



Wayne Metropolitan
Community Action Agency
Established 1971

**WAYNE METROPOLITAN COMMUNITY ACTION AGENCY
WEATHERIZATION ASSISTANCE PROGRAM
REQUEST FOR PROPOSALS
MULTI-FAMILY ENERGY AUDITOR**

Request for Proposal: Multi-Family Energy Auditor

Introduction:

We are seeking a qualified multi-family energy auditor to provide energy audit services for our multi-family properties following the Department of Energy Weatherization Assistance Program guidelines. The auditor will conduct energy audits, identify energy-saving measures, and recommend energy efficiency upgrades. In addition, the applicant will provide consulting services to expand Wayne Metro's weatherization program to include multi-family dwellings of five or more units.

The purpose of the federally funded WAP is to increase the energy efficiency of dwellings owned or occupied by low-income persons or to provide such persons with renewable energy systems or technologies, reduce their total residential expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden.

Scope of Work:

The selected energy auditor will be responsible for performing energy audits on multi-family properties following the Department of Energy Weatherization Assistance Program guidelines. The scope of work includes the following:

1. Conduct energy audits on all common areas and units of multi-family properties.
2. Identify energy-saving measures and recommend appropriate energy efficiency measures using a state-provided priority list or Targeted Retrofit Energy Analysis Tool (TREAT).
3. Prepare a comprehensive report detailing the energy audit findings, including eligible energy efficiency measures.
4. Consult with property owners and managers on the implementation of energy efficiency measures.
5. Ensure that multifamily/rental weatherization work performed will not increase the rent on current low-income residents for a period of at least two years.
6. Ensure that multifamily/rental weatherization work will benefit the resident, not just the property owner.
7. Ensure that multifamily/rental weatherization work performed will not increase the value of the rental to an undue or excessive amount.
8. Consult on creating a multi-family weatherization program design, workflow, and implementation strategy following DOE and BCAEO funding guidelines.

The successful applicant will determine which weatherization measures will be completed on an eligible dwelling unit following the Michigan Weatherization Field Guide and the Inspection/Testing/Energy Audit Requirements. The successful applicant must provide services following the U.S. DOE WAP regulations and guidance. The CSPM will prevail when the manual has a policy that contains requirements different from WAP regulations. Regulations and guidance that apply to this program include but are not limited to (See Definitions and Reference Documents Section below for links):

- 10 CFR Part 440, Department of Energy (DOE) Weatherization Assistance for Low-Income Persons Program Regulations

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- 10 CFR Part 600, Financial Assistance Rules for DOE
- State of Michigan DOE State Plan, including Bipartisan Infrastructure Law
- Low-Income Home Energy Assistance Program (LIHEAP)
- Weatherization Program Notices
- Standard Work Specifications (SWS)
- Michigan Weatherization Field Guide

Wayne Metro reserves the right to discontinue the RFP process at any time for any or no reason.

Qualifications:

The selected energy auditor must possess the following qualifications:

1. Be certified as an RRP firm with the U.S. Environmental Protection Agency.
2. Have on staff a Building Performance Institute (BPI)-certified Quality Control Inspector/Energy Auditor (QCI/EA) for multifamily projects.
3. Know the Department of Energy Weatherization Assistance Program guidelines.
4. Have experience with energy modeling software, such as TREAT.
5. Have experience with multi-family housing, including both low-income and market-rate properties.
6. Have demonstrated experience implementing weatherization, residential energy efficiency, and health and safety remediation programs for multifamily properties.
7. Have program design consulting service experience.

Proposal Submission:

Interested auditors must submit a comprehensive proposal that includes the following information:

1. A cover letter outlining qualifications and experience.
2. A detailed description of the proposed approach to conducting energy audits on multi-family properties.
3. A list of all proposed services to be provided.
4. A detailed cost estimate for the following services:
 - A. Pre-Screen Inspection Service to determine if the project is eligible for services per the CSPM requirements
 - B. Priority List Audit
 - C. Energy Modeling Software Audit
 - D. Consulting Services
5. A list of references with contact information.

