



## **Request for Proposals for Multifamily Weatherization Service Provider**

### **SCHEDULE**

**Issued: October 30, 2023**

**Deadline for Questions: November 13, 2023 at 5:00 p.m. EST**

**Deadline for Submitting Proposals: November 27, 2023  
at 5:00 p.m. EST**

**MaineHousing Contact for this Request For Proposals: Amanda Roy,  
Manager of Weatherization**

**E-mail: [EHSRFP@mainehousing.org](mailto:EHSRFP@mainehousing.org)**

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, familial status, or receipt of public assistance in the admission or access to, or treatment in, its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.

## △ Table of Contents △

	<u>Page</u>
I. INTRODUCTION.....	3
II. GENERAL TERMS AND CONDITIONS.....	3
III. REQUIREMENTS.....	4
IV. PROPOSAL PRICING.....	6
V. PROPOSAL SUBMISSION REQUIREMENTS.....	6
VI. PROPOSAL EVALUATION.....	10
VII. TERMS AND CONDITIONS.....	11
APPENDIX A – Provider Information Sheet.....	14
APPENDIX B – Provider Certification Form.....	16
APPENDIX C – Key Proposal Dates.....	17



# **Request for Proposals for Multifamily Weatherization Service Provider**

## **I. INTRODUCTION**

### **Overview**

In this **Request for Proposals for Multifamily Weatherization Service Provider** (the “RFP”), Maine State Housing Authority ("MaineHousing") is requesting proposals from experienced, qualified, and professional companies (“Provider”) who can provide energy efficiency, health and safety, and other eligible weatherization measures to eligible Multifamily properties.

### **About MaineHousing**

MaineHousing’s mission is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. MaineHousing is an independent quasi-state agency that, at its core, couples the efficiencies of the private financial markets with public purpose goals to provide affordable home ownership and rental housing opportunities for Maine people. In addition, it administers a number of federal housing-related programs including the Low Income Housing Tax Credit Program, the Section 8 Rental Assistance programs, the Emergency Solutions Grant Program, the Weatherization Program, and the Home Energy Assistance Program on behalf of the State of Maine. These federal programs, as well as others, reduce costs associated with housing for Maine people.

For more information about MaineHousing, please go to [www.mainehousing.org](http://www.mainehousing.org).

## **II. GENERAL TERMS AND CONDITIONS**

### **Review and Compliance**

It is the responsibility of each Provider to review this entire document, including its attachments, and comply with all requirements of this RFP. "Provider" refers to any person or entity who may, or does, submit a proposal in response to this RFP.

### **Questions and Answers**

All Provider questions deemed relevant and material to this RFP along with the response answers will be posted by MaineHousing at <http://www.mainehousing.org/>, no later than November 20, 2023.

Any responses or answers provided by MaineHousing to Provider questions will automatically become a part of this RFP.

### **Proposal Terms**

All proposals submitted by Providers and received by MaineHousing will be treated as contract offers. A Provider's proposal must remain open from the time of receipt of the proposal by MaineHousing and continue for a minimum of 90 days, pursuant to this RFP and may not be unilaterally modified by Provider during that period.

Alterations, modifications or variations of a proposal after the submission deadline will not be considered by MaineHousing, unless authorized by an amendment or addendum to this RFP issued by MaineHousing.

In the case of any award pursuant to this RFP, the awarded Provider must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

### **Proposal Costs**

MaineHousing is not liable for any expenses incurred by the Provider in the preparation, delivery, or presentation of their proposals.

Costs of developing and delivering proposals pursuant to this RFP are solely at the expense of the Provider.

### **Proposal Materials**

All proposals submitted, including all items and materials submitted as part of the proposals, become the property of MaineHousing, whether or not selected. Proposal materials may be appended by MaineHousing to any contract between MaineHousing and the Provider providing such materials.

### **Contract Term**

The initial term of the contract awarded, pursuant to this RFP, will be one (1) year from the date the contract is executed between the Provider and MaineHousing. MaineHousing reserves the sole right and option to extend the contract in incremental terms of one (1) year each which, including the initial contract term, will not exceed a total of three (3) years.

## **III. REQUIREMENTS**

### **General Requirements/Scope of Work**

At a minimum, MaineHousing's expectation is to select one or more Providers to provide the following:

- Provide energy efficiency, health and safety, and other eligible retrofits to eligible Multifamily properties;
- Create a weatherization program that can equitably serve the low-income multifamily population across your service area; and
- Weatherize at least 50 to 100 multifamily units, more as funding allows, within the initial contract term.

