

# Building Energy Code Circuit Rider Subcontractor Opportunity

## Pennsylvania / Delaware Field Study Project

### Request for Proposals (RFP)

October 10, 2024

Updated October 29, 2024 with Application Criteria

#### Key Deadlines and Dates

- Questions due October 31, 2024
- Applications due November 22, 2024
- Work will begin December 2024 and continue through February 2027

#### Organization Overview

[Northeast Energy Efficiency Partnerships \(NEEP\)](#), one of six Regional Energy Efficiency Organizations (REEOs), is a nonpartisan, nonprofit organization whose mission is to assist the Northeast and Mid-Atlantic region to reduce building sector energy consumption and carbon emissions to support an affordable, equitable clean energy transition. NEEP's work focuses on the components key to rapid, equitable decarbonization of the regional buildings sector – strong policies and regulations to address building emissions, community-led solutions, and replicable pilots, programs, and business models for low-carbon retrofits and grid-connected homes and buildings.

#### Subcontractor Opportunity Summary

NEEP seeks a qualified and collaborative individual, or organization, with experience in energy efficiency in residential building codes in Pennsylvania and/or Delaware. The circuit rider is an energy code consultant who will work full-time as a subcontractor to NEEP to advance energy code compliance across Pennsylvania and Delaware.

Funding is provided by a U.S. Department of Energy [Resilient and Efficient Codes Implementation](#) project. The selected subcontractor will be considered a subrecipient under the prime contract. Contractual requirements that NEEP holds with the U.S. Department of Energy will also flow down to the applicant as applicable. This is a multi-year project that includes code compliance field studies in Pennsylvania and Delaware. Work will begin December 2024 and continue through February 2027.

#### Project Objectives

The Circuit Rider subcontractor will use their existing relationships to provide outreach to builders across Pennsylvania and Delaware before the start of on-site compliance data collection to encourage participation in the studies. The Circuit Rider subcontractor will provide targeted technical assistance after the field studies. The Circuit Rider subcontractor will work under the direction of NEEP's Project Manager.

The objective of the Circuit Rider field study project is to provide individually tailored assistance, training, and education to code officials, builders, design professionals, subcontractors, and other energy code stakeholders across Pennsylvania and Delaware. Following the compliance studies, the circuit rider will implement a cross-state outreach and targeted training roadmap. The Circuit Rider subcontractor opportunity is full-time, with some travel across both Pennsylvania and Delaware required. The Circuit Rider subcontractor will engage with stakeholders regularly to establish and maintain a trusted energy code advisor relationship. The Circuit Rider subcontractor must have a deep understanding of both Pennsylvania and Delaware Residential and Commercial Energy Codes and be well versed in construction practices that relate to the energy codes.

Applications will be accepted from either individuals or organizations. An organization that applies may propose that more than one individual fulfill the duties of the position. The duties and qualifications of the position include:

### **Duties of the Circuit Rider Subcontractor**

- In collaboration with NEEP, develop an outreach plan, schedule of visits, and a list of builder, developer, and contractor contacts.
- Pro-actively engage with code officials, home builders, subcontractors, and other energy code stakeholders to provide individual assistance, advice, education, and training on specific single-family, multifamily, and commercial energy code issues.
- Engage stakeholders including code officials and contractors at their place of business (virtually or in-person as circumstances allow) to provide a tailored education, training, and assistance.
- Respond to questions from code officials and contractors via technical support phone hotline and via email.
- Travel to not less than 3 jurisdictions in Delaware, and not less than 5 jurisdictions in Pennsylvania, to provide in-person support and training. A travel budget is provided for this purpose.
- Perform outreach to not less than 120 builders in Pennsylvania and not less than 120 builders in Delaware between December 2024 and August 2025.
- Answer not less than 120 technical questions total across Pennsylvania and Delaware on building energy codes, including the 2018 and 2021 IECC between December 2024 and August 2025.
- Answer not less than 120 technical questions total across Pennsylvania and Delaware between September 2025 and February 2027.
- Promote relevant stakeholder opportunities for education and training.
- Participate with the Project Team in the development of educational materials.
- In collaboration with the Project Team, determine additional code compliance improvement activities and opportunities.
- Promptly respond to all stakeholder inquiries and coordinate consistent responses with the Project Team.
- Write and submit regular project status reports to the NEEP Project Manager.
- Participate in regular progress status calls with Project Team.
- Attend professional meetings, civic meetings, and other relevant meetings to gather or distribute project or technical information as directed by the NEEP Project Manager.
- Provide own computer and internet access.

### **Qualifications of the Circuit Rider Subcontractor**

- Solid knowledge of Pennsylvania and Delaware Residential and Commercial building codes and construction practices.
- Understanding of building energy efficiency requirements.
- Proficient organizational, communication, and public speaking skills.
- Competency in Microsoft Office suite as well as Microsoft Teams, Zoom, and other virtual meeting technologies.
- Ability to simultaneously manage multiple tasks and responsibilities.
- Ability to maintain a high attention to detail.
- Understanding of building science principles.
- Flexible and adaptable to new project needs in a shifting environment.
- Experience with building energy modeling software, data analytics, or data visualization software is a plus.

- Experience in engineering/architecture, building science, construction, or building codes a plus; with experience in energy efficiency, preferred.
- Ability to travel across the states with reliable personal vehicle and possessing a valid driver's license.

### To Apply

Organizations and individuals are encouraged to submit a letter of interest with two components:

- 1) Project Narrative that outlines qualifications, capabilities, and relevant experience in 5 pages or less (see application criteria below)
- 2) A budget for labor and other non-travel expenses that shall not exceed \$275,000 for 27 months plus a travel budget that shall not exceed \$20,000.

We encourage competitive proposals and fee structures that align with industry standards and reflect the scope and complexity of the services to be provided.

### Application Criteria for the Project

Applications should include the following:

- 1) Qualifications, capabilities, and experience (up to 2 pages). This should summarize the applicant's experience meeting the above list of "Qualifications of the Circuit Rider Subcontractor"
- 2) Plan or Approach for meeting the above list of "Duties of the Circuit Rider Subcontractor." (up to 2 pages)
- 3) A brief description of the applicant's history working with contractors and code officials in the states of Pennsylvania and Delaware. (up to 1 page)
- 4) Budget to include hourly rates, and estimated hours by task. If you have a fringe benefit rate and an indirect rate that has been negotiated with, or approved by, a federal government agency, please include a copy of the latest rate agreement with the project application.

All Applications/ LOIs will be scored across these three categories, with each category earning equal weighting.

### Deadlines and Submissions

Questions are due by October 31, 2024. and should be sent to [dthibault@neep.org](mailto:dthibault@neep.org) with Subject: "Pennsylvania, Delaware Energy Code Consultant, Questions." Questions will be answered via public posting on this webpage by November 7, 2024.

Applications should be sent to [dthibault@neep.org](mailto:dthibault@neep.org) with Subject: "Pennsylvania, Delaware Energy Code Consultant, Application." Organizations and individuals considered for interviews will be asked to provide references. No phone calls please. Applications are due no later than November 22, 2024.

NEEP welcomes applications from individuals and organizations representing diverse backgrounds.