



Neighbor**Impact**

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**REQUEST FOR QUALIFICATIONS**

**NEIGHBORIMPACT WEATHERIZATION PROGRAM  
Specialty Contractor  
RFQ # 19-01**

Submit one (1) original Proposal to:  
Christina Zamora  
Energy Assistance & Weatherization Director  
NeighborImpact  
20310 Empire Ave, Ste. A-100  
Bend, OR 97703

Refer Questions to:  
Christina Zamora  
Energy Assistance & Weatherization Director  
(541) 323-6574  
[christinaz@neighborimpact.org](mailto:christinaz@neighborimpact.org)

**Request for Proposal  
Table of Contents**

**PART I: PROPOSAL REQUIREMENTS**

1. Introduction
2. Weatherization Program
3. RFQ Overview
4. Minimum Qualifications
5. Disqualifying Circumstances
6. Additional Resources
7. Period of Performance

**Part II: WORK REQUIREMENTS**

1. Scope of Work
2. Required Services
3. NeighborImpact Responsibilities
4. Contractor Responsibilities

**PART III: PROPOSAL PREPARATION AND SUBMITTAL**

1. Proposal Submission
2. Proposal Content
3. Questions

**PART VI: PROPOSAL EVALUATION & CONTRACT AWARDS**

1. Evaluation
2. Evaluation Criteria
3. Contractor Selection and Contract Development

**EXHIBITS**

- A. Specialty Contractor Request for Proposal Response Form
- B. Weatherization Contractor Agreement

## **Part I: Proposal Requirements**

### **1. Introduction**

NeighborImpact's mission is "Supporting People, Strengthening Communities." It is a 501c3 nonprofit Community Action Agency based in Redmond, Oregon, that provides a variety of services that benefit individuals and families with low incomes in the Central Oregon region of Crook, Deschutes and Jefferson counties.

The agency's primary program areas:

- Head Start and Early Head Start programs
- Low-Income Energy Assistance Program
- Home Weatherization
- Child Care Resources
- HomeSource (asset building and financial literacy programs)
- Housing Assistance and Shelter
- Emergency Food (regional food bank functions)
- Lending Services (home rehabilitation, down payment assistance, septic upgrades, and micro-enterprise loans)

NeighborImpact has a \$20.2 million budget for fiscal year 2018-2019, with a mix of federal, state, local and private funding sources, and a staff of 196 people. More information on the agency can be found online at: [www.neighborimpact.org](http://www.neighborimpact.org)

### **2. Weatherization Program**

NeighborImpact administers the Low-Income Weatherization Programs in Crook, Deschutes, and Jefferson counties, and the Confederated Tribes of Warm Springs. Funding is provided by the U.S. Department of Energy, U.S. Department of Health and Human Services, Bonneville Power Administration, Pacific Power, and Cascade Natural Gas. These funds are administered by Oregon Housing and Community Services (OHCS).

The program provides professional weatherization services for stick-built and mobile homes through the services of subcontracted professionals. Each weatherization project includes one or more measures to improve the energy and thermal efficiency of the home and/or enhance the health and safety of the home's occupants. The most common measures include insulating and air sealing the building shell and ductwork, repairing heat systems and other improvements to increase dwelling durability and occupant health and safety.

The Weatherization Assistance Program's purpose is:

- To reduce structural heat loss and reduce energy consumption by installing weatherization measures and related repairs which improve the thermal efficiency of the dwelling unit.
- To provide for the health and safety of the client.

### **3. RFQ Overview**

NeighborImpact is requesting qualifications from experienced, cost-effective and efficient contractors to support completion of home weatherization projects in Crook, Deschutes and Jefferson counties and the Confederated Tribes of Warm Springs. Selected contractors will provide services on homes selected by NeighborImpact for weatherization.

NeighborImpact will contract with the following contractor types:

- a. Weatherization installers
- b. Electricians
- c. HVAC
- d. Plumbers
- e. Wood Stove installers

In some cases, specific professional certification or training may be required for eligibility to participate in the program as an installer. At a minimum, contractors will be required to agree to adhere to performance standards that meet the requirements of the state and federal funding agencies.

