

REQUEST FOR PROPOSAL DATED April 10, 2018

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (“RFP”) is to seek qualified contractors to complete work that is funded by the United States Department of Energy (“U.S. DOE”), Low Income Weatherization Insulation Services as funded by DOE, administered by the Minnesota Department of Commerce (“MN DOC”), and delivered by the Dakota County Community Development Agency (DCCDA).

Each applicant’s qualifications and all contracted services provided by or under the applicant must fully comply with all applicable U.S. DOE weatherization assistance and financial assistance program requirements and regulations (including but not limited to U.S. DOE 10 CFR Part 400 *et seq.* and CFDA 81.042), the Weatherization Assistance Program administered by the Minnesota Department of Commerce, the DCCDA requirements referenced in this RFP, and any and all other applicable federal, Minnesota, county and municipal laws, statutes, ordinances, codes, building codes, orders, executive orders, decrees, rules, regulations, implementing rules and regulations, provisions, restrictions, directives, contracts and grant documents. This RFP is limited to contracted weatherization and insulation services specifically described in this RFP and the program requirements associated with them.

The U.S. DOE currently provides grants to states to weatherize low-income homes, improving energy efficiency under the Weatherization Assistance Program, 42 U.S.C. § 6861 *et seq.* This funding and subsequent workload has specific requirements that are discussed in this RFP and its attachments. We very much appreciate your diligence in assembling this information.

In an effort to make that task easier, each applicant is required when responding to this RFP to complete and submit only ATTACHMENT D – Proposer Package and the information and documentation requested in that Attachment.

DCCDA reserves the unqualified right to reject any or all offers submitted in response to this RFP, and the DCCDA is, pursuant to this RFP and without qualification, under no obligation to contract with any party submitting an offer in response to this RFP. This RFP is a request for proposal only, and is not and shall not be understood to be an offer. The Secretary of the U.S. DOE, the Commissioner of the MN DOC, and their respective officials and representatives, or any of them, may impose reporting requirements on any party providing weatherization assistance-related services, weatherization and insulation services, financial assistance, or any of them, or on any party receiving funding pursuant to any such services or assistance.

B. Service Area

The DCCDA weatherization service area includes all of Dakota County, Scott County, and Carver County. The majority of work (two-thirds) will be within the Dakota County jurisdiction, with the remaining one-third of the work divided among households in Scott and Carver Counties. .

C. Who May Respond

Only parties (a) currently licensed by the Minnesota Department of Labor and Industry as a Residential Building Contractor or Residential Remodeler and (b) who meet the other requirements set forth in this RFP may respond to this RFP.

D. Instructions on Proposal Submission

1. Closing Submission Date and Contents

Proposals must be submitted no later than **4:30 p.m. CDT on Monday, April 30, 2018**. The entire proposer package is contained in ATTACHMENT D – PROPOSER PACKAGE.

2. Inquiries

To receive a copy of this RFP, please contact:

Cathy Gieselman, Program Support Assistant
Dakota County Community Development Agency
1228 Town Centre Dr
Eagan, MN 55123
Main 654-675-4465
cgieselman@dakotacda.state.mn.us

Inquiries concerning this RFP should be directed in writing to Bruce Anderson, DCCDA Weatherization Coordinator, at the address above or by email at banderson@dakotacda.state.mn.us. All responses must be in writing.

3. Conditions of Proposal

Any and all costs incurred in the preparation of a proposal responding to this RFP shall be the sole responsibility of the responder and shall not under any circumstances be reimbursed by the DCCDA.

4. Instructions to Prospective Proposers

Responses to this RFP shall be addressed as follows:

Attention: Bruce Anderson
Dakota County Community Development Agency
1228 Town Centre Dr.
Eagan, MN 55123

It is important that each proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL

For Contracted Weatherization Insulation Services: 04/30/18 RFP Response

Failure to do so may result in premature disclosure of that proposal.

The responder is solely responsible for insuring that the proposal is received at the address and by the date and time specified above. Late proposals shall not be considered responsive to this RFP and shall not be given any consideration.

5. Right to Reject

DCCDA reserves the right to reject any and all proposals received in response to this RFP. Any contract or contracts offered or entered into by DCCDA, or any of them, in response to any accepted proposal or proposals shall be based upon the factors described in this RFP.

6. Qualified Small Business/Women- and/or Minority-Owned Businesses

DCCDA will make efforts to include qualified small businesses and women- and minority-owned businesses on solicitation lists to assure that qualified small businesses and women- and minority-owned businesses are solicited with regard to this RFP whenever they are potential sources.

7. Notification of Award

It is expected that a selection of the pool of successful proposers will be on the Dakota County CDA Board of Commissioners meeting for approval on Tuesday, May 22, 2018, at 3:30pm. Upon conclusion of final negotiations with the successful insulation contractors, all insulation contractor proposers submitting proposals in response to this RFP will be informed of the results. It is expected that contracts shall include a one (1) year window of eligibility, depending on contractor performance, with options for additional one (1) year eligibility periods. Prices for services, labor, materials and improvements provided are fixed pursuant to this RFP and will be reviewed by the DCCDA on an annual basis.

E. Description of Services to be Provided

The Weatherization Assistance Program (WAP) uses energy conservation techniques to reduce the cost of home energy by an estimated percentage. Correcting health and safety hazards and potentially life-threatening conditions is the first consideration in WAP activities. Eligibility for participation in the WAP is based on one or more of the following factors:

- Households where one or more members have received TANF (Temporary Assistance for Needy Families) or SSI (Supplemental Security Income) within the last 12 months.
- Households who are at or below 200% of the Federal Poverty Income Guidelines.
- All homeowners and renters who are income eligible for the Minnesota Energy Assistance Program.
- Priority is given to households with heating costs higher than the county average and with at least one elderly or disabled member or at least one family member 18 years of age or younger.

The WAP is primarily funded through the U.S. Department of Energy and the Department of Health and Human Services, and leverages funds from area gas and electric utilities.

Contractors are asked to provide:

- Exterior wall, attic and rim joist insulation;
- Air infiltration and attic bypass sealing;
- Installation of compact fluorescent and/or LED light bulbs, low-flow showerheads, water heater and pipe insulation;
- Duct sealing;

- Blower door and related diagnostic testing, including whole-house air leakage, zonal pressure, pressure balancing, and worst-case draft testing of mechanical equipment;
- Installation of bathroom and kitchen exhaust fans;
- Minor carpentry, wall patching and painting; and
- Other services as set forth in this RFP.

F. Options

At the discretion of the DCCDA, any contract may be extended for two (2) additional one- (1) year periods. The DCCDA and the insulation contractors shall, as part of entering into, in each case, any contract extension period, agree upon the cost for all services, labor, materials and improvements provided during any option period.

G. Information Sessions

Written questions are welcomed any time prior to the submission of the RFP response, which are due Monday, April 30, at 4:30pm. To further assist potential applicants, the CDA will hold two informal information sessions on Friday, April 20th to provide general information on the RFP (only reiterating what is in the actual RFP) and responding to any questions. The first informational session will be held at 8:30am – 9:30am at the DCCDA building (1228 Town Centre Drive, Eagan, MN 55123). The second will be held the same day (April 20) from 1:00pm until 2:00pm.

PLEASE RSVP to Cathy Gieselman (cgieselman@dakotacda.state.mn.us) if you are planning to attend.

Responses provided to questions during the informational sessions will be put in writing and listed on the CDA website along with the RFP.

The informational session IS NOT MANDATORY.

II. SPECIFICATION SCHEDULE

- A. Scope of Services. Contractors to be selected shall perform weatherization- and insulation-related services in the service area of Dakota County, Scott County, and Carver County.
- All work performed will be in accordance and fully compliant with the National Energy Audit Tool (NEAT), the Minnesota Weatherization Policy Manual (<http://mn.gov/commerce-stat/pdfs/wap-policy-manual.pdf>), DOE 10 CFR Part 400 *et seq.* and CFDA 81.042), USDOE Standard Work Specifications (SWS) as incorporated in the Minnesota Weatherization Policy Manual, Official State and Federal Program Notices (<http://www.waptac.org/Rules-and-Regulations/Federal-Regulations.aspx>), and the recommendations and procedures of the DCCDA.

The Minnesota Weatherization Field Guide (the “Guide”) will be used as a guideline for the installation of weatherization measures. The Guide is available at: <http://wxfieldguide.com/mn/> (web-based) or <https://www.inspectapedia.com/Design/Minnesota-WAP-Guide.pdf> (PDF).

Detailed job book documentation and daily crew field notes are critical and are to be maintained by all selected contractors. All necessary paperwork must be filled out completely and accurately. The DCCDA will, for each installation, provide to each selected contractor a job book containing the NEAT audit and any other relevant

information necessary to complete each project. Each selected contractor shall, upon completion of the work, return the completed job book to the DCCDA along with that contractor’s invoice for DCCDA review and payment. Incomplete job books will be returned to the contractor to complete, and no payment for any contractor invoice submitted shall be made until all relevant and fully completed job books have been accepted by the DCCDA and the DCCDA’s review and acceptance of that invoice and work is complete.

Contractors are required to use lead-safe work practices on all homes built before 1978. Until the structure has been tested and found to be free of lead hazards, and proper documentation evidencing same has been submitted to and accepted by the DCCDA, no weatherization- or insulation-related services, labor, materials or improvements shall be provided to that structure.

For agencies that allow hiring of subcontractors:

Prior to the commencement of subcontracted services under the Agreement, Contractor shall provide assurance in the form of a signed contract or other document showing the subcontractor has agreed to comply with all terms, conditions, assurance and certifications of the Agreement with (the agency), including awareness of and compliance with USDOE Standard Work Specifications (SWS) and the MN WAP Field Guide.

