washington State Energy Code (WSEC) compliance (2009 WSEC, Section 502.4.5 Building Air Leakage Testing and 2009 WSEC, Section 503.10.2 Leakage Testing).

WSU anticipates providing air leakage testing equipment to individuals in the state of Washington. This will happen:

- Throughout the state (different geographic regions);
- Focusing on underserved geographic areas with construction activity and few service providers or a very high ratio of home starts to service providers;
- In collaboration with local utilities, building departments, building associations and builders; and
- With emphasis on Applicants who do not already own equipment.

WSU will provide training for all individuals selected to participate in the program.

### 1.2 BACKGROUND

The mission of the WSU Energy Program is to advance environmental and economic well-being by providing unmatched energy services, products, education and information based on world-class research. This program to establish residential air leakage testing infrastructure in underserved areas of Washington State is supported by funds from the American Recovery and Reinvestment Act through the Washington Department of Commerce.

### 1.3 ARRA BACKGROUND

Projects under this Request for Proposal will be funded with funds appropriated by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5. The Act's purposes are to stimulate the economy and to create and retain jobs. Special terms and conditions apply to projects funded by the Act. In this project Applicant receives no money so these responsibilities belong primarily to WSU.

- Reporting, tracking and segregation of incurred costs;
- Reporting on job creation and preservation;
- Publication of information on the Internet;
- Access to records by Inspectors General and the Government Accountability Office;
- Prohibition on use of funds for gambling establishments, aquariums, zoos, golf courses or swimming pools;
- Ensuring that iron, steel and manufactured goods are produced in the United States;
- Ensuring wage rates are comparable to those prevailing on projects of a similar character;
- Protecting whistleblowers and requiring prompt referral of evidence of a false claim to an appropriate inspector general; and
- Certification and Registration.

Recipients of funding appropriated by the Act shall comply with requirements of applicable Federal, State, and local laws, regulations, DOE policy and guidance, and instructions in this RFP, unless relief has been granted by DOE. Recipients shall flow down the requirements of applicable Federal, State and local laws, regulations, DOE policy and guidance, and instructions in this RFP to sub-contractors at any tier to the extent necessary to ensure the recipient's compliance with the requirements.

#### **1.4 PROGRAM GOALS AND OBJECTIVES**

- Establish air leakage control expert infrastructure in underserved areas of the state of Washington with emphasis on underserved areas.
- Provide air leakage testing equipment and training to qualified personnel in the state of Washington in support of 2009 WSEC air leakage testing requirements.
- Assist performance testing technicians in the state of Washington to establish or grow their air leakage testing businesses in underserved areas of the state.

#### **1.5 SCOPE OF WORK**

**Grant recipients are required to:**

- Provide air leakage control testing services in the state of Washington for 2009 WSEC compliance.
- Provide proof of valid business license and liability insurance prior to receipt of equipment.
- Comply with the reporting requirements of the program.
- Test a minimum number of homes during the contract term, through 12/31/2011 in order to secure continued use of the performance testing equipment.
- Supply permit numbers and project details for homes tested for WSEC compliance as requested.
- Maintain current professional certifications and training as specified.

**Our Active Management Approach:**

WSU will operate with an active management approach focused on your success, program integrity, fiscal transparency, and quality teamwork and collaboration. We reserve the right to require Grant Recipients and/or Sub-contractors to attend trainings and meetings.

#### **1.6 ELIGIBLE APPLICANTS**

The following are eligible to apply for grant funding under this offering:

- For-Profit Businesses
- Individual Persons

#### **1.7 AMOUNT OF FUNDS AVAILABLE**

WSU anticipates providing up to 40 units of air leakage testing equipment and related training. Successful grant awardees will receive air leakage testing equipment and training on how to use the equipment, general building science information and diagnostic procedures.

## 1.8 MATCHING FUNDS

No matching funds are required to participate in the program.

