



## **Request for Proposals**

### **Building Energy Code Training in Colorado and Nevada**

**Solicitation Number: NASEO-2022-RFP-004**

Released: Friday, May 6, 2022

Responses Due: Friday, May 20, 2022

National Association of State Energy Officials  
1300 17th Street North, Suite 1275  
Arlington, Virginia, 22209

Note on applicants' eligibility: All applicants must meet the DOE Mandatory Requirements and Standard Provisions.<sup>1</sup>

## I. Introduction

The National Association of State Energy Officials (NASEO)<sup>2</sup> seeks an expert energy code training contractor (“contractor”) to develop and deliver building energy code training in Colorado and Nevada<sup>3</sup> to home builder associations, tradespeople, and building code officials on target areas of the building energy code identified by previously conducted energy code compliance field studies. The contractor will develop training materials and deliver no-cost in-person and virtual training on building energy codes to drive targeted improvements in energy code compliance in targeted high-impact areas.

In 2020, NASEO and the Southwest Energy Efficiency Project (SWEET) conducted field studies on energy code compliance in new construction single-family homes in the states of Colorado and Nevada. The data collectors evaluated certain construction practices and the presence (or absence) of different types of building materials that have been identified by the U.S. Department of Energy (DOE) as indicators of energy efficiency. The collected data were analyzed by the Pacific Northwest National Laboratory (PNNL) to identify code measures where improved compliance would provide the largest energy savings. The analysis will be provided to the contractor to inform the training. The contractor will build on these findings by delivering training to building code enforcement officials, home energy raters, home builders, and tradespeople to increase compliance with the energy code in the identified high-impact areas.

The field studies collected data using the [DOE Residential Building Energy Code Field Study Data Collection and Analysis Methodology](#) focused on measuring key items with the greatest impact on residential energy consumption. The seven key item metrics used in the study are:

1. Envelope tightness (ACH at 50 Pa)
2. Windows (U-factor & SHGC)
3. Wall insulation (assembly U-factor)
4. Ceiling insulation (R-value)
5. Lighting (% high-efficacy)
6. Foundation insulation (assembly U-factor)
7. Duct tightness (CFM per 100 ft<sup>2</sup> of conditioned floor area at 25 Pa)

Trainings provided by the contractors are expected to focus on these areas, with priority given to the areas with the highest potential for energy savings in each state, as identified by the PNNL analysis. The results of the PNNL analysis will be provided to the contractor.

## II. Statement of Work and Timeline

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<sup>1</sup> NASEO will provide the agreement terms and conditions to the winning bidder. However, general terms and conditions for DOE grants and cooperatives can be reviewed at <https://www.energy.gov/management/downloads/special-terms-and-conditions-use-most-grants-and-cooperative-agreements>.

<sup>2</sup> NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states, territories, and the District of Columbia. Formed by the states in 1986, NASEO facilitates peer learning among state energy officials, serves as a resource for and about State Energy Offices, and advocates the interests of the State Energy Offices to Congress and federal agencies. For more information, visit [www.naseo.org](http://www.naseo.org).

<sup>3</sup> This request for Proposals does not obligate NASEO to award a contract. NASEO reserves the right to cancel all or part of this solicitation. All costs incurred in response to this Request are the responsibility of the respondent.

The contractor will develop new training materials and, when possible, leverage existing materials to deliver no-cost in-person and virtual training aimed at increasing energy code compliance and the energy efficiency of new construction, single-family residential homes in Colorado and Nevada.<sup>4</sup>

It is anticipated that the contractor's services will be initiated on June 1, 2022, and conclude no later than March 31, 2023. Prior to the commencement of any formal tasks, NASEO will host a kickoff meeting with the contractor to discuss approaches, answer questions, clarify expectations regarding the frequency of engagement, and address other program details.

The contractor will be expected to execute the following activities:

- 1) Work in coordination with NASEO, SWEEP, the respective State Energy Offices, DOE, and PNNL to develop and/or modify training materials that focus on the code compliance measures identified by the field studies as offering the highest potential energy savings in Colorado and Nevada. Energy savings opportunities may differ in each state.
- 2) Deliver no-cost energy code training directly to building code enforcement officials, builders, tradesmen, and other building stakeholders as directed. In-person training is preferred, but some limited online training is acceptable. **A total of no less than 40 training sessions should be conducted (at least 20 trainings in Colorado and 20 trainings in Nevada) between the ratification of this contract and March 31, 2023.** The selected contractor will work with NASEO and the project team to select training locations. Training classes should be between 1.5 and 4 hours in length. Classes on different subjects may vary in length. Preference will be given to contractors who can provide participants with International Code Council and/or American Institute of Architects continuing education credits.
- 3) Develop or modify energy code training materials such as presentations and brochures as well as leave behind materials in English and Spanish.
- 4) Participate in energy code collaborative meetings in Colorado and Nevada.

### III. Period of Performance

This project is estimated to last from June 1, 2022, to March 31, 2023.

### IV. Project Budget

The proposed project budget should reflect a times and materials contract. This is a competitively bid project; costs should be feasible and prudent. The contractor must submit cost proposals by task for the entire Statement of Work using the DOE Office of Energy Efficiency and Renewable Energy (EERE) budget justification spreadsheet, which is a separate file available for download [from DOE's website](#). NASEO may request changes to the proposal if the proposed scope exceeds the available budget. The proposed budget may include contractor travel costs in alignment with [U.S. General Services Administration per diem and meal and incidental rates](#).

### Compensation

The contractor shall invoice monthly for actual work completed. NASEO shall reimburse the contractor for actual milestones achieved and hours spent in the execution of the work (not to exceed the total approved task budget shown in the final contract agreement) once NASEO has received payment from DOE. The contractor will submit a monthly invoice and progress report by the fifth of each month.

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<sup>4</sup> Preference will be given to applicants able to develop materials in Spanish and English.

## Rejection of Proposals and Incurred Costs

This Request for Proposals (RFP) does not obligate NASEO to award an agreement. All costs incurred in response to this RFP are the responsibility of the respondent.

NASEO reserves the right to reject any or all submitted proposals not in conformance with this RFP, or for other causes. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation.

## V. Contract Requirements

The funds for this work have been provided through a cooperative agreement between NASEO and DOE. The underlying terms and conditions of the cooperative agreement between DOE and NASEO will be provided to the contractor and incorporated in the awarded subcontract. All requirements of the DOE contract shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. The contract shall be issued following approval from DOE and will become effective when signed and dated by NASEO and the contractor.

## VI. Responding to the RFP

Please submit responses to the RFP to Ed Carley via email at [ecarley@naseo.org](mailto:ecarley@naseo.org). **RFP responses are due no later than 5:00 pm EST on Friday, May 20, 2022.** Any questions on the RFP should be directed to Ed Carley via email at [ecarley@naseo.org](mailto:ecarley@naseo.org) no later than 5:00 pm EST on Friday, May 13, 2022. All questions received and answers will be posted to NASEO's RFP website.

Responses shall fully address the following:

- Cover letter
- Resumes
- Description of relevant experience including prior work on building energy code training, building science, or building inspection as well as working with relevant state agencies (in particular with State Energy Offices)
- Proposed approach and treatment of the tasks with a view toward expected deliverables
- Proposed Budget by Task Deliverables. The budget should be completed using the [DOE EERE budget justification spreadsheet](#). Please note that there is no cost-share requirement, applicants can use either the 3-year or 5-year budget justification and add all costs for their proposal under Budget Period 1.

Please limit the cover letter, the description of relevant experience, and the narrative that addresses the proposed approach and development of the project tasks and proposed budget to **6 pages in 11-point font**. The cover page, resumes, and proposed budget do not count toward the page limit. **Note: Late proposals will not be accepted.**

## VII. Subcontractor Selection and Required Qualifications

NASEO will select a contractor through a competitive selection, which will include consideration of the following:

- Experience delivering building code training
- Ability to offer continuing education credits
- Demonstrated ability to reach building officials, home builders, home energy raters, and other building trade groups.
- Competitive budget proposal

- Quality of professional experience in relevant field
- Ability to provide training to the affordable housing construction community to improve energy code compliance.
- Flexible availability

The NASEO Evaluation Team will use the following criteria in assessing all responses to this RFP:

**Technical Experience and Applicant Qualifications (30% of total score)**

1. Relevant experience providing training to improve energy code compliance to the building industry stakeholders referenced above, including those serving the affordable housing market, existing relationships with building industry stakeholders in the two project states, and ability to quickly develop and begin delivery of training.
2. Satisfactory level of technical knowledge to meet the demands of the project.
3. Quality of professional experience in relevant field.

**Proposed Approach for Implementation (40% of total score)**

1. Proposal responds to the outlined topics in the RFP.
2. Existing resources/contractor availability to meet needs for flexible deployment.
3. Overall quality and professionalism of the proposal (well written, structured, and organized) and materials are provided in the format requested.

**Budget (30% of total score)**

1. Given the scope, is the estimated cost of the proposal appropriate?
2. Does overall cost reflect an efficient value for the level of effort?
3. Is the level of effort for each task appropriate?