



## City Of Rockland

October 18, 2016

To: Residential Energy Auditors  
Insulation & Air Sealing Contractors  
Residential Energy Efficiency Contractors  
Split System Heat Pump Installers

Re: **Request For Proposals**  
Weatherize Rockland Residential Home Energy Savings Initiative

The City of Rockland invites you to submit a proposal for Weatherize Rockland, an initiative developed by the City's Energy Committee to facilitate residential weatherization and energy efficiency improvements.

The City's Department of Public Services Director and the Energy Committee will host an informational pre-bid meeting on **Monday, October 24 at 9am in the Board Room of Rockland's City Hall at 270 Pleasant Street**. Potential bidders should either plan to attend the meeting or participate in the meeting by phone.

The City will also accept emailed questions sent to City's Public Services Director, Dave St. Laurent ([dstlaurent@RocklandMaine.Gov](mailto:dstlaurent@RocklandMaine.Gov)), as described in Section VIII on page 6 of the RFP .

Proposals are due on **November 3** by e-mail ([dstlaurent@RocklandMaine.Gov](mailto:dstlaurent@RocklandMaine.Gov)) with "WEATHERIZE ROCKLAND > Bidder > Proposal" in the subject line or postal mail to Dave St. Laurent, City of Rockland, 270 Pleasant Street, Rockland, ME 04841 with "WEATHERIZE ROCKLAND > Bidder > Proposal" marked on the outside of the envelope .

The accepted contractor(s) will be required to participate in a community energy fair in Rockland on **November 19**. Weatherization and energy efficiency work must be completed between **December 26, 2016 and March 31, 2017** unless the City and the winning bidder agree to a modified project time line.

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City of Rockland, Director of Public Services  
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## **City of Rockland**

### **SPECIFICATIONS**

#### **Request For Proposals: Residential Energy Efficiency Services for “Weatherize Rockland” Initiative**

##### **I. Weatherize Rockland Residential Energy Efficiency Initiative Overview**

The City of Rockland is preparing to launch a “Weatherize Rockland” residential energy efficiency initiative aimed at providing information to homeowners on the benefits of home energy saving options like air sealing and information on Efficiency Maine incentives that lower the costs of home energy savings projects. The Weatherize Rockland initiative is also designed to minimize hurdles and barriers that may impede homeowners from choosing to have energy upgrades carried out in their homes.

The purpose of this RFP is four fold. First, the City plans an extensive amount of public education and outreach around the Weatherize Rockland initiative. The qualifications included in responses to this RFP will be used by the City to select energy efficiency contractor(s) to be included in this program. Second, the RFP seeks to establish pricing from contractors for specific services to be offered so residents will have simple, specific information on both the type and price of retrofit services offered through Weatherize Rockland. Third, in responses to this RFP, the City seeks differential or “tiered” pricing from contractors based on the number of homes that sign up for specific types of home energy savings work.

##### **II. Benefits to Energy Efficiency Contractors of Participating in Weatherize Rockland**

The City plans community information and outreach about “Weatherize Rockland” through many channels which likely will include: (1) the City web site (or an initiative specific web site); (2) a community forum or energy fair; (3) a widely available Weatherize Rockland informational/educational brochure; (4) distributing “weatherize” educational information door-to-door in some neighborhoods; (4) “weatherize” info provided to employees of local businesses; (5) weatherize information distributed through a variety of community and religious organizations; (6) locally focused social media; (7) any press stories the weatherize initiative may generate.

A Residential Energy Efficiency Contractor(s) whose proposal is accepted by the City would be included in all of the local “weatherize” public education and outreach outlined above, providing significant exposure in the greater Rockland area. Also, the organizers of Weatherize Rockland will work to maximize the number of people who sign up for weatherization services. Selected contractor(s) will be encouraged to participate in advertising and outreach for Weatherize Rockland”.

##### **III. Who Should Submit Proposals**

The City will accept proposals from firms that are “Registered Vendors” eligible to participate in Efficiency Maine’s Home Energy Savings Program (HESP) that offer one or more of the products and services described below. In an effort to minimize hurdles for homeowners the City will give preference to proposals from contractors who can provide all of the services listed. However, the City will consider proposals from contractors that provide insulation and air sealing services but not heat pump installations and contractors that provide heat pumps but do not provide insulation and air sealing services.

##### **IV. Letter Of Agreement & Contracting**

The City will sign a letter of agreement with the contractor(s) selected to participate in “Weatherize Rockland.” In the letter of agreement the City commits to include the selected contractor(s) in “Weatherize Rockland” education and promotional materials in exchange for the Contractor(s) providing the services to residents for the prices quoted in response to this RFP. The Letter of Agreement will also include the reporting requirements to the City in terms of the number of projects completed and the energy savings project as specified in Section VII. All contracts for work performed by the Contractor(s) shall be between the Contractor(s) and the property owner. The Contractor must agree pricing with the

customer prior to signing any contract and completing work. And, the Contractor(s) must commit to conducting and guaranteeing their work consistent with Efficiency Maine’s Code of Conduct and quality of workmanship warranty.

