



NOTICE OF REQUEST FOR PROPOSALS FOR GENERAL WEATHERIZATION SERVICES

Weatherization Assistance Program

Utah Community Action Weatherization (UCA) is accepting subcontractors' proposals for a home energy improvement project under the Utah Weatherization Assistance Program. The program is administered through the Department of Workforce Services Housing and Community Development Weatherization office. The contract requires the weatherization of homes in **Davis, Morgan, Salt Lake, Tooele, and Weber** counties from **the date of Award through June 30, 2025** with an option to renew an additional two one-year periods. During this project, subcontractors are required to perform energy saving measures in customers' homes.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by Utah Community Action to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.

Our program reduces utility costs and increases comfort and safety for clients year-round. On average, there is a 35% reduction in energy costs. Last year, UCA was able to serve over 770 individuals through this program in Salt Lake, Tooele, Weber, Morgan and Davis counties. Weatherization production work consists of the following, but is not limited to:

- Servicing/replacing HVAC systems
- Basic carpentry (demolition, framing, etc)
- Drywall removal and installation, including patch work
- Basic painting (interior and exterior)
- Insulation installation (walls, attics, crawl spaces, foundations)
- Air Sealing
- Installing/replacing smoke detectors
- Installing/replacing ventilation fans and ducting
- Installing/replacing thermostats
- Installing/replacing windows and doors

UCA is requesting proposals from interested parties who are properly licensed contractors in the State of Utah to support our Weatherization Assistance program in the aforementioned construction areas.

Beginning on **May 09, 2024** proposal packages will be available online at

<http://www.utahca.org/news/> or for pickup at

**UCA Weatherization
850 W 1700 S
Salt Lake City, UT 84104.
Phone: 801-214-3130**

Questions about the proposal may be submitted in writing to:

To: stacy.weight@utahca.org
Subject: WZGENS052024

Proposal responses must be received by May 31, 2024 in person, by mail, or by email at the following address.

**UCA Weatherization: WZGENS05204
Attn: Stacy Weight
1307 S 900 W
Salt Lake City UT, 84104
Email: stacy.weight@utahca.org**

1. INTRODUCTION AND PURPOSE:

- i. **PURPOSE OF THE REQUEST FOR PROPOSALS:** Utah Community Action, hereinafter referred to as UCA, is soliciting a pool of contractor proposals to provide general weatherization services to clients qualified for UCA’s Weatherization Assistance Program in site built and manufactured homes throughout Salt Lake, Tooele, Weber, Davis, and Morgan counties.

Contractors must be capable of servicing all five counties. Contractors will be responsible for supplying labor, materials, and equipment to perform work as specified on work orders issued by UCA. The contractors will have the responsibility to complete the work in a timely manner and in compliance with the standards set forth by the U.S. Dept. of Energy, Housing and Community Development Weatherization Program and UCA Weatherization.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.

- ii. **SCOPE:** UCA intends to utilize this proposal for all subcontracted work for a period of one year, with an option to renew an additional two one -year periods. UCA may bid out single jobs on an as-needed basis when deemed in the best interest of UCA.
- iii. **OVERVIEW OF PROCURING AGENCY:** UCA is a non-profit community action agency that operates/administers a weatherization program in Davis, Morgan, Salt Lake, Tooele and Weber counties. The U.S. Department of Energy’s (DOE) Weatherization Assistance Program (Weatherization) reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The Program prioritizes services to the elderly, people with disabilities, and families with children.
- iv. **CONTRACT LENGTH:** The contract will be for a period of time from the **Date of Award thru June 30, 2025** with an option for two one-year periods.
- v. **METHOD OF AWARD:**

Evaluation will be completed using a weighted scale with the specified factors below.

Grading Criteria	Grading Method	Value
Price of Labor	Points based price	50 points
Operational Capacity (ability to meet demand)	Will evaluate the average years of experience in the industry based on the list of employees, titles, and years of experience provided in Attachment B.	30 points
Small and minority-owned businesses, women’s business enterprises, and labor surplus area firms	Must provide documentation.	10 points
Overall adherence to the RFP instructions	Point lost for each incomplete or missing item from the required proposal packet.	10 points

The agency (UCA) will select up to 2 contractors to fulfill the service need in a reasonable time-frame. Contractors will be awarded jobs on a rotating basis. Selection will be made from the proposers who are most advantageous to UCA based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of this RFP announcement of the selected contractors will be disclosed to all entities that submitted a proposal.