## 1.9 HOW TO APPLY

Full applications are due April 30, 2011 **by 5:00 p.m. PST**. To apply for this RFP, submit the following required application components (See Appendix C for scoring metrics):

### 1. Applicant contact information sheet (See Appendix A)

### 2. Applicant narrative

When writing your Narrative, please address the following categories and area:

- A. Management capability of the applicant and/or organization
  - Describe your experience in providing services in a business context.
  - Describe your experience in the building industry.
- B. Identify and discuss strategies to accomplish the objectives.
- C. Provide an estimate of the number of projects you plan on impacting; be sure to include the logic used to develop this estimation.
- D. Describe your plan to coordinate efforts with your area's code enforcement department.
- E. Describe your relationships with builders and subcontractors in your area, and whether you have commitments to provide air leakage test services or how you plan to obtain them.
- F. Describe your quality control procedures.
- G. Describe established and anticipated partners and collaborators that will help you successfully implement this project. Include, as attachments, letters of commitment from these partners including builders, subcontractors and building officials.  
Note: letters of support are necessary for successful applications.

### 3. Business plan

The Applicant must describe their current business or plan to grow a business in the field of air leakage testing. The business plan should clearly articulate intended involvement in air leakage testing services including that required by the 2009 Washington State Energy Code. This plan shall include:

- A. Applicant's interest in the energy efficiency aspects of construction and a commitment toward learning and providing air leakage testing services in support of the 2009 Washington State Energy Code;
- B. Applicant's assessment of the number of new homes built in the area Applicant proposes to serve;
- C. Applicant's assessment of the existing air leakage testing infrastructure in the area Applicant proposes to serve and how Applicant will work within this infrastructure;
- D. An explanation of builder commitments and the practicality of supporting the service in Applicant's proposed service area. This may include the prospect of providing services in addition to testing homes for code compliance, such as Energy Star homes verification and existing home retrofit services; and
- E. Applicant's marketing strategy and projected cash flow for the first two years of operation.

**4. Training, Certifications and Equipment Owned by Applicant (See Appendix B)**

The Applicant must complete Appendix B.

**5. Statement of Market Research**

The Applicant must submit a narrative describing the need for the proposed service and understanding of the target population in the area to be served. The narrative should provide the procedures that will be used to market services. This narrative should include details on the Applicant's partnerships and connectivity to the building industry in the proposed service area. This is similar to the market assessment in the business plan, but requires an explanation of the situation in the area Applicant intends to serve, and the detailed strategy Applicant has for working with builders and other service providers. In addition, this statement should demonstrate the criteria the local building department will accept for air leakage testers operating in its jurisdiction.

**6. City and County Applicant resides and will conduct work in**

**7. Statement of local involvement with building or energy related associations**

The Applicant shall submit a brief statement describing involvement with the Applicant's local building industry such as memberships in organizations, associations and groups.

**8. Letters of support**

The Applicant shall submit letters of support from local partners such as:

- Utilities
- Building Departments
- Associations
- Builders

**9. Current resume for all key paid project personnel**

**1.10 HOW SUCCESSFUL APPLICANTS ARE SELECTED**

A WSU review committee will be selected to review, evaluate, and score applications. Review committee members will assign scores based on the application completeness, letters of support, previous training or work conducted in the residential building or energy related field, and need based on geographic location and housing starts (See Appendix C).

WSU reserves the right to contact authors of support letters and informed third parties including local, state, and federal agencies to assist in the award process.

WSU will notify the Successful Applicants and provide them with WSU contract/grant agreement.



### 1.11 REPORTING REQUIREMENTS

Successful Applicants are required to provide reports at WSU’s request (schedule TBD) which may include the following:

- Number of dwelling units tested for WSEC compliance;
- Permit numbers and contact information;
- Number and type of tests conducted;
- Any additional training or certifications obtained.

The report format will be provided after grants have been awarded.

## General Information for Applicants

### 2.1 REQUESTS AND QUESTIONS FOR PROPOSAL MANAGER

The RFP Manager is the sole point of contact at WSU for this procurement. All communication between the Applicant and WSU upon receipt of this RFP shall be with the RFP Manager or their designee, as follows:

<b>Name</b>	Emily Salzberg and Tanya Beavers
<b>Mailing Address</b>	P. O. Box 43165, Olympia, WA 98504-3165
	OR
<b>Street Address</b>	905 Plum St SE Bldg 3, Olympia, WA 98504
<b>E-Mail Address</b>	<a href="mailto:equipmentgrant@energy.wsu.edu">equipmentgrant@energy.wsu.edu</a>
<b>Website</b>	<a href="http://www.energy.wsu.edu/rfp">www.energy.wsu.edu/rfp</a>

Any other communication will be considered unofficial and non-binding by WSU. Communication directed to parties other than the RFP Manager may result in disqualification. Base your proposal on the material contained in the RFP and any subsequent amendments. Disregard any draft material you may have received and any oral representations by any party.

