



**Workforce Development Training for Energy Efficiency  
Program Opportunity Notice (PON) 1816  
\$600,000 GJGNY Funds Available**

***PART V – LAB HOUSES FOR TRAINING AND FIELD TESTING***

**Proposals accepted through February 23, 2011 by 5:00 PM Eastern Time \***

**(\*) Proposals may be accepted no later than 5:00 PM Eastern Time on the above due date.**

NYSERDA is seeking proposals to establish up to three lab “pressure houses” for use in connection with classroom instruction, field activities, and field testing for Building Performance Institute (BPI) or other “green job” worker certifications to support the Green Jobs - Green New York (GJGNY) Program. A “pressure house” is a small house or house-like lab facility used to teach duct testing, blower door testing, combustion appliance zone (CAZ) pressure testing, combustion appliance testing, and other services for the residential and small commercial market. An increased number of pressure houses throughout New York State will provide greater local access to field training and field testing facilities needed to train and certify “green jobs” workers in support of GJGNY.

**Proposal Submission:** Proposers must submit five (5) double sided copies of the proposal, and one (1) electronic copy of the proposal (including one Microsoft Word version of the Statement of Work and all attachments) on a standard compact disk (CD). This electronic document must be identical to the final paper copy proposal and must include all relevant forms and signatures. The completed proposal must be postmarked no later than February 23, 2011. Submit the proposal directly to:

**Kelli Herndon, Workforce Development TPA  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

All Program questions or general questions concerning workforce training, should be directed to: Kelli Herndon at [kmh@nyserda.org](mailto:kmh@nyserda.org). All questions must be submitted in written form. If you have contractual questions concerning this solicitation, contact Venice Forbes (518) 862-1090, ext. 3507 or [vwf@nyserda.org](mailto:vwf@nyserda.org).

(\*) Late, incomplete, or unsigned proposals will be returned. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA’s website at [www.nyserda.org](http://www.nyserda.org)



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**NYSEERDA WORKFORCE DEVELOPMENT PROGRAM**

**TRAINING GUIDANCE AND APPLICATION DOCUMENT**

***PART V – LAB HOUSES FOR TRAINING AND FIELD TESTING***

**I. BACKGROUND INFORMATION**

**Green Jobs - Green New York (GJGNY)**

The goal of the Green Jobs - Green New York Act of 2009 (GJGNY Act) is to reduce energy consumption and support community development by providing increased access to energy efficiency services and supporting the training and job placement of “green job” workers for the delivery of energy efficiency services. The GJGNY Program is also designed to create job opportunities, including opportunities for new entrants into the green jobs workforce, focusing on both the long-term unemployed and displaced workers and new workforce entrants. The GJGNY program is funded from the proceeds from sales of CO<sub>2</sub> allowances under the Regional Greenhouse Gas Initiative (RGGI).

This document outlines requirements for proposers seeking NYSEERDA funds to establish lab “pressure houses” for use in connection with classroom instruction, field activities, and field testing for “green job” workers to obtain Building Performance Institute (BPI) or other certifications in support of the GJGNY Program. A “pressure house” is a small house or house-like lab facility used to teach duct testing, blower door testing, combustion appliance zone (CAZ) pressure testing, combustion appliance testing, and other services for the residential and small commercial market. An increased number of pressure houses throughout New York State will provide greater local access to field training and field testing facilities needed to train and certify “green jobs” workers in support of GJGNY.

Under a separate initiative funded under the American Recovery and Reinvestment Act, the Department of Housing and Community Renewal (DHCR) has signed agreements with Hudson Valley Community College (HVCC), SUNY Canton, Broome Community College, and Erie Community College for each to construct a “pressure house” for use as onsite lab facilities in connection with classroom instruction, field activities, and field testing. The New York State Weatherization

Directors Association (NYSWDA) is working directly with each site to construct these new pressure houses during 2011. It is expected that awards under this solicitation will complement DHCR's effort, thereby making available local access to field training and testing facilities throughout the other regions of New York State.

