



**Technicians for New York Green Residential Building Program
Request for Qualifications (RFQ) 15**

Applications accepted July 16, 2010 through August 30, 2013 by 5:00 PM
Eastern Standard Time*

The New York State Energy Research and Development Authority (NYSERDA) is issuing this Request for Qualifications (RFQ) to develop a list of individuals who meet the qualifications of a Technician under the New York State Green Residential Building Program (Program). The Program is available statewide, and Technicians are needed to provide services in markets throughout New York State. Successful applicants must provide documentation to NYSERDA confirming they have the training and qualifications required by the Program regulations. NYSERDA encourages green building professionals, Home Energy Raters, building performance contractors, or other such individuals meeting the qualifications to respond to this RFQ. The Technician providing Program services for a building qualifying for incentives through the Program cannot also be the builder or owner of that residential building.

To be eligible to provide services to building owners participating in the Program throughout New York State, interested individuals must demonstrate that they meet the requirements of this RFQ. Successful applicants must provide documentation confirming their training or experience in energy efficient design and construction techniques, and other green building measures such as low-impact site planning and development, water efficiency, environmentally preferable materials selection, recycling and waste management, and improved indoor air quality. Applicants may also provide information about certifications, qualifications, or other relevant professional experience. Please see the Program Requirements starting on page 2 for details.

Successful applicants will be placed on a list of Technicians who meet Program requirements, which will be accessible to the public on NYSERDA's residential programs website (www.getenergysmart.org). In order to remain on the list, Technicians must remain current with any Program participation requirements. Technicians will remain on the list through December 31, 2011, and may submit a new application for listing annually thereafter.

Applicants to this RFQ must submit five (5) copies of the Application with a completed and signed Signature Page (see attachment B) attached to the front of each copy. One of the Signature Pages must contain an original signature. NYSERDA anticipates making multiple selections under this RFQ. Applications must be clearly labeled and submitted together as a package to:

**Daniel Farrell, RFQ 15
NYSERDA
17 Columbia Circle
Albany, NY 12203-6399**

Program questions on this RFQ should be directed to Daniel Farrell at (518) 862-1090, extension 3490, or df3@nyserda.org. Contractual questions should be directed to Venice Forbes at (518) 862-1090, extension 3507.

*Late, incomplete, or unsigned applications will be returned. Faxed or e-mailed applications will not be accepted. Applications 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.

I. Introduction

The Program is a New York State incentive program established in accordance with Public Authorities Law Section 1872 (PAL §1872), enacted in September 2008. The Program goals are to facilitate lasting improvement to the current practices of the residential building industry in New York State for both single family and small multifamily buildings less than 12 units and to increase consumer awareness of and demand for energy efficient, green residential buildings. The statute authorizes NYSERDA to develop regulations which detail how residential building Owners may receive incentives, and to establish green residential building standards.

Residential building owners are responsible for providing documentation to NYSERDA which confirms that the residential building meets the performance requirements of the Program. These requirements include achieving a minimum Silver-level certification using either the National Green Building Standard™ or one of two Leadership in Energy and Environmental Design (LEED®) Rating Systems (LEED for Homes, or LEED for New Construction) and meeting certain minimum energy efficiency requirements as prerequisites for receiving incentives. Program participation is limited to owners of residential buildings with fewer than 12 dwelling units, including detached single family structures, manufactured homes, modular homes, attached townhouses, and small multifamily buildings. An eligible residential building must be either a newly constructed, or a substantially renovated existing building, that receives a Certificate of Occupancy, or Certificate of Completion, on or after January 1, 2010, but prior to October 31, 2013.

RFQ 15 is developed to maintain current lists of Technicians qualified to perform the services required by the Program regulations. Additional information and all documents for the Program, such as the application form and Program Guidelines, may be accessed at: <http://www.getenergysmart.org/GreenBuilding.aspx>.

