

Northeast Energy Efficiency Partnerships (NEEP)

Building Energy Code Circuit Rider Subcontractor Opportunity

Pennsylvania / Delaware Field Study Project

Request for Proposals (RFP) - Questions and Answers (Q&A)

November 08, 2024

1. **Question:** *Participate with the Project Team in the development of educational materials.* - Could you explain this duty further? Would it include developing resources, like energy code compliance tools, or just educational training programs?

Answer: Participation in the development of educational materials includes, but is not limited to, working with the Project Team to create educational guides, supporting materials, and energy code compliance checklists. A total of eight resources will be created, including topics such as:

- Single-family residential permit application/plan review checklist
- Single-family residential inspection checklist
- Multifamily permit application/plan review checklist
- Multifamily residential inspection checklist
- Commercial permit application checklist
- COMcheck review guide

Four resources will focus on Delaware, while four will focus on Pennsylvania.

2. **Question:** *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.* - Is there a maximum or minimum number of tailored trainings that is expected for this duty? Also, are there any expectations on how long a potential tailored training should be?

Answer: There is no set minimum or maximum length of time for in-person support. The support should be tailored to the questions of code officials and contractors who contact the circuit rider, or to whom the circuit rider performs outreach.

The circuit rider is expected to travel to at least three jurisdictions in Delaware and five jurisdictions in Pennsylvania to provide in-person support and training. Additional tailored training may be conducted via video or phone. The project team aims to train at least 150 professionals across Delaware and Pennsylvania through in-person,

virtual, or LMS training. The circuit rider is not solely responsible for training this total number.

The Project Team will also conduct two virtual training workshops in Delaware and 8 virtual training workshops in Pennsylvania. While the circuit rider will not be required to prepare or present at these workshops, the circuit rider should attend them.

3. **Question:** *Write and submit regular project status reports to the NEEP Project Manager.* - How often will status reports be required (weekly, monthly, quarterly, etc.)?

Answer: Project status reports will be required monthly.

4. **Question:** *Promote relevant stakeholder opportunities for education and training.* - Could you explain this duty further? Would a virtual newsletter to stakeholders suffice or would you require a physical mailing to stakeholders or some combination of the two? Also, how frequently would you prefer these promotions go out (weekly, monthly, quarterly, etc.)?

Answer: The method of promotion will depend on the specific opportunity. While some educational materials will be shared virtually via email and social media, others, such as training announcements, may require physical distribution to ensure all communities are reached. These promotions should go out a minimum of once a month virtually, with some limited physical distribution as necessary. The physical distribution might be coordinated with the trips referenced in Question #5, rather than incurring the possibly high cost of mass mailings.

5. **Question:** *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.* - Is the expectation that the CR would develop and deliver only 8 total trainings for this duty or might the total number of delivered trainings be higher?

Answer: The expectation is to provide in-person support in at least eight locations (three in Delaware and five in Pennsylvania), rather than limiting it to eight total training sessions. Each jurisdiction is anticipated to be in a separate county (Delaware only has three counties, and the counties in Pennsylvania will be spread out geographically). It is also expected that the circuit rider will perform sufficient outreach prior to each visit to ensure that travel provides efficient contact with as many code officials and builders per trip as possible, potentially resulting in multiple training sessions or interactions per jurisdiction.