

Circuit Rider Subcontractor Opportunity

Pennsylvania / Delaware Field Study Project

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 collaborative individual, or organization, with a keen interest in energy efficiency in residential buildings, and who understands the importance of strong building efficiency policies. The energy code consultant 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. This is a multi-year project (concluding February 2027) that includes code compliance field studies in Pennsylvania and Delaware. The Circuit Rider subcontractor will use their existing relationships to provide outreach to builders across both states before the start of 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 focus 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. 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 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.
- Maintain regular contact with key stakeholder groups and individuals.
- Engage stakeholders at their place of business (virtually or in-person as circumstances allow) to provide a tailored education, training, and assistance.
- Respond to questions 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 outlining qualifications, capabilities, and relevant experience, along with fee requirements. Work will begin December 2024 and continue through February 2027.

An approximate budget of \$275,000 for 27 months, plus a travel budget of \$20,000 has been allocated for this subcontractor opportunity. We encourage competitive proposals and fee structures that align with industry standards and reflect the scope and complexity of the services to be provided.

Questions are due by October 31, 2024. and should be sent to 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 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.