The measures for any property receiving weatherization services must be supported by an energy audit performed on the project. The energy audits need to meet all Department of Energy (“DOE”) requirements for Multifamily (“MF”) properties.

The Department of Energy has set the maximum allowable average cost per unit at \$8,009.

The Provider must be a Community Action Agency or other public or nonprofit entity.

Proposals must demonstrate the Provider’s understanding of MaineHousing’s needs and expectations as prescribed in this RFP, and must demonstrate the Provider’s capability to meet those needs and requirements.

### **Specific Requirements**

Describe Provider’s ability to meet the **following requirements**:

- **Core Component of Service**
  - Client intake, including, where required, confirmation of eligibility to receive Multifamily Weatherization Assistance Program (“Program”);
  - Conducting of required energy audits and submit the MF audit report for approval by DOE;
  - Complete, facilitate and document weatherization and energy efficiency measure installations after approval of project by **MaineHousing**;
  - Manage/work with subcontractors to carry out weatherization work according to Department of Energy, MaineHousing, federal, state, and local regulations/standards; and
  - Other duties and functions in furtherance of Program goals as required.
- **Service Coordination**
  - Coordinate with clients to qualify, install, and inspect weatherization measures;
  - Coordinate with programs, agencies, and other state, local, utility and non-profit organizations that may provide complementary home and energy assistance funding and offerings to leverage WAP funding and avoid duplication;
  - Respond to technical inquiries from field subcontractors/specialists and provide guidance in accordance with the rules and regulations of the Program; and
  - Perform outreach, education, and recruitment activities to ensure customer participation in the Program.
- **Staffing**
  - Retain a sufficient number of qualified employees to complete necessary tasks in a timely manner and within the budget.
  - Track the training and development needs of participating subcontractors to ensure adequate staffing and supply of a diverse, equitable, and skilled workforce.
- **Reporting**
  - Program Evaluation
    - Track and report monthly on performance metrics established as part of the contract, including but not limited to Costs expended per household; # of households served; # of MF buildings served;

- Records / Data Collection / Reporting

- Provider to provide clear and accurate invoices in conformance with state and local standards;
- Ensure payment to subcontractors in a timely manner and for allowable expenses;
- Report monthly on weatherization measures completed by project and units;
- Track and report monthly on expenditures documenting the allocation of funds by funding source; and
- Require and accept client consent before sharing customer information outside of the Program.

## IV. PROPOSAL PRICING

### Cost Items

The Provider/Providers must provide:

A detailed, **itemized pricing** for all costs and activities associated with this RFP.

The basis of the price and any underlying assumptions must be included in the Provider's cost proposal.

The expected budget for the Multifamily Weatherization Program over the program period is \$2,000,000.00+.

Funding will be made through this competitive process to an eligible Provider(s). Under the DOE WAP guidelines, this RFP process is intended to procure a multifamily weatherization service provider(s) for the 2024 calendar year, January 1, 2024 through December 31<sup>st</sup>, 2024 with the successful offer.

If additional funding becomes available during the contract period for the work to be performed under this Program, this additional funding may be offered to the successful Provider(s) without a new RFP. The RFP issuer retains sole discretion to make the judgment as to the need for additional RFPs. Satisfactory performance will be a prerequisite for consideration of additional funding. Providers may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a contract. Funding is anticipated to be available for future program years at similar levels but is subject to change.

### Payment

Generally, payment by MaineHousing will be tied to specific milestones, which may include satisfactory acceptance testing, and/or deliverables.

Payment terms are net 30 days after receipt of correct invoice containing information required by MaineHousing and acceptance of deliverable.

## V. PROPOSAL SUBMISSION REQUIREMENTS

This section of the RFP deals with the requirements for the contents and submission of proposals.

