

REQUEST FOR QUALIFICATIONS

2010-146

Kitsap Green Weatherization Program

Due: Monday, August 30, 2010 at 3:00 PM

PURPOSE/BACKGROUND: Kitsap County is soliciting statements of qualifications for the purpose of preparing a pre-approved list of contracting firms able to provide home energy assessments in existing housing. Kitsap County is dedicating \$250,000 in Efficiency and Conservation Block Grant (EECBG) program funding to establish a loan loss reserve program in partnership with Kitsap Credit Union (KCU). The grant funds for the Kitsap Green Weatherization Program are provided by the American Recovery and Reinvestment Act (ARRA) through the EECBG program. This EECBG funding will leverage over \$5 million in low interest rate loans for energy efficiency projects in homes across Kitsap County. Before applying for a loan, homeowners must first receive a home energy assessment. Only energy efficiency measures identified in the home energy assessment are eligible for loan financing by KCU's Energy Efficiency Loan program. The program is expected to begin in Fall 2010 with audits and loans made available on an ongoing basis. Targeted goals for energy assessments and resulting energy efficiency upgrades are listed below.

Targets for Energy Assessments & Upgrades

Year	Energy Assessments	Energy Upgrades
2010	60	20
2011	750	263
2012	850	281
2013	300	105
Total	2000	669

SCOPE OF SERVICES: The contractor selected will provide home energy assessments for houses located throughout Kitsap County. Associated services include:

- Establish base rate for cost of home energy assessment.
- Provide written summary of home energy assessment findings and recommendations - including estimated cost and energy savings - to homeowners in the form of or equivalent to a PSE HomePrint summary.
- Process rebates from Kitsap County to lower the cost of home energy assessments for the homeowner.

Customer service is a priority of the program. Contractors are expected to maintain positive customer relationships at all times. Recognizing that customers may not be knowledgeable about weatherization and repair work, the contractor will be asked to ensure customers are knowledgeable about the work that will be done during the audit and the recommended energy efficiency improvements identified during the audit. 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.

QUALIFICATIONS: Auditors must be Building Performance Institute (BPI) certified. PSE HomePrint certification is also desired within six months of program participation.

Contractors must register for a DUNS number to participate in the Kitsap Green Weatherization Program. The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. To register for a DUNS number, visit: <http://fedgove.dnb.com/webform>.

SIGNATURES: RFQ's shall be signed by one of the legally authorized officers of said corporation. If chosen as a participating contractor to provide home energy assessments for the Kitsap Green Weatherization Program, a contract shall also be executed.

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below.

- Experience of responder with similar projects;
- Experience working on weatherization program, including energy audits.
- Experience of proposed project team and key team members;
- Rating of qualifications;
- Demonstrated customer service and consumer education skills;
- Review of completed projects;
- Businesses based in Kitsap County will receive priority consideration.

Kitsap County may select a limited number of respondents for in-person interviews before the selection committee.

CONTRACT AWARD: No Contract award will be made as a result of responding to this RFQ. Successful respondents will be reviewed by Kitsap County and may be invited to provide home energy assessments for residents of Kitsap County.

SUBMITTAL REQUIREMENTS: Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project.
- Completed Attachment A "Proposers Qualification Statement."
- Current copy of BPI certification.
- Current copy of proof of insurance.
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone and fax numbers.
- Responses must be limited to no more than ten (10) sheets including specific project examples, references, resumes and Attachment A.

Three copies of the submittal requirements must be received at the address noted below no later than 3:00PM (P.S.T) on August 30, 2010. Responders are solely responsible for ensuring that summary of qualifications is delivered on time. Responses received after the due date and time may be returned unopened. Faxed responses will not be accepted. Please submit three (3) copies of the expanded Statement of Qualifications to the following contact person:

R'Lene J. Orr
Kitsap County Department of Administrative Services
Purchasing Office
614 Division Street MS-21
Port Orchard, WA 98366
Phone: 360-337-4410

Technical questions should be directed to Autumn Salamack, Resource Conservation Manager,
Office of Board of Commissioners (360) 337-5670 and asalamack@co.kitsap.wa.us.

ATTACHMENT A

PROPOSERS QUALIFICATION STATEMENT

Date of application: _____

Name of business: _____

Street address _____ City _____ Zip _____

Mailing address _____ City _____ Zip _____

Business phone _____ Cell _____ Fax _____

Contact person _____

Federal Tax ID Number _____

* * * * *

This firm is a: Corporation _____ Partnership _____ Sole Proprietorship _____

State Certified Women or Minority Owned Firm? Yes No

If yes, certification number: _____

Names and address of all principals, partners, officers, etc.:

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

How long has your organization been in business as a contractor in WA? No. years _____

Have you ever done business under another name? If yes, please provide name and explanation. _____

Have you ever been debarred, suspended, or disqualified from performing or submitting bids for construction work? If yes, please explain. _____

General nature of work performed by your firm. _____

Have you ever failed to complete any work awarded to you? If yes, please explain. _____

Have you ever defaulted on a contract? If yes, please explain. _____

Business License No. _____ State Registration No. _____

Type of business license: _____