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## REQUEST FOR PROPOSAL IOWA RESIDENTIAL ENERGY CODE CONSULTANT

Dear Respondent:

Midwest Energy Efficiency Alliance (MEEA) is accepting proposals for a Residential Energy Code Consultant (Circuit Rider) in Iowa that is familiar with the Iowa Residential Energy Code, has knowledge of the Iowa building industry and enforcement infrastructure and is experienced in code compliant construction techniques.

Instructions for the preparation of an RFP response are contained in this package. The Iowa Residential Circuit Rider is funded but not allocated as of this date; the start date of Circuit Rider will be determined after the release of federal funds.

Proposals will be received until the position is filled.

Submission Email: [rfq-response@mwalliance.org](mailto:rfq-response@mwalliance.org)

Thank you for your interest in providing in-field data collection services and the Midwest Energy Efficiency Alliance.

Michelle Z. Thorsell  
Buildings Project Manager  
Midwest Energy Efficiency Alliance

CC: Chris Burgess

## Section I – Information and Instructions

- A. The complete original proposal must be submitted via email to [rfg-response@mwalliance.org](mailto:rfg-response@mwalliance.org) and received in accordance with the instructions detailed in this Request for Proposal (RFP). Response to the RFP shall be marked **Request for Proposal for Iowa Residential Circuit Rider**.

Proposers shall include all documents necessary to support their response to the RFP. Proposers shall be responsible for actual delivery of RFP responses to the email address indicated prior to the due date and time.

- B. Scope of Work: MEEA desires to engage a subcontractor to provide residential Circuit Rider services related to the energy code in the State of Iowa. Tasks include but are not limited to providing energy code expertise to Iowa code officials, builders, professionals and other stakeholders.
- C. Schedule: The RFP submissions will be reviewed within 2 weeks of receipt. Work is intended to begin in spring 2024, pending the release of funding.
- D. Request for Information Submission Format: RFP responses shall include the information outlined in Section IV as a minimum response to Sub-Contractor Statement of Qualifications.
- E. Proposers will be notified in writing of any change in the specifications contained in this RFP.
- F. No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on MEEA.
- G. Right of Rejection and Clarification: MEEA reserves the right to reject any and all RFP submissions, and to request clarification of information from any proposer. MEEA is not obligated to enter into a contract on the basis of any RFP submission in response to this document.
- H. Request for Additional Information: Prior to final selection, proposers may be required to participate in an interview or to submit additional information which MEEA deems necessary to further evaluate the proposer's qualifications.
- I. Denial of Reimbursement: MEEA will not reimburse proposers for any costs associated with the preparation and submittal of any RFP materials, or for travel and/or per diem costs that are incurred.

- J. An RFP submission may be withdrawn prior to the RFP due date and time via written notification to the submission email address. However, if a submission is not withdrawn by the due date and time, it shall remain valid for sixty days calendar days from the RFP due date. Right of Negotiation. MEEA reserves the right to negotiate the exact terms and conditions of the contract with the selected proposer.
- K. Evaluation criteria included in this packet shall be used in evaluating Qualifications.
- L. Exceptions to the RFP: Proposers may find instances where they may have to take exception to certain requirements of the RFP. All exceptions shall be clearly identified, and written explanation shall include the scope of exceptions, the ramifications of the exceptions for MEEA, and description of the advantage to be gained or disadvantages to be incurred by MEEA as a result of these exceptions.
- M. Indemnifications: The proposer, at its own expense and without exception shall indemnify, defend, and pay all damages, costs, expenses including attorney fees and otherwise hold harmless MEEA, its employees and agents from any liability of any nature or kind in regard to this RFP. The proposer shall be required to secure and maintain General Liability Insurance as well as protection from claims for bodily injury, death, or property damage which may arise from the performance of services under this contract. Evidence of such insurance shall be included as an item in response to this Request for Proposal.
- N. Rights to Submitted Material: All proposals, responses, inquiries or correspondence relating to or in reference to this RFP, and all reports, charts, or other documentation submitted by proposers shall become property of MEEA when received. Any confidential data the proposer wishes to remain confidential shall be clearly marked as such.
- O. Basis of Award: Proposals will be evaluated in accordance with the following criteria at a minimum.
  - 1. Proposer qualifications
  - 2. Relevant construction experience using the state residential energy code
  - 3. Experience with energy code consulting or teaching
  - 4. Familiarity with Iowa residential construction Industry associations (eg. builders, code officials, professionals)
  - 5. Physical office location

MEEA reserves the right to conduct interviews with any or all proposers as it deems necessary.

- P. Copies:** An electronic submission of the proposal and supporting documents must be submitted in response to this RFP. Additional copies are not required. **Submission Email: [rfq-response@mwalliance.org](mailto:rfq-response@mwalliance.org).**
- Q. Proposal reservations:** MEEA reserves the right to reject any and all RFP submissions and to waive minor or immaterial defects in proposals.
- R. Conflict of Interest:** The proposer covenants that they presently have no interest, and does not anticipate acquiring any interest, directly or indirectly, which would conflict, or appear to conflict, in any manner or degree with the performance of the services hereunder. Should such an interest arise after the RFP submission, the proposer shall immediately notify MEEA in writing and fully describe the conflict of interest, or apparent conflict of interest, and its potential impact on the project. The proposer further covenants that no person having any such known interest shall be employed, directly or indirectly, in the contract.
- S. Independent Contractor:** The proposer represents itself to be an independent contractor offering such services to the general public and shall not represent himself or his employees to be an employee of MEEA.
- T. Compliance with Laws:** In conjunction with performance of work under the contract, the proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Act and applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

## **Section II – Scope of Services**

- A.** This RFP describes the general requirements for professional services related to the Iowa Residential Circuit Rider.
- B.** Provide individually tailored assistance, training and education to code officials, builders, design professionals, sub-contractors, and other energy code stakeholders involved in residential construction across the entire state of Iowa.
- C.** Provide these services virtually or, as appropriate, at the stakeholder's place of business, jobsite or other venue.
- D.** Pro-actively reach out to stakeholders on a regular basis in order to establish a trusted energy code advisor relationship.

- E. Maintain a deep understanding of the energy codes being enforced, including local amendments and compliance frameworks.
- F. Stay abreast of typical residential construction practices, and best-practices, as they relate to the energy code.
- G. Make an average minimum of 10 one-on-one or small group contacts each month with code officials, builders, sub-contractors, and other energy code stakeholders.
- H. Respond to all inquiries within 24 hours.
- I. Create and file all required reports on time.
- J. Present program to interested parties, professional associations, and other interested organizations.
- K. Reporting: Participation in bi-weekly calls with the Project Team is required to ensure regular and good communication. The Circuit Rider will be expected to communicate any issues or impediments to the execution of any of these tasks to MEEA as soon as possible to help resolve issues in the timeliest manner possible.



## RFP FOR IOWA RESIDENTIAL ENERGY CODE CIRCUIT RIDER

### Section III – Statement of Qualifications Form

By submitting a Statement of Qualifications, the proposer warrants that they have read and understand the requirements of this Request for Proposal (RFP) and agree to provide the required services in accordance with the RFP. If awarded a contract, the proposed fee to be negotiated shall include all labor, material and equipment, to provide the services as outlined, including communication devices, computer hardware and software, any travel or per diem expenses, and any other miscellaneous expenses involved.

Submitted by (firm name):

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Name of responsible party:

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Email address of responsible party:

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Signature:

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Address:

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City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number of responsible party: (    ) \_\_\_\_\_ - \_\_\_\_\_

### Section IV – Sub-Contractor Statement of Qualifications

Provide on separate sheet(s), to be included with response to RFQ.

1. Full legal name of company.

2. Address of company.
3. Location of any company offices other than at address provided in the Midwest.
4. Company organization type (corporation, partnership, non-profit, etc.)
5. Number of years the company has been in business under current name and structure.
6. Number of years the company has been engaged in energy efficiency, and in what capacities.
7. List and description of any subsidiary organization.
8. Number of employees, including full-time and part-time.
9. List of professional organizations and associations with which the company is affiliated.
10. Name of proposed individual Circuit Rider who will travel around the state.
11. Experience of proposed individual Circuit Rider.
12. Education of proposed individual Circuit Rider.
13. Familiarity with the residential construction industry in Iowa.
14. Familiarity with the requirements of the adopted Iowa Residential International Energy Conservation Code (IECC), and beyond code measures such as EVs, solar, and smart thermostats.
15. Describe any outstanding characteristics of your organization.
16. Provide a list of similar work which your company has managed during the past 5 years, including date of contract, name of project, location of project, company's scope of work, and any other relevant information.
17. Provide three professional references, including contact information.
18. List any professional awards which have been made to your firm or to the members of your company who would be assigned to this project.
19. Provide Statement of Capacity to successfully complete work in a timely and professional manner given the company's current workload.
20. State any other qualifications that MEEA should take into consideration.