

The Weatherize Ellsworth Committee

SPECIFICATIONS

Request For Proposals: Residential Energy Efficiency Services for “Weatherize Ellsworth” Initiative

I. Weatherize Ellsworth Residential Energy Efficiency Initiative Overview

The City of Ellsworth, the Ellsworth Green Committee, and the Natural Resources Council of Maine are preparing to launch a “Weatherize Ellsworth” 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.

Together, these three groups make up the Weatherize Ellsworth Committee, hereafter referred to as ‘the committee.’ The Weatherize Ellsworth initiative is 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 three fold. First, the committee plans an extensive amount of public education and outreach around the Weatherize Ellsworth initiative. Responses to this RFP will be used by the committee 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 Ellsworth. Third, in responses to this RFP, the committee 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 Ellsworth

The committee plans community information and outreach about “Weatherize Ellsworth” through many channels which likely will include: (1) An initiative specific web site (in addition to being on the city website); (2) a community forum or energy fair; (3) a widely available Weatherize Ellsworth 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 faith-based 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 committee would be included in all of the local “weatherize” public education and outreach outlined above, providing significant exposure in the greater Ellsworth area. Also, the organizers of Weatherize Ellsworth 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 Ellsworth.

III. Who Should Submit Proposals

The committee 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 committee will give preference to proposals from contractors who can provide all of the services listed. However, the committee 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 committee will sign a letter of agreement with the contractor(s) selected to participate in “Weatherize Ellsworth.” In the letter of agreement the committee commits to include the selected contractor(s) in “Weatherize Ellsworth” 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 committee in terms of the number of projects completed and the energy savings project (See Section VII for contractor reporting details). All contracts for work performed by the Contractor(s) shall be between the Contractor(s) and the property owner. The Contractor must agree on 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 Ellsworth Specifications

A: Insulation and Air Sealing Services

Each home participating in the Weatherize Ellsworth 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 committee will give preference to bidders with a demonstrated experience working with low income residents and willingness to work with LIHESP (Low Income Home Energy Savings Program) 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 (Home Energy Savings Program) [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 person hours of air sealing according to Efficiency Maine program criteria. Assume a 1,500 SF. 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 SF 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 Ellsworth" participants. This should include common items like ridgeline, gable end and soffit ventilation as well as insulated attic hatches.

Contractors responding to this RFP should complete the tables 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.

V(a) Air Sealing & Assessment

V(b) LIHESP Energy Upgrade Bundle

For both the Home Energy Savings Program's Air Sealing and Assessment bundle as well as the Low Income Home Energy Savings Bundle, Efficiency Maine specifies the work that must be performed for the home/project to qualify for an incentive/rebate. In the table below the "Contractor Price" should be the price the contractor would charge for that work as specified by Efficiency Maine.

For "V(a): Air Sealing & Assessment" as well as "V(b)1 LIHESP Energy Upgrade Bundle (For 1,200 SF Cape)," bidder should assume 1,200 square foot (SF) Cape with an unfinished attic and without any

additions to add complications for developing a quote. For “V(b)2 LIHESP Energy Upgrade Bundle (For 14’x66’ Mobile Home),” assume a 14x66 foot mobile home (or comparable) and assume the energy upgrade work performed is “seal/insulate mobile home underbelly.”

	1-9 units	10-29 units	30-59 units	>=60 units
V(a) Air Sealing & Assessment				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				
V(b)1 LIHESP Energy Upgrade Bundle (for 1,200 SF Cape)				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				
V(b)2 LIHESP Energy Upgrade Bundle (for 14’x66’ Mobile Home)				
Contractor Price				
Efficiency ME Incentive				
Final Cost To Homeowner				

V(c) Insulation

Given common variations in housing design and construction and the impact of those variations on both the amount of insulation materials required and the labor involved to meet R-Value targets for insulation, we want to clarify the specifications on which pricing should be based for insulation aspects of the RFP.

The tables in the RFP as initially issued were by insulation material type (i.e., spray foam, dense pack cellulose, etc.). The new tables below are based on the type of insulation work to be done (i.e., attic area, wall cavities, foundation).

For all scenarios below bidders should assume a 1,200 SF Cape without any additions to add complications for developing a quote. All prices should reflect the costs to meet Efficiency Maine’s R-Value specifications where applicable for that type of insulation retrofit and the costs to meet all code requirements such as ignition barrier paint on spray foam in exposed areas.

V(c)1 Insulation Of Unfinished Attic

Assume underneath side of roof deck is fully accessible and there is limited easily removable flooring in the attic. As noted in the table below, contractor should specify one type of insulation (i.e., netted dense pack under roof deck) and then include on the last line in the table the cost differential for a second type of insulation to be offered to homeowners (i.e., spray foam, rock wool, etc.). Note that soffit, ridge and gable ventilation are listed in the RFP as separate items in V(d) below.

	1-9 units	10-29 units	30-59 units	>=60 units
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Type & Brand Of Insulation:				
Price Per Square Ft. Installed				
Total Contractor Price For Attic				
Efficiency ME Incentive				
Final Cost To Homeowner				
Alternative Attic Insulation Offered (Type & Brand, i.e.)				
Added Cost Per SF For Alternative				
Added Costs To Remove Existing Insulation (assume no asbestos) (per/hour cost & total cost)				

V(c)2 Insulation of Finished Attic

Assume the same 1,200 SF cape and assume the structure has a finished attic with a knee wall (i.e., this is not a full second floor/exterior wall height remains unchanged). Assume windows are in the gable ends and there are no dormers. As noted in the table below, contractor should specify one type of insulation (i.e., netted dense pack under roof deck) and then include on the last line in the table the cost differential for a second type of insulation to be offered to homeowners (i.e., spray foam, rock wool, etc.). Note that soffit, ridge and gable ventilation are listed in the RFP as separate items in V(d) below.

	1-9 units	10-29 units	30-59 units	>=60 units
Type & Brand of Insulation:				
Price Per SF Installed				
Total Contractor Price for Attic				
Efficiency ME Incentive				
Final Cost to Homeowner				
(Note: Table continued on top of next Page)				
(Note: Continued From Page 4)	1-9 units	10-29 units	30-59 units	>=60 units
Alternative Attic Insulation Offered (Type & Brand, i.e.)				
Added Cost Per SF For Alternative				
Added Costs to Remove Existing Insulation (assume no asbestos) (per/hour \$\$ & total \$\$)				
Contractor's Hourly Rate to Address Complications Encountered Once				

Project Commenced				
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V(c)3 Insulation of Wall Cavities/Bays

Assume the same 1,200 SF cape, assume in the primary quote (1) exterior walls are framed with approximately 2x4 wood, and (2) the structure is finished with vinyl siding that is in reasonably good condition and is easily removed.

In the “Added Costs For 2x6 Framing” include the price per SF to insulate the approximately 2” thicker walls. In the “Added Cost for Wood Clapboards” assume the clapboards are in good condition and can be removed. The cost listed should be the total additional cost wooden clapboards would add to the energy retrofit project over vinyl siding.

	1-9 units	10-29 units	30-59 units	>=60 units
Type & Brand of Insulation:				
Price Per Sq Ft. Installed (2x4 Wall)				
Total Contractor Price For Walls				
Efficiency ME Incentive				
Final Cost To Homeowner				
Alternative Wall Insulation Offered (Type & Brand, i.e.)				
Added Cost Per SF For Alternative				
Added Costs For 2x6 Walls Added Cost Per SF for Thicker Wall				
Added Costs for Wood Clapboards Added Total Project Cost				

V(c)4 Insulation of Foundation Walls

Assume the same 1,200 SF cape and assume in the primary quote that the foundation wall is concrete and is even and reasonably smooth. And assume the basement is dry.

In “Added Costs for Rock Wall Foundation” assume the rock wall is in good condition (i.e., no masonry work is required prior to proceeding with insulation). This price should be the added total price per SF for vapor barrier and additional insulation materials likely required.

	1-9 units	10-29 units	30-59 units	>=60 units
Type & Brand of Insulation:				
Price Per Sq Ft. Installed (Dry Concrete Basement)				
Total Contractor Price For Walls				
Efficiency ME Incentive				

Final Cost to Homeowner				
Alternative Insulation Offered (Type & Brand, i.e.)				
Added Cost Per SF for Alternative				
Added Costs For Rock Wall Foundation Total Added Cost Per SF for Vapor Barrier and Added Insulation				

V(d) Other Services

Especially with attic insulation projects, additions like soffit, ridge, and gable end vents were frequently needed for moisture control. And insulated attic hatches are also a fairly common item. These specific items have been added to the generic “Other Services” line.

Contractors may still submit quotes on any other common service the contractor would like considered. For retrofits like ridge and soffit ventilation, contractor should assume the same 1,200 SF cape reference/model house used for calculating quotes in other parts of this RFP.

Generally, these services qualify for rebates/incentives only if done as a part of a larger insulation and air sealing project. So, values below should be full costs for these addition services.

