

Request for Proposal

The **Vermont Energy Investment Corporation** (VEIC), a non-profit corporation, requests proposals for Residential New Construction Project Manager services to be completed and presented to VEIC by 3/29/2010 5:00pm.

Electronic submissions of the proposals are encouraged and should be emailed to bhulce@veic.org
Written proposals should be submitted to:

Vermont Energy Investment Corporation
255 South Champlain Street
Burlington, Vermont, 05401
Attention: Barry Hulce – Residential Field Staff Manager

Vermont Energy Investment Corporation

Vermont Energy Investment Corporation (VEIC) was founded in 1986 and is a non-profit corporation that provides energy conservation and renewable energy programs and projects, nationally and internationally. VEIC includes one division that administers the Efficiency Vermont (EVT) contract with the state of Vermont. This program is funded by electric ratepayers in the form of a surcharge on their electric bills. VEIC also has a separate division that provides consulting, program development, evaluation, viability analyses, and other expert technical services nationally. VEIC employs over 180 employees in four states, the majority of whom are in Vermont. Further information about VEIC can be found on our website: <http://veic.org>.

Scope of Services

This RFP covers services provided through Efficiency Vermont's Vermont ENERGY STAR Homes Program. The program includes a plan review and a "proposed from plan" Home Energy rating prior to home construction. Information is collected from each customer and the information is used to provide technical assistance and direction for appropriate energy efficiency measures necessary to achieve an ENERGY STAR Home rating. This includes a "Proposed from Plans" home energy rating using Architectural Energy's RemRate software. Assistance is also provided for efficiency measures, health and safety issues, and general building science topics such as moisture dynamics and indoor air quality. All customer interactions, data, and reports are collected in a VEIC database.

Efficiency Vermont's Vermont ENERGY STAR Homes Service includes a minimum of two inspections per house. The two inspections include a pre-drywall inspection and a final "As-built" inspection with Home Energy Rating. During the site inspections, the subcontractor shall gather all information relevant to verify EPA's Thermal Bypass Checklist, to perform a home energy rating, and installation of energy efficiency measures. This information will be entered into VEIC's electronic Home Data Form.

The inspections shall include:

- Building dimension measurements
- Establishment of a Thermal Envelope
- Grading of Insulation Quality, As per RESNET
- Completion of the ENERGY STAR Thermal Bypass Checklist
- Blower Door Testing
- Duct Blaster Testing and Analysis

- Ventilation System Testing and Analysis
- Building Component Inspection
- Efficient Lighting Product(s) Direct Installation
- Data Collection
- Home Energy Rating Software Analysis – RemRate, Version 12.5
- Home Energy Rating Certificate (HERC)
- Energy Code Certificate
- Energy Star Label
- EPACT Certification

Evaluation of Proposals

To be considered for selection, the submitter must be capable of providing all or nearly all of the services listed above. Proposals should include the credentials and experience of the persons who would be designated to conduct the required services.

Proposal selection will be qualifications-based. VEIC will intend to negotiate contract terms with the most qualified vendor. If unsuccessful, VEIC would intend to then negotiate with the next most qualified vendor, until reaching satisfactory contractual arrangements. VEIC reserves the right to not award a contract should none of the proposals adequately address the requirements outlined in the RFP.

Please supply at least three (3) references who have used your professional services for a similar project. Include a contact name, address, and a contact phone number.

Questions regarding this RFP should be directed to:
Barry Hulce – Residential Field Staff Manager
(802) 658-6060 ext1311