#### **4. Minimum Qualification Requirements**

Submissions must demonstrate the following minimum qualifications prior to advancing to the evaluation and selection process:

a. Certifications/Trainings

The Contractor must obtain certifications/trainings required to maintain their specialty licensing.

b. Licensing

The contractor must be currently licensed by the State of Oregon Construction Contractors Board (CCB) as either an electrical, plumbing or HVAC contractor. If the applicant has any of the following issues associated with their CCB license, NeighborImpact may deny the application without scoring it:

- Civil penalties resulting in a fine;
- Refusal to reissue a license;
- License revocation;
- Department of Justice assurance of voluntary compliance;
- Criminal conviction;
- Public work disbarment;
- Civil injunction;
- UTPA violation or
- Suspended and required to carry a higher bond.

The applicant shall also be registered with the Oregon Secretary of State's Office to conduct business in Oregon.

c. Insurance

The applicant should have insurance coverage for commercial general liability, automobile liability, workers' compensation and employer liability in the following amounts:

- Commercial General Liability insurance for a minimum of \$1,000,000 per occurrence and \$2,000,000 annual aggregate;
- Automobile Liability: Minimum automobile coverage \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$2,000,000 annual aggregate limit., including coverage for owned or non-owned vehicles; and
- Worker's Compensation Insurance and Employer's Liability Insurance: \$1,000,000 each occurrence.

d. Bonding

The applicant shall have a performance bond in the amount of \$20,000. In addition to the required bonding, applicant should be able to maintain sufficient resources to carry expenses for up to five open projects, as payment will not be received until NeighborImpact has inspected and approved the work.

### **5. Disqualifying Circumstances**

NeighborImpact will not qualify a contractor if the company or principal member of the company has:

- Been listed on the State of Oregon Bureau of Labor and Industries Ineligible Contractors List;
- Been listed on the "Specially Designated Nationals and Blocked Persons" list, maintained by the Office of Foreign Assets Control of the US Department of Treasury;
- Been debarred, suspended, declared ineligible or suspended from federal transactions in the previous three years;
- Been convicted or had a civil judgement for fraud or criminal offense involving a public transaction/contract in the previous three years; and/or
- Been convicted of embezzlement, theft, forgery, bribery, falsification/destruction of records; making false statements or receiving stolen property in the previous three years.

NeighborImpact will also deny a contractor if that contractor proposes to use a crew member who is a registered sex offender, and will require an explanation if the contractor proposes to use a crew member who has been convicted of murder, assault in the first degree, kidnapping, arson, robbery in the first degree or theft by extortion.

NeighborImpact will deny a contractor if a conflict of interest exists, because an employee or board member of NeighborImpact, or an immediate family member of either, will obtain a financial benefit through the award of work to the contractor.

### **6. Additional Resources**

Proposers should consult and be familiar with the Weatherization Specifications for the Oregon Weatherization Assistance Program and the current US Department of Energy Weatherization State Plan for Oregon. Please take special note of Appendix D of the Health & Safety Plan within the Weatherization State Plan. These documents can be found on the OHCS website:

[http://www.oregon.gov/ohcs/Pages/low\\_income\\_weatherization\\_assistance\\_oregon.aspx](http://www.oregon.gov/ohcs/Pages/low_income_weatherization_assistance_oregon.aspx)

### **7. Period of Performance**

A contract awarded as a result of this RFQ will be for one year from the effective date. The contract may be renewed annually for up to four (4) additional years contingent upon contractor(s) performance, program compliance, continued program funding, and NeighborImpact approval.

At time of contract renewal by NeighborImpact, the contractor(s) may wish to update and/or renegotiate the price proposal. However, this action may require a new contract to be issued or prior contract not renewed.

## **Part II Work Requirements**

### **1. Scope of Work**

Contractors will be required to provide weatherization and health and safety measures in single-family stick-built and mobile homes as assigned by the NeighborImpact program staff. Such measures may include:

- Furnace or heat pump tune-up, maintenance or repairs;
- Installation of gas furnaces, electric furnaces, and ductless heat pumps;
- Installation of zonal heating systems;
- Plumbing or electrical repairs as warranted;
- Maintenance, repair or installation of water heaters;
- Installation of air or duct sealing;
- Installation of materials to address incidental repairs;
- Installation of equipment and/or materials to address identified health and safety issues; and/or
- Installation of wall, floor and/or attic insulation.

### **2. Required Services**

Please see Exhibit B- Weatherization Contractor Agreement, Section 33 a-f for a listing of required services.