## **II. PROPOSAL REQUIREMENTS**

Interested proposers are encouraged to submit an Intent to Propose (Attachment D) to NYSERDA no later than **four weeks** before the proposal due date. On the proposal due date?, Proposers must submit five (5) double sided copies of the proposal and one (1) electronic copy of the proposal (including one Microsoft Word version of the Statement of Work and all attachments) on a standard compact disk (CD). This electronic document must be identical to the final paper copy proposal and must include all relevant forms and signatures. The completed proposal may be submitted immediately, but in any event must be postmarked no later than February 23, 2011. Submit the proposal directly to:

**Kelli Herndon, Workforce Development TPA  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

Proposals that meet all requirements will be reviewed for technical merit and project cost/benefit by a Technical Evaluation Panel (TEP) comprised of technical experts from within and outside NYSERDA. The TEP will review the proposals using the Evaluation Criteria described below in the section entitled Proposal Evaluation. As part of the evaluation process, proposers may be invited to attend an interview in Albany, NY prior to final selection. After the proposals are reviewed by the TEP and completion of any interviews, NYSERDA will notify each proposer whether or not the proposal has been selected and will notify successful proposers that NYSERDA intends to enter into an Agreement based on the proposal. As part of contract negotiations, the proposer may also be asked to address specific questions or recommendations of the TEP, and modify the proposed statement of work or budget before contract award.

## **III. PROPOSAL EVALUATION**

**Proposals will be evaluated based upon the following criteria:**

**Concept** - Is the proposed concept practical and feasible? Is there a solid plan to construct, convert, or otherwise retrofit a facility to meet specific training needs? Is there a link to a specific training entity that will use the proposed lab pressure house

for tuition-based certification training programs and BPI testing? Are the stated goals and objectives reasonable?

**Proposal** - Does the proposing team have access to the resources needed to succeed, including: qualified and experienced personnel, facilities and capital? Is the proposed approach, as outlined in the Statement of Work, likely to achieve the proposal's goals and objectives? Is the proposed schedule reasonable for the effort involved?

**Cost** - Is the overall cost reasonable when measured against the project goals and Statement of Work? Has the proposer identified all apparent risks and indicated how they plan to avoid and/or overcome them? Does the level and type of cost sharing indicate a sufficient commitment to the project?

**Benefits** - How significant are the potential training benefits to the users of the proposed facility and to New York State? Are there additional environmental or economic benefits to New York State? Is the overall project cost justified by the expected benefits? Is the requested NYSERDA contribution appropriate when compared to the other cofunders' contributions in light of the project's risks and benefits? How likely is it that the proposed facility will be ready for training within 12 months?

**Other Considerations** - Proposals will be reviewed to determine if they reflect NYSERDA's overall objectives, including: risk vs. reward, potential for complementing similar ongoing or completed projects, the general geographic distribution of training facilities across New York State, and the geographic distribution of "pressure house" facilities within New York State.

#### **IV. AVAILABLE FUNDING**

As part of NYSERDA's \$8 million GJGNY Workforce Development Initiative, \$600,000 is available to construct, acquire, or otherwise restore, retrofit and use existing buildings and residential houses for training new entrants into the green jobs workforce consistent with the goals and objectives of the GJGNY Act.

Additional funding may become available. Training entities should regularly check for updates which will be posted to the NYSERDA website. NYSERDA reserves the right to approve or deny funding based on immediate training needs in terms of regional availability of field training at BPI testing sites at time of proposal submission. Proposals may be funded in part or in full.

#### **V. SCOPE OF SERVICES**

NYSERDA seeks proposals from eligible entities, as defined below in Eligibility Requirements, to construct, acquire, or otherwise restore, retrofit and use existing buildings and residential houses for training new entrants into the green jobs workforce consistent with the goals and objectives of the GJGNY Act.

NYSERDA expects to fund up to three lab “pressure houses” for use in classroom instruction, field activities, and field testing of participants dedicated to achieving BPI certification or other certifications consistent with GJGNY program needs.

