



**Community Development
through
Regional Cooperation**

Weatherization Assistance Program Services

REQUEST FOR PROPASAL

Proposal Due Date: July 7, 2017

Estimated Time of Service: September 2017 - June 2018

Eligibility: Organizations submitting proposals in response to this Request for Proposal (RFP) must have ten (10) or more years of experience in successfully delivering weatherization services in conformance with Illinois Home Weatherization Assistance Program (IHWAP). Successful RFP candidates will have the capacity to deliver home energy assessment and final inspection services with employees who have completed the IHWAP Training Certification Program and possess the appropriate certification as required by the Illinois Department of Commerce and Economic Opportunity Weatherization Program.

Scope of work: Weatherization and Emergency Furnace Services for residential buildings located in Adams, Brown, Pike and Schuyler Counties under the prevailing policies and procedures of the Illinois Home Weatherization Assistance Program and Low Income Home Energy Assistance Program (LIHEAP) to include the following:

- *Conduct energy audit and assessment for up to 35 jobs per fiscal cycle under IHWAP program and up to 10 homes for the Emergency Service LIHEAP program;
- *Generate Work Orders utilizing the LIHEAP Weather Works system;
- *Procure and contract materials and labor for completion of weatherization measures in conformance with IHWAP and LIHEAP procurement policies;
- *Conduct final inspections and acceptance of work up to 35 jobs per fiscal cycle for IHWAP and up to 10 for LIHEAP emergency furnace;
- *Complete all file documentation and Weather Works data entry associated with each Weatherization and LIHEAP job;

TWO RIVERS REGIONAL COUNCIL OF PUBLIC OFFICIALS

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*Prepare and present timely invoicing to Two Rivers Regional Council of Public Officials for completed work;

Estimated weatherization production for the contract period based on existing practice is between 30 and 35 living units. Anticipated Emergency Service Furnace work based on existing practices is between 8 and 10 homes. TRRC will be accountable for outreach, application acquisition, waiting list management and eligibility determinations. TRRC will have responsibility for fiscal management of IHWAP grants for Adams, Brown, Pike and Schuyler Counties.

Process: TRRC will review proposals between July 10, 2017 and July 14, 2017. The selected candidate must demonstrate capability for the completion of the Program work as well as the capability to manage the fiscal activity associated with the contract. Upon determination of the winning candidate, TRRC will proceed with the negotiation of the working agreement for work to commence upon execution of that agreement.

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