### 2.2 APPLICANT QUESTIONS & WSU ANSWERS

In the interest of fairness, all questions regarding this RFP must be in writing (mail, e-mail or fax) and addressed to the RFP Manager. WSU will only answer questions received **no later than 3:00 p.m.** local time on the date stated in the SCHEDULE. **Do not call** the RFP Manager to ask questions. Applicants’ questions and WSU’s official written answers to all Applicants will be posted at: [www.energy.wsu.edu/rfp](http://www.energy.wsu.edu/rfp).

### **2.3 FACSIMILE, E-MAIL, AND INTERNET COMMUNICATION**

You may use facsimile (“fax”) or e-mail communication for any communication required in this RFP. The application must be submitted via email. WSU may also communicate with you utilizing the same methods.

WSU does not take responsibility for any problems in the facsimile, e-mail, or Internet delivery services, either within or outside WSU.

### **2.4 SUBMISSION OF APPLICATIONS**

Submit one (1) electronic copy (PDF) of all required information to the following email address no later than 5:00 p.m. PST , April 30, 2011. Proposals may not be transmitted using facsimile transmission or mailed. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the WSU and will not be returned.

Email applications to: [equipmentgrant@energy.wsu.edu](mailto:equipmentgrant@energy.wsu.edu)

### **2.5 PUBLIC DISCLOSURE**

All proposals and materials submitted in response to this RFP shall become the property of WSU.

With the exception of lists of prospective Applicants, all proposals received shall remain confidential until the contract, if any; resulting from this RFP is signed by WSU and the Grant Recipient. Thereafter, the proposal may be deemed public records as defined in RCW 42.56.

If a public records request is made for any information in the proposal that the Applicant claims as proprietary/confidential and exempt from disclosure under the provisions of RCW 42.56, WSU will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order preventing disclosure. If the Applicant fails to obtain the court order preventing disclosure, WSU will release the requested information on the date specified.

WSU will charge for copying and shipping any copies of materials requested as outlined in RCW 42.56. WSU will not charge a fee for inspection of RFP or contract files but twenty-four (24) hours’ notice to the RFP Manager is required. Address requests for copying or inspecting materials to the RFP Manager named in this RFP.

WSU will retain RFP records in accordance with Washington State and WSU Records Retention Schedules.

### **2.6 PROPRIETARY AND CONFIDENTIAL INFORMATION**

Clearly mark every page of any portion(s) of your proposal that contains proprietary/confidential information with the words “PROPRIETARY/CONFIDENTIAL INFORMATION” (in all caps), affixed to the lower right-hand corner of each page. You may not mark the entire proposal as proprietary or

confidential. Proposals, which are marked in such a manner, will be disqualified and removed from consideration.

**Proposal Instructions**

**3.1 APPLICATION DEADLINES**

RFP due **April 30, 2011 by 5:00 p.m. PST.**

**3.2 COMMUNICATION WITH WSU**

All communications with the State of Washington or Washington State University in regard to this RFP shall be directed, in writing, to the RFP Manager named in the address below:

<p>Mail: Washington State University           Extension Energy Program           PO Box 43165           Olympia, Washington 98504-3165</p>	<p>Email: <a href="mailto:equipmentgrant@energy.wsu.edu">equipmentgrant@energy.wsu.edu</a></p>
<p>Attn: Emily Salzberg or Tanya Beavers</p>	<p>Re: Air Leakage Testing Infrastructure – Training and Equipment</p>

The primary method of communication regarding this RFP will be email. The WSU Extension Energy Program will provide reasonable accommodation for Applicants who need an alternative to email communication. Contact the RFP Manager to make arrangements. Additional information will be posted at the following WSU website: [www.energy.wsu.edu/rfp](http://www.energy.wsu.edu/rfp).

**3.3 QUESTIONS**

In the interest of fairness, all questions regarding this RFP must be in writing (mail, e-mail or fax) and addressed to the RFP Manager. WSU will only answer questions received **no later than April 30, 2011**. **Do not call** the RFP Manager to ask questions. Applicants’ questions and WSU’s official written answers to all Applicants will be posted at: [www.energy.wsu.edu/rfp](http://www.energy.wsu.edu/rfp).