### **3. NeighborImpact Responsibilities**

NeighborImpact is responsible for the following activities:

- a) Determine client eligibility.
- b) Obtain landlord approval.
- c) Conduct home energy audit and health and safety inspection.
- d) Conduct initial blower door infiltration test.
- e) Conduct initial combustion safety test on non-electric equipment.
- f) Notify owners of lead based paint hazards.
- g) Notify contractor of lead based paint evaluation results if paint evaluation or risk assessment has been performed.
- h) Prepare and issue work orders and/or change orders to contractor(s).
- i) Inspect work in progress.
- j) Perform final inspection to ensure work meets program requirements.
- k) Request permits from contractor.
- l) Pay contractor invoices in a timely manner.
- m) Monitor the contractor for compliance to include weatherization lead safe work practices.
- n) Assign penalties if contract requirements are not met.

### **4. Contractor Responsibilities**

The Contractor is responsible for the following activities:

- a) Ensure compliance with all applicable local, state, and federal regulations and State of Oregon Weatherization Specifications.
- b) Communicate with client to schedule job.
- c) Complete work order as issued by NeighborImpact.
- d) Perform incidental repairs essential to assure health and safety of client and installation or preservation of weatherization material.
- e) Utilize lead safe work practices on all dwellings built prior to 1978.
- f) Obtain required permits.
- g) Obtain prior approval for any work when cost is above approved amount.
- h) Educate client/homeowner on use of installed equipment and/or improvements.
- i) Submit all pertinent documents (manuals, warranty documents, etc.) to property owner.
- j) Conduct final quality control inspections before submitting inspection request to NeighborImpact.
- k) Submit inspection requests, copy of required permits and invoice to NeighborImpact.
- l) Correct any item which does not pass inspection within 5 business days.
- m) Submit re-inspection requests to NeighborImpact.
- n) Contractor shall warrant work and materials for a period of one (1) year.

## **Part III Proposal Preparation and Submittal**

### **1. Proposal Submission**

One original proposal must be submitted to Christina Zamora via email at [christinaz@neighborimpact.org](mailto:christinaz@neighborimpact.org) or via Dropbox. Please contact Christina Zamora via email to request access to the Dropbox folder.

### **2. Proposal Content**

All proposals must include:

- a. Request for Qualifications Response Form;
- b. Evidence of insurance coverage as described in Section 4c. above;
- c. Evidence of bonding as described in Section 4d. above;
- d. A copy of CCB and specialty license; and
- e. Evidence of field staff certifications and trainings.

All submitted proposals become the property of NeighborImpact.

### **3. Questions**

For more information on the requirements under this Request for Qualifications, or for questions regarding NeighborImpact's Weatherization Assistance Program, please contact Christina Zamora at (541) 323-6474 or by email at: [christinaz@neighborimpact.org](mailto:christinaz@neighborimpact.org)

## Part IV Proposal Evaluation & Contract Awards

### 1. Evaluation

Complete submissions received in response to this RFQ will be evaluated and scored by a technical review committee. Committee review results and recommendations will be presented to NeighborImpact management for a final decision.

### 2. Evaluation Criteria

The technical review committee will score submissions based upon the evaluation criteria listed below. Submissions must score at least 75 points to receive a contract award.

Criteria	Maximum Points
Quality of Work	50 points
Years of Expertise	20 points
Capacity to meet production levels	25 points
Emerging Small Business, minority-owned business or women-owned business*	5 points
<b>Total</b>	<b>100 points</b>

\*To receive points as an emerging small business, minority-owned business or women-owned business, indicate proposer's ownership status (COBID number – if applicable) and employment practices regarding women and/or minorities, and proposer's use of minority, women or emerging small business enterprises, or a business enterprise that is owned or controlled by or that employs a disabled veteran, or historically underutilized businesses.

### 3. Contractor Selection and Contract Development

The selected contractor(s) will be determined by the outcome of the evaluation of all submissions by the review committee. In instances where multiple submissions are received NeighborImpact will select the highest rated submissions for contract award. Should NeighborImpact not reach a favorable agreement with a selected contractor, NeighborImpact shall terminate negotiations and may commence negotiations with the next highest scoring submission.

The submission and all responses provided by the successful submitting contractor will become a part of the final contract. The form of contract shall be NeighborImpact's Weatherization Agreement, which is included within this document as Exhibit D.

All prospective contractors should review Exhibit D of this RFQ carefully to ensure full understanding of applicable laws, requirements, , and other relevant program information.