### **Field Testing and Training Capacity**

The “pressure house” is a small house or house-like lab facility used to teach duct testing, blower door testing, combustion appliance zone (CAZ) pressure testing, combustion appliance testing, and other services for the residential and small commercial market. An increased number of pressure houses throughout New York State will provide more local access to field training and field testing facilities needed to train and certify “green jobs” workers in support of GJGNY. Proposers should demonstrate a specific demographic need for each proposed site, and should take into consideration the availability of existing field training and testing facilities, including those recently funded by the Department of Housing and Community Renewal (DHCR) under the American Recovery and Reinvestment Act.

### **Timeline and Project Schedule**

#### **The spacing changes in this paragraph**

Proposers must describe a strategy to secure, construct, acquire, or otherwise restore, retrofit building(s) to be fully functional pressure house(s) for the purpose of field training and BPI field testing. The Proposer must define ownership and rights to the proposed facility, and must provide a plan for the facility to be available for training purposes for a minimum of three (3) years. The Proposer must include a construction timeline, showing major milestones (plan documents, construction schematics, construction drawings, etc.). Proposers are encouraged to provide innovative plans to facilitate establishment of the proposed pressure house and related field training and BPI field testing at the proposed facility as quickly as possible, and preferably within 12 months of contract signing.

### **Field Training and Field Testing Capability**

The Proposer must demonstrate experience and describe specific usage plans for the proposed facility that includes all features necessary to perform the following functions:

- 1) Building Analyst field training and testing
- 2) Building Envelope field training and testing
- 3) Heat training and testing (gas and oil as well as ducted and hydronic)
- 4) Air conditioning (A/C) field training and testing.

## **Pressure House Functional Requirements**

The “pressure house” must include structural specifications as necessary to provide sufficient education and testing capacity for training and testing candidates. Colonial, cape, or ranch style homes are acceptable construction types, preferably with a basement and an attic, and either one or two stories. Ideally, any proposed construction type should include, but not be limited to:

- Natural draft **gas** furnace with duct work and an operating A/C system installed.
- Natural draft **oil** boiler with a complete heating loop (pressurized system).
- Natural draft gas Domestic Hot Water (“DHW”) heater attached to a working plumbing system.
- On demand sealed combustion DHW heater attached to a working plumbing system **or** could be just hung on the wall with inlet air/exhaust outlet pipe installed.
- Operating gas oven.
- Operating electrical appliances, including a refrigerator.
- Water fixtures without low-flow devices installed.
- Rooms with closeable doors to perform pressure diagnostics.
- Operating exhaust fans with non-insulated ducting in an unconditioned attic/crawl space.
- Operating clothes dryer.
- Recessed lighting fixtures installed (some insulation contact (IC) and some non-IC rated).
- Lighting with incandescent bulbs.
- Some walls with dense pack insulation, some walls with fiberglass insulation, and some walls with no insulation. The walls would then be used for pressure diagnostics to demonstrate which insulation type provides less of an air barrier, and for infrared scanning where the candidate could determine which surface has a lower R value.
- Attic area with under board insulation (cellulose or fiberglass), attic area with open fill insulation (cellulose or fiberglass), and some attic areas with bypasses (predetermined electrical/plumbing chases, top plates, etc.)
- Attic ventilation- gable, ridge and soffit.
- Double glazed windows, single glazed windows.

## **VI. ELIGIBILITY REQUIREMENTS**

Eligible entities include those organizations with demonstrated experience in constructing laboratory teaching facilities, ENERGY STAR® homes, or experience in otherwise securing these types of facilities for training purposes. Builders are encouraged to apply in a teaming arrangement with a training institution.

## **VII. PROPOSAL FORMAT REQUIREMENTS**

### **Section 1: Executive Summary**

Summarize the proposed strategy to construct or secure pressure house sites, and any relevant proposer experience.