## **Demonstration of Qualifications**

Submit the following:

- a. Define the areas you are able to serve
- b. Qualifications and Experience
  - i. Organizations responding should have demonstrated experience implementing weatherization, residential energy efficiency, and health and safety remediation programs for multifamily properties.
  - ii. Organizations should be able to demonstrate the ability to serve the entire territory.
  - iii. Be certified as an RRP firm with the U.S. Environmental Protection Agency at the time of submission of proposal.
  - iv. Have on staff a Building Performance Institute (BPI)-certified Quality Control Inspector/Energy Auditor (QCI/EA) for multifamily projects.
  - v. Demonstrate knowledge of WAP State Plans.
  - vi. Demonstrate the ability to accept payment on a reimbursable basis and in accordance with Grant Payments Policy.
  - vii. Have qualified staff or entities responsible for performing the services, including energy audits and quality assurance inspections.
  - viii. Must be able to comply with the Davis Bacon Act, Buy America, Build America, and Justice 40.
- c. Equal employment opportunity and affirmative action policy
- d. Insurance
- e. Copies of both Certificate of General Liability Insurance and Certificate of Workers Compensation Insurance
- f. Independent Audit or Audited Financials for the past year.
- g. Commitment to provide services in the best interest of MaineHousing

## **Business References**

Providers must provide a minimum of three (3) business references from clients who reference details. MaineHousing reserves the right to contact and verify any or all references provided.

Using the following table format, Providers must provide up-to-date, accurate, and complete contact information for each of the three (3) business references:

<b>RFP: MaineHousing RFP for Multifamily Weatherization Service Provider</b>	
<b>Business Name:</b>	
<b>Business Reference Contact Information</b>	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Email address:	
<b>Alternate Contact Information</b>	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Email address:	
<b>Project Information</b>	
Brief description of services performed for this reference.	
How long have you been a Provider with this reference?	
Have you supported this reference with an incident response? If so describe summary of incident and resolution.	



## **Deadlines & Delivery**

It is the responsibility of each Provider to ensure a timely submission of their proposal to MaineHousing at EHSRFP@mainehousing.org. See Appendix C for all proposal deadlines.

All proposals **must be submitted by e-mail in PDF format.**

MaineHousing is not responsible for late delivery of a proposal for any reason.

Late proposals **will not be accepted or considered.**

Hard copy, facsimile or telephone proposals **will not be accepted or considered.**

When submitting your proposal to EHSRFP@mainehousing.org, the email subject line must state:  
**"RESPONSE TO MULTIFAMILY WEATHERIZATION SERVICE PROVIDER RFP"**

## **Organization/Formatting**

Proposals must be presented following the prescribed instructions within this RFP. The proposal, along with all supplemental documentation required under this RFP must be:

Submitted in electronic .PDF format

Pages numbered consecutively

Provided in the sequential order listed below:

1. Appendix A – Provider Information Sheet
2. Copies of current certifications for qualified Multifamily Building Analyst, Multifamily Building Operator and Quality Control Inspectors
3. Firm & Individual RRP Certifications
4. Proposal outlining Qualifications and Experience
5. Equal employment opportunity and affirmative action policy
6. Insurance
7. Copies of both Certificate of General Liability Insurance and Certificate of Workers Compensation Insurance
8. Independent Audit or Audited Financials for the past year
9. Appendix B – Provider Certification
10. Other information requested in this RFP

## **Content**

All information requested by this RFP must be submitted as part of Provider's proposal. **Only information that is received in response to this RFP will be evaluated.**

References to information submitted to MaineHousing outside this RFP process or references to Internet website addresses will be deemed non-responsive and will not be considered by MaineHousing.

Cross-references to other portions of a Provider's proposal submitted in response to this RFP are

acceptable, but must reference the specific section number and heading for identification.

All proposals must include completed and signed Provider Information Sheet (Appendix A) included in this RFP. The Provider Information Sheet must be placed at the front of the proposal.

All proposals must include a completed and signed Provider Certification form attached to this RFP under Appendix B.

### **RFP Point of Contact/Submission**

To ensure clear communications, the following individual has been designated the point contact for this RFP. All requests, questions, proposal documents and/or correspondence must be communicated through this designated RFP contact:

<b>Name:</b>	Amanda Roy
<b>Title/Dept:</b>	Manager of Weatherization
<b>Address:</b>	MaineHousing, 26 Edison Drive, Augusta, ME 04330
<b>Email:</b>	EHSRFP@mainehousing.org
<b>Tele#:</b>	207-501-5963

Provider contact with any MaineHousing employee, consultant, or other MaineHousing representative concerning this RFP other than the MaineHousing contact person given above will be grounds for proposal rejection.

### **Questions**

All questions must be in writing and submitted only to the designated RFP contact email address previously given. Attempting to ask questions in person, or by telephone, will not be allowed and can disqualify a Provider.

Providers will only rely on written statements issued from MaineHousing's designated RFP point of contact.

## **VI. PROPOSAL EVALUATION**

An evaluation committee consisting of MaineHousing staff will review all proposals. The evaluation committee may also include external partners. The evaluation committee may contact the Provider to clarify any response, and obtain information from any available source concerning any aspect of the proposal. MaineHousing may request any Provider present to the evaluation committee as part of the selection process.

Provider is cautioned that the evaluation committee is not required to ask for clarifications or information that is essential for a complete and thorough evaluation of Provider proposals. Therefore, all proposals should be complete when submitted.

MaineHousing intends to select the proposal or proposals that provide the best value in meeting MaineHousing's business objectives identified in this RFP. MaineHousing will also take into account the detail and completeness of proposals.

Subject to the reservation of rights and the other terms and conditions of this RFP, MaineHousing will select the Provider or Providers whose proposal is most advantageous to MaineHousing. Any award is contingent on successful negotiation of the final contract terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing unless and until MaineHousing and the selected Provider enter into a written contract. This RFP and any successful Provider's proposal, as may be modified pursuant to this RFP will be incorporated by reference into and be part of any contract between MaineHousing and the Provider, MaineHousing will determine a detailed work plan with any selected Provider prior to initiating product and/or services to help maximize efficiency for the Provider and MaineHousing.

### **Scoring Criteria**

<b>Scoring Criteria</b>	<b>Percentage</b>
<b>Alignment with State Plan and Goals:</b> Demonstrate that the proposed program meets or exceeds program goals. Demonstrate that the proposal is in alignment with the Maine WAP Plan and BIL State Plan.	10%
<b>Multifamily Experience:</b> Demonstrate that the Provider has multifamily program experience. Demonstrate that the Provider can secure multifamily owner project contribution. Demonstrate that the Provider has experience working with affordable housing (HUD, LIHTC, USDA) regulations. Demonstrate that the Provider can manage MF subcontractors locally.	35%
<b>Capacity:</b> Demonstrate that the Provider has the capacity to implement the program. Demonstrate that the Provider has the capacity to management federal grant funding of the proposed size and scale. Demonstrate that the proposed implementation plan is sound.	20%
<b>Weatherization Program Management Experience:</b> Demonstrate that the Provider has experience managing, implementing, complying with regulatory requirements and reporting for WAP.	20%
<b>Finance:</b> Demonstrates that the financial implementation and spending for the program is sound and Provider has the ability to fund the projects and ask for reimbursement. Demonstrate that the organization is financially healthy based on the results of respondent's independent audit or audited financial statements for their most recent completed fiscal year.	15%

## VII. TERMS AND CONDITIONS

### **Rights Reserved by MaineHousing**

In addition to the rights reserved by MaineHousing elsewhere in this RFP, MaineHousing reserves the right to:

Adjust the timetable for this RFP as deemed necessary.

Waive informalities and minor irregularities in proposals received.

Reject and not consider any or all Providers who do not meet the requirements of this RFP, including but not limited to incomplete responses and/or non-responsive proposals.

Reject any or all proposals received and not to award a contract pursuant to this RFP, or to cancel or terminate this RFP process at any time, whether before or after any proposals have been submitted or received, if deemed by MaineHousing to be in its best interest.

Negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory contract with the successful Provider under this RFP, MaineHousing may, in its sole discretion, negotiate with another Provider or cancel this RFP and not award a contract to any Provider.

Reject the Provider selected pursuant to this RFP and to offer a contract to another Provider in the event the selected Provider does not enter into the required contract to provide related services described in this RFP.

Negotiate directly with one Provider if the responses to this RFP demonstrate a lack of competition.

Correct or amend this RFP. In no case will this RFP be amended within seven (7) days of the proposal submission deadline unless the amendment includes an extension of time. MaineHousing will not be liable for any costs incurred as a result of changes to this RFP.

### **Other Terms and Conditions**

**Conflict of Interest.** The Provider, any principal or affiliate of the Provider, or anyone who will be paid for work on the Contract, that has business ties, familial relations, or other close personal relations with a current MaineHousing employee or a commissioner, or anyone who was a MaineHousing employee or a commissioner within the past year must disclose this information under **Appendix A - Provider Information Sheet**.

**Provider Certification Form.** As a mandatory requirement of this proposal, **all** Providers must complete and submit the Provider Certification Form attached to this RFP as **Appendix B**, along with their proposal submission.

**Confidentiality and Nondisclosure.** Provider shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by MaineHousing, and shall not use for any unauthorized purpose, any and all information, documents and data received or obtained from or on behalf of MaineHousing. Provider may use such information,

documents and data only to the extent required for the purposes described in this RFP. Provider shall adhere to all security, confidentiality and nondisclosure policies and procedures required by MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.

**Maine Freedom of Access Act.** Information submitted by a Provider in any proposal becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA"), except as provided therein. Provider acknowledges that MaineHousing is required to comply with FOAA.

**Protest Procedures.** Protests of any award made pursuant to this RFP must be submitted in writing to MaineHousing at the address given on the cover page of this RFP, to the attention of: Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the contract award and provide specific reasons and any supporting documentation for the protest.

**Women and Minority Owned Businesses.** Women and minority owned businesses are encouraged to apply. To subcontract any of the work, Provider must follow the steps outlined in 2 CFR 200.321.

**APPENDIX A**  
**PROVIDER INFORMATION SHEET**

*for*

MaineHousing Request for Proposals for Multifamily Weatherization Service Provider

Please provide the following information, completed and signed, and place this form at the front of the proposal:

<b>General Information</b>	
Company Name:	
Federal Tax ID:	
Street Address:	
City, State, Zip:	
Telephone#:	
<b>Contact Person for Questions</b>	
Name:	
Title:	
E-mail Address:	
Telephone#:	
<b>Business Description</b>	
# Years in Business:	
# Years providing products/services as described in this RFP:	
Current Company Size:	
Current # Workers and Current # of Customers:	
Evidence of Workforce expertise, experience, qualifications, and knowledge	

	<i>Please be sure to include all supplemental qualification documents.</i>
<b>Summarized Narrative of Provider's ability to provide the services, materials, and labor required under this RFP:</b>	
<b>List of planned resources to be assigned to meet the obligations of this RFP:</b>	
<b>Conflict of Interest. Does the Provider, any principal or affiliate of the Provider, or anyone who will be paid for work on the contract have business ties, familial relations, or other close personal relations with a current MaineHousing employee or commissioner, or anyone who was a MaineHousing employee or commissioner within the past year? If yes, please describe here:</b>	

**APPENDIX B**  
**PROVIDER CERTIFICATION FORM**

*for*

MaineHousing Request for Proposals for Multifamily Weatherization Service Provider

<b>Provider Name</b>	
<b>Provider Address</b>	

**The undersigned Provider represents and certifies as follows:**

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Provider or potential Provider.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposal or to otherwise submit or refrain from submitting a proposal for the purpose of restricting competition.
3. Provider has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of MaineHousing in connection with this RFP.
4. Provider acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Provider on the grounds of actual or apparent conflict of interest.
5. Provider has not employed or retained any person or entity to solicit or obtain any contract resulting from this RFP and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such contract.
6. Provider understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Provider certifies that, to the best of its knowledge, all of the information contained in its proposal is true, correct and complete and acknowledges that any intentional misrepresentation by Provider will disqualify Provider from further consideration in connection with this RFP.
7. The undersigned individual is legally authorized to sign this Provider Certification Form for and on behalf of Provider and to bind Provider to the statements made herein.

<b>Name, Title and Signature of Individual with Authority to Bind Provider</b>	
<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	



**APPENDIX C**  
**KEY PROPOSAL DATES**

*for*

**MaineHousing Request for Proposals for Multifamily Weatherization Service Provider**

All dates are subject to change at MaineHousing's discretion.

All proposal documents, correspondence, and/or questions must be emailed to: [EHSRFP@mainehousing.org](mailto:EHSRFP@mainehousing.org)

<b>RFP Issuance:</b>	
Date Issued:	<u>October 30, 2023</u>
<b>Questions &amp; Answers:</b>	
Questions:	Questions will be received: <b>From:</b> <u>November 13, 2023</u> no later than 5 p.m. EST Questions must be emailed directly to: <a href="mailto:EHSRFP@mainehousing.org">EHSRFP@mainehousing.org</a>
Answers:	All questions, and their subsequent answers, will be posted on the MaineHousing website for public viewing. Questions will be answered no later than <u>November 20th, 2023</u> <i>To locate these postings, go to the MaineHousing website located at:</i> <a href="https://www.mainehousing.org/rfp">https://www.mainehousing.org/rfp</a>
<b>Pertinent Proposal Dates:</b>	
Deadline for Proposal Submission:	<u>November 27, 2023, no later than 5:00 p.m. EST</u> <b><i>**Please be sure emailed proposal is in PDF format, as well as all supplemental documentation.</i></b>
Proposal Evaluation Review	<b>From:</b> _____
Contract Offering:	_____