NYSERDA Commitment

NYSERDA will post and maintain a current list of Technicians (including names and contact information) on the Program web page at www.getenergysmart.org, as well as on NYSERDA's 1-(877)-NYSMART (697-6278) hotline. All inquiries received by NYSERDA from building owners (which may include builders, developers, housing authorities, or homeowners) about finding qualified Technicians will be directed to this list. NYSERDA will also state in all communication to participants and program partners in existing residential programs, which may encourage owners to upgrade to green buildings, that building owners must use only qualified Technicians to ensure that the services provided meet Program requirements and to ensure that the building is eligible for Program incentives.

II. Programmatic, Technical and Administrative Requirements

A. Programmatic

An applicant to this RFQ must provide documentation to prove that he or she qualifies as a Technician for purposes of the Program:

1. At least 12 hours of design or installation training by an accredited education institution, a professional builders association or affiliate, or other comparable and Authority-approved training course, (as shown below) in one or more of the following:

- Site planning and lot development for building green
- heating systems
- cooling systems
- creating healthful indoor air quality environments
- building envelopes
- building materials
- water use reduction techniques
- green construction techniques
- multi-family building green construction techniques
- multi-family building energy analysis

- residential building energy analysis
- energy modeling
- building performance testing

Proof of completion of any of the following training courses is adequate to fulfill Program training requirements:

- Building Performance Institute (BPI) Building Analyst
- BPI Multi-family Building Analyst
- U.S. Green Building Council (USGBC) LEED Accredited Professional
- National Association of Home Builders (NAHB) accredited Green Verifier
- NAHB Certified Green Professional
- Residential Energy Services Network (RESNET) Home Energy Rating Systems (HERS) Rater
- USGBC Green Rater

If none of the above trainings have been completed, please indicate on the Signature Page the other training(s) completed that meet Program requirements (attach certificates of completion).

Please include a copy of a certificate(s) of completion for all completed courses for Technician with the Application; OR

2. Prior professional experience with respect to the construction or substantial renovation of a residential building, within the last three years, that meets Program requirements. Additionally, the applicant must have participated, or agree to participate in at least 15 hours of training every two years since completion of such construction or substantial renovation; OR

3. One year management or supervisory builder experience in green residential building construction; OR

4. Five years of field experience in green or sustainable residential construction, or a combination of both

For item #2 above applicants must provide proof of prior green building professional experience by attaching a copy of a detailed resume or work history, certificates of completion 15 hours of training, or indicate which training will be taken. For items #3 and #4 above, applicants must provide proof of prior green building professional experience by attaching a copy of a detailed resume or work history.

B. Technical

Technicians must be independently contracted by the Owner. The following is a list of the services Technicians are expected to perform for purposes of verifying that the residential building meets the green building, energy efficiency, and performance requirements specified in the Program regulations:

1. For all residential buildings in the Program, one or more Technicians shall inspect and verify that the building has met all prerequisites, and has received: a Silver or higher LEED certification using the LEED for Homes Rating System, or the LEED for New Construction Rating System; or, a Silver or higher level certification using the National Green Building Standard. The number of inspections is to be agreed upon between the Owner and Technician, but must include at least two on-site inspections. The Technician shall assist the Owner as needed in understanding all Program criteria, including processes for certification, as defined by the respective certifying organizations.

2. For all residential buildings in the Program, one or more Technicians shall perform combustion safety testing in accordance with the test procedures set forth in ANSI Standard Z223.1-2002, Annex H Recommended Procedure for Safety Inspection of an existing Appliance Installation, for appliances covered by such standard, including measuring both ambient carbon monoxide levels for each atmospherically-vented combustion appliance and steady-state flue gas CO levels for all vented appliances, and performing worst-case Combustion Appliance Zone (CAZ) depressurization testing.

3. For all residential buildings in the Program (except as noted in the following sentence), one or more Technicians shall inspect and verify that the residential building achieves a minimum 500-kilowatt hour

annual electric savings per dwelling unit through the installation of equipment, lighting and household appliances meeting or exceeding minimum energy efficiency standards outlined in Attachment C. If there are not sufficient fixtures or appliances installed in a dwelling unit to achieve 500 kWh annual savings, the builder or Owner shall install only equipment, lighting, and household appliances that meet the minimum energy efficiency standards outlined in Attachment C.