**V. Weatherize Rockland Specifications A: Insulation and Air Sealing Services**

Each home participating in the Weatherize Rockland initiative will be required to complete an energy assessment and basic air sealing. Homeowners may sign up to receive additional products or services if they choose. In selecting a contractor(s) the City will give preference to bidders with a demonstrated experience working with low income residents and willingness to work with LIHESP program minimums.

Bidders must demonstrate that they are registered with Efficiency Maine as a Registered Vendor. All services must be completed to the standards and requirements of Efficiency Maine’s Home Energy Savings Program. See Efficiency Maine’s HESP [rebate form](#) for full specifications.

**a. Air Sealing & Assessment**

An energy assessment performed by a Building Performance Institute (BPI) energy analyst and minimum of 6 man hours of air sealing according to Efficiency Maine program criteria. Assume a 1,500 sq. ft. home.

**b. LIHESP Energy Upgrade Bundle**

See Efficiency Maine’s rebate form for full description of services included in LIHESP bundle.

**c. Insulation**

Attic, basement insulation according to Efficiency Maine program criteria priced for individuals or groups of eight or more buyers (Price per sq. ft. of insulated space.) The bid form below includes separate lines on which to report pricing for different types of insulation.

**d. Other services**

Bidders may provide information on any other services included in Efficiency Maine’s Home Energy Savings Program (HESP) or Low Income Home Energy Savings Program (LIHESP) services that they would like to offer to “Weatherize Rockland” participants.

Contractors responding to this RFP should complete the table below with the contractor price before any Efficiency Maine incentive or rebate is applied as well as the Efficiency Maine Incentive/Rebate for which the work qualifies. All prices stated should be per-unit except for **Insulation**, which is per sq. ft. of insulated space, and **Other services**, which is structured at the discretion of the bidder.

	1-9 units	10-29 units	30-59 units	>=60 units
<b>A. Air Sealing &amp; Assessment</b>				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				
<b>B. LIHESP Energy Upgrade Bundle</b>				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				

	1-9 units	10-29 units	30-59 units	>=60 units
<b>C. Insulation (Spray Foam)</b> <b>(Price per sq. ft. Of Insulated Space)</b>				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				
<b>C. Insulation (Dense Pack Cellulose)</b> <b>(Price per sq. ft. Of Insulated Space)</b>				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				
<b>C. Insulation (Loose Fill Cellulose)</b> <b>(Price per sq. ft. Of Insulated Space)</b>				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				
<b>D. Other Services 1</b> Description (On Separate Sheet As Needed)				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				
<b>D. Other Services 2</b> Description (On Separate Sheet As Needed)				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				

## **VI. Weatherize Rockland Specifications B: Heat Pump Installation Details**

For the purpose of providing a fair cost comparison between bidders, please assume the following when submitting bids in the table in this section for the Heat Pump component of Weatherize Rockland:

- 16 feet Line Hide or similar (Please include: one 90 degree ell, one wall inlet, one end fitting.)
- 20 feet line set
- Brackets with vibration dampening features for models mounted on house
- Exterior units must be mounted above the level of snow drifts typically experienced at the location of the installation
- Exterior unit to be installed on same wall as interior unit
- Exterior unit to be mounted on wood framed wall
- Home construction to be wood frame with clapboard or shingle siding
- Costs to include a fee of \$50 per split system heat pump installed for electrical permits.
- There is an exterior electrical outlet within 25' of the outside unit's ultimate location, and that no rain cap is necessary.
- Costs are per single installation
- Costs include purchase, installation and sales tax: (before incentives/tax credits)
- System installed consistent with Efficiency Maine Guidelines in subsection "e" below

PLEASE NOTE: It is assumed that contractors will be prepared and willing to meet with homeowners individually to answer questions and size/locate these or other units appropriately before the homeowners commit to purchase, and that units with greater heating capacity, multiple heads or different design type - floor or ceiling units for example - may be purchased for an adjusted price in lieu of the units listed.

- a. Please describe what is included (electrical, carpentry, etc.) with each installation:**  
(Use this space to generally describe how your company would carry out the work specified and include any key aspects not listed in the bullet points above).

- b. Please describe what additional features are available and at what cost:**  
Cost of installed rain cap/small roof  
(Recommended if condenser located under home roof drip line):

Upgrade of thermostat to control central heating system and heat pump:

Other:

- c. Product Warranty Information:**

**d. Please speak to your company’s ability to provide follow-up service and repair:**

**e. Efficiency Maine Ductless Air Source Split System Heat Pump Installation Guidelines**

To insure all systems installed through the Weatherize Rockland initiative fully qualify for applicable Efficiency Maine Incentives, Contractors should provide installed pricing for work that is consistent with the Efficiency Maine’s guidelines listed below:

All line sets that are visible from the building exterior must run through duct covers. Line set length must fall within manufacturer-specified range (i.e., min < installed length < max)

Refrigerant lines must be tested, evacuated, purged with nitrogen, and charged with refrigerant per the manufacturer’s recommendations and installer training. Insulation must cover full length of line sets (no exposed copper).