**3.4 SUBMITTAL OF PROPOSAL**

Applicants are required to submit one (1) electronic copy (PDF) of all required information via email. The proposal must arrive at WSU **no later than April 30, 2011 by 5:00 p.m. PST.**

[see above]

### 3.5 PROPOSAL FORMAT

Type your responses using:

- Use standard 8.5" x 11" white paper;
- One inch margins;
- Arial or Times New Roman font (not less than 11 point).

Your proposal should also:

- State your name on each page of all copies;
- Number pages in consecutive order starting with page 1, Cover Letter;
- Type your responses in the same/identical order and numbering sequence as given in the RFP.

### 3.6 PROPOSAL PAGE LIMITS

None



**APPENDIX A – Applicant Contact Information**

<b>1. Applicant Name:</b>  Business Name:  Address - Mail:  Address - Street:  City, Zip:  Email:		Work Phone:	
		Cell Phone:	
		Fed Tax ID:	
		County:	
		SWV Number:	
<b>2. Contact Person:</b>  Address - Mail:  Address - Street:  City, Zip:  Email:		Title:	
		Work Phone:	
		Cell Phone:	
<b>3. Fiscal Year:</b>	From:            To:		
<b>4. State Legislative District:</b>	Congressional District:		
<b>5. Brief Project Description:</b>          			

**APPENDIX B – Training, Certifications and Equipment Owned**

Please check yes or no if you have received the following training and/or certifications.

Please check yes or no if you own any of the following equipment.

Training and Certifications	Yes	No
1. Performance Tested Comfort Systems		
2. Building Performance Institute		
3. Home Energy Rating System		
4. Northwest ENERGY STAR Homes		
5. WSU Duct Testing for 2009 WSEC Compliance		
6. Infrared training – Level 1		
7. Infrared training – Level 2		
8. Other (please list)		

Equipment Owned	Yes	No
1. Blower door		
2. Duct tester		
3. Infrared camera		
4. True Flow® Air Flow Meter		
5. Exhaust Fan Flow Meter		
6. Digital Manometer		

### Appendix C – Proposal Evaluation Criteria

<b>Applicant Narrative</b>	<b>Points</b>  <b>15</b>
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<b>Business Plan</b>	<b>Points</b>  <b>25</b>
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<b>Training, Certifications and Equipment Owned</b>	<b>Points</b>  <b>15</b>
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This grant program is designed to provide new, modern equipment to Applicants that do not already own or have the use of it. If Applicant has no equipment, this will result in a score of 15. If Applicant has a blower door and a duct tester, the score would be 0. If Applicant has no blower door, but has a duct tester, the score would be 10. If Applicant has no duct tester, but has a blower door, the score would be 5.

<b>Statement of Market Research</b>	<b>Points</b>  <b>15</b>
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<b>City and County Applicant Resides and Will Conduct Work In</b>	<b>Points</b>  <b>10</b>
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The Applicant must state which city and county they live in and which county/counties work will be performed in. County location is emphasized to ensure equipment and training will be provided in areas of greatest need for code support infrastructure. If Applicant proposes to work in a high need county, the score will be 10. If the Applicant lives in a low need county, the score will be 0. Need scores may be between these two extremes. If the place of residence is unrelated to the proposed service area, points may be deducted in this area.

<b>Statement of Local Involvement with Building or Energy Related Organizations</b>	<b>Points</b>  <b>10</b>
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The Applicant’s description of relationships with the local building industry and associations stated in both the business plan and the market research narrative will be evaluated and ranked separately.

<b>Letters of Support</b>	<b>Points</b>  <b>10</b>
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**APPENDIX D – PROPOSAL SCORING FORM**

This sample is provided for informational purposes only to show an example of how a Grant Review Committee member could summarize the score from a proposal. No response is required.

Name of Applicant:

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Name of Reviewer

Review Date:

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	Proposal Section	Total Possible Points	Reviewer Scored Points	Comments
1.	Applicant Narrative	15		
2.	Business Plan	25		
3.	Training, Certifications and Equipment Owned	15		
4.	Statement of Market Research	15		
5.	City or County Residing and Conducting Work In	10		
7.	Local Involvement with Building or Energy Related Associations	10		
8.	Letters of Support	10		
	<b>Grand Total</b>	<b>100</b>		