



Northeast Florida

**COMMUNITY**

ACTION AGENCY

Eliminating Poverty. Promoting Self-Sufficiency.

[www.nfcaa.org](http://www.nfcaa.org)

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

## **REQUEST FOR PROPOSAL**

for

**GENERAL CONTRACTOR – WEATHERIZATION ASSISTANCE PROGRAM**

**RFP #23-01-002**

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

**Name:** Karen Marino  
**Title:** Interim Executive Director  
**Entity:** Northeast Florida Community Action Agency, Inc.  
**Address:** 4070 Boulevard Center Drive, Suite 200  
Jacksonville, Florida 32207  
**Phone:** (904) 398-7472 ext 214 or [kmarino@nfcaa.org](mailto:kmarino@nfcaa.org)  
**Web Address:** [www.nfcaa.org](http://www.nfcaa.org) (“About” - “News & Press”)



DUVAL COUNTY:

Emmett Reed Center – 1093 W. 6th Street, Jacksonville, FL 32209 • Telephone (904) 632-1470, Fax (904) 632-5190

Robert F. Kennedy Center – 1133 Ionia Street, Jacksonville, FL 32206 • Telephone (904) 632-1461, Fax (904) 354-8832

MAIN OFFICE: 4070 Boulevard Center Drive, 4500 Building, Suite 200, Jacksonville, FL 32207

P.O. Box 52025 (32201) • Telephone (904) 398-7472, Fax (904) 398-7414

**NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.  
(NFCAA)  
REQUEST FOR PROPOSAL FOR GENERAL CONTRACTORS  
Baker, Duval, Flagler, Nassau and Putnam Counties**

**I. General Information**

**A. Purpose**

This Request for Proposals (RFP) is to solicit qualified contractors to provide labor and material for Weatherization projects within the counties of Baker, Duval, Flagler, Nassau and Putnam for the Northeast Florida Community Action Agency, Inc. (NFCAA). All work is to be performed according to the minimum standards set forth by the United States Department of Energy (DOE), the Department of Economic Opportunity (DEO), and NFCAA.

**B. Who May Response**

Only General Contractors, licensed to practice in the State of Florida, as approved by the Florida Department of Business and Professional Regulation, may respond to the RFP. While the Agency estimates the number of contractors for this program will be 8, the Agency retains sole discretion to determine the exact number of contractors required for the program.

**C. Pre-Proposal Questions and Answers**

Northeast Florida Community Action Agency, Inc., hereinafter called "NFCAA" will accept questions in writing until January 27, 2023 at 3:00 pm by emailing them to [kmarino@nfcaa.org](mailto:kmarino@nfcaa.org) listing RFP #23-01-002 in the subject line. Answers to all questions will be posted in one document and emailed on January 30, 2023.

**D. Instructions on Proposal Submission**

**1. Closing Submission Date**

Proposals must be received by the Agency no later than **Friday, February 3, 2023** at **4:00 p.m.** local time.

**2. Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Contractor offering the proposal and will not be reimbursed by NFCAA.

**3. Instructions to Prospective Contractor**

Original and Five (5) copies should be addressed as follows:

**Interim Executive Director  
Karen Marino  
Northeast Florida Community Action Agency, Inc.  
4070 Boulevard Center Drive, Suite 200  
Jacksonville, Florida 32207**

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

**RFP #22-01-002**  
**4:00 p.m. February 3, 2022**  
**SEALED PROPOSAL**  
**For Contractor Services**

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

It is the responsibility of the Contractor to insure that the proposal is received by NFCAA by the date and time specified above.

Late proposals will not be considered.

**4. Right to Reject**

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

**5. Small and/or Minority-Owned Business**

Efforts will be made by NFCAA to utilize small businesses and minority-owned businesses.

**6. Proposal Opening**

Proposals will be opened by the Staff Bids Award Committee at 9:00 a.m. local time, on February 8, 2023, in the Conference Room, at 4070 Boulevard Center Drive, Suite 200, Jacksonville, Florida 32207. This is a public opening of proposals only, evaluation of the proposals will **not** be made during this session and only the names of the contractors submitting a proposal will be disclosed.

**7. Notification of Award**

Upon conclusion of final negotiations with the successful Contractors, all other Contractors submitting proposals will be informed in writing, with regard to the names of the successful Contractors. It is expected that the contract shall be a one-year contract.

**E. Description of Entity and Weatherization Program Activities**

Northeast Florida Community Action Agency, Inc. (NFCAA) is a non-profit 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. The Weatherization Assistance Program serves Baker, Duval, Flagler, Nassau and Putnam counties. NFCAA is a private non-profit corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a volunteer Board of Directors. NFCAA's housing department is located at 4070 Boulevard Center Drive, Suite 200, Jacksonville, Florida 32207.