- i. **CANCELLATION and TERMINATION:** UCA reserves the right to cancel the resulting contract/agreement, for any reason, by giving written notice to Contractor of such cancellation and specifying the effective date thereof, at least ten (10) days before the effective date of such cancellation. Contractor shall, in the event of cancellation, be entitled to receive compensation for any work accepted hereunder in accordance with the Agency's order(s). Contractor may also be compensated for partially completed work in the event of such cancellation. The compensation for such partially completed work shall be no more than the percentage of completion of each work effort, as determined at the sole discretion of UCA, times the corresponding payment for completion of such work as set forth in the Agency's order(s).

2. PROPOSAL PROCEDURES AND INSTRUCTIONS:

- i. **Announcement of Request for Proposal:** Beginning May 09, 2024 UCA will post the notice for request on its agency website, via news media, and send solicitations to businesses registered as minority owned or women owned business enterprises.
- ii. **QUESTION AND ANSWER PERIOD:** Questions regarding the RFP will be accepted beginning May 09, 2024. All questions must be submitted by May 23, 2024 in writing to Stacy Weight at stacy.weight@utahca.org. All questions will be answered in writing, and an addendum issued and posted to the website.
- iii. **METHOD OF SUBMISSION:** Digital submissions are preferred. Please include the proposal ID in the subject of the email. The proposal ID is WZGENS052024. If a vendor is submitting a paper copy of the proposal, 1 original copy of all materials are required for acceptance of the proposal. Please make submissions to:

UCA Weatherization
WZGENS052024
Attn: Stacy Weight
1307 S 900 W
Salt Lake City UT, 84104
Email: stacy.weight@utahca.org
Phone: 801-801-359-2444 EXT. 5706

Issue RFP	May 09, 2024
Pre-Bid Meeting (Mandatory) (Spanish Translation Available)	May 20, 2024 at 5 PM
Written Questions Are Due By	May 23, 2024
Proposals Due By	May 31, 2024
Follow-up Interviews (if necessary)	June 4-5, 2024
Announcement of Award	June 7, 2024

- iv. **INQUIRIES:** All inquiries concerning this Request for Proposals (RFP) will be submitted via e-mail to: stacy.weight@utahca.org. During the procurement process, prospective subcontractors shall direct any inquiries to the e-mail address provided. In no case shall oral communications take precedence over written communications.
- v. **MANDATORY PRE-BID MEETING:** Monday, May 20, 2024 at 5 pm. Meeting will be located at 850 West 1700 South, Salt Lake City, Utah 84104
- vi. **AMENDMENTS TO THE RFP:** If a change to the RFP solicitation (i.e. scope of work, pricing schedules, etc.) becomes necessary after it has been issued, a written amendment will be issued to all prospective subcontractors. The amendment will formally detail each change, but all unmodified terms and conditions remain unchanged.

RFP Checklist

The following forms must be completed and submitted with the proposal in accordance with the instructions noted on the front cover sheet of the RFP:

- Scope of Work – Attachment A
- Subcontractor Information –Attachment B
- Specifications of Request for Proposal –Attachment C
- Current W9
- Sample of Company Invoice demonstrating a separation between materials and labor costs.
- Proof of trade licensure in the State of Utah
- Proof of Insurance in the following categories:
 - **Worker’s Compensation** – With Utah Community Action listed as the certificate holder
 - **Commercial General Liability** – General Liability insurance in the minimum amount of \$3,000,000.00 Combined Single Limit per occurrence for bodily injury, personal injury, and property damage including, but not limited to, coverage for premises/operations, independent contractors, contractual liability, products and completed operations. Utah Community Action must be listed as a certificate holder. Vehicle insurance must have a minimum single limit of at least \$1,000,000 for bodily injury and property damage.

Attachment A - Scope of Services

The services rendered by the contractor shall consist of providing labor necessary to complete a variety of energy conservation/weatherization measures in or on various dwellings approved for such work by UCA. The following are examples of the work to be performed by the labor contractor, but are not limited to:

- 1) Installation of air infiltration reduction measures, i.e. interior caulking, weather-stripping, door bottom shoes, thresholds and sweeps, replacement of exterior doors and door systems.
- 2) Removal of windows and installation of replacement vinyl windows.
- 3) Caulking on penetrations through exterior walls.
- 4) Insulating walls, attics, foundations, floors, water heaters, heating ducts, and water pipes.
- 5) Providing adequate ventilation to living areas, attics and crawl spaces.
- 6) Sealing of HV AC supply and return ducts.
- 7) Basic carpentry (demolition, framing, etc)
- 8) Drywall removal and installation, including patch work
- 9) Basic painting (interior and exterior)
- 10) Insulation installation (walls, attics, crawl spaces, foundations)
- 11) Installing/replacing smoke detectors
- 12) Installing/replacing ventilation fans and ducting
- 13) Installing/replacing thermostats
- 14) Installing/replacing windows and doors
- 15) Other, as specified in the Scope of Work provided to the Contractor.
- 16) Follow guidelines imposed by OSHA, UCA is responsible to identify confined spaces. A Confined Space is a space which is: large enough and so configured that an employee can enter, has limited or restricted means of entry and exit, and is not designed for continuous employee occupancy. In addition to the OSHA standard, spaces with openings less than 18" x 22", and areas with a clear height less than 18" or a clear width less than 24" shall be considered "non-accessible" for the purpose of weatherization activities. If a worker is not physically able to fit through these dimensions they should not be required to do so. No soldering, welding, or brazing is allowed in a confined space.

All work shall be completed in conformance with an initial energy audit, Utah State Weatherization guidelines, lead-safe weatherization practices, and all generally accepted construction and/or remodeling practices. Construction performance standards are listed in the Utah State Weatherization Field Guide- <https://sites.google.com/utah.gov/fieldguide/home>

Contractor will be required to travel to job sites throughout Salt Lake, Tooele, Weber, Morgan and Davis counties.

Attachment C

**Subcontractor Compensation
SPECIFICATIONS AND REQUEST FOR PRICING PROPOSALS**

The Contractor shall furnish all supervision, technical personnel, safety, transportation, labor, machinery, tools, equipment, materials and services, and perform all mechanical and Weatherization work required in accordance with the [State of Utah Standard Work Specification Procedures](#) (SWS). The work performed is based on home energy audits conducted by UCA.

The work is performed in site-built homes and mobile homes. UCA will issue work orders with service specifications and property details for each job. UCA will rotate jobs between the two contractors to ensure fair and equal opportunity.

Labor Price:

Wall Insulation per bag		\$
Minimum Setup Fee	(fee will be waived after cost is met)	\$
Attic insulation per sq. ft		\$
Floor insulation per sq. ft. (w/twine)	(Over two foot clearance)	\$
Floor insulation per sq. ft. (w/twine)	(Under two foot clearance)	\$
One-part foam per sq. ft.	(Ducting rim and joist)	\$
Minimum Setup Fee	(fee will be waived after cost is met)	\$
Closed blow trailer insulation per sq. ft	(Ceilings and bellies)	\$
Standard window installation cost	(Leave frame in)	\$
Level 1 window installation cost	(Pull frame/install flat bar)	\$
Door installation cost		\$
Sliding or French door installation cost		\$
Window, IGU and door measuring	(Per job work order)	\$
Vapor barrier	(Per square foot)	\$
Items not listed (air infiltration, bulbs, CO/smoke detectors, etc)		\$

Additional Items:

- A. All above proposed costs must meet the DOE SIR (savings-to-investment ratio) requirement
- B. All bid amounts may be subject to further negotiation

Contractor agrees to use materials that meet or exceed the expectations found in [10 CFR 440 Appendix A: "Standards for Weatherization Services"](#). The Contractor also agrees to perform all work issued by UCA with highest quality standards and professionalism.

Contractor is responsible for leaving the job site clean, hauling away job debris, and existing equipment (if applicable) and for properly disposing of existing equipment or debris to meet EPA regulations. When applicable, EPA RRP Lead Safe Work Practices must be followed.

Weatherization project commencement and completion must be accomplished within Twenty (20) working days of receipt of approved scope of work. Contractor is to notify Utah Community Action as soon as project is completed for inspection.

All projects are subject to a UCA quality inspection and verification of required documentation prior to payment. UCA payment terms are Net 30.

UCA will scope each project individually. If the contractor determines that additional materials or labor are required to complete a project, a change of scope will require pre-authorization by UCA and must be itemized on the final invoice.

Vendor Price Proposal Requirements

It will be the subcontractor's responsibility to ensure that necessary permits have been secured prior to starting work. Permits, when required as applicable by local building code, may be charged to UCA Weatherization as part of the cost of equipment and labor to install. This cost must be covered by a copy of the permit showing the cost of the permit.

Labor must be accounted for separately in the bid and on vendor invoices.

Pricing bids provided below should include all expected costs of install, including removal of old equipment, recovery of refrigerant of existing system as required by law, overhead, labor, materials, equipment, permit fees, and any other standard costs.

UCA is tax exempt and will provide a tax exemption form for the purchase of materials. All pricing should exclude sales tax.