Outdoor units must be mounted on brackets or a platform in a non-obstructing location that is high enough to avoid snow cover and typically no less than 24” above grade and be protected by rain caps or a small roof if installed below the home roof drip line.

Units must be wired per manufacturer’s recommendation including installation of shut off box adjacent to outdoor unit. Shut off box with slow fuse is suggested for extra safety where not specifically required by the manufacturer.

All electrical work must be performed by a licensed electrician or as legally permitted by an oil burner technician or homeowner with manufacturer recommended cables, materials, and methods in compliance with the National Electrical Code. Local Code Enforcement Officials retain

Contractors responding to this RFP should complete the table below with the Contractor’s price for heat pumps before any Efficiency Maine incentive or rebate is applied as well as the Efficiency Maine Incentive/Rebate for which the work qualifies. All prices stated should be per-unit.

Manufacturer	Model	Rated capacity (btu)	HSPF	Price (1-9 units)	Price (10-29 units)	Price (30-59 units)	Price (>=60 units)	Efficiency Maine Rebate (\$)
		9,000						
		12,000						
		15,000						

**VII “Weatherize Rockland” Contractor Project Reporting**

The City is developing Weatherize Rockland with the intent that this initiative or something similar will be a re-occurring multi-year initiative. To that end the City wishes to record information on the major

components of this project to gauge success and potentially improve future rounds. The City will require three rounds of reporting from the selected contractor on participation. At both the mid-point of the sign up period on December 2 and at the end of the sign up period on December 23 the contractor will provide the City with an overall total of homes that have signed up for some form of Home Energy Savings project as well as an overall total for the types of work for which residents are signing up.

At the end of the install period on March 31, for each home participating the contractor shall provide the city with the size of the home, the energy sources utilized, the types of work performed including any home energy savings work performed beyond the specific options offered in the “Weatherize” initiative, the projected energy savings in dollars, in BTU’s, and by fuel source as well as the Efficiency Maine Incentives received.

Participants’ names, street addresses or other identifying information or the total amount paid should not be reported to the City. The City also requests that the contractor report the reasons homeowners who initially sign up but then choose not to move forward (i.e., final project cost too high, contractor identifies problems with the structure that need to be addressed first, etc.) so that the City can explore options to further reduce barriers in future rounds.

The City Manager may negotiate with the selected contractor to modify these project reporting requirements to better align contractor capabilities and the City’s reporting goals.

#### **VIII. Pre-bid Meeting/Conference Call for “Weatherize Rockland” Bidders**

The City will hold a mandatory pre bid meeting on Monday, October 24 at 9:00 a.m. in the Board Room at Rockland City Hall located at 270 Pleasant Street. Contractors considering submitting a bid may participate in person or via conference call. Potential bidders may also submit questions via email up to the time of the pre-bid meeting. The City will provide a summary of all information discussed at the pre-bid meeting as well as responses to all emailed questions the City deems pertinent by the close of business on October 28.

Email questions should be sent to [dstlaurent@rocklandaine.gov](mailto:dstlaurent@rocklandaine.gov) with “WEATHERIZE ROCKLAND > Bidder > Questions” in the subject line. To insure fairness to all potential bidders and to insure all potential bidders have the same information please limit inquiries to the pre-bid meeting and to questions submitted by email as just described to the Acting City Manager.

#### **IX. “Weatherize Rockland” Project Timeline**

Schedule may be adjusted based on availability of bidders, but City will give preference to those with availability during the proposed dates.

October 17 - RFP Released

October 24 - Pre-bid Meeting at City Hall; Email questions due

October 28 - Pre-bid meeting summary and responses to questions provided

November 3 - Response to RFP From Insulation & Air Sealing Contractors Due At City Hall

November 11 - Winning bidder(s) notified

November 19 - Community Forum or Energy Fair

December 3 - Sign Up Update Due to City

December 23 - Sign Up Deadline For First Phase Of Weatherize Rockland

December 26 Through March 31 - Weatherization Projects Carried Out

#### **X Statement of Qualifications From Contractors Submitting Proposals**

Contractors submitting bids for Insulation and air sealing should submit a copy of the relevant certifications held (BPI, etc.) for conducting residential building energy audits.

Contractors submitting bids for installing heat pumps should submit copies of current HVAC certifications and electricians licenses.

Bidders should submit a list that includes short descriptions of similar projects completed in the last three years and also include information for a primary contact(s) from at least three of those projects that the City may call as references.

Bidders should indicate who the project lead will be for Weatherize Rockland and submit a list of similar projects that person(s) has coordinated in the past three years.

Bidders should submit copies of current insurance certificates held to provide contractor liability coverage for the types of work to be performed as a part of Weatherize Rockland.

Any bidder that will utilize a subcontractor for any part of Weatherize Rockland should submit the preceding information for both the company submitting the bid as well as all subcontractors.

Bidders should state the contractor's ability to complete the work on the schedule stated in Section IX above or include an alternate schedule for which the contractor could complete the work.