4. For all buildings in the Program (except manufactured or modular homes), one or more Technicians shall inspect and verify at the building site that air sealing measures are complete, that insulation is aligned properly within the air barrier, and that the air barrier and thermal envelope are continuous and complete. For manufactured and modular homes, a Technician shall inspect and verify these measures at the manufacturing facility.

5. For substantially rehabilitated existing buildings, one or more Technicians shall inspect and verify that the scope of work completed meets Program requirements. These requirements include building envelope improvements necessary to effect aligned and continuous air barriers and thermal boundaries and replacement/upgrade of two of the three major building systems: heating, ventilating, and air-conditioning (HVAC), electrical, or plumbing.

6. For low-rise (three stories or less) residential buildings with 1-4 dwelling units, including detached single-family, manufactured, modular homes, and attached townhouses, a Technician shall generate a rating report and provide it to the Owner. The rating report must be prepared using a rating software tool approved by NYSERDA that generates the following information:

- (i) Expanded Home Energy Rating Service (HERS) Score, or HERS Index;
- (ii) estimated annual energy consumption;
- (iii) estimated annual energy cost;
- (iv) street address of the home, or recorded real property identifier;
- (v) name of the Technician;
- (vi) date that the rating report was prepared; and
- (vii) the rating software program and version number used to calculate the rating.

7. For low-rise residential buildings with 1-4 dwelling units, including detached single-family, manufactured, and modular homes, and attached townhouses, one or more Technicians shall inspect and verify that heating, ventilation and air conditioning equipment (including ceiling fans) meet the minimum energy efficiency standards specified in Attachment D.

8. For low-rise residential buildings with 1-4 dwelling units, including detached single-family, manufactured, and modular homes, and attached townhouses, one or more Technicians shall verify that the total supply air flow rates of ducted distribution systems has been tested and shown to deliver +/- 15 percent of room design air flow in accordance with Section 5.2.2 Acceptable Procedures, of Air-Conditioning Contractors of America (ACCA) Standard 5 QI-2007, for each room being conditioned.

9. For low-rise residential buildings with 1-4 dwelling units, including detached single-family structures, manufactured homes, modular homes, and attached townhouses, one or more Technicians shall test and verify, using a blower door that the building envelope is installed to permit five (5) or fewer air changes per hour (ACH) measured at a pressure difference of 50 Pascals (5ACH50).

10. For low-rise residential buildings with 1-4 dwelling units, including detached single-family structures, manufactured homes, modular homes, and attached townhouses, one or more Technicians shall test and verify using a duct pressure test that duct leakage (if a ducted distribution system is installed) does not exceed six (6) cubic feet per minute to outdoors per 100 square feet of conditioned floor area at a pressure difference of 25 Pascals; duct pressure testing is not required if the heating system and ductwork are installed within the conditioned space and the building envelope leakage is less than or equal to 3ACH50.

11. For low-rise residential buildings with 1-4 dwelling units, including detached single-family, manufactured, and modular homes, and attached townhouses, one or more Technicians shall inspect and verify the installation of an automatically controlled mechanical ventilation system that:

- Meets the minimum ventilation requirements of American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standard 62.2-2007;
- Operates automatically without occupant intervention;
- Exhausts to the exterior of the building; and
- Has a readily available and accessible override control.

C. Administrative Tracking

Technicians are required to maintain inspection reports, checklists, and other documents associated with an owner’s application(s) to this Program and keep the records on file for three years from the date of the application.

D. Reporting

Technicians agree to provide relevant documents for this Program to NYSERDA’s Quality Assurance Contractor upon request. This may include contractual documents between a Technician and an owner.

III. Application Requirements

Applicants are to provide the information requested in **1 through 5** listed below. Number and title each response and reply in the order presented here. Applicants must provide five (5) copies of the Application, and the Signature Page. NYSERDA reserves the right to eliminate from further consideration any application that includes a Statement of Qualifications that is deemed to be substantially or materially non-responsive to the requests for information contained herein.