### **Section 2: Narrative**

**Description of Proposed Effort** - Provide a description of the proposed initiative. For example, describe strategy to secure, restore, or construct the proposed pressure house, describe the proposed location and student demographic served, house specifications, relationship with regional training institution, and the expected number of students to be supported by the proposed pressure house. Please describe the project timeline and your specific plans for construction to ensure that the project is completed within budget and on schedule. Describe the training and field testing services to be provided, and how you plan to prepare workers for participating in the GJGNY Programs.

**Experience** - Provide information in regard to the number of years your organization has been providing construction services, training and educational services, and any other relevant experience. Include any experience securing or constructing facilities for home performance training and field testing. Proposals should demonstrate how your prior experience relates to preparing students to enter the green job or clean energy field.

**References**- Please provide at least three references.

**Letter of Commitment** – Letter from technical training institution that will deliver classroom instruction, field training and field testing at proposed pressure house.

### **Section 3: Statement of Work**

The Statement of Work (SOW) must outline an ordered set of tasks, including subtasks as necessary. The SOW is the primary contractual document and identifies the deliverables in detail and provides a basis for payment. The SOW is an action document that specifically delineates each step or procedure required to accomplish the proposed tasks. Proposers must describe the actions that will be taken to complete each task and the anticipated outcome of each task. In addition, Proposers must identify each action, indicating who will perform it, how it will be performed, when it will be performed, and its anticipated deliverables. There must be concrete and specific ideas presented for each element of all tasks, and details on how the task will be carried out.

### **Section 4: Schedule**

Provide a detailed schedule from date of project kickoff to date the facility will be training and testing students.

## **Section 5: Program Budget**

The Proposer must submit a Contract Pricing Proposal Form (CPPF) showing the "Total Project Cost." A CPPF worksheet must be submitted for the Total Project Cost. Attach detailed budget breakdowns (using the CPPF Supporting Schedule) for subcontractors, equipment, material, and eligible travel.

## **VIII. GENERAL CONDITIONS:**

### **Proprietary Information**

Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 [www.nyserda.org/about/nyserda.regulations.pdf](http://www.nyserda.org/about/nyserda.regulations.pdf). However, NYSERDA cannot guarantee the confidentiality of any information submitted.

### **Omnibus Procurement Act of 1992**

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development  
Division for Small Business  
30 South Pearl Street  
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development  
Minority and Women's Business Development Division  
30 South Pearl Street  
Albany, NY 12245

## **State Finance Law sections 139-j and 139-k**

NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

### **Tax Law Section 5-a**

NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. *See*, ST-220-TD (available at [http://www.nystax.gov/pdf/2007/fillin/st/st220td\\_507\\_fill\\_in.pdf](http://www.nystax.gov/pdf/2007/fillin/st/st220td_507_fill_in.pdf)). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. *See*, ST-220-CA (available at [http://www.nystax.gov/pdf/2007/fillin/st/st220ca\\_507\\_fill\\_in.pdf](http://www.nystax.gov/pdf/2007/fillin/st/st220ca_507_fill_in.pdf)). The Department has developed guidance for contractors which is available at [http://www.tax.state.ny.us/pdf/publications/sales/pub223\\_606.pdf](http://www.tax.state.ny.us/pdf/publications/sales/pub223_606.pdf).

### **Contract Award**

NYSERDA anticipates making up to three (3) awards under this solicitation. It may award a contract based on initial proposals without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support proposals. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal. NYSERDA expects to notify proposers in approximately eight (8) weeks from February 23, 2011 whether your proposal has been selected to receive an award.

### **Limitation**

This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement.

### **Disclosure Requirement**

The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

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### **X. ATTACHMENTS:**

Attachment A - Proposal Checklist (Mandatory)

Attachment B - Disclosure of Prior Findings of Non-responsibility Form (Mandatory)

Attachment C - Contract Pricing Proposal Form and Instructions (Mandatory)

Attachment D - Intent to Propose

Attachment E - Sample Agreement