The Weatherization Assistance Program (WAP) is designed to help low income customers control their energy costs through installation of weatherization materials and education. The program goal is to reduce the energy cost burden of low income households through energy efficiency. The program is funded by an annual grant from the U.S. Department of Energy and administered by the Department of Economic Opportunities.

**F. Options**

At the discretion of NFCAA, this contract can be renewed on a year-to-year basis. The contractors will be individually evaluated and subject to funding availability.

**G. Contractor and Contracting Agency**

For the purpose of this document, the term “Contractor” means the General Contractor acting for itself. The term “proposal” means the complete response of the Contractor to the RFP, including properly completed forms and supporting documentation.

The “Contracting Agency” is the Northeast Florida Community Action Agency, Inc., 4070 Boulevard Center Drive, Suite 200, Jacksonville, Florida 32207. Inquiries concerning the programs may be directed to Karen Marino, Interim Executive Director, at the above address, by telephone at (904) 398-7472 ext 204 or by email at kmarino@nfcaa.org. Contractors shall not consider any verbal explanation or instruction as an official expression of NFCAA’s behalf. Only written communications signed by a duly authorized representative of NFCAA shall be considered valid. NFCAA will forward to all Contractors know to be in receipt of the RFP, written responses to any questions regarding the RFP.

**II. Standard Provisions for Contracts**

**A. Scope of Weatherization Contract**

The purpose of this RFP is to obtain the service of General Contractors, licensed to practice in the State of Florida, to perform weatherization measures. NFCAA reserves the right to add or delete contractors from the program during the contract period. If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to NFCAA and are contained in the Florida Weatherization Assistance Programs Procedures and Guidelines as well as the Florida Weatherization Handbook: Materials, Installation and Workmanship Standards. These handbooks conform to standards published in Federal Regulation: 10 CFR Part 440.

**B. Scope of Services**

Typical weatherization activities include:

- Air sealing to reduce infiltration
- Attic Insulation
- Floor Insulation
- Pipe and/or Duct Insulation
- Limited Energy Related Repairs

Homes also receive a thorough evaluation of the heating and cooling system as well as health and safety testing of all combustion appliances.

In addition to the items listed, contractors will be required to arrange for specialists, such as plumbers and electricians, to perform specialty tasks.

**C. Work Standards to be Followed**

Customer service is a priority of the program. Contractors are expected to maintain positive relationships at all times. All contractors must insure that the contractor's employees, subcontractors, and subcontractor's employees shall treat each customer with dignity and respect. Recognizing that customers may not be knowledgeable with weatherization and repair work, the contractor will be asked to insure customers are knowledgeable about the work that will be or has been done to their home. Contractors will educate customers in how the proper use and care of the products and materials installed can help them save energy and money, the ways in which customers can maintain and extend the life of any installed products, and educate customers in the use and care of any customer adjustable products.

**D. Award of Work**

All work shall be awarded by the Housing Coordinator through a rotation process. Award of work, however, is subject to successfully maintaining positive customer relations and timely completion of work as specified. Contractors not meeting performance goals are not assured of receiving any specified amount of work.

On a regular and on-going basis, the Agency shall review contractors' performance in meeting customer service, safety, and work completion goals. Performance that is less than satisfactory may result in few jobs being issued to a contractor and/or a contractor being placed on probation. Continued unsatisfactory performance during any probationary period may lead to the cancellation of a contractor.

**E. Payment**

Payment will be made within forth five calendar days when NFCAA has determined that the total work effort has been completed as specified in this RFP and the contract as well as the receipt and acceptance of all required documentations.

**III. Contractor Qualifications**

The Contractor, in its proposal, shall, as a minimum, include the following:

**A. Prior Weatherization Experience**

The Contractor should describe its prior weatherization experience including names, addresses, contact persons, and telephone numbers of prior Agency's contracted. Experience should include the following categories:

1. Prior experience performing weatherization services for Community Action Agencies.
2. Prior experience performing weatherization services for similar programs funded by the State of Florida.
3. Prior experience performing weatherization services financed by the Federal Government.
4. Prior experience performing weatherization services for private non-profit agencies.
5. Prior experience performing weatherization services for similar county or local government activities.

**B. Organization, Size, and Structure**

The Contractor should describe its organization, size (in relation to number of homes to be performed) and structure. Indicate, if appropriate, if the Contractors Firm is a small or minority-owned business. If the Firm is a Minority-Owned Business, please sign and date the Minority Business Enterprise form contained in this Request for Proposal and include the form as part of your proposal.

**C. Contractor Qualifications**

The Contractor shall have a General Contractor License and should list year(s) of experience. Descriptions should also include:

1. On-Site supervision
2. Experience of the individual contractor team (only those assigned to perform weatherization services).