Selection Criteria:

The selected energy auditor will be chosen based on the following criteria:

1. Qualifications and experience. (25 pts)
2. Demonstrated knowledge of the Department of Energy Weatherization Assistance Program guidelines. (25 pts)
3. Proposed approach to conducting energy audits on multi-family properties. (25 pts)
4. Cost of proposed services. (25 pts)

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Timeline:

The following timeline will guide the proposal process:

1. Deadline for proposal submission: Monday, June 26, 2023
2. Selection of finalists and interviews: June 27 - July 7, 2023
3. Notification of selection: July 10, 2023

Contact Information:

All proposals and inquiries should be directed to the following:

John Carmody, Assistant Department Director
138 Cortland, Highland Park 48203
Contractor@waynemetrol.org

Definitions:

Community Services Policy Manual (CSPM): The Community Services Policy Manual aims to define policy in administering funds provided to Community Action Agencies and Local Weatherization Operators. The manual is designed to be used in conjunction with the Bureau of Community Action and Economic Opportunity Agreements (BCAEO), Federal Office of Management and Budget Circulars, the Technical Weatherization Manual, and MI Weatherization Field Manual.

FACSPRO Database: Statewide database used by Community Action Agencies, Local Weatherization Operators, and the State of Michigan Department of Human Services for tracking assistance to citizens within the state and showing the impact of services in Michigan. FACSPRO allows subgrantees to monitor queues that homes are in throughout the weatherizing process. This directly links to audit tools and is used to track the details of each weatherization job and collects the information required for federal reporting, and is also used for technical monitoring.

Lead Renovation, Repair and Painting Program (RRP): Any renovation, repair, or painting (RRP) project in a pre-1978 home or building can easily create dangerous lead dust. EPA requires that RRP projects that disturb lead-based paint in homes, childcare facilities, and preschools built before 1978 be performed by lead-safe certified contractors.

Michigan Weatherization Field Guide: The Weatherization Field Guide outlines a set of best practices for the Weatherization Assistance Program (WAP). Weatherization experts collaborating with the National Renewable Energy Lab (NREL) developed the Standard Work Specifications (SWS) beginning in 2009.

National Energy Audit Tool (NEAT): An energy audit tool for whole-home energy audits for site-built single-family and some smaller multifamily residences. Part of the Weatherization Assistant is a suite of four audit tools developed by the Oak Ridge National Laboratory.

Request for Proposal: Multi-Family Energy Auditor

Standard Work Specifications (SWS): The SWS presents required specifications and outcomes for weatherization measures when a weatherization agency selects a weatherization measure based on its cost-effectiveness.

Targeted Retrofit Energy Analysis Tool (TREAT): An energy audit software for comprehensive energy analysis and building modeling for larger and more complex multifamily residences.

Weatherization Program Notices: The Department of Energy (DOE) issues Weatherization Program Notices (WPN) to establish the framework to administer appropriated funds to the Weatherization Assistance Program (WAP).

Reference Documents:

Reference documents for this RFP include:

- 10 CFR Part 440, Department of Energy (DOE) Weatherization Assistance for Low-Income Persons Program Regulations
<https://www.ecfr.gov/current/title-10/chapter-II/subchapter-D/part-440>
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- State of Michigan DOE State Plan, including Bipartisan Infrastructure Law
https://www.michigan.gov/mdhhs/inside-mdhhs/reports-stats/plans-regs?utm_campaign=&utm_medium=email&utm_source=govdelivery
- Weatherization Program Notices
<https://www.energy.gov/scep/wap/weatherization-program-notices-and-memorandums>
- Standard Work Specifications (SWS)
<https://sws.nrel.gov/>
- Michigan Weatherization Field Guide
 - [Web Version](#)
 - [PDF Version](#)
- Community Services Policy Manual (CSPM)
 - [CSPM 0600 Series on MDHHS Website](#)
 - [CSPM 1700 Series on MDHHS Website](#)
 - [CSPM 0400 Series on MDHHS Website](#)

Thank you for your interest in our multi-family energy audit project. We look forward to receiving your proposal.