

***NORTHEAST FLORIDA COMMUNITY  
ACTION AGENCY, INC.***

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**REQUEST FOR PROPOSAL**

**For**

**Energy Auditor/Housing Inspector for Initial/Pre Housing Inspections  
Weatherization Assistance Program**

**RFP #20-07-001**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Name:** Karen Marino  
**Title:** Program Coordinator  
**Entity:** Northeast Florida Community Action Agency, Inc.  
**Address:** 4070 Boulevard Center Drive, Suite 200  
Jacksonville, Florida 32207  
**Contact:** (904) 398-7472 (Office), (904) 588-4772 (Cell) or  
[kmarino@nfcaa.org](mailto:kmarino@nfcaa.org)

## 1. PURPOSE

The Northeast Florida Community Action Agency, Inc. (NFCAA) is accepting quotations for Energy Auditor/Housing Inspection Consultant for Weatherization Assistance Program (WX). The WX Program performs home repairs related to energy savings for qualified low-income residents of Baker, Duval, Flagler, Nassau and Putnam counties. Each home must have a pre and post inspection performed to meet the Department of Energy's WX program requirements. The successful consultant will be responsible for pre-inspections on client's homes as well as other duties as called for by program guidelines.

## 2. PROPOSAL GUIDELINES AND REQUIREMENTS

**Closing Submission Date:** Proposals must be received by NFCAA no later than **Friday, December 4, 2020** at **4:00 p.m.** local time.

**Inquiries:** Inquiries concerning the RFP should be directed to Karen Marino, Program Coordinator at (904) 398-7472 Office, (904) 588-4772 Cell or email [kmarino@nfcaa.org](mailto:kmarino@nfcaa.org).

**Proposal Preparation:** Consultants submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal. NFCAA will not reimburse firms for such cost.

### **Proposal Instructions and Submission:**

1. Original and Three (3) copies should be addressed as follows:

Karen Marino, Program Coordinator  
Northeast Florida Community Action Agency, Inc.  
4070 Boulevard Center Drive, Suite 200  
Building 4500  
Jacksonville, Florida 32207

Mailing address is Post Office Box 52025, Jacksonville, Florida 32205.

It is important that the proposal must be submitted in a SEALED ENVELOPE clearly marked in the lower left-hand corner with the following information:

RFP #20-07-001  
4:00 p.m., December 4, 2020  
SEALED Proposal  
Pre-Inspection Services for WAP

Failure to do so may result in premature disclosure of the proposal.

2. It is the responsibility of the Consultant to insure that the proposal is received by NFCAA by the date and time specified above. **Late proposals will not be considered.**

**Right to Reject:** NFCAA reserves the right to reject, without prejudice, any and all proposals, received in response to this RFP. A contract for an accepted proposal will be based upon the factors described in the RFP.

**Small and/or Minority-Owned Businesses:** Efforts will be made by NFCAA to utilize small and minority-owned businesses. A Firm qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121 and 124).

### 3. CONTRACT TERMS

NFCAA will negotiate contract terms upon selection. All contracts are subject to review by NFCAA’s legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, cost and other necessary items, required for the proper execution of the project. Provisions of this RFP and the contents of the successful responses are considered available for inclusion in the final contractual agreement.

### 4. BACKGROUND OF ORGANIZATION

Northeast Florida Community Action Agency, Inc. (NFCAA) is a nonprofit corporation, created by the Economic Opportunity Act of 1964 as amended, which serves Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns counties, in the State of Florida. NFCAA is a private non-profit corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

The Mission of NFCAA is to collaborate with community partners to stabilize vulnerable households and empower families in Northeast Florida to achieve self-sufficiency through education, employment, and advocacy.

### 5. SCOPE OF WORK

The work will include the following phases of inspection:

- Building Science Principles including safe work practices, air sealing, insulation, base load measures, blower door/zone pressure diagnostics, duct testing, combustion testing, code requirements, inspection and measurement, and work scope development.
- Diagnostic approaches to weatherization, combustion analysis and retrofit (gas), and home energy auditing.
- Provide photo’s, completed Priority List Assessment and Testing (PLAT) Form, and create contractor’s work order.

