



Non-Disclosure / Confidentiality Clause

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Request For Qualifications

Contractor Community Partner

The DC Project

August 31st, 2010

I. Introduction

A. The DC Project

The mission of The DC Project is to advance economic and environmental justice by creating clean energy career opportunities for people who need them most. Based in Washington, DC, The DC Project was founded in January, 2009 by former leaders of the Obama for America campaign and is grounded in the belief that empowering ordinary people to be leaders within their own neighborhoods and existing social networks will result in mobilized communities striving to improve society on a sweeping scale. In its work, The DC Project tackles the most stubborn hurdle blocking a vibrant new clean energy sector – stagnant consumer demand. To do this, The DC Project takes a unique approach that mobilizes community leaders to drive demand for energy efficiency in their own neighborhoods.

B. WeatherizeDC (WXDC)

The DC Project's anchor program, WeatherizeDC, has successfully applied its innovative community mobilization model in the national capital region to unlock demand for residential energy efficiency. Building upon the field-tested mobilization strategies of President Obama's 2008 campaign, WeatherizeDC uses data-driven, empowerment-based community engagement methods to create, track, and bundle homeowner demand for weatherization. Further, through coordination with home weatherization contractors and workforce development groups, The DC Project ensures the work created through its efforts translates into high quality green jobs accessible to DC's most disadvantaged communities. Central to its mission, WeatherizeDC seeks to create new jobs for District residents in need of work. Utilizing partner contractors' to successfully convert increased work demand, into new job opportunities. The DC Project looks to ensure new hires are supported in career pathway opportunities, paid a living wage as minimum, and guaranteed access to benefits. To do this in a manner successful for each partner contractor, WeatherizeDC works collaboratively with contractors and workforce development partners to develop sensible systems and timelines for hiring new workers. These systems and timelines depend on variables

such as current and created demand for work, various stages of growth within each organization, availability of on-job-training/apprenticeship training funds, etc. The WeatherizeDC pilot has achieved significant local impact since its launch in September 2009. The WeatherizeDC pilot has secured nearly 200 homes along its weatherization pathway, mitigated an estimated 470 metric tons of carbon, and created 5 new green jobs for DC residents. Further, the pilot has enabled The DC Project to develop a new set of shareable tools, including a catalogue of best practices and learning systems that will form the core of efforts to replicate this model through a training and technical assistance program. WeatherizeDC's success has also influenced political and policy outcomes on the municipal and national level.

C. Weatherize DC Expansion Project

Building upon the success and challenges discovered during the WeatherizeDC pilot period, we are now gearing up to put its solutions to work, take on new challenges, forge new ground in community retrofit market organizing, and drive deeper innovations in the home energy efficiency sector. The DC Project will build upon the successes and lessons learned – while positioning the program to link its demand creation infrastructure with sustainable financing mechanisms – to implement Weatherize DC Expansion Project, a city-wide program that triples the outputs of the pilot model. The Weatherize DC Expansion Project will introduce program enhancements informed by the best practices developed during the pilot period, leverage partnerships to take its demand generation model to city-wide scale, and continue to hone its institutional learning framework and data management tool kit. Within the DC metropolitan region the expanded WeatherizeDC program will assist in weatherizing approximately 600 homes by providing an effective, triple bottom line option for customers interested in making the investment. The program will also strengthen the local workforce development pipeline and contractor base needed to train and equip traditionally disenfranchised individuals with the skills needed to fill the jobs in the region. The Weatherize DC Expansion Project is designed to triple its impact over the pilot period, giving to its home performance contractors potentially \$741,000- \$1,482,000 in private investments mobilized for energy efficiency, and at least 15 sustainable green jobs created; all within a 10 month timeframe.

D. Community Partnership

In order to reach the goals of the Weatherize DC Expansion Project, The DC Project needs to expand its community partners beyond those of its initial pilot period.

Weatherize DC Expansion Project partner contractors will deliver weatherization services to WeatherizeDC homeowners in accordance with a jointly-created Community Workforce Agreement (CWA).

E. Job Creation: The Goal of WeatherizeDC

Contractors selected to partner with WeatherizeDC will enter a collaborative process of designing systems and timelines to establish career pathways for DC residents. The partner contractors and The DC Project will establish and sign a working contractual agreement (Community Workforce Agreement) detailing these and other operational systems; begin orientation into working systems, and initiate the process of executing home performance lead transfer in a probationary manner.

II. Requirements

In order to ensure the Weatherize DC Expansion Project program meets goals for quality work and job creation described above, organizations must satisfy the following criteria to be considered for the position of Community Partner.

A. Minimum Qualifications

The DC Project is looking to expand its contractor base working with organizations complying with these minimum qualifications:

1. Organizations are willing, and able to comply with The DC Project's Community Workforce Agreement (described above Section I, paragraph E).
2. Organizations must be BPI certified contractors, and must employ or use Building Performance Institute (BPI) certified auditors to perform home energy audits.
3. Organizations must be licensed, bonded, insured, and registered within the Metro DC area.
4. Organizations demonstrate a history of compliance with federal and state wage and hour laws.

B. Eligibility Qualifications

The DC Project will assess organizations based on the following criteria:

1. Organizations will have sufficient skills to conduct energy efficiency retrofits and weatherization projects with a high degree of quality and customer satisfaction.
2. Organizations and subcontractors will hire new worker/installer weatherization employees from a designated training program for work projects generated in cooperation with Weatherize DC.

C. Preference

Preference will be given to organizations fulfilling the following criteria:

1. Organization is located in the metropolitan Washington, D.C. area.
2. Organization is a Minority, Women's, and/or Local Business Enterprise.
3. Organization has a successful track record in hiring and retaining historically disadvantaged or underrepresented people.
4. Organization has examples of relationships, and subcontracts with businesses owned by historically disadvantaged or underrepresented people.

III. Services/Scope of Work to be performed

- A. Community partners will perform comprehensive residential audits and weatherization services for homeowners in the WeatherizeDC program. The audit will follow WeatherizeDC guidelines based on Building Performance Institute standards.
- B. Community partners will verify that only staff with Building Performance Institute certification performs all energy audits and inspections.
- C. Community partners will schedule and perform home energy efficiency audits for homeowners referred to the partner by WeatherizeDC. Partners will provide estimates for weatherization work based on these audits, sell weatherization jobs, and perform weatherization work for the estimated cost. WeatherizeDC will provide partners with pricing guidelines to be agreed upon by all parties.
- D. Building the community support required to generate increased demand in this market requires community partners to educate homeowners and community members about the weatherization process. This will require, from the community partner, a minimum of three hours per month of community outreach. The outreach may take the form of attending Home Energy Meetings, Community Energy Meetings, and/or miscellaneous WeatherizeDC events.
- E. Community partners will maintain a relationship with WeatherizeDC's workforce development staff/partners in order to assure both employer and new hires meet our community workforce development goals.
- G. As our marketing program is data driven we will require community partners to consult with The DC Project and share designated data in a timely manner.

IV. Submission Instructions/Deadlines

A. Complete online "Partner Survey" * form within 5 business days.

B. Submit digital copies of the following required documentation to:

partners@thedcproject.org no later than close of business Wednesday the 8th of September, 2010.

1. Proof of insurance (declaration page from insurance company).
2. Proof of bonding (if required).
3. Proof of licensing in all location (license numbers).
4. Proof of BPI certification.

C. Provide the following information in as complete a format as possible:

1. Proof of previous home performance experience, including but not limited to multiple examples of work performed supplying us with copies of estimates, scope of work documents, audit reports and purchase orders from up to 3 recently performed retrofits.
2. At least 3 customer referrals.
3. List of equipment and software owned or licensed by organization.
4. Details of the organizations staff structure.
5. List of all subcontractors used in home performance work.

V. Additional Supporting Documentation

- A. Proof of access to financing (recent credit approval, working capital docs, business lines of credit).
- B. Documentation showing established relationship with unions and contractor associations.
- C. MBE/WBE/LBE/ or DC CBE Status (if applicable).
- D. Demonstration of current sales capacity/ability, including conversion rates, i.e. (audits-to-sales rates), sales staff structure, sales tracking software, online credit card/contract signing system.
- F. Demonstration of current marketing strategy and marketing expense budget.
- G. Awards or recognitions received.

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Partner Survey

* Required

Company name *

Your name and title *

Best contact phone *

Best contact email *

Best contact mailing address *

Number of employees on staff *

Gross Annual Revenue *

How long has your company been doing home performance improvements for? *

Please indicate years and months.

What areas are you licensed in? *

- Maryland
- Virginia
- Washington, DC

Which energy programs or initiatives are you associated with? *

Please indicate below, i.e. PEPCO, BG&E.

Certifications *

- BPI Building Analyst Certified
- BPI Envelope Certified
- BPI Residential Building Envelope Accessible Areas Air Leakage Control Installer Certified
- BPI Residential Building Envelope Whole House Air Leakage Control Crew Chief Certified
- BPI Heating Certified
- BPI Air Conditioning and Heat Pump Certified
- BPI Multifamily Certified
- Qualified for HomeStar
- BPI Accredited
- HERS Certified
- Other:

Number of BPI certified and HERS certified employees on staff *

Indicate number of each, i.e. 4 BPI, 2 HERS, 1 both.

How many audits have you performed this year? *

How many of these audits converted to retrofit sales? *

Please describe what your basic energy audit includes and the associated cost. *

Indicate what extras you perform (i.e., infrared thermography, duct blasting).



How is work performed? *

Please check all that apply.

	In house	Subcontracted	Referred
Home audits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air sealing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HVAC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plumbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geothermal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Solar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are you able to prepare a quote and close a sale without consulting other contractors? *

If no, please explain why not.

Yes

No

Other:

What does your hourly pay scale look like? *

Select closest match to your current pay scales.

	<\$10/hr	\$10-13/hr	\$13-16/hr	\$16-18/hr	>\$18/hr
New hire for insulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New hire for air sealing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New hire for auditor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New hire for sales team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you offer employee benefits? *

Medical insurance packages, 401K, profit sharing.

- Yes (please select benefits offered)
- Health insurance
- Dental coverage
- Vision
- Retirement plan
- Stock options
- Profit sharing
- No we do not
- Other:

Have you received any awards or recognitions? *

If yes, please list below.

Additional comments

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