	1-9 units	10-29 units	30-59 units	>=60 units
V(d)1 Other Services: Ridge Vent				
Price Per Foot Installed				
Total Price (1,200 SF Cape)				
V(d)2 Other Services: Soffit Vent				
Price Per Foot Installed				
Total Price (1,200 SF Cape)				
(Table Continued on Next Page)				
(Table Continued from Page 6)	1-9 units	10-29 units	30-59 units	>=60 units
V(d)3 Other Services: Gable Vent				
Price Per Unit Installed				
Total Price (Assume Two)				
V(d)4 Other Services: Attic Hatch				
Price Per Unit Installed				
Total Price (One)				

V(d)5 Other Services: (Optional)				

VI. Weatherize Ellsworth 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 Ellsworth:

The cost of rain cap is included in the price for all split system heat pumps. Also, for the purposes of responding to this RFP, assume that an external power disconnect at or near the unit will be installed.

- 16 feet Line Hide or similar (Please include: one 90 degree ell, one wall inlet, one end fitting.)
- 20 foot line set
- Brackets with vibration dampening features for models mounted on house or pedestal mounted
- 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 may 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 a rain cap is included
- 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:**

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 Ellsworth 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.

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

VII “Weatherize Ellsworth” Contractor Project Reporting

The committee is developing Weatherize Ellsworth with the intent that this initiative or something similar could be a re-occurring multi-year initiative, and also to gain a more effective understanding of the results of these sorts of projects. To that end the committee wishes to record information on the major components of this project to gauge success and potentially improve future rounds. The committee will require three rounds of reporting from the selected contractor on participation. At both the mid-point of the sign up period on **Monday, May 21** and at the end of the sign up period on **Thursday, May 31st** the contractor will provide the committee 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, for each home participating the contractor shall provide the committee 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 committee. The committee 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 committee can explore options to further reduce barriers in future rounds.

The committee is not expecting contractors to contact homeowners who make inquiries (or request quotes) but that ultimately choose not to move forward with a project to seek to determine the rationale for the homeowner’s decision. The committee is simply asking that the selected contractor report the stated reason if any is given during a site visit or subsequent correspondence.

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

The committee recognizes that potential volatility in energy prices can significantly impact savings projections. The committee is not looking for additional analysis beyond that typically conducted as part of an energy audit. The committee is specifying that information be provided to the committee for program evaluation and planning purposes. The committee will work with the selected contractor to either utilize the contractor’s standard report provided to homeowners or to provide the contractor with an Excel file in which the data can be reported.

VIII. Pre-bid Meeting/Conference Call for “Weatherize Ellsworth” Bidders

The committee will hold a mandatory pre bid meeting on Wednesday, April 18th at Ellsworth City Hall. 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 committee will provide a summary of all information discussed at the pre-bid meeting as well as responses to all emailed questions the committee deems pertinent by the close of business on Thursday, April 19th by COB.

Email questions should be sent to sjaneway@nrcm.org with “WEATHERIZE Ellsworth > 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 Sophie Janeway.

IX. “Weatherize Ellsworth” Project Timeline

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

Monday, April 9th: RFP Released

Tuesday, April 17th: Email questions due

Wednesday, April 18th: Mandatory pre-bid meeting at City Hall from 1:00-3:00 p.m.

Thursday, April 19th by COB: Pre-bid meeting summary and responses to questions provided

Tuesday, May 1st: Response to RFP from insulation & air sealing contractors due at Ellsworth City Hall to City Planning Office, Michele Gagnon, City Planner, by 4 p.m.

Thursday, May 3rd by COB: Winning bidder(s) notified

Wednesday, May 9th: Community energy forum and sign ups start (mandatory participation)

Monday, May 21st: Mid-point Sign Up Update Due to Committee

Thursday, May 31st: Sign Up Deadline For Weatherize Ellsworth

June –July 31st: Weatherization Projects Carried Out

X Statement of Qualifications from Contractors Submitting Proposals

Vendors/Contractors submitting response to Weatherize Ellsworth RFP must be a current Efficiency Maine Qualified Vendor and will be required to maintain that status at all times through the project schedule.

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 committee may call as references.

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

Any bidder that will utilize a subcontractor for any part of Weatherize Ellsworth should submit the preceding information for both the company submitting the bid as well as all subcontractors and indicate the aspects of the residential energy retrofits to be completed by the subcontractor.

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.

XI. Contractors will be selected by the committee based references, price, qualifications, experience, conformance with bid requirements and ability to complete work schedule.