1. General Information

- a. Applicant name and address
- b. Name of business (if applicable)
- b. Telephone number, fax number, e-mail address
- e. Year business was established (if applicable)
- f. Name and address of parent company (if applicable)
- g. Indicate type of firm:
 - Partnership
 - Corporation - Indicate state incorporated in
 - Sole Proprietor
 - Branch Office of – Indicate headquarters office location
 - Joint Venture - List venture partners
 - LLP
 - LLC
 - Other (explain)

2. Statement of Qualifications, describing the applicant’s ability to perform services detailed in this RFQ

The applicant should state relevant training completed (as specified in Section II, Item A Programmatic Requirements) and relevant accreditations or qualifications held, and provide copies of certificates of completion. For applicants stating qualifications based on prior experience, the applicant should describe this experience and provide a detailed resume or work history as noted in Section II.

Applicants must demonstrate the ability to provide all services required in this RFQ as detailed in Section II, B (Technical Requirements). Any applicant who cannot provide all such services directly must provide a copy of a formal agreement between the applicant and another party who is able to demonstrate they provide any remaining services that applicant cannot provide with the application. For example, an applicant who is not a HERS Rater must provide a copy of a formal agreement with a certified HERS Rater to provide rating services for buildings that require a HERS rating and will be seeking incentives through the program. The applicant must note formal agreements in place with the NAHB, USGBC, or other NYSERDA-recognized, third-party certifying organization to provide verification services for builders or building owners seeking National Green

Building Standard or LEED for Homes certification. Copies of documents showing these agreements are in place and current must be provided with the application. The Technician of record (the Technician whose name appears on the GRBP Incentive Application form), must be the person who will perform and oversee the green building certification and is qualified by the certifying organization to perform that work.

3. Signature Page

The applicant must provide a completed, signed Attachment B: 2010/2011 New York Green Residential Building Program Technician Signature Page

4. Proposal Checklist

The applicant must provide a completed Attachment A: RFQ 15 Proposal Checklist.

5. References

Include at least three (3) professional references, including contact information, from appropriate persons or organizations.

IV. Application Evaluation

NYSERDA will review each application and may contact selected references to determine whether an applicant has the necessary expertise to successfully perform the tasks required through this Program. Applications will be evaluated as received by an evaluation committee to ensure that a list of qualified Technicians is available to Owners. The evaluation criteria used by this committee are listed below.

Evaluation Component

A. General Criteria

1. Is the application complete?

B. Type of Services to be Provided

1. Does the applicant provide the services required by NYSERDA in Section II?

C. Experience and Qualifications

1. Does the applicant's training, experience, or qualifications meet the requirements of the Program, as specified in this RFQ?
2. Has the applicant provided appropriate documentation showing required prior professional green building training, experience or qualifications?

Applications will be accepted until 5:00 PM on August 30, 2013. Late, incomplete, or unsigned applications will be returned. Faxed or e-mailed applications will not be accepted. To apply: Send five (5) copies of the completed application (signed Participation Agreement Attachment A (Proposal Checklist), and Statement of Qualifications) to the attention of Roseanne Viscusi at the address on the front of this Request for Qualifications. At least one copy of the application must contain an original signature on the Participation Agreement and Proposal Checklist

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. 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 new 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.tax.state.ny.us/pdf/2006/killin/st/st220td_606_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 perspective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at http://www.tax.state.ny.us/pdf/2006/killin/st/st220ca_606_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.

Contract Award - NYSERDA anticipates making multiple awards under this solicitation. It may qualify an applicant based on initial applications without discussion, or following limited discussion or negotiations. Each

offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Signature Page to contract successful proposals. NYSERDA expects to notify applicants in approximately three to four weeks from the receipt of an application whether your application] has been approved.

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 applications 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.

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.

VI. Attachments:

Attachment A: RFQ 15 Proposal Checklist

Attachment B: RFQ 15 2010/2011 Technician Signature Page: New York Green Residential Building Program

Attachment C: Minimum Efficiency Requirements for Equipment, Lighting, and Household Appliances

Attachment D: Minimum Energy Efficiency Requirements for Heating, Ventilation, and Air Conditioning equipment (including ceiling fans)