

5/13/2024



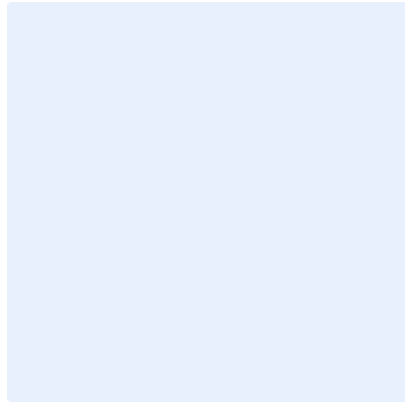
# Request for Proposals

For Pre-Weatherization Assistance  
Program Delivery Partner

RFP Coordinator: Athena Ri  
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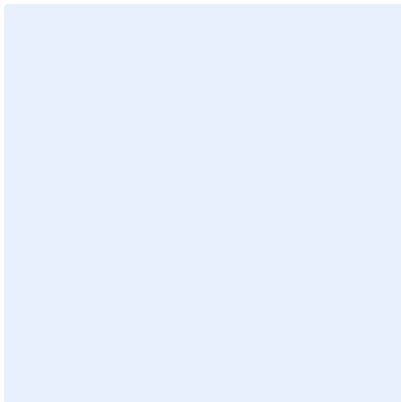
**Deadline to Respond:**

**June 1, 2024**



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## **I. Introduction**

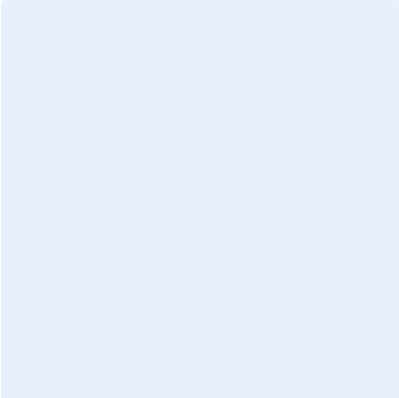
### **A. Program Description**

Delaware Sustainable Energy Utility (“DESEU”) is currently seeking responses to this Request for Proposals (“RFP”) from qualified organizations or individuals interested in administering our Pre-Weatherization Assistance Program (Pre-WAP).

The DESEU has administered a Pre-WAP program since 2015 servicing the needs of potential Weatherization Assistance Program (WAP) clients whose weatherization services are deferred because of one or more preexisting structural defects.

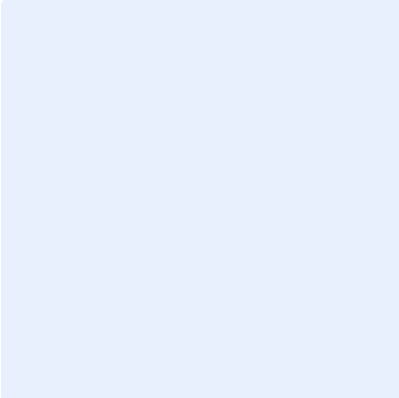
### **B. Program Background**

Provide essential repair services for clients to be eligible for weatherization services through the Statewide Weatherization Assistance Program (WAP). Some potential units occupied by low-income WAP eligible clients must be deferred because of structural issues, such as leaky roofs, broken windows and doors, electrical issues, minor plumbing problems, flooring repairs – especially sealing holes in the floors of mobile homes, addressing gutter and drainage issues, remediation of knob and tube wiring or pooling water in basement and/or crawlspace, which would negate the benefits of weatherization and defer the client from participating in WAP. Roof replacements are not eligible for Pre-WAP services. Minor roof repairs may be allowed. Many of our clients cannot afford the structural home repairs needed to qualify the home for the Weatherization Assistance Program. A listing of deferred clients will be sent to the Contractor by the WAP Program Administrator and only deferrals from WAP are referred to Pre-WAP. Clients must also agree to move forward with



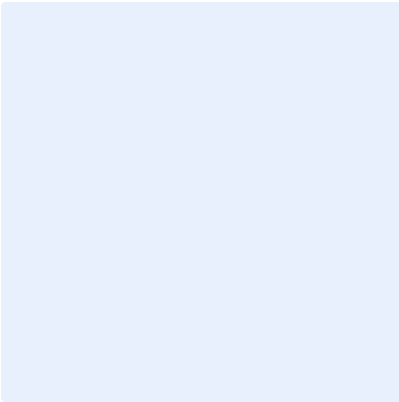
the completion of WAP services once Pre-WAP repairs are completed. We anticipate the WAP and our Pre-WAP process flow to be:

- A potential client participates in a household income intake interview to apply for Energy Assistance, Weatherization Assistance, or other services. Participation in the program will require the same income levels as the Weatherization Assistance Program and will be completed by the Statewide WAP Program Administrator.
- During the intake process, a client indicates they are interested in Weatherization Services. Following household income approval, the client's application is referred to the Weatherization Assistance program.
- The Weatherization Assistance program schedules an energy audit, and a Weatherization field technician arrives on the scene to perform the audit.
- If, at some point during the energy audit, the Weatherization technician discovers a structural issue that will cause a deferral, the WAP program administrator refers deferred clients/units that have a structural concern to the Pre-Weatherization Program.
- A list of deferred clients will be sent to the Pre-Weatherization Program from the statewide WAP program administrator directly or through Energize Delaware.
- Pre-WAP administrative staff will review deferral list to ensure only the repair work required to bring the unit to weatherization ready status is scheduled and completed through Pre-WAP.
- Pre-WAP repairs must be identified by a Weatherization certified field technician. Self-reported problems will not be considered. The Pre-Weatherization Program administrative staff schedules an inspection from a Home Improvement field inspector to determine the necessary repairs and completes a work request.
- The contractor will be responsible for establishing a contractor/subcontractor network to perform required repairs. Working with or collaborating with current WAP program contractors would help streamline workflow and provide efficiencies for program delivery; however, it is not required.
- Contractor and Subcontractors must hold valid Delaware business licenses and trade licenses, general and liability insurance, furnish all materials, obtain required permits and perform all work in accordance with contract documents, and comply with State, County, Municipal and/or City building and safety codes as applicable. Work must be performed



in a timely manner. Subcontractors will not commence work under any work order until any required permits or approvals are obtained prior to the beginning of work.

- Contractor and Subcontractors will accept responsibility for all injuries to any persons and for all damage or destruction of real or personal property arising out of, resulting from, or in any manner connected with the execution of work and will be required to carry liability insurance that meets the DESEU requirements.
- Contractor and Subcontractors will not discriminate against any applicants, staff, personnel, or clients on the basis of race, color, creed, religion, sex, sexual orientation, age, national origin, disability, or status as a veteran.
- Contractor and Subcontractors may require that all employees who will be on site at a client's home working on the Pre-Weatherization Program pass a criminal background check.
- Contractors and Subcontractors agree to provide a drug-free and alcohol-free job site and workspace.
- The Contractor will pre-screen subcontractors who will perform the work and enter into working agreements with successful candidates. Contractors and Subcontractors will warranty all work performed to be free from defects for a period of one (1) year from the date of work completion. If a claim of defective work within the one (1) year period is made, subcontractors will directly respond to and work with the client to coordinate and implement any required warranty repair work. All warranty repair work shall be done at Contractor's and Subcontractor's sole cost and expense. Contractors and subcontractors will keep records of all requested warranty repairs and will provide Energize Delaware with a written report as to all requested warranty repair work and the status of such repairs.
- Roof replacements are not authorized through the Pre-WAP program; however, some minor roof repairs may be eligible.
- Upon approval from the homeowner, the contractor will solicit bids for the repair from licensed, pre-approved contractors, authorize the work, schedule the assignment with the contractor, and following repair work completion, perform a quality assurance inspection.
- Following successful repair completion, the contractor will then send the required documentation to the Weatherization Assistance Program Administrator for readmittance into WAP for weatherization services.
- Contractor will invoice the Pre-WAP program on a monthly basis for administrative costs and invoice separately for contractor and subcontractor repair work with supporting



documentation of itemized repair costs, to include subcontractor invoices, as well as, before and after photos.

- All clients receiving repair work through this program must agree to move forward with completing the weatherization services through WAP.
- Contractor will be reimbursed or provided funding based on actual invoices and allowable expenses per program pricelist or prior approval to pay contractors and subcontractors for home repair work performed through Pre-WAP. Energize Delaware will not be paying subcontractors directly for their services provided through this program.

Responders to this RFP should be familiar with the requirements of the statewide Weatherization Assistance program for continuity and program delivery efficiencies.

Responders to this RFP should provide a timeline for work assignment, work completion and readmittance into the Weatherization Assistance Program.

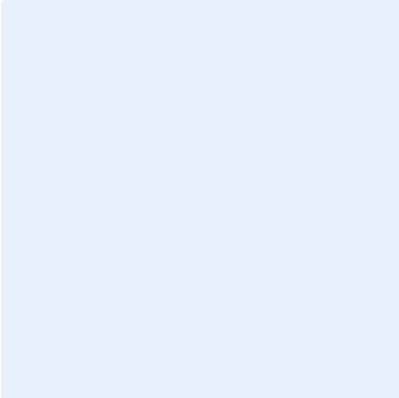
Responders should provide a detailed administrative budget, as well as a detailed home repair budget and establish a schedule of set pricing or estimated costs for repairs listed in this solicitation. Pricing should include reasonable base travel fees and any project minimum requirements.

Responders should outline how they will establish a seamless approach between the WAP and Pre-WAP programs using a collaborative approach to reduce the impact and required visits to the client's home for WAP and Pre-WAP services and inspections.

### C. DESEU Background

The DESEU is a 501c(3) non-profit organization that serves Delawareans by promoting the use of affordable, reliable clean energy and energy efficiency through its Energize Delaware initiatives. Energize Delaware operates as the premier one-stop shop for connecting and empowering energy consumers with the resources to reduce costs, improve the environment and ensure energy independence for future generations.

Energize Delaware develops and implements energy efficient solutions as well as clean energy and air pollution reduction programs. These programs include funding, financing, and educational programs. In addition, the DESEU provides highly valuable technical and financial services to its clients so that they can make informed decisions regarding their energy future.



Energize Delaware offers programs by fully utilizing the authority granted the DESEU by the State of Delaware to issue tax-exempt bonds, use Regional Greenhouse Gas Initiative (RGGI) funds and bank solar renewable energy credits (SREC). Energize Delaware also utilizes private sector entrepreneurial strategies.

Energize Delaware focuses on building relationships with residents and businesses so that they are motivated to use less energy, generate clean energy, and reduce harmful emissions. Energize Delaware serves people of all incomes and housing styles. The organization also serves businesses, industries, and institutions from all sectors. The Energize Delaware programs apply to new construction projects, the rehabilitation of existing buildings, transportation projects and innovative technologies.

Respected as an accountable, transparent, effective, and nimble non-profit organization, the DESEU operates at the highest standards recognized in its industry.

## II. Submission Instructions

DESEU at its sole discretion, DESEU reserves the right to alter the dates listed below and/or add to or remove scheduled activities.

### A. Accessing the RFP

Entities with an interest in responding to this RFP can download a PDF copy of this document online at <https://www.energizedelaware.org/home/rfps/> . Submitted questions and answers can be found at the same location.

### B. RFP Schedule

Event	Estimated Date
RFP Issued	<b>May 13, 2024</b>
RFP Responses Due	<b>June 1, 2024</b>

Respondents who have questions about information contained in this RFP may submit questions via email with “Pre-WAP Question” in the subject line on or before the date specified on the schedule. The questions submitted and DESEU’s responses will be posted on [www.energizedelaware.org](http://www.energizedelaware.org). All proposals must be received through email on or before the date specified on the RFP schedule.



### C. RFP Coordinator

Athena Bi 500 W. Loockerman St, Suite 400 Dover, DE 19904 Email: <a href="mailto:Athena.bi@deseu.org">Athena.bi@deseu.org</a>
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### D. Content of Responses

Respondents submitting a proposal shall use the following outline and criteria:

- A description of the Vendor or Provider’s background and relevant experience providing similar services, Weatherization Assistance or Pre-Weatherization Assistance, managing contractors, home inspectors, and working within the low-income community.
- A Budget Proposal with detailed breakdown on an annual basis for both administrative and home repair costs.
- A suggested set threshold for repair work outlined above.
- A Measurement and Verification (M&V) Proposal that illustrates how the Vender or Provider will monitor the program’s performance and evaluate its impact, with an emphasis on energy cost savings and greenhouse gas emissions reduction. Identification of potential energy savings and greenhouse gas emissions reduction that would not be achieved for the WAP deferred clients without this valuable program.
- Key staff members’ CVs or resumes.

### A. Submission

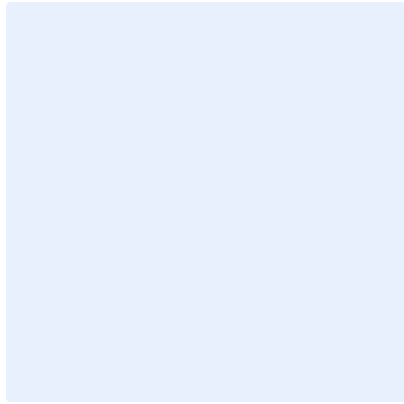
Respondents must submit **ALL** of the following:

1. An electronic copy of the entire proposal

All proposals (electronic and paper) must be submitted to the DESEU office by 4:30 PM EST on **June 1, 2024**. Proposals received after this time will not be accepted, reviewed, or evaluated.

**Email** the electronic copy to: [Athena.bi@deseu.org](mailto:Athena.bi@deseu.org).





### **B. Format and Length of the Proposal**

Proposal should be formatted to letter size, with one-inch margins on all sides, using a font of not less than 12 points. The suggested maximum length of the response is not more than 25 double spaced pages.