**D. Insurance**

By signing and submitting a proposal under this RFP, the Contractor certifies that if awarded the contract, it will have the insurance coverage's listed below, at the time the work commences.

- Standard Worker's Compensation Policy
- Comprehensive General Liability Coverage - \$500,000 combined single limit per occurrence, with NFCAA names as an additional insured.
- Automobile Liability Insurance - \$500,000 combined single limit per occurrence.

**E. Certifications**

The Contractor must sign and include as an attachment to the proposal the following Certifications:

- Lead Base Safe Work Practices Certificate and Firm Status Certification
- EPA Lead Renovator Training
- Certification that company is not federally debarred or suspended.

**IV. Proposal Evaluation**

**A. Submission of Proposals**

The Contractor shall submit five (5) copies of the Proposal and one (1) with original signatures. The signed original documents will become part of the contract when the Request for Proposal is awarded. After award of the Request for Proposal one copy of each unsuccessful proposal will be retained in NFCAA files and the remaining copies destroyed or returned to the Contractor, if a written request accompanies the proposal.

**B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of the RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with General Contracting and Weatherization standards.

**C. Evaluation**

Each proposal will be evaluated by the Staff Bids Award Committee, which will review all information, determine the Contractors best qualified to perform the work, and determine the order of ranking the Contractors.

<b>Contractor Criteria</b>	<b>Weight</b>
<b>Previous Weatherization Experience:</b> Previous weatherization work history with NFCAA.	25
<b>Previous Weatherization Experience:</b> Previous work history completing DOE Weatherization jobs with another agency.	25
<b>Contractor Experience</b> Contractor years of experience. Contractors shall have a valid General Contractors License.	15
<b>Training and Certifications</b> Lead Base Safe Work Practices and EPA Lead Renovator Training	15
<b>Small Business Enterprise</b> Contractors' utilization of certified small businesses.	5
<b>Minority, Female, and Disadvantaged Business Enterprise</b> Minority-owned firms and women's business enterprises. Contractors shall ensure that small, minority, female and disadvantaged business enterprises will be given consideration for purchase and sub-contracts whenever possible.	5
<b>Capacity</b> Availability to meet required production and timelines for work completion.	10

**D. Review Process**

NFCAA reserves the right to make an award without further discussion of the proposals submitted. NFCAA's award of the contract to the responsible Contractor(s) will be based on consideration of all elements used in the evaluation of the Contractor. NFCAA will notify the selected Contractor(s) during the week of February 13, 2023.

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

**Weatherization Program**

**Contractor Information Form**

**RFP 23-01-002**

<b>Company Name</b>		
Contractor's Name (Please Print):		
Company Name:		
Address:		
City, State and Zip:		
Telephone:	Fax:	
Email:		
Corporation <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Partnership <input type="checkbox"/>
<b>Principals of Firm</b> (Must be Authorized Officials of the Firm) If Corporation or Partnership - Attach Articles of Incorporation		
Name:	Title:	
Home Address:		
City, State and Zip:		
Name:	Title:	
Home Address:		
City, State and Zip:		
Name:	Title:	
Home Address:		
City, State and Zip:		
Name:	Title:	
Home Address:		
City, State and Zip:		



<b>Background Information</b>	
Date Company Formed:	Number of Full-time Employees:
Have you ever had your contractor's license revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details (attach additional pages as needed):	
Have you ever been terminated by a Weatherization Assistance Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details (attach additional pages as needed):	
Do you have any prior bankruptcy or insolvency filings within the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details (attach additional pages and documentation as needed):	
Tax ID:	

**WAP AGREEMENT**  
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY**  
**AND VOLUNTARY EXCLUSION**

(1) The prospective Contractor/Subcontractor of the Agency,

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certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared in eligible, or voluntary excluded from participation in this transaction by any Federal department or agency.

(2) Where the Contractor/Subcontractor is unable to certify to the above statement, the prospective Contractor/Subcontractor shall attach an explanation to this form.

CONTRACTOR/SUBCONTRACTOR:

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By: \_\_\_\_\_  
Signature Contractor's Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

**REQUEST FOR PROPOSAL**

**23-01-002**

**MINORITY BUSINESS ENTERPRISE**

The **FIRM** represents that their company ( ) is, ( ) is not, a Minority Business Enterprise. A minority enterprise is defined as a “business, at least 50 percent of which is owned by minority group of members or in case of publicly owned business, at least 51 percent of the stock of which is owned by minority group members”. For the purpose of this definition, minority group members are Afro-American, Spanish-Speaking American, American Oriental, American Indians, American-Eskimos and American-Aleut.

\_\_\_\_\_  
FIRM'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MINORITY STATUS CATEGORY

**NOTE: Please enclose this form along with the submission of your Proposal.**