

State of Nevada  
Department of Administration

Administrative Services Division  
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*Governor*

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*Director, Energy Office*

## **STATE SOLICITATION**

January 3, 2017

Subject: Solicitation for Proposal

The State of Nevada, Governor's Office of Energy (GOE), is seeking proposals from qualified, licensed Energy Auditors for the Direct Energy Assistance Loan (DEAL) Program. It is the State's intent to enter into contracts with licensed Energy Auditors, acting as independent contractors, who have experience as described in the attached "Scope of Work and Deliverables." The Auditors will be hired on an as-needed basis.

This contract will be administered by the Department of Administration, Administrative Services Division, and is anticipated to commence on April 01, 2017, upon Board of Examiners' approval for a 2-year period.

Your response should address, at a minimum, the following:

- That you can provide service in the State of Nevada
- A copy of your Nevada Business License
- A copy of your Energy Auditor License
- A copy of your Certificate of Insurance
- Contact person, and telephone number for service inquiries
- Resume listing at least three (3) years of experience
- Provide a minimum of three references

- Cost per audit and miscellaneous or travel fees

Attached to this request you will find the State's standard Contract for Services of Independent Contractor form for your review. Please give special consideration to Attachment BB, as this identifies the insurance limits contracted vendors will be expected to maintain for the life of the contract.

**Questions** regarding this solicitation should be sent to Alexa Marangi, **in writing, no later than February 3, 2017**. Questions may be sent by fax to (775) 684-5846 or **e-mail to [aemarangi@admin.nv.gov](mailto:aemarangi@admin.nv.gov)**. **Responses will be provided in writing on or about February 17, 2017**, to all vendors who submit questions.

Please provide your **written proposal no later than March 7, 2017, at 3:00PM, PST**. Your proposal must be addressed to Alexa Marangi, Program Officer I, Contracts Section, Department of Administration, Administrative Services Division, 209 E. Musser St., Room 304, Carson City, NV 89701 **OR** be emailed to **[aemarangi@admin.nv.gov](mailto:aemarangi@admin.nv.gov)**. Should you have any questions please do not hesitate to contact me at (775) 684-0241.

If you DO NOT intend to bid on this service, your response indicating "not submitting proposal" would be appreciated.

Sincerely,



Alexa Marangi  
Program Officer

ENCS.

## SCOPE OF WORK AND DELIVERABLES

### Overview

This solicitation for proposals will provide the GOE with multiple proposals from Licensed Energy Auditors to allow the GOE to carry out the programs within the GOE that require energy audits and energy modeling. The Auditors will be hired on an as-needed basis. The GOE will be awarding multiple contracts under this solicitation and there is no guarantee of the number of projects that will be given during the contract term.

Acronyms/Definitions
<b>Energy Auditor</b> – Means a person who is licensed pursuant to this chapter, or regulated by the Public Utilities Commission of Nevada, to conduct energy audits of homes (as defined in NRS 645D.057)
<b>Energy Audit</b> – Means a consultation to improve the energy efficiency of a home conducted pursuant to NRS 645D.300
<b>GOE</b> – Governor’s Office of Energy
<b>NRS</b> – Nevada Revised Statute

### Tasks

1. Perform home energy audits in accordance with NRS 645D.300. All audits must be done with qualifying vendor’s own equipment. No equipment will be provided by the GOE.
2. Provide homeowner and the GOE with an Energy Audit Report.
3. Provide a list of recommended licensed contractors to the GOE and Homeowner.
4. Make available additional information or guidance as requested by GOE.
5. Ensure all reports, contracts, and scope of work documents are compliant with state and federal laws.

### Deliverables

1. Energy Audit per home.
2. Any forms that the Auditor deems necessary to be signed by the homeowner and used to meet the objectives herein described shall be made a part of the proposal/bid.

### Activities

The activities required to perform under this Scope of Work will be any and all activities needed to perform the above tasks. **Vendor needs to supply a list of necessary activities with its proposal/bid and an associated cost in their cost breakdown.**

## **ENERGY AUDITS**

### **NRS 645D.300 Procedure; report; duties of energy auditor; limited energy audit or energy assessment.**

1. Except as otherwise provided in subsection 5, when conducting an energy audit, an energy auditor shall evaluate the entire home and must include, without limitation, in his or her evaluation:

(a) A visual inspection, diagnostic overview and health and safety test of the energy features of the entire home;

(b) Documentation of the general condition of the home, including, without limitation:

(1) Envelope features and ages;

(2) Types, characteristics and ages of equipment;

(3) Characteristics of appliances and lighting; and

(4) Any anticipated remediation issues, including, without limitation, moisture or combustion appliance problems;

(c) An assessment of the performance and efficiency of the building airflow and indoor air quality and ventilation, including, without limitation:

(1) Any visible sources of indoor air pollution;

(2) The flow rate of exhaust fans and whether the clothes dryer vent is properly vented;

and

(3) An evaluation of the connection of any attached garage to the home for possible air leaks;

(d) An assessment of the control of moisture in the home, including, without limitation:

(1) A visual identification of any moisture present from roof leaks, wall penetrations or door or window openings; and

(2) An identification of any potential areas where mold may grow;

(e) An estimation of U-factors and solar heat gain coefficients of the windows and doors;

(f) An evaluation of the efficiency of the heating and cooling of the home, including, without limitation, the performance and efficiency of any:

(1) Furnace;

(2) Air-conditioning system;

(3) Heat pump;

(4) Air duct system;

(5) Thermal insulation;

(6) Boiler;

(7) System for providing steam heat;

(8) Hot water heater; or

(9) Heating, ventilating and air-conditioning system;

(g) An analysis of the base load energy use and advice to clients on reduction strategies, including, without limitation, an examination of:

(1) The utility use and the billing history for the immediately preceding 12 months;

(2) The efficiency of major appliances;

(3) Lighting efficiency and alternatives; or

(4) The energy used by any pool or spa; and

(h) Testing of combustion appliances in accordance with the standards issued by the American National Standards Institute or the American Society for Testing and Materials.

2. After conducting an energy audit, an energy auditor shall prepare and provide to the homeowner and the United States Department of Energy a report based upon the energy audit that includes, without limitation:

(a) Any energy programs, incentives, regulations, energy costs or fuel types which apply to the homeowner;

(b) A specific recommendation that any combustion appliance which is post-retrofit be tested;

(c) A prioritization of health and safety hazards in the home and recommendations for improvements according to their urgency and importance, in relation to any energy efficiency measures which have been installed;

(d) Suggestions for home repairs and renovations based on a loading order that will maximize cost effectiveness and feasibility using computer software approved by the United States Department of Energy;

(e) In addition to the provisions of paragraph (c), an identification of existing hazards and potential hazards which may develop, together with specific preventative measures; and

(f) Measures to save energy and changes in the behavior of the homeