**REQUEST FOR QUALIFICATIONS**

**FOR RESIDENTIAL WEATHERIZATION SERVICES FOR HOUSEHOLDS LOCATED IN DOUGLAS AND JOSEPHINE COUNTIES, OREGON**

Applications due by March 21, 2025 at 5:00pm



Refer Questions to:

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**UNITED COMMUNITY ACTION NETWORK WEATHERIZATION PROGRAM**

**REQUEST FOR QUALIFICATION PROVISIONS**

**I. Overview**

**Issuing Agency:** This Request for Qualifications is issued by United Community Action Network (UCAN) for its Weatherization Program (Program). UCAN is a 501(c) (3) non-profit that provides comprehensive human services in both Douglas and Josephine Counties.

One of our core values is showing respect, dignity, and compassion to clients. We are particularly interested in working with weatherization contractors who are similarly respectful of our clients. Beyond the payment that we offer to our weatherization contractors, we offer contractors an opportunity to meet critical community needs.

**Purpose:** UCAN is accepting applications from licensed and properly insured general weatherization and plumbing contractors to perform weatherization work on residential housing units throughout Douglas and Josephine counties. This document provides the procedures to submit an application to be added to the list of UCANqualified contractors. Contractors who demonstrate adequate qualifications in response to this RFQ will need to enter into a contract to provide weatherization services after selection. Those contractors who are on the qualified list **need** **not** reapply. Successful applicants must sign a contract no later than **March 31, 2025.** All contracted work is subject to the terms and conditions specified in this document and the contract.

**Application Process:** One copy of the proposal application and all additional required materials must be sent electronically to the following e-mail address: [michael.carpenter@ucancap.org](mailto:michael.carpenter@ucancap.org) by 5:00 pm on March 21st, 2025. The subject line of the e-mail should state: Application for Weatherization Services.

**II. Program Scope and Description**

UCAN’s Weatherization Program offers weatherization services for low-income households in Douglas and Josephine counties. Households served may be located in either single-family or multi-family structures. Households may live in stick-built or manufactured homes.

By providing weatherization services, the Program aims to:

* Reduce residential energy consumption by improving the thermal efficiency of the home,
* Reduce low-income residents’ energy bills,
* Enhance health and safety by providing adequate ventilation, safely functioning combustion appliances, proper zonal pressures, and smoke/CO detectors.
* Educate households to help them reduce their energy usage.

The Weatherization Assistance Program is a state and federally funded program administered by the Oregon Housing and Community Services Department.

**III. Weatherization Work Synopsis**

Program field staff conduct weatherization audits on each household served. The work is then contracted out to Contractors. The number of jobs made available to any contractor can be affected by the contractor’s record of performing jobs that meet the standards and specifications required of the work, the contractor’s timeliness in doing so, the contractor’s history of accepting jobs when offered, and the contractor’s continued compliance with all contractual requirements. Once offered a work project, the Contractor completes the work specified in individual Scopes of Work or Proposals according to Program specifications. Program field staff inspect the work and approve it for payment.

The most commonly called for weatherization measures include:

* Furnace or heat pump tune-up, maintenance or repair;
* Installation of gas furnaces, electric furnaces, and ductless heat pumps;
* Installation of zonal heating systems;
* Plumbing or electrical repairs;
* Maintenance, repair or installation of water heaters;
* Installation of air or duct sealing;
* Installation of materials to address incidental repairs;
* Installation of equipment and/or materials to address health and safety issues;
* Installation of wall, floor and/or attic insulation.

General Weatherization Contractors and Specialty Contractors (HVAC, plumbers and electricians) cooperate to perform the work.

**A. UCAN Responsibilities**

UCAN is responsible for the following activities:

* Determine client eligibility.
* When necessary, obtain landlord approval.
* Conduct home energy audit and health and safety inspection.
* Conduct initial blower door infiltration test.
* Conduct initial combustion safety test on non-electric equipment.
* Notify owners of lead based paint hazards.
* Notify contractor of lead based paint evaluation results if paint evaluation or risk assessment has been performed.
* Prepare and issue separate work orders for each job.
* Inspect work in progress when necessary and perform final inspection to ensure work meets program requirements.
* Pay contractors in a timely manner and obtain lien waivers.

**B. Contractor Responsibilities**

Contractors are responsible for the following activities:

* Ensure compliance with all applicable local, state, and federal regulations and Oregon weatherization specifications.
* Communicate with client to schedule job.
* Complete work order as issued by UCAN.
* Perform incidental repairs essential to assure health and safety of client and installation or preservation of weatherization material.
* Apply lead safe work practices on all dwellings built prior to 1978.
* Obtain required permits.
* Educate client/homeowner on use of installed equipment and/or improvements.
* Submit all pertinent documents (manuals, warranty documents, etc.) to property owner.
* Conduct final quality control inspections.
* Submit inspection requests.
* Correct any item which does not pass inspection.
* Submit copy of required permits and invoice to UCAN.
* Upon payment, submit lien waiver to UCAN.
* Warrant work and materials for a period of one (1) year.

Contractor’s work and records may be subject to inspection by the Oregon Housing and Community Services Department.

**IV. Contractor Qualification Requirements**

As part of the qualification process, the applicant:

1. **Certifications**

If the applicant is a general weatherization contractor, the Contractor must have at least one crew member with Lead-Based Paint Renovator Certification.

1. **Licensing**

The Contractor must be currently licensed by the State of Oregon Construction Contractors Board (CCB) as a Residential General Contractor, or in their area of specialization. If a contractor seeking qualification wishes to provide both general and specialty services, be licensed in all areas in which they propose to perform work. General weatherization applicants must also be licensed by the CCB for lead-based paint renovation. If the applicant’s CCB license has any of the following issues, UCAN may deny the application:

* Civil penalties resulting in a fine,
* Refusal to reissue license,
* License revocation,
* Criminal conviction,
* Public work disbarment,
* Civil injunction,
* UTPA violation
* Suspended and required to carry a higher bond.

The Contractor must also be registered with the Oregon Secretary of State’s Office unless they are not required to do so.

1. **Insurance**

The Contractor is required to have insurance coverage for commercial general liability, automobile liability, workers’ compensation and employer liability in the following amounts:

Commercial General Liability: Single Occurrence-$1,000,000 General Aggregate - $2,000,000

Automobile Liability: Automobile Single Limit Liability Coverage - $1,000,000

Worker’s Compensation Insurance and Employer’s Liability Insurance: $500,000/occurrence

In addition to these requirements, the Contractor should be able to maintain sufficient resources to carry expenses for several open projects, as the Contractor will not receive payment until Program staff have inspected any project and approved the work.

**V. Disqualifying Circumstances**

UCAN will not qualify a Contractor if the company or principle member of the company has:

* Been listed on the State of Oregon Bureau of Labor and Industries’ Ineligible Contractors List;
* Been listed on the “Specially Designated Nationals and Blocked Persons” list, maintained by the Office of Foreign Assets Control of the US Department of Treasury;
* Been debarred, suspended, or declared ineligible from federal transactions in the previous three years,
* Been convicted or had a civil judgment made for fraud or criminal offense involving a public transaction/contract in the previous three years,
* Been convicted of embezzlement, theft, forgery, bribery, falsification/destruction of records, making false statements or receiving stolen property in the previous three years,
* Had a public transaction terminated in the previous three years.

UCAN also will deny a Contractor if that Contractor proposes to use a crew member who is a registered sex offender, and will require an explanation if the Contractor proposes to use a crew member who has been convicted of murder, assault in the first degree, kidnapping, arson, robbery in the first degree, or theft by extortion.

UCAN will deny a Contractor if a conflict of interest exists, because an employee or board member of UCAN, or an immediate family member of either, will obtain a financial benefit through the award of work to the Contractor.

In addition to issues which may result in immediate disqualification of an applicant, UCAN will examine other factors to determine whether to qualify the applicant. Such factors include previous experience, presence of needed certification/training, availability of needed equipment to perform the work, and quality of prior work.

**VI. Pricing**

General Weatherization contractors will use a spreadsheet previously created by UCAN to bill for their work. The Price Sheet is a separate attachment to this RFP. Other contractors must state their hourly rates in this RFP’s application. Pricing will be included in contractor agreements. UCAN may periodically revise pricing to reflect changed circumstances. UCAN reserves the right to request new pricing estimates and revise contracts to update pricing offered for services.

**VII. Items Required for Submission**

A complete proposal requires that the following be submitted, with all information provided:

1. Proposal application,
2. Evidence of CCB license(s),
3. Evidence of OR business registration (if required by the Secretary of State),
4. For each area of required training/certification, a list of certified/trained crew and documentation of their training/certification, if applicable.

**VIII. Acceptance of Terms**

By submitting its application, the Contractor accepts all terms and conditions specified in this RFQ. UCAN reserves the right to introduce additional terms and/or conditions as necessary.

**IX. Property Rights**

The application and attachments submitted in response to this RFQ become the property of UCAN. It is understood and agreed that the prospective Contractor claims no proprietary rights to the ideas and written materials contained in or attached to the submitted application.

**X. Right to Reject/Cancel**

UCAN reserves the right to reject any or all applications, to negotiate with any or all prospective Contractors on modifications to applications, to waive formalities, to postpone qualifying Contractors, or to cancel all or part of this RFQ. Submittal or approval of an application is not an offer, guarantee or a promise that the Contractor will obtain work from UCAN.

**XI. Evaluation Process**

UCAN will review all submitted materials for completeness. UCAN may conduct additional investigations to determine that the Contractor is qualified to perform Weatherization work, and the Contractor shall furnish to UCAN all needed information UCAN may request for this purpose.

**XII. Decision/Notification to Contractor**

On or before March 26, 2025, UCAN will inform the Contractor of its RFQ decision. UCAN may reject any application if based on the evidence submitted or evidence obtained in further investigation, UCAN determines the applicant is not qualified to perform the work contemplated in this RFQ. If the Contractor is not accepted, the Contractor may reapply during a subsequent RFQ process, unless the Contractor has failed to qualify due to any situation listed in Section V, and there are no changes to that situation. If UCAN determines that the Contractor is qualified, UCAN shall add the Contractor to a list of qualified Contractors, but only if the Contractor, signs a contract by the date indicated in this RFP. (a sample contract, **which is not to be signed,** is included with this RFQ). UCAN retains the right to negotiate terms of the contract with any contractor, but contractor must be prepared to enter into the contract without any change to its provisions.

**XIII. Suspension or Removal**

UCAN may suspend or remove the Contractor from the qualified Contractor list, upon determining any of the following:

* The Contractor’s work is deficient with respect to the quality of work, the timeliness of work, or due to poor customer service,
* The Contractor has failed to abide by contractual obligation,
* Program needs, procedures, funding, requirements, or policy makes it necessary for UCAN to do so,
* The Contractor has any failure to meet its financial obligations to its employees or suppliers.

UCAN may determine that a Contractor who has been suspended may have their qualified status reactivated. UCAN may determine that a Contractor who has been eliminated will be allowed to resubmit their qualifications and under what circumstances they may do so.

**XIV. Term/Renewal**

Once approved, the Contractor shall remain on the qualified list for a term to be determined by UCAN, unless otherwise removed from the list.

**XV. Cost for Preparing Qualifications**

Applicants for qualification are solely responsible for the costs associated with preparation and submission of their application.

**XVI. Modification of RFQ**

UCAN may modify this RFQ at any time prior to the date applications are due.

**XVII. Resources**

Proposers should consult and be familiar with the Weatherization Specifications for the Oregon Weatherization Assistance Program and the current US Department of Energy Weatherization State Plan for Oregon. Please take special note of Appendix D of the Health & Safety Plan within the Weatherization State Plan. These documents can be found on the OHCS website: <https://www.oregon.gov/ohcs/energy-weatherization/Pages/energy-service-provider-resources.aspx>