### 6. TIMELINE

- This RFP is dated November 2, 2020. Proposers may also request a copy be sent via email by contacting Karen Marino at [kmarino@nfcaa.org](mailto:kmarino@nfcaa.org).
- Proposals are due no later than 4:00PM (Friday, December 4, 2020)
- Proposals will be evaluated immediately thereafter. During this time we may require interviews for the week of December 7, 2020 at our office with our evaluation team. You will be notified if this is requested.
- The name of the candidate firm who has been selected December 11, 2020 and negotiations will begin immediately with the successful candidate.

## 7. PRICE and PAYMENTS

Estimated project cost is based upon contractors bid price on a per-unit basis. Work will be labor only, contractor responsible for providing required equipment. Cost proposals for the above work are addressed on a separate bid sheet as requested. Payments will be made within 30 days upon receipt of required documentation delivered to the NFCAA office, addressed to Karen Marino.

## 8. TERMS OF AGREEMENT

The term of the Contract awarded to the successful proposal is for the term of one year with the option to renew each year thereafter. The agreement will be based upon available funding from the State of Florida.

## 9. QUALIFICATIONS

By submitting a bid, the Consultant warrants that it is qualified to perform the work described in accordance with all applicable codes, standards, regulations and specifications. Consultant s must be in good standing with NFCAA and not debarred from Federal and/or State projects. Consultant must be an accredited/certified Energy Auditor with preference for Quality Control Professional certification. Consultant must also be current with Lead Safe Work Certification.

Computer experience to complete forms in the field capturing household data and testing diagnostics (forms provided). The Consultant shall be in full charge of the work, ensuring the work is performed in a safe and professional manner. The Consultant shall provide supervision, labor, tools and equipment to perform his duties.

## 10. BIDDING and AWARD OF BID

The Consultant shall provide with his bid all documentation showing its qualifications necessary for completed of the Project, including valid driver's license, and insurance.

NFCAA can at its own discretion elect to award the bid based on scoring criteria outlined herein.

## 11. EVALUATION CRITERIA

The following criteria will form the basis upon which NFCAA will evaluate proposals. The mandatory criteria must be met and include:

- \_\_\_\_\_ of 10 points      Current Energy Auditor Inspector  
Weatherization Assistance Program (10 points maximum)
  
- \_\_\_\_\_ of 15 points      Years of Experience in Energy Auditing, please describe  
(1 point per year up to 15 points maximum)
  
- \_\_\_\_\_ of 25 points      Quality and Completeness of sample Priority List Assessment and Testing (PLAT) Form  
Points will be awarded for: completeness, clarity, quality of inspection notes provided,  
accuracy of data entry. (25 points maximum)
  
- \_\_\_\_\_ of 25 points      Current Quality Control Inspector/Building Performance Institute Energy Professional  
(25 points maximum)
  
- \_\_\_\_\_ of 10 points      Owns inspection equipment including blower door, Carbon Monoxide Detector, Infrared  
Equipment (All equipment must be calibrated within past year) Provide Pictures
  
- \_\_\_\_\_ of 5 points      Female or Minority Owned  
(5 points if women owned business)  
(5 points if minority owned business)
  
- \_\_\_\_\_ of 5 points      Completed RFP paperwork thoroughly  
(0 points if some RFP information is missing)  
(5 points awarded if all RFP information provided)
  
- \_\_\_\_\_ of 5 points      References  
Please provide 3 references on separate sheet

Total Points: \_\_\_\_\_ out of 100 total available

## 12. FORMAT FOR PROPOSALS

Please use the following as a guideline to format your proposal:

### **Length and Font Size:**

Please use fonts no smaller than 10 point. Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 10 pages. (PLAT is not included in that count and can be provided as an additional document).

### **Title Page:**

NFCAA

Energy Auditor/Housing Inspector Professional

Company Name, Address, City, State and Zip Code

Website address

Telephone Number, Fax Number

Email address

Primary Contact Person

### **Cover Letter:**

Signed by the person or persons authorized to sign on behalf of the company (1-2 pages)

### **Qualifications:**

Provide the information requested in Section 9 (1-2 pages).

### **Price:**

Provide cost proposal on separate "Bid Sheet" based on per-unit estimate project cost.

### **Additional Information:**

Provide insurance policies, Energy Auditor Certification, Quality Control Professional/Building Performance Institute Certification, Lead Safe Work Practices Certification, and any additional training/certifications as relate to this bid.

**\*\*\* *Reminder: Must provide originals and three copies of RFP.***