B. Description of Services

Successful proposers will be required to furnish all services, labor, materials, improvements, equipment, tools, supplies, incidentals, supervision, and permits, as required. Successful proposers must have all necessary labor, equipment, materials and capacity to complete the work as assigned. All work is assigned at the discretion of the DCCDA. The following are **illustrations only** of the types of work to be assigned:

- Infiltration - Major/Minor Air Sealing
 - Major/minor air sealing will be specified by the Energy Auditor (“Auditor”) and priced in accordance with the agreed-upon payment scale.
- Attic Insulation
 - The Auditor will specify the settled density of all attic insulation in accordance with the NEAT. Insulation contractors are expected to provide their own power for insulation blowers. Contractors will be responsible for any and all damage and repairs caused by using the client’s electrical service. Any and all freezing of any home’s water pipes caused by any insulation work performed by the contractor will be the responsibility of the contractor.
 - **Typically, unless specified differently by the Auditor, attics will be insulated in accordance with Standard Work Specifications, or generally, as follows:**
 - *Open Blow* – Bypasses will be sealed prior to insulating, as specified in the job book. The contractor shall insulate the open attic to the depth specified in the job book. Blown cellulose is to be used. A target of R-50 is recommended. All insulation will be installed level with no fluffing and shall provide full area coverage. Height measure indicators shall be installed at several points to demonstrate insulation height. All electrical junction boxes will be flagged so their location under the insulation is apparent. All recessed lights will be treated in accordance with Standard Work Specifications and flagged. A dated job label with work and product description visible from the opened attic access shall also be installed.
 - *Side Attics* – Contractors will install blocking (sealed or foamed in) under the kneewall. If the area is not floored, the attic will be treated as an open blow. Existing batts stapled to joists must be pushed down

- tight to the ceiling of the heated space below and along the length of the eaves. This is also required for floored attics (approximately two (2) feet from the soffit).
- *Floored Attic* – The floor cavity shall be accessed either by removal of floorboards or by drilling access holes as needed, all as specified in the job book. Insulation will be installed to a density of between three-and-one-half (3.5) and four (4) pounds per square foot. Floorboards will be reinstalled and/or holes plugged, as applicable. Additional charges to move client’s belongings may be approved as a change order by the DCCDA.
 - *Attic Slants* – Slants should be insulated to between three-and-one-half (3.5) and four (4) pound density per cubic foot, whenever possible. Slant walls that cannot support that density will be blown but not dense packed. Insulation will be installed by tubing from the kneewall or peak attic. Reinforcement of existing walls may be necessary.
 - *Kneewalls* –Kneewalls will be insulated by installing Tyvek reinforced with lath over the kneewall and dense-packing the kneewall with cellulose insulation to between three-and-one-half (3.5) and four (4) pound density per cubic foot. If the side attic is a heated space, Thermax, duct board or reinforced poly may as an alternative be installed on the roof rafters, and insulation blown to between three-and-one-half (3.5) and four (4) pound density per cubic foot behind the covering. Closet or built-in drawers will be air sealed prior to any insulation work.
 - *Flat roofs* – Entry points, if drilled, will be repaired or patched. The roof will be restored to its original condition and made weather tight. Insulation will be installed to a density of between three-and-one-half (3.5) and four (4) pounds per cubic foot or as the ceiling permits without causing cracks, deflection or other damage.
 - *Attic Access* – If entrances are cut or opened to allow access, repairs shall be made to restore the access points to no less than their original condition. Treatment of side attic doors shall include weatherstripping, sweep (on vertical accesses), fastening devices, and stop molding. All accesses will be insulated to an R-50 rating. Attic dams should be plywood (5/8" x 16") or wood (1"x 16"), sufficient to retain the attic insulation, and allow an adult to get into the attic. Dams should be fastened to joists. New attic access shall have trim installed around it.
 - *Attic Access Through Roof Shingles* – If no access for insulating is possible from inside the house, shingles may be removed and shall be reinstalled to no less than their original condition provided the contractor has the ability and necessary licensure to correctly repair that roof for function and appearance. Roof vents may be removed and reinstalled for this purpose. If the contractor lacks such ability and licensure, the contractor shall engage an independent, qualified and licensed roofing contractor to perform those services; the contractor shall be solely responsible for the work of that roofing contractor,
 - *Recessed Lights* – Lights that are Type IC (Insulated Ceiling) rated fixtures shall be used. Where called for in the job book or by site conditions, light boxes for such fixtures shall be built from fire code gypsum or cement board and put around recessed lights to minimize air leakage. A three inch (3") clearance around the fixture and at least a twelve inch (12") clearance above the fixture shall be maintained. Contractors shall insulate around and/or over light boxes in accordance with Standard Work Specifications. Under no circumstances shall non-IC rated fixtures be insulated over.
 - *Chimneys* – The bypass must be sealed with sheet metal and high temperature caulk. Chimney dams must be constructed of metal, and insulation must be kept at a minimum of two inches (2") away from all chimney areas. Two inch (2") clearances shall also be maintained for all class "B" chimneys.
 - *Chutes* – Baffles and chutes must have a minimum of one inch (1") clearance and shall be installed to allow circulation of air in the attic area.
 - *Vents* – Roof vents shall be lapped under shingles and caulked in properly according to manufacturer’s recommendations. Roof vents may be used as an alternative for access to the attic area. Gable end and soffit vents shall be screened to restrict pests and shall be fixed securely.

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- *Attic Stair Treatment* – Attic stairs, landings, and sidewalls shall be insulated to a density of between three-and-one-half (3.5) and four (4) pounds per cubic foot. All holes shall be plugged and finished accordingly.

• Sidewall Insulation:

- *Exterior Wall Insulation* – Exterior siding shall be removed as necessary, and holes shall be drilled in sheathing as needed. In cases of homes which have house wrap conditions (water resistant membranes), the house wrap shall be sliced, lifted and re-taped. Insulation will be blown into the wall cavity to a density of between three-and-one-half (3.5) and four (4) pounds per cubic foot. Spray foam shall not be used on exterior walls to plug holes. Voids will not exceed ten (10) square feet of total wall area blown. Access holes will be plugged and sealed as needed to minimize air leakage. Siding will be replaced so as to retain the original appearance of the structure. Siding damaged by the contractor shall be replaced at the sole expense of the contractor. Stucco exteriors will be drilled and plugged to make it weather tight. The contractor will subcontract the stucco patching to a qualified stucco contractor. The contractor shall record in the job book the number of holes needing to be patched and shall submit the invoice from the stucco contractor together with the insulation services invoice. The contractor will be responsible to ensure that exterior wall cavities used as the ductwork of the heating system shall not be insulated. Any resulting costs and expense to correct any unapproved conditions shall be the sole responsibility of the contractor, which costs and expense may include professional duct and furnace cleaning.
- *Interior Wall Insulation* – Interior walls shall be drilled as needed to install insulation to a density of between three-and-one-half (3.5) and four (4) pounds per cubic foot. Holes will be plugged and patched by the contractor with a first layer of joint compound. On pre-1978 homes, lead-safe work practices must be used.

• Miscellaneous Activities:

- *Sheetrock* – Sheetrock work will be site specific. Sheetrock will be fire taped with one coat of joint compound, and not finished for cosmetic use. Waterproof sheetrock shall be used in bath areas.
- *Foundation Sealing* - as indicated by blower door readings.
- *Rim Joists* – Uninsulated rim joists shall be treated with fire-rated two-part polyurethane spray foam, or 2" of fire-rated polyisocyanurate foam board and two-part polyurethane spray foam.
- *Crawl Space* – Treatment of crawl spaces should include 8 mil vapor barrier covering any exposed ground surface, overlapping seams by 16" and extend 6" up the sidewall.
- *Doors* – Door replacements of entire prehung entry or service doors are required at times. Thresholds, sweeps, locking passage handles, and similar materials are needed to make the door/door frame assembly be more air-tight. Prices will include labor and are subject to site-specific conditions.
- *Hot Water Jacket* – Will be site specific.
- *Smoke Alarms/Carbon Monoxide Detectors* – each shall be installed in accordance with manufacturer's specifications. CO detectors will be installed no more than ten feet (10') from each bedroom. The date of installation will be labeled on both smoke and CO detectors, and each unit shall be tested to ensure proper operation once installed.
- *Exhaust Venting* – Bathroom/kitchen exhaust fans will be vented with the proper sized metal ducting, and insulated with duct wrap or R-11 fiberglass wrapped around the duct. Exhaust fan roof caps will be properly installed and the damper will be checked to see that it opens under normal conditions. All connections will be sealed air tight to ensure proper operations of the exhaust fan.
- *Exhaust Fans* – The type and run time of the fan will be specified in the job book. Exhaust fans will be installed to the manufacturer's specifications and vented as previously stated. Kitchen exhaust fans will be installed and vented as specified by the Auditor. All installations will be made with consideration for the

electrician to wire. Only a licensed electrician may wire fans. After the installation of a new fan, the contractor will measure and record the flow in the job book.

- *Dryer venting* – All plastic flex ducts will be replaced with rigid metal venting, and a new exhaust hood shall, when necessary, be installed together with the replacement vent. If necessary, a new exit hole will be created to accommodate that installation. On new installations, the first three feet (3') from the vent termination will be insulated. The length of new venting will not exceed code restrictions of twenty five feet (25'), including allowances for elbows.
- *Combustion Air* – Combustion air, a/k/a makeup air, will be installed as instructed by the DCCDA. Generally the system will consist of an intake hood and insulated flex duct. Install a ten inch (10") combustion air can assembly. Except as noted, the flex duct will be six inches (6") in diameter. A "J" trap may also be used instead of a can, as applicable.

• **Diagnostics, Pressure Balancing, Ductwork Sealing**

- *Ductwork Sealing* – To reduce air leakage, all duct joints and holes should be treated with mastic, fiber mesh and foil tape. This includes reattachment of disconnected ducts. Both supply and return ducting will be specified by the DCCDA.
- *Pressure Balancing* – Room pressures differences should not exceed four (4) Pa positive or negative. Corrective measures to relieve the pressure may include adjusting dampers in the ductwork and supply registers, and under cutting doors, and the cleaning off of registers or taping off part of the registers, as applicable.
- *Diagnostics* – Contractors will use a blower door to perform diagnostic testing. All exterior doors, windows, fireplaces, and other such openings will be closed or blocked prior to testing. Houses with attached garages will have the service door and overhead door(s) closed. All exhaust appliances will whenever possible be fully turned off to prevent operation during testing. Readings will be noted in the job book, including notations as to the use of restriction plates and which door the fan was in. Zone pressures will be measured with regard to the outside. Baseline pressure will be recorded and subtracted from the zone pressure reading.
- *Worst Case Draft Test* – After all work has been completed and **before** the final blower door test is completed, the contractor shall perform a worst case draft test after putting the house in the configuration that maximizes combustion appliance zone (CAZ) depressurization (see http://wxfieldguide.com/mn/MNWxFg/HeatingCooling/Combustion-Safety_Evaluation.htm#TOC_8_1_4_Worst_Case_CAZbc-4). Turn off all combustion appliances at least one half (1/2) hour before the draft test, or be sure the vent connectors from the water heater and furnace are no warmer than room temperature. All exhaust fans and the dryer will be turned on. Doors should be positioned in order to create a worst case draft test (see above). The water heater will first be caused to operate, and spillage will be checked using a chemical smoke or a digital thermometer. A draft reading will be taken and recorded in the job book. Next, the furnace will be turned on. Check for spillage on both appliances, and record draft of the furnace in the job book. If spillage and a positive draft are occurring after three (3) minutes, the contractor must notify the designated DCCDA representative. All corrective action will be taken by the contractor as approved by the DCCDA representative. Sealed combustion and some induced furnaces with B-vents connected to the inducer motor are exempt from draft tests.

This scope of work does not include all possible project or site conditions, and is meant to provide guidelines under which the contractors are to operate. The contractor and its agents shall at all times represent themselves in a proper, respectful and professional manner, pursuant to the conditions contained in ATTACHMENT B – REQUIRED WORKPLACE POLICIES.

The Auditor may call for additional work not covered specifically by this document. Such work will be priced at an established hourly rate as agreed upon with the contractor.

Any changes in the original work order due to omissions, errors, or unknown or unexpected conditions found on the job site shall be reviewed by the DCCDA's designated representative and a change order issued for these changes as authorized by the DCCDA or its designated representative. The DCCDA reserves the right to deny payment for any work not previously authorized by the designated representative of the DCCDA.

C. Delivery Schedule

All work in homes must be completed within ninety (90) calendar days from the date of the initial Audit. In many cases, there is mechanical work that must be performed **prior to** any weatherization or insulation work. By the time a contractor receives the job book with the work order for weatherization, there may be only thirty (30) to forty-five (45) calendar days left of the 90 day period. Long or unscheduled delays or lead times create problems for everyone involved, so prompt turn-around times are essential.

Inspection must be arranged with the DCCDA in advance of completion of the work. On-site inspections are preferred and are accomplished by the contractor and DCCDA's review of the work. In the event that on-site inspection cannot be arranged, the DCCDA will arrange inspection without the contractor present. If the job fails initial inspection, a punch list of deficiencies will be provided by that inspector within a reasonable period of time to the contractor, and the contractor must arrange to correct those deficiencies promptly and in no more than ten (10) calendar days following such delivery of such punch list. The DCCDA may charge the contractor for re-inspections.

Once the job has fully passed inspection and all deficiencies have been corrected to the reasonable satisfaction of the DCCDA's inspector, the contractor shall, within ten (10) business days after such inspection and correction, submit the job book and invoices to the DCCDA for review and payment.

Job books returned to the DCCDA must contain the following additional information in order for the contractor to receive payment:

- Start and completion dates of the work performed by the contractor;
- Pre and post blower door tests and zone pressures, as recorded by the contractor;
- CAZ depressurization test results;
- Worst case draft test results;
- Room to room pressure results and a detailed description of any and all corrective measures taken;
- Notes specifically describing any changes to the work, together with a copy of the change order as approved in advance by the DCCDA's designated representative; and
- A Weatherization Service Agreement signed by the client and DCCDA's designated inspector.

The contractor will ensure that all of the contractor's on-site personnel (including but not limited to the contractor's employees, representatives, agents, subcontractors, suppliers, and independent contractors) have received the necessary education and training, and possess the necessary licenses, to perform the duties necessary for the proper completion of the projects assigned, including DOE lead safe weatherization training. The DCCDA will assist the contractor in obtaining this education and training; however, the contractor is solely responsible for insuring that all of the contractor's on-site personnel shall receive all such education and training, and possess such licenses (all of the requirements contained in this paragraph, collectively, the "Education and Training Requirements").

The DCCDA reserves the right to dismiss a contractor and revoke any work order if:

- The contractor fails to maintain the proper education and training of all of its personnel; or
- The contractor fails to comply with the Required Workplace Policies contained in ATTACHMENT B; or
- The quality of the work performed is found to be of a level not acceptable by the DCCDA; or
- Funding for the programs is disrupted, limited, or is no longer available: or
- The contractor fails in any way to conform with the Weatherization Providers requirements referenced in this RFP or any other contractor-related requirements contained in this RFP; or
- The contractor’s performance, qualifications or services fail to fully comply with the requirements of all applicable DOE weatherization assistance and financial assistance program requirements and regulations, the Weatherization Assistance Program administered by the Minnesota Department of Commerce, and any and all other applicable federal, Minnesota, county and municipal laws, statutes, ordinances, zoning ordinances, codes, building codes, orders, executive orders, decrees, rules, regulations, implementation rules and regulations, provisions, restrictions, directives, contracts and grant documents (all of the these six bullet points, collectively, the “Performance Requirements”).

The contractor has the option, without penalty, to refuse any project assigned prior to performance by that contractor of any of the work (including but not limited to any services, labor, materials or improvements to be provided by the contractor) required for that project. However, failure by a contractor to complete a project, once accepted by the contractor, may result in loss by the contractor of any compensation for any services, labor, materials or improvements provided by the contractor for that accepted project, and may result in that contractor not being considered, in the sole and absolute discretion of the DCCDA, for assignment by the DCCDA of any other project.

D. Pricing

Pricing is specified in ATTACHEMENT C – PRICING.

We are looking to RFP responders to carefully review the current price lists (2017/2018) and based upon your professional knowledge and expertise, propose changes to the price list. We want to be fair with our pricing but are not always aware of the current market rates for all the items in the price list. Any recommendations you make will strongly be considered.

E. Payment

Payment for completed project work -- performed in accordance with that project’s job book and specifications, which has fully passed inspection by the DCCDA’s inspector, with all deficiencies corrected to the satisfaction of the DCCDA’s inspector, with all invoices submitted, and so long as the contractor is fully in conformance with the Education and Training Requirements, the Performance Requirements, and all other contractor requirements and obligations referenced in this RFP -- will be tendered to that contractor after receipt of all such documentation and review and acceptance by the DCCDA. Invoices will be paid within thirty (30) calendar days after all of the above conditions have been satisfied, and upon receipt of full and final lien waivers provided by the contractor (both with regard to the contractor’s services, labor, materials and improvements provided for or to that project, and for any and all services, labor, materials and improvements provided for or to that project by each and every subcontractor and materials’ supplier of the contractor.

F. Anticipated Work Volume

Based upon projected funding for 2018/2019 program year (beginning July 1, 2018), the DCCDA anticipates weatherizing approximately 90 households. The average amount of weatherization services (for work conducted under this RFP) per unit is \$4,800. The DCCDA anticipates awarding the weatherization services under this RFP to at least two contractors.

G. Work Product

All work product, including but not limited to job books, drawings, specifications, plans and studies, is the property of the DCCDA and subject to program rules and all applicable Performance Requirements; provided, however, that contractors are solely responsible and liable for all services, labor, materials and improvements provided for or to each project by that contractor, each and every subcontractor of that contractor, or any of them.

H. Confidentiality

Each proposer shall comply with the Minnesota Data Practices Act and all other Performance Requirements with regard to all data provided by and to the DCCDA, this RFP, the subject matter of this RFP, and any and all data created, gathered, generated, used, accessed or acquired with regard to this RFP, the subject matter of this RFP, or any of them.

I. Professional Standards

See ATTACHMENT B – REQUIRED WORKPLACE POLICIES.

III. CONTRACTOR'S TECHNICAL QUALIFICATIONS

Note: Two (2) complete copies of this Contractor's Technical Qualifications, as completed by the contractor, shall be included with and shall be considered a part of the contractor's proposal submitted in response to the RFP.

All responses and data must be clear and concise. Separate pages may be used when the length of the response requires it. A contractor may submit any additional information desired in support of its responses below to this Section III.

Small Firm (1 crew) ___ Large Firm (2 or more crews) ___ Minority Owned ___ Women Owned ___ Small Business ___

1. Occupational License Numbers: (Please include the name of the issuer of each applicable state, county or municipal license, and the license number)

2. Company Name: _____

3. Entity: corporation partnership other entity (specify) _____

Principal Company Owner(s)/Partners: _____

Years in business: _____ Federal tax ID number: _____

4. Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Telephone: (____) _____ Fax: (____) _____ Cell: (____) _____

5. Address of principal owner(s)/partners listed in item 3 above:

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: (____) _____ Cell: (____) _____

6. Date Organized or Incorporated: _____

7. If this entity is a corporation, nonprofit, partnership, limited liability company, or other legal entity, please indicate the State of organization or incorporation: _____

Attach a copy of each of the following for this entity, as applicable:

A. Current certificate of good standing from State if corporation or limited liability company.

B. Current certificate of authority to transaction business in the State of Minnesota, if incorporated or organized in another State.

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C. Corporate resolution verifying those persons authorized to represent this entity and the signatures of those persons.

D. The names and addresses of the members of the Board of Directors or the Board of Governors

E. The names and titles of the duly elected or appointed officers and representatives of this entity, and their respective years of experience in providing weatherization or insulation services, labor, materials and improvements.

8. List how many years you have been contracting business under your present firm or trade name: _____

9. List the names and addresses of each other firms under which the principal owner(s) or partners listed have operated or otherwise provided weatherization or insulation services, labor, materials and improvements, and the dates of such operations:

Name: _____ Address: _____ Dates: _____

Name: _____ Address: _____ Dates: _____

Name: _____ Address: _____ Dates: _____

10. List your current contracts in hand:

Contract Project	Contract amount	Type of work	Completion Date
------------------	-----------------	--------------	-----------------

11. The following questions involve your rating or standing with projects and/or insurance.

A. Have you ever failed to complete any work contracted by you? Yes: _____ No: _____

If yes, list each reason why such work was not completed, along with name, address and telephone number of the customer/client:

B. List each Workers' Compensation claim made or open at any time during the last three hundred sixty five (365) days.

C. Have you ever had any commercial property, liability, casualty, Workers' Compensation, or any other commercial or business insurance coverage or policy denied or canceled? Yes _____ No _____ If so, state in each case of denial or cancellation the reason(s) for such denial or cancellation and the name and full contact information for the insurer who issued such denial or cancellation:

D. Are you now or have you or your company ever been the subject of any reorganization, appointment of receiver, voluntary or involuntary bankruptcy, foreclosure, or tax lien? Yes _____ No _____

If yes, identify, for each matter, the action (by court file number or otherwise), and describe the nature of the action, the dates/time frame of such action, the type and nature of the legal proceeding(s), the names and addresses of the creditors involved, and the resolution of the matter.

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E. Our payment process requires an on-site inspection by our staff. This means there is an average waiting period of fifteen (15) calendar days between our receipt of invoice and the issuance of the payment for that invoice. Would this process pose a problem for your company's cash flow?

Yes ____ No ____ If yes, state reasons why. _____

12. List the most representative weatherization/insulation or other construction-related projects completed by your company. (0-2pts each, depending on how closely related)

Address	Owner	Amount	Completion Date
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13. List names and addresses of references:

A. Bank Names	Address	Contact Person	Telephone
B. Material Supplier Names	Address	Contract Person	Telephone
C. Subcontractor Names	Address	Contact Person	Telephone

D. Please list three (3) customer references for completed jobs:

Name	Address	Telephone	Date job completed
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14. Describe your company and its general experience in weatherization. (0-5pts)

15. A. List the number of staff currently working for your company, their length of service with your company, their weatherization or insulation-related construction experience with your company, and the number of years collectively of that experience. (0-5pts)

B. Identify staff members current working for your company who will be assigned to this project, and for each staff member, list their weatherization or insulation-related construction experience with your company, and the number of years of that experience. (0-5pts)

C. List dates, places, and trainers (or institutions) where on-site staff has received weatherization training, carpentry training, related certificates, or any of them. (0-5pts)

D. List which of your on-site staff have received weatherization training. Include dates, certificates and experience. (0-5pts)

16. Describe your company's experience in carpentry and residential home rehabilitation. Include staff currently working for your company who possess such experience and identify such staff who will be assigned to this project. (0-5pts)

17. A. Based on the Minnesota Weatherization Field Guide, how much training will you need to perform at the standards set by the guide and the DCCDA as set forth in this RFP? (0-5pts)

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- B. Based on the Minnesota Weatherization Field Guide, describe your on-the-job training for your staff. (0-7pts)
18. Having read the descriptions contained in the RFP, how many completions of weatherization jobs can you maintain on a monthly basis? (0-5 pts)
19. Do you have:
- A. Personnel Policies for your staff? Yes ___ No ___ If no, please be prepared to discuss. (0-3pts)
 - B. Safety committee or policy for your staff? Yes ___ No ___
What was your accident rate last year? _____ (0-3pts)
 - C. Form-fitted respirators for employees? Yes ___ No ___ (0-1pts)
 - D. A workplace accident and injury reduction (AWAIR) program for your staff? Yes ___ No ___ If yes, please describe. (0-3pts)
 - E. Please describe the lead-safe policies your company uses for customers and employees: (0-3pts)
 - F. Do you perform criminal or credit background checks of people in your employ? Yes ___ No ___ (0-1pts)
 - G. Do you have a drug testing policy and procedure? Yes ___ No ___ (0-1pts)
20. Do you have a recent model Blower Door? Yes ___ No ___ (0-1pts for each)
List equipment used to perform pressure diagnostics, worst case draft, and air sealing (Magnehelic gauges are not acceptable).
21. Does your staff have experience working with Blower Door equipment? Yes ___ No ___ (0-5pts)
If yes, please describe the length and type of experience _____

22. Describe the quantity, age and type of insulation equipment that will be used for this project. Has it passed the manometer 80 PSI test? (0-5pts) _____
23. Describe what your service vehicle(s) will typically contain to perform weatherization/insulation services for this project. (0-5pts)
24. Describe your tool/equipment/truck maintenance policies. (0-5pts)
25. Who will be your company's contact person responsible for customer service for the projects described in this RFP? (0-3pts) _____
Describe your customer service procedures and policies. _____
26. Do you agree to the attached proposed pricelist for weatherization service? Yes ___ No ___
In your professional opinion, are there any prices which you think clearly need review? Yes ___ No ___

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Please indicate which activity/pricing and reason(s) for price adjustment. Pricing and reasoning for price adjustment will be strongly considered when finalizing the pricelist.

27. List any subcontractors and suppliers that will participate in this project with your company.

Subcontractor Names	Address	Contact Person	Telephone
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28. Indicate whether you have performed weatherization projects for any of the following: (5 points for work performed for Dakota County CDA, 3 points for other weatherization service providers, and 1 point for others)

XCEL	Yes___ No___
Neighborhood Energy Consortium	Yes___ No___
Sustainable Resource Center, Inc.	Yes___ No___
CAP Agency	Yes___ No___
Minneapolis Community Development Agency	Yes___ No___
Housing and Urban Development Agency	Yes___ No___
Dakota County Community Development Agency	Yes___ No___
Greater Metropolitan Minneapolis Housing Corp.	Yes___ No___
CenterPoint Low-Income Weatherization Project	Yes___ No___
Center For Energy and Environment	Yes___ No___
Metropolitan Airport Noise Abatement program	Yes___ No___
Community Action Partnership for Ramsey and Washington Counties	Yes___ No___
Anoka County Community Action Program	Yes___ No___
Three Rivers Community Action, Inc.	Yes___ No___

29. Please list each nonprofit, government or neighborhood agency (not listed in item 28 above) for which you have completed a construction project (1 pt each, maximum of 3 pts).

The contractor, by and through the undersigned, hereby certifies that the above statements, information and attachments are true and complete. The contractor further understands that the DCCDA will use reasonable efforts to keep the information provided by the contractor in and with this Contractor’s Technical Qualifications questionnaire confidential, and shall use such information to investigate and verify the qualifications of the contractor as a weatherization vendor.

The contractor, by and through the undersigned, hereby authorizes and requests that any individual, firm, partnership, corporation, limited liability company, other entity, or any other third party contacted by the DCCDA, to furnish to the DCCDA, any information requested by the DCCDA for due diligence purposes and with regard to any of the information provided in and with this Contractor’s Technical Qualification’s questionnaire, any other submissions, proposals, information, documentation, or data provided by the contractor with regard to this RFP that the contractor agrees to accept and assumes all liability and responsibility for any and all such furnishing of information by any such third party to the DCCDA, and the contractor warrants and covenants to indemnify and hold the DCCDA, harmless from all liabilities and expenses incurred by the DCCDA, as a result of any act or omission of the contractor or its employees, representatives, agents, subcontractors, independent contractors or suppliers with respect to such due diligence.

The contractor, by and through the undersigned, agrees and covenants to execute and provide, on an expedited basis, to the DCCDA, any release, authorization, waiver or similar form, as requested by the DCCDA, authorizing that any such

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information so requested by the DCCDA, from any third party be provided by such third party to the Agencies, or any of them.

This Contractor's Technical Qualifications questionnaire, together with all statements, information and attachments hereto, has been prepared and executed this ____ day of _____, 2018.

Name of Company

By: _____

Printed name

Title

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals to be submitted shall be submitted in the form of ATTACHMENT D – PROPOSER PACKAGE, a blank copy of which is attached to this RFP. Each such proposal shall include the following as part of ATTACHMENT D – PROPOSER PACKAGE:

1. Two (2) complete copies of a signed Contractor’s Technical Qualifications questionnaire (pages 14 – 19). together with all statements, information and attachments included therein and therewith; and
2. Two (2) complete copies of a signed ATTACHMENT A – CERTIFICATIONS, a blank copy of which is included below as ATTACHMENT A.

These documents and the RFP will become part of and shall be incorporated into the final contract to be awarded, if any. The only submission piece is ATTACHMENT D with proposer’s signature(s) and qualifications.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received on a timely basis, pursuant to the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include either or both of the Certifications.
- The necessary signature(s) or certification(s) are not included in any required document.
- The proposal does not provide adequate or sufficient information to allow the DCCDA, to form a judgment that the undertaking(s) proposed by the proposer would comply with the DCCDA’s respective requirements for this program.

DCCDA reserves the unqualified right to reject any or all offers submitted in response to this RFP, and the DCCDA is, pursuant to this RFP and without qualification, under no obligation to let any contract or contracts to any party submitting an offer in response to this RFP. This RFP is a request for proposal only, and is not and shall not be understood to be an offer. The Secretary of the DOE, the Commissioner of the DOC, and their respective officials and representatives, or any of them, may impose reporting requirements on any party providing weatherization assistance-related services, weatherization and insulation services, financial assistance, or any of them, or on any party receiving funding pursuant to any such services or assistance.

D. Review Process

The DCCDA will open and record all responses for this RFP. Each response will be assigned a number. All responses will be evaluated and scored according to the criteria set forth in this RFP. The responsive proposals will be ranked according to score. After reviewing the results, the successful pool will be announced and the unsuccessful proposers will be notified.

Prior to awarding contracts to the successful pool, the DCCDA Board of Commissioners will take action on awarding the contracts at the Tuesday, May 22, 2018 Board meeting. The Board meeting will begin at 3:30pm and is held at the Dakota County CDA building (1228 Town Centre Drive, Eagan, MN 55123).

ATTACHMENT A – CERTIFICATIONS

_____, the individual signing this Attachment A – Certifications, represents and certifies, on behalf of the Contractor identified below, that:

1. He/she is authorized to represent and bind the Contractor with respect to all matters contained in this Attachment A – Certifications, and that the DCCDA may fully rely upon such authorization in all matters with regard to this Attachment A – Certifications, the Master Construction Agreement by and between the Contractor and the DCCDA, the “RFP”, as defined in Paragraph 2 herein below, and any and all matters related thereto.
2. There has been no attempt or effort made by or on behalf of the Contractor to discourage, limit or interfere with any potential contractor from submitting a proposal or for the Request for Proposal dated June 23, 2015, and issued by the DCCDA identified therein (collectively, the “RFP”).
3. He/she has read and understands the RFP and all attachments to that RFP.
4. The Contractor’s qualifications and all contracted services to be provided by the Contractor shall fully comply with all applicable DOE weatherization assistance and financial assistance program requirements and regulations (including but not limited to DOE 10 CFR Part 400 *et seq.* and CFDA 81.042), the Weatherization Assistance Program administered by the Minnesota Department of Commerce, the Weatherization Providers requirements referenced in this RFP, and any and all other applicable federal, Minnesota, county and municipal laws, statutes, ordinances, codes, building codes, orders, executive orders, decrees, rules, regulations, implementing rules and regulations, provisions, restrictions, directives, contracts and grant documents.
5. The Contractor does and shall during the entire time when Contractor provides any services, labor, materials, improvements, or any of them, to or for any project, home, dwelling or property, pursuant to the terms and conditions of the Master Construction Agreement, (a) carry and maintain casualty, liability and Workers’ Compensation insurance coverages adequate and sufficient for Contractor’s business purposes, (b) provide a certificate of insurance, pursuant to the terms and conditions of the Master Construction Agreement, naming the DCCDA and the DCCDA’s client(s) as additional insureds, (c) be fully in compliance with Minn. Stat. § 176.181, subd. 2 pertaining to workers’ compensation insurance coverage, and (d) fully and strictly comply with all other insurance requirements contained in the Master Construction Agreement.
6. The Contractor will at all times comply with Executive Order 11246, as amended, as supplemented by regulations at 41 CFR Part 60 (collectively, the “E.O.”), which is administered by the Employment Standards Administration’s Office of Federal Contract Compliance Programs within the U.S. Department of Labor, which E.O. prohibits federal contractors, subcontractors and federally-assisted construction contractors and subcontractors which generally have contracts that exceed \$10,000.00 from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin, and also requires covered contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.
7. The Contractor will comply at all times with the Copeland Anti-Kickback Act, 18 U.S.C. 874, as amended, and as supplemented by U.S. Department of Labor regulations (29 CFR Part 3, “Independent Contractors and Sub Contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”), which Act generally prohibits federal contractors or subcontractors engaged in building construction or repair from inducing an employee to give up any part of the compensation to which he or she is entitled under

his or her employment contract and requires such contractors and subcontractors to submit weekly statements of compliance.

8. Neither the Contractor nor its principal employees are excluded from federal procurement or nonprocurement programs (Executive Order 12549, Debarment and Suspension, 3 CFR 1986 Comp. p. 189), and that the Contractor and any individuals to be assigned by or on behalf of the Contractor to any project as assigned by the DCCDA do not have a record of substandard work.
9. The Contractor, when delivering services, labor, materials, improvements, or any of them, pursuant to a fully executed Master Construction Agreement, shall work under the broad supervision of the DCCDA weatherization staff.
10. The Contractor has the ability to meet the standards and policies of the DCCDA as set forth in ATTACHMENT B – REQUIRED WORK PLACE POLICIES.
11. The Contractor warrants and agrees that no employee, representative or agent of the DCCDA is participating directly or indirectly on the Contractor's behalf in the procurement process or shall, as a result of the Contractor's entry into the Master Construction Agreement, become or accept employment as an employee or independent contractor of the Contractor. For any breach or violation of this warranty, the DCCDA shall have the sole and absolute right and discretion to terminate the Master Construction Agreement without liability to the DCCDA.
12. Each of the above statements and certifications are true, correct and complete, and shall continue at all times to be true, correct and complete during the term of the Master Construction Agreement. The Contractor further understands that the DCCDA will use reasonable efforts to keep all information provided with regard to the RFP confidential, and shall use information to verify the qualifications of the Contractor as a weatherization vendor, provided, however, that the contractor understands and agrees that the DCCDA shall have no liability to the Contractor or any party acting through, on behalf of or with regard to the Contractor for any claimed or actual failure relating in any way to such confidential treatment..
13. The Contractor hereby authorizes and requests that any individual, firm, partnership, corporation, limited liability company, other entity, or any other third party contacted by the DCCDA, furnish to the DCCDA, any information requested by the DCCDA, for due diligence purposes and with regard to any of the information provided by the Contractor in any submission, proposal, documentation, response, disclosure or data with regard to the RFP, that the Contractor agrees to accept and assumes any and all liability and responsibility for any and all such furnishing of information by any such third party to the DCCDA, and the Contractor warrants and covenants to indemnify and hold the DCCDA, harmless from any and all liabilities and expenses incurred by the DCCDA, as a result of any act or omission of the Contractor or its employees, subcontractors, independent contractors, agents, representatives, suppliers or vendors with respect to such due diligence.
14. The Contractor agrees and covenants to execute and provide, on an expedited basis, to the DCCDA, any release, authorization, waiver or similar form, as requested by the DCCDA, authorizing that any such information so requested by the DCCDA, from any third party, as described in Paragraph 14 immediately above, be provided by such third party to the DCCDA.

Dated this _____ day of _____ 2018

“Contractor”

By: _____

Its: _____

ATTACHMENT B – REQUIRED WORK PLACE POLICIES

Contractor Site Access Policy

Purpose:

In order to provide and maintain a safe, secure workplace, promote the health and welfare of their employees, protect their public image and physical assets, and preserve a good relationship with their clients and customers, the DCCDA has established access requirements for all contractors, subcontractors, and their respective employees, representatives, agents, independent contractors, vendors and suppliers.

Definitions

- “DCCDA” – Dakota County Community Development Agency.
- “Contractor” – Any contractor, including that contractor’s subcontractors.
- “Employee” – Any employee, independent contractor, representative, agent, vendor or supplier of a Contractor or Contractor’s subcontractor, respectively.

Pre-Access Requirements

Contractors and their Employees requiring access to the DCCDA’s property or assets, or to any property or asset of any client or customer of the DCCDA, whether the Contractors, Employees, or any of them, are acting as a representative of the DCCDA (which representation is subject to the prior, written approval of the DCCDA, which approval may be withheld, delayed or denied at the absolute and sole discretion of the DCCDA), or otherwise, and/or who have been provided prior, written approval by the DCCDA for access to the DCCDA’s respective confidential and proprietary information, must complete and pass a background check and drug test prior to being granted physical or electronic access via any specified medium to the DCCDA, pursuant to the following conditions:

- Contractor Responsibilities
 - It is the Contractor’s responsibility, at the Contractor’s sole expense, to arrange and provide for all necessary background checks and drug tests for their Employees, through the vendor of their choice.
 - All costs and expenses associated or incurred, directly or indirectly, with regard to these site access requirements will be the responsibility of the Contractor, including but not limited to any wages or other payments which may be part of a collective bargaining agreement.
 - The Contractor will determine, and certify in writing to the Agencies, the eligibility of Employees to perform work for the DCCDA, consistent with the parameters of this policy.
 - In addition, the State of Minnesota requires each Contractor (and sub-contractor) employee be screened via the Minnesota Bureau of Criminal Apprehension’s Computerized Criminal History system. This is a free system that can be accessed at <https://cch.state.mn.us/>.
 - At the beginning of each program year (July 1st), contractors will be responsible to provide the CDA Weatherization Coordinator documentation that the background check via the MN website (above) was completed for all employees (and any sub-contractor employees) that may access property to conduct CDA work. Documentation will include a copy of each search conducted.
 - Contractors will be responsible to do the same screening and submit the same documentation for employees (and sub-contractors) hired throughout the program year that may access property to conduct CDA-approved work.
 - A person performing the CDA-approved work cannot complete her/her own criminal background screening via the MN website (above). If the contractor is a sole-proprietor or has no employees that do not complete the CDA-approved work on site will need to submit the

necessary information (full name, date of birth) to the CDA Weatherization Coordinator for the completion of the screening. Documentation of the screening will be provided to the contractor.

- If a sub-contractor is a sole-proprietor or has no employees that do not complete the CDA-approved work on site must submit the necessary information (full name, date of birth) to the contractor for completion of the screening. The contractor is then responsible to provide the sub-contractor and the CDA Weatherization Coordinator documentation of the screening.

- Criminal Background Check
 - Background checks will include:
 - a Social Security Number (SSN) verification;
 - a national criminal scan; and
 - county criminal searches to include the county of each Employee’s current residence and the county of current or most recent employment.
 - A repeat background check is required when an Employee leaves his or her employ and is rehired after an absence of no less than six (6) months.
 - A Contractor is responsible for re-evaluating an Employee’s site access when the Contractor becomes aware that an Employee has been involved in criminal activity that could potentially disqualify the Employee’s access status. If the Employee is determined to pose an unacceptable risk, the Contractor shall immediately remove that Employee from the site.

 - The following factors are of particular concern to the DCCDA and shall be closely scrutinized and monitored by the Contractor in determining the eligibility of each Employee for site access:
 - Drug use, manufacturing, trafficking, sale or intent to sell/distribute, or any of them;
 - Significant honesty issue (e.g., extortion, embezzlement, perjury, theft, forgery);
 - Serious violent behavior (e.g., rape, sexual assault, aggravated assault, armed robbery, arson, manslaughter);
 - Any employment-related criminal misconduct; and/or
 - Any criminal conviction for any behavior, activity or issue which in any way relates to or involves one or more sites or access to any site.

 - Any factors identified on a Contractor’s employee’s background check will be reviewed and assessed on a case-by-case basis.

- Drug Testing
 - At a minimum, a five (5) panel drug test will be completed by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified testing facility.
 - Drug testing parameters will follow Department of Transportation (“DOT”) guidelines.
 - Any Employee testing positive or any test deemed to be positive, pursuant to DOT guidelines, shall be ineligible to perform any future work under any contract or agreement with the DCCDA.
 - A repeat drug test is required when an Employee leaves his or her employ and is rehired after an absence of no less than six (6) months.

Working Visitor Access

Contractors and trade unions shall adhere to the Pre-Access Requirements as stated above, and each Contractor shall be responsible for any violation by any Employee of that Contractor, by any trade union official, employee, representative or agent involved in any matter regarding that Employee, that Contractor, or both. It may be necessary under certain conditions, determined in the sole and absolute discretion of the DCCDA, to allow access to a site under these Working Visitor access provisions. The DCCDA will consider requests for Working Visitor access based on the circumstances of the request, site conditions, and any and all other factors as determined by the DCCDA, and in the sole and absolute discretion of the DCCDA. Working Visitor access may be revoked at any time and for any or no reason, in the sole and absolute discretion of the DCCDA.

- Working Visitor – Allows an individual to perform work on a site, whether scheduled or unscheduled, for either, as determined in the sole and absolute discretion of the DCCDA, a period of no more than five (5) consecutive workdays or while awaiting any background check and drug test to be completed and approved.
 - Working Visitor access is appropriate in situations such as, but not limited to, short notice call to work, emergency repair, a manufacturer’s representative’s need, or the need for a mechanic for vehicle repair.
 - The DCCDA is responsible for ensuring that a Working Visitor is escorted at all times while on site by a Contractor or the DCCDA’s employee or representative. The Contractor has primary responsibility for escorting their Employees who are under a Working Visitor status. An Employee who has been issued a picture keycard may act as an escort for that Contractor’s Employees. Any Employee may also act as an escort, provided, however, that the Contractor is solely responsible for all actions and omissions of that Employee and of all of its Employees with regard to Working Visitor matters and for any third party designated as a Working Visitor with regard to that Contractor.
 - When work unexpectedly has to extend beyond the five (5) day limit, which extension is subject to the sole and absolute discretion of the DCCDA, a background check and drug test must be initiated by the Contractor. Working Visitor access status will remain in effect for the affected individual(s) until the background check(s) and drug testing have been completed and approved as described above.

Post Access Drug Testing Requirements

- Reasonable Suspicion Testing
 - When there is reasonable suspicion to believe an Employee is in possession of or under the influence of alcohol or any illegal drug while working under the DCCDA’s Master Construction Agreement, the Contractor shall evaluate the Employee’s behavior and conduct all necessary drug and alcohol tests, and the Contractor shall in writing immediately notify the DCCDA of such behavior and testing, and shall immediately following the availability to the Contractor of the results of such testing notify the DCCDA in writing of such results and of the actions taken by the Contractor with regard to such results. “Reasonable suspicion” is a belief based on behavioral observations or other evidence sufficient to lead a reasonable person to suspect that an individual is under the influence of alcohol or any illegal drug, and that that individual presents exhibiting traits such as but not limited to slurred speech, inappropriate behavior, decreased motor skills or restricted ability to understand requests, directives, speech or writings.
 - All costs and arrangements for testing will be the responsibility of the Contractor, including any wages or any other payments that are part of a collective bargaining agreement.
 - Any Employee or other individual who has at any time been removed from the DCCDA’s property, a work site, a job site, or any of them, for such reasonable suspicion testing will not be eligible to return to

such property, work site or job site until the Contractor certifies in writing that that Employee or other individual tested negative for drugs and alcohol.

- Any Employee or other individual who tests positive for alcohol or illegal drug use shall be ineligible for any further work with DCCDA, and shall, except as otherwise determined by the DCCDA and in the sole and absolute discretion of the DCCDA, not be permitted onto or into any DCCDA property or on any work site or job site.

Post Incident Testing

- Employees will be required to undergo drug and alcohol testing when involved in or believed to cause, by action or omission, a work-related accident while working under contract with the DCCDA, where the Contractor was operating or assisting in the operation of machinery, equipment, or vehicles involved in a work-related accident which resulted in medical care or treatment, property/equipment damage, or both, and the Contractor shall in writing immediately notify the DCCDA of such incident and testing, and shall immediately following the availability to the Contractor of the results of such testing notify the DCCDA in writing of such results and of the actions taken by the Contractor with result to such results.
- All costs and arrangements for testing will be the responsibility of the Contractor, including any wages or other payments that are part of a collective bargaining agreement.
- Any Employee or other individual involved in such an incident may continue working (except in those cases where reasonable suspicion testing is, in the sole and absolute discretion of the DCCDA, warranted), but such Employee or individual will require escorted access until the Contractor certifies that that Employee or individual tested negative for alcohol and illegal drugs.
- Any Employee or other individual who tests positive for alcohol or illegal drug use shall be ineligible for any further work with the DCCDA, and shall, except as otherwise determined by the DCCDA and in the sole and absolute discretion of the DCCDA, not be permitted onto or into any DCCDA property or on any work site or job site.

Special Project Considerations

When the needs of a project warrant, in the sole and absolute discretion of the DCCDA, modification to these testing parameters, where a Project Labor Agreement (“PLA”) or other collective bargaining agreement exists or is negotiated, or any of them, a project specific policy, to be determined in the sole and absolute discretion of the DCCDA, shall determine the applicable site access requirements.

Enforcement:

Contractors will maintain background and drug testing records in accordance with all applicable federal and state regulations.

The DCCDA reserves the right, in their respective sole and absolute discretion, to refuse site access to anyone, and to audit, interview and investigate any and all Contractors, subcontractors, Employees, and their respective records, documentation and data, whether in written or electronic form, and however stored or maintained, with regard to compliance with the terms and conditions of policies addressed or referenced in this Attachment B – Contractor Site Access Policy.

Failure by the Contractor to strictly adhere and conform to the terms and conditions of this Policy, including any violations of the Policy, may result in the termination by the DCCDA, in the sole and absolute discretion of the DCCDA, of a Contractor's Master Contractor Agreement.

Background Check & Drug Test Certification

_____ does certify that
Company

Employee

Completed and passed the background and drug test.

Background Check:

1. Date: _____

2. Company: _____

Drug Testing:

1. Date: _____

2. Company: _____

Signature: _____
Company/Contractor Representative

***MUST BE COMPLETED FOR EACH EMPLOYEE FOR CONTRACTORS AND SUBCONTRACTORS WORKING AS PART OF THIS RFP. WILL NEED TO BE SUBMITTED AT TIME OF SIGNING CONTRACT, IF AWARDED CONTRACT.**

Contractor Sexual Harassment Policy

It is the policy of the DCCDA that sexual harassment of any of the DCCDA employees, customers, clients, representatives, agents, contractors or independent contractors is forbidden. Sexual harassment increases hostilities, creates an offensive and hostile working environment, decreases productivity, adversely affects positive working relationships and positive work environments, unnecessarily increases operating costs and expenses of the DCCDA, and tarnishes the image of the DCCDA in the communities they serve and among their stakeholders (collectively, the “Policy”).

For purposes of this Policy, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct is directed at or related to one's gender and includes any one or more of the following: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or working or business relationship, 2) submission to or rejection of such conduct by an individual is used as a basis for employment or working or business relationship decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile working environment.

Sexual harassment is a violation of the Minneapolis Civil Rights Ordinance, the Minnesota Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, and other applicable federal, state and municipal laws, statutes, ordinances, rules, regulations, and codes. Any occurrence of sexual harassment may further result in liability to the Agencies and their respective employees, officers, representatives, agents, contractors, independent contractors, vendors, suppliers, or any of them. Sexual harassment occurring in the work place, including in the homes of any of the Agencies’ customers or clients, or at any work site or job site, is unacceptable and will not be condoned or tolerated; nor will sexual harassment be condoned or tolerated in the DCCDA’s employment environment or arena, including but not limited to recruiting, testing, hiring, transfer, promotion, discipline, termination, or any other area of employment.

Any instance or occurrence of sexual harassment arising anywhere and at any time within the DCCDA’s work places (including but not limited to in the homes of any of the DCCDA’s customers or clients), business environments, work sites, or job sites is to be reported immediately to the DCCDA, and as applicable to the involved contractor.

Contractor Data Privacy Policy

The DCCDA expects and requires that their contractors respect the privacy of the DCCDA's respective clients, customers, employees, and other independent contractors and subcontractors (individually or collectively, the "Clients"), and that the DCCDA's contractors take seriously their respective responsibilities regarding the security of information held on data subjects which in any way concerns or relates to the DCCDA, the Clients, or any of them. This Data Privacy Policy (the "Privacy Policy") has been created to generally describe the way in which the DCCDA requires that their contractors strictly comply with and adhere to this Contractor Data Privacy Policy (the "Privacy Policy").

This Privacy Policy applies to all of the DCCDA contractors (individually or collectively, the "Contractors") and to the Contractors' respective employees, shareholders, members, partners, directors, governors, representatives, agents, subcontractors, independent contractors, vendors and suppliers (those last twelve categories, collectively, the "Employees").

The Contractors and their respective Employees shall comply with the Minnesota Data Practices Act and any and all other applicable federal, Minnesota, county and municipal laws, statutes, ordinances, codes, orders, executive orders, decrees, rules, regulations, restrictions, directives, contracts and grant documents with regard to all data provided by, regarding or to the Agencies, the Clients, or any of them, this RFP, the subject matter of this RFP, and any and all data created, gathered, generated, used, accessed or acquired with regard to the DCCDA, the Clients, this RFP, the subject matter of this RFP, or any of them; provided, however, that each Contractor receiving or responding in any manner to this RFP, whether by submitting a proposal, entering into a construction agreement with the DCCDA, or otherwise, and who has at any time authorized or requested that any individual, firm, partnership, corporation, limited liability company, other entity, or any other third party contacted by the DCCDA, furnish to the DCCDA, any information requested by the DCCDA, for due diligence purposes and with regard to any of the information provided by the Contractor in any submission, proposal, documentation, response, disclosure or data with regard to the RFP, shall accept and assume any and all liability and responsibility for any and all such furnishing of information by any such third party to the DCCDA and the Contractor warrants and covenants to indemnify and hold the DCCDA, Clients, and each of them, harmless from any and all liabilities and expenses incurred by the DCCDA, Clients, or any of them, as a result of any act or omission of the Contractor or Employees with respect to such due diligence.

Contractors and their Employees shall only use personal data of any kind, type or nature which the Contractors, the Employees, or any of them, have collected in relation to the DCCDA, the Clients, or any of them, where the Contractors and the Employees have the consent of the DCCDA or the Clients, as applicable, when it is lawful to do so, and only so long as such data are limited to use for matters directly concerning the work performed or to be performed by that Contractor and the Employees, or any of them, for that Client or Clients, as specified in the Contractor's fully-executed Master Construction Agreement with the DCCDA. No information, whether personal data or otherwise (which information shall include, but not be limited to, access to any Client or DCCDA real or personal property, Client or DCCDA contact information or directories, benefit or compensation administration or workforce management, performance management, performance reviews, Client eligibility for the DCCDA-administered or -related program, development, training, budgeting, planning, security, security management, transaction process, or financial administration), with regard to any Client or the DCCDA shall be used by the Contractors, the Employees, or any of them, for any other purpose absent the prior, express, written consent of the Client and the DCCDA, as applicable.

Contractors and their Employees shall not collect, store, access, disseminate, distribute, publish or otherwise use personal data about any Client or DCCDA without those parties' respective prior, express, written consent. Only

authorized Contractors and their Employees with valid work-related needs may, at the sole and absolute discretion of the applicable Agencies, which discretion may be withheld, delayed or denied, be granted access to such data.

The DCCDA may update this Privacy Policy from time to time. All material changes to this Privacy Policy shall be disseminated to Contractors (who shall be solely responsible for disseminating such changes to their Employees) through correspondent from the DCCDA at least thirty (30) calendar days prior to the implementation of any such changes.

What is covered in this Privacy Policy?

This Privacy Policy is divided into the following sections:

- What is Personal Data;
- Transfer of Personal Data;
- Security of Personal Data;
- Rights of a Data Subject to Personal Data Held by Contractors; and
- Enforcement of this Privacy Policy.

What is Personal Data?

Personal data is any information that allows a specific individual to be identified. The type of personal data which the Agencies may collect include an individual's name, title, address(es), household income, phone number(s), and social security number.

Sensitive personal data is information relating to a data subject's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union, physical or mental conditions, sexual life, commission or alleged commission of any illegal or criminal act, offense or any proceeding for any offense committed or alleged to have committed by a data subject, the disposal of such proceeding, or the sentence of any court in any such proceeding.

Transfer of Personal Data

Contractors shall insure that they shall not under any circumstances transfer to or provide access to their Employees or any third parties with any personal data or sensitive personal data held by the DCCDA with regard to any Client, absent the prior, express, written consent of the DCCDA and that Client, and Contractors and their Employees shall be responsible, on a joint and several basis, for fully and strictly adhering to and complying with this Privacy Policy.

Security of Personal Data

Contractors shall maintain in place appropriate technical and security measures necessary to prevent unauthorized or unlawful access to or accidental loss, destruction or damage of any personal data or sensitive personal data with regard to any Client, DCCDA, and shall insure that their Employees receive all relevant training with regard to fulfilling the respective Contractor's requirements and obligations under this Privacy Policy. These measures shall seek to ensure that the appropriate level(s) of security, consistent with this Privacy Policy, are maintained with regard to the use, handling, and processing, and the nature, of the personal data and sensitive personal data to be protected. Securely held personal data and sensitive personal data will only be accessible by authorized members of the Contractors' respective Employees, and each Contractor and its Employees shall be responsible, on a joint and several basis, for fully and strictly adhering to and complying with this Privacy Policy. Contractor shall insure that those Employees of Contractor with access to personal data or sensitive personal data are informed of their responsibility to protect the

security of such data and fully and strictly adhering to and complying with this Privacy Policy. Contractors shall insure that their Employees' respective access to such data is controlled through data networks that use technologies such as password protection to restrict access only to authorized users.

Rights of a Data Subject to Personal Data Held by Contractors

Contractors will only keep such personal data and sensitive personal data for so long as such data are permitted by law to be kept, and only as directly relevant for the purpose(s) for which such data were collected. During such period of time, any Client or DCCDA who is such a data subject may in writing contact the applicable Contractor at any time to request any and all information, copies of such data and related documents, or any of them, concerning the personal data, sensitive personal data, or all of them, in Contractor's possession or control, regarding him, her or its Clients, as applicable, all information in the possession, use or control of such Contractor as to the source of such personal data, the purposes for which such data are being used, and all other relevant information, and the Contractor shall provide to such data subject all such data and documents requested and in the possession, use or control of Contractor within ten (10) calendar days following such request. Additionally, any data subject may request in writing that the Contractor correct, update, supplement or delete such personal data held regarding them, together with the basis for such correction, updating, supplementation or deletion, as applicable, and any documentation supporting or regarding any such correction, updating, supplementation or deletion, as applicable. Contractor shall abide by such request(s) to the greatest extent possible, and Contractor shall, in no more than ten (10) calendar days following such request, confirm in writing to such data subject and in sufficient detail the nature and extent of Contractor's addressing such request.

Enforcement of This Privacy Policy

The DCCDA is responsible for and shall have jurisdiction over the enforcement – as determined by the DCCDA and with regard to any Contractor with the DCCDA has any relationship pursuant to this RFP, the Master Construction Agreement, or either of them -- of this Privacy Policy. If any data subject has a question or enquiry about this Privacy Policy or a complaint about the way any Contractor may have used his, her or its Clients' respective personal data or sensitive personal data, he, she or it should contact the DCCDA for assistance.

DAKOTA COUNTY – 2018/2019 WEATHERIZATION SERVICES – REQUEST FOR PROPOSAL

ATTACHMENT C – PROPOSED PRICE LISTS FOR SITE BUILT HOMES & MOBILE HOMES

DAKOTA COUNTY MINNESOTA WEATHERIZATION PRICE LIST – FINAL		Price
SITE BUILT HOMES, 7/1/17 – 6/30/18		
ATTIC		
Aa. Air Leakages		
Aa1	Bypasses, per hour	\$68.80
Aa2	Treat vertical attic scuttle door, cost per item	\$88.80
Aa3	Treat pull-down attic stairs, cost per item	\$318.25
Aa4	Damming attic storage areas, per linear foot	\$4.35
Aa5	Box in recessed lights, cost per light	\$63.00
Aa6	ICAT/Energy Star-rated replacement recessed fixtures (LED), cost per light, installed	\$90.00
Aa7	R-61 vent, cost per vent	\$49.10
Aa8	R-90 vent, cost per vent	\$54.35
Aa9	Soffit vents, any size, cost per vent	\$31.85
Aa10	Attic hatch treatment. (Weather-stripping, insulate to R-50 with 8" Thermax, edges foil-taped, dam, latch)	\$99.00
Aa11	Kneewall bypass, per linear foot	\$8.75
Aa12	Chutes, any size, cost per chute	\$6.70
Aa13	New 5/8" sheetrock hatch, cost per hatch	\$48.55
Aa14	Dam around Class B or masonry chimney	\$50.00
Ac. Collar Beam		
Ac1	Open attic cellulose, per sq. ft. / R	\$0.045
Ar. Roof Rafter		
Ar1	Slant walls, cellulose, dense-pack, per sq. ft.	\$1.35
Ar2	Slants from interior (drill and patch), per sq. ft.	\$1.70
Ak. Kneewalls		
Ak1	Insulate kneewall- Add R-11 fiberglass batts (horizontal) with Tyvek wrap, per sq. ft.	\$1.52
Ak2	Rigid Insulation – R-11 (Thermax and Insulation) inside kneewall, per sq. ft.	\$1.93
Ak3	Kneewalls, batt, R-19, with Tyvek, per sq. ft.	\$1.68
Ak4	Insulate kneewall-Add R-22 fiberglass batts with Tyvek wrap, per sq. ft.	\$1.91
Ak5	Kneewalls, Tyvek only, per sq. ft.	\$0.68
Ak6	Kneewalls, Tyvek & Lath, dense-pack, per sq. ft.	\$2.33
Ao. Outer Ceiling Joist		
Ao1	Blow flat roof/tuck under garage/ floored attic, per sq. ft./ R	\$0.14
Ao3	Floored attic, dense pack, per sq. ft./R	\$0.14
W. WALLS		
Wa1	Walls, interior w/ patch, 3.5-4 lbs, per sq. ft. net	\$1.80
Wa2	Walls, wood lap siding, 3.5-4 lbs, per sq. ft. net	\$1.62
Wa3	Walls, stucco w/ patch, 3.5-4 lbs, per sq. ft. net	\$2.02
Wa4	Walls, steel/alum./vinyl siding, 3.5-4 lbs, per sq. ft. net	\$1.84

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Wa5	Walls, slate/asbestos/shake, 3.5-4 lbs, per sq. ft. net	\$1.94
Wa6	Walls, additional back-plastered, 3.5-4 lbs, per sq. ft. net	\$0.10
Wa7	Walls, tubing large cavities, per ft ³ of space	\$3.77
Wa8	Walls, FG batts and vapor retarder in open walls, per sq. ft.	\$1.32
Wa9	Setup cost for Lead-Safe Work Practices	\$255.00
Wa10	Extruded polystyrene, per sq. ft. per inch	\$3.06
D. DOORS		
D1	Door weather-stripping, cost per door	\$55.15
D2	Standard door sweep, cost per door	\$21.00
D3	Door replacement w/ hardware, steel/wood, pre-hung, cost per door	\$607.15
W. WINDOWS		
Wi1	Replace glass in wood Prime up to 36 x 36, cost per window	\$74.20
Wi2	Sash replacement and other related work	T/M
H. HEALTH AND SAFETY		
H1	Dryer vent, new installation, cost per item	\$165.75
H2	Combustion air intake, drill, install hood, duct, trap, cost per item	\$187.50
H3	Smoke alarm, installed, cost per item	\$26.95
H4	Combination smoke/CO alarm, cost per item	\$65.75
H5	Duct sealing with mastic, caulk, tape, per hour	\$72.25
H6	Blower door testing, cost per job	\$94.60
H7	Pressure balancing, cost per job	\$25.85
H8	Combustion appliance zone (CAZ) depressurization testing, cost per job (multiple tests/test at final inspection only)	\$40.00/\$20.00
H9	Dryer vent, replacement, hood only, cost per item	\$46.20
H10	Dryer vent, replacement, 8' duct, 2 elbows, insulate, cost per item	\$62.50
H11	Combustion air intake, install trap on existing, cost per item	\$91.70
H12	Exhaust fan, install/wire, range, new, cost per item	\$703.50
H13	Exhaust fan, install/wire, range, replacement, cost per item (Venmar IAQ or equivalent)	\$422.40
H14	Exhaust fan, range, new insulated rigid duct, cost per item	\$95.45
H15	Exhaust fan, range, new damper vent, cost per item	\$82.30
H16	Exhaust fan flow test, cost per test	\$18.60
H17	Exhaust fan, install/wire, ceiling, new, cost per item (Panasonic WhisperGreen w/motion sensor)*	\$672.00
H18	Exhaust fan, install/wire, ceiling, replacement, cost per item (Panasonic WhisperGreen w/motion sensor)*	\$495.00
H19	Exhaust fan, ceiling, new insulated rigid duct, cost per item	\$95.45
H20	Exhaust fan, ceiling, new damper vent, cost per item	\$75.60
H21	Exhaust fan, ceiling, add for light, cost per item	\$44.90
F. FOUNDATION		
F1	Rim joist, R-19 batt, per sq. ft.	\$1.32
F2	Foundation insulation, 2" Thermax, seams and edges taped, per sq. ft.	\$4.50
F3	Open floor ins., as over crawl, R-19 batt, per sq. ft.	\$1.29
F4	4-mil poly, per sq. ft.	\$0.33
F5	Spray Foam (2-part set) – per board foot	\$2.71
F6	Vapor barrier, 8 mil, per sq. ft.	\$0.73

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M. MISCELLANEOUS		
M1	Water heater blanket, R-7, install, cost per item	\$54.70
M2	Pipe insulation, foam, taped, per lin. ft.	\$2.25
M3	Caulking, 50-yr silicone or 25-yr acrylic, per lin. ft.	\$0.89
M4	General labor (add to material cost when necessary), per person/hour	\$63.75
M5	Furnish and install furnace filter, cost per item	\$17.60
M6	Insulate stairwell walls and steps, cost per job	\$197.25
M7	Sheetrock, per sq. ft.	\$4.35
M8	Niagara EarthMassage 1.5 gallon per minute showerhead, installed	\$30.00
M9	Niagara EarthMassage 1.5 gallon per minute showerhead, hand-held, installed	\$60.00
M10	LED light bulbs, installed, 6 W standard and globe LEDs (40 W incandescent replacement)	\$10.00
M11	LED light bulbs, installed, 9 to 15 W LEDs (60 W to 75 W incandescent replacement, including globes/floods)	\$10.00
M12	LED light bulbs, installed, 9 to 15 W dimmable LEDs (60 W - 75 W incandescent replacement, including globes/floods)	\$10.00
M13	LED light bulbs, installed, 4 W dimmable candle-style (25 W incandescent replacement)	\$10.00
M14	LED light bulbs, installed, 20 W LEDs (100 W incandescent replacement)	\$15.00
M15	LED light bulbs, installed, 5/9/20 W LEDs three-way (40/60/100 W incandescent replacement)	\$18.00
M16	LED light bulbs, installed, 4' fluorescent replacement bulbs (32 W T8 or 40 W T12 fluorescent equivalent)	\$20.00
M17	LED light bulbs, installed, 2' fluorescent replacement bulbs (17 W T8 fluorescent equivalent)	\$20.00

*The price for replacement of a bath fan, or installation of a new bath fan, includes the first \$100.00 of an electrician's cost. Any electrician's cost above \$100.00 can be billed as an additional cost. The cost of a permit can be billed as an additional cost as well.

DAKOTA COUNTY – 2018/2019 WEATHERIZATION SERVICES – REQUEST FOR PROPOSAL

DAKOTA COUNTY MINNESOTA WEATHERIZATION PRICE LIST – FINAL		Price
MOBILE HOMES, 7/1/17 – 6/30/18		
A. ROOF/CEILING		
A1	Ceiling bypasses, per hour	\$68.80
A2	Roof vents, cost per item	\$49.45
A3	Insulation, per sq. ft.	\$1.05
A4	Roof coating, per sq. ft.	\$1.08
B. DOORS		
B1	Front door (standard or steel), cost per door	\$700.00
B2	Back door (standard), cost per door	\$495.00
B3	Storm door, remove and reinstall, cost per item	\$145.00
B4	Exterior water heater access door, cost per door	\$220.00
B5	Other door replacements or repairs	T/M
C. WINDOWS		
C1	Caulking/sealing, cost per window	\$17.60
C2	Weatherstrip windows, cost per window	\$29.65
C3	Frame repair/adjustment, cost per window	\$48.35
C4	Glass replacement, per sq. ft.	\$20.25
C5	Other window replacements or repairs	T/M
D. FLOOR/BELLY		
D1	Insulation, blown fiberglass, per sq. ft.	\$1.70
D2	Belly repair, including insulation, per sq. ft.	\$5.50
D3	Skirting repair, per linear ft.	\$3.57
D4	Vapor barrier, 8-mil, per sq. ft.	\$0.73
D5	Floor bypasses (including wall and floor), cost per job	\$189.00
D6	Furnace return routing (seal all floor returns), cost per job	\$181.00
D7	Crossover or A/C duct replacement, cost per job	\$192.00
D8	Seasonal damper, cost per job	\$208.80
E. WALLS		
E1	Insulate walls, fiberglass batts, 2x6, per sq. ft.	\$1.29
E2	Insulate walls, fiberglass batts, 2x4, per sq. ft.	\$1.19
E3	Insulate walls, fiberglass batts, 2x2, per sq. ft.	\$1.12
F. HEALTH AND SAFETY		
F1	Dryer vent, new installation, cost per item	\$165.75
F2	Combustion air intake, drill, install hood, duct, trap, cost per item	\$187.50
F3	Smoke alarm, installed, cost per item	\$26.95
F4	Combination smoke/CO alarm, cost per item	\$65.75

DAKOTA COUNTY – 2018/2019 WEATHERIZATION SERVICES – REQUEST FOR PROPOSAL

F5	Duct sealing with mastic, caulk, tape, per hour	\$72.25
F6	Blower door testing, cost per job	\$94.60
F7	Pressure balancing, cost per job	\$25.85
F8	Combustion appliance zone (CAZ) depressurization testing, cost per job (multiple tests/test at final inspection only)	\$40.00/\$20.00
F9	Pressure pan tests, cost per job	\$20.30
F10	Dryer vent, replacement, hood only, cost per item	\$46.20
F11	Dryer vent, replacement, 8' duct, 2 elbows, insulate, cost per item	\$62.50
F12	Combustion air intake, install trap on existing, cost per item	\$91.70
F13	Exhaust fan, install/wire, range, new, cost per item	\$296.00
F14	Exhaust fan, install/wire, range replacement, cost per item	\$258.00
F15	Exhaust fan flow test, per test	\$18.60
F16	Exhaust fan, install/wire, ceiling, new, cost per item	\$313.00
F17	Exhaust fan, install/wire, ceiling, replacement, cost per item	\$225.00
F18	Exhaust fan, install/wire, wall, new, cost per item	\$291.00
F19	Exhaust fan, install/wire, wall, replacement, cost per item	\$225.00
G. MISCELLANEOUS		
G1	Water heater blanket, R-7, install, cost per item	\$54.70
G2	Pipe insulation, foam, taped, per lin. ft.	\$2.25
G3	Caulking, 50-yr silicone or 25-yr acrylic, per lin. ft.	\$0.89
G4	General labor (add to material cost when necessary), per person/hour	\$63.75
G5	Furnish and install furnace filter, cost per item	\$17.60
G6	Niagara EarthMassage 1.5 gallon per minute showerhead, installed	\$30.00
G7	Niagara EarthMassage 1.5 gallon per minute showerhead, hand-held, installed	\$60.00
G8	LED light bulbs, installed, 6 W standard and globe LEDs (40 W incandescent replacement)	\$10.00
G9	LED light bulbs, installed, 9 to 15 W LEDs (60 W to 75 W incandescent replacement, including globes/floods)	\$10.00
G10	LED light bulbs, installed, 9 to 15 W dimmable LEDs (60 W - 75 W incandescent replacement, including globes/floods)	\$10.00
G11	LED light bulbs, installed, 4 W dimmable candle-style (25 W incandescent replacement)	\$10.00
G12	LED light bulbs, installed, 20 W LEDs (100 W incandescent replacement)	\$15.00
G12	LED light bulbs, installed, 5/9/20 W LEDs three-way (40/60/100 W incandescent replacement)	\$18.00
G13	LED light bulbs, installed, 4' fluorescent replacement bulbs (32 W T8 or 40 W T12 fluorescent equivalent)	\$20.00
G14	LED light bulbs, installed, 2' fluorescent replacement bulbs (17 W T8 fluorescent equivalent)	\$20.00

ATTACHMENT D – PROPOSER PACKAGE

All proposals to be submitted shall be submitted in the form of ATTACHMENT D – PROPOSER PACKAGE, a blank copy of which is attached to this RFP. Each such proposal shall include the following as part of ATTACHMENT D – PROPOSER PACKAGE:

1. Two (2) complete copies of a signed Contractor’s Technical Qualifications questionnaire (beginning on page 14-19), together with all statements, information and attachments included therein and therewith; and
2. Two (2) complete copies of a signed ATTACHMENT A – CERTIFICATIONS.

These documents and the RFP will become part of and shall be incorporated into the final contract to be awarded, if any. The only submission piece is ATTACHMENT D with proposer’s signature(s) and qualifications.