Template: Request for Proposal for Multifamily Weatherization Assistance Program Contractors

# Table of Contents

[I. Table of Contents 2](#_Toc175729509)

[II. Front Material 3](#_Toc175729510)

[A. Table of Acronyms 3](#_Toc175729511)

[B. Glossary of Terms 3](#_Toc175729512)

[III. Introduction 4](#_Toc175729513)

[A. Purpose 4](#_Toc175729514)

[B. Background 4](#_Toc175729515)

[C. WAP Background Material 4](#_Toc175729516)

[D. RFP Issuer Contact Information 4](#_Toc175729517)

[IV. RFP Submission and Timeline 5](#_Toc175729518)

[A. Submission Requirements 5](#_Toc175729519)

[B. RFP Timeline 5](#_Toc175729520)

[V. Project Overview 6](#_Toc175729521)

[A. Scope of Work 6](#_Toc175729522)

[B. Qualifications 6](#_Toc175729523)

[C. Questions 6](#_Toc175729524)

[VI. Evaluation Criteria 7](#_Toc175729525)

[VII. Terms and Conditions 8](#_Toc175729526)

# Front Material

## Table of Acronyms

[Table of Acronyms]

## Glossary of Terms

[Glossary of Terms]

# Introduction

## RFP Purpose

The [RFP Issuer] is seeking qualified contractors to provide services for multifamily housing projects under the Weatherization Assistance Program (WAP). The goal of this project is to improve energy efficiency, implement renewable energy systems, reduce energy costs, and enhance the comfort and safety of residents.

## Multifamily WAP Background

WAP provides energy efficiency services to eligible low-income households. For this RFP, the focus is on low-income multifamily (MF) households. The main objectives of WAP are to reduce energy consumption, lower utility bills for low-income households, reduce energy burden, improve indoor air quality, and household comfort. These services include energy audits, insulation, lighting, heating and cooling system upgrades, renewable energy systems, other energy-saving measures, and inspections among other ancillary services. The program is funded by the US Department of Energy (DOE).

For MF projects, a building is considered qualified for WAP if at least 66% of its units qualify as low-income. MF projects are separated by building size. Projects may be one building or, in some cases a group of multiple buildings. Multifamily buildings are defined by the following typical characteristics.

* 2-4 Unit Buildings
	+ 2 to 4 units per building
	+ Individual mechanical systems
	+ Fewer than 3 stories
	+ Multiple buildings on one property
* Small MF
	+ 5 to 24 units per building
	+ Central mechanical systems
	+ 3 or fewer stories
* Large MF
	+ 25 or more units per building
	+ Central mechanical systems
	+ More than 3 stories

The selected contractor will perform services in accordance with the standards and requirements set by the WAP and other applicable local, state, and federal guidelines. Typical WAP MF projects follow this workflow:

1. **Project Scoping:** The contractor works with property owner to determine whether the project is suitable and qualified for successful weatherization.
2. **Pre-audit:** The contractor completes the income qualification portion of the project and completes any activities necessary prior to performing the energy audit.
3. **Energy Audit:** The contractor does a full project assessment, testing, and data collection in order to create an energy model for the project. The model is used to determine which measures are cost effective.
4. **Post-audit:** The contractor will use the energy audit results to create a project narrative and scope of work.
5. **Project Approval:** The contractor submits all necessary documents (i.e. qualification, energy audit, scope of work, etc.) to [RFP Issuer] for project review and approval.
6. **Pre-retrofit:** The contractor makes final agreements with the property owner for the project. Subcontractors are procured by the contractor as needed.
7. **Retrofit:** The contractor installs the retrofit measures that have been approved per the energy audit and scope of work.
8. **Inspection:** The contractor performs the final inspection to ensure all retrofit measures have been installed per the WAP Standard Work Specifications (SWS). Any retrofits that do not meet the SWS requirements must be corrected prior to final inspection approval. Once the contractor has completed the final inspection, the [RFP Issuer] will perform its final inspection to guarantee the retrofit meets the SWS.

## WAP Background Material

The following will provide additional information about WAP at both the federal level and within the state for which you are applying to serve.

* [DOE WAP Website](https://www.energy.gov/scep/wap/weatherization-assistance-program)
* [DOE Weatherization Program Notices (WPNs) and Memos](https://www.energy.gov/scep/wap/weatherization-program-notices-and-memorandums)
* [10 CFR 440: Code of Federal Regulation for WAP](https://www.ecfr.gov/current/title-10/chapter-II/subchapter-D/part-440/section-440.18)
* [WAP Standard Work Specifications (SWS)](https://sws.nrel.gov/)
* *[Link to grantee’s DOE WAP State Plan]*
* *[Link to grantee’s Policy and Procedure Manual]*
* *[Link to grantee’s SWS Field Guide]*
* *[Additional materials from the grantee and subgrantees as necessary]*

## RFP Issuer Contact Information

* Primary Contact: *[Name, Title, Email, Phone]*
* Submission Address: *[Physical or Email Address]*

# RFP Submission Components and Timeline

## Submission Components

The following table lists the required components for the RFP submission. The RFP must be submitted in PDF format, as a single PDF. Incomplete RFP submissions will be disqualified.

[Submission Components table]

## RFP Timeline

The following table details the timeline for RFP submission and selection.

[Timeline table]

# Project Overview

## Scope of Work

The [RFP Issuer] is seeking a contractor to provide MF WAP services for [number of MF] units each year. Contractors will be responsible for the following specific tasks.

[Services table]

## Qualifications

The following are the required and preferred qualifications for respondents. To qualify for the RFP, you must meet all required qualifications. Your responses to the questions in the following section will demonstrate your level of qualification.

[Qualifications table]

## Questions

Your responses to the following questions will demonstrate your level of qualification as a WAP contractor for this RFP. Please answer these questions to the best of your ability with the intent of demonstrating your experience to meet the qualifications detailed in the section above. Write out the question above each response. Make your responses as concise as possible while still demonstrating your expertise and experience related to the question.

[Questions table]

## Cost Information

Provide a summary and detailed breakdown of costs going into this proposal. These costs will be used in scoring as described in the Evaluation Criteria, below.

# Evaluation Criteria

Submissions will be evaluated by the RFP Issuer based on the following rubric. The rubric provides weighting for each section of the RFP to indicate areas of greatest importance.

[Scoring rubric]

# Terms and Conditions

[Include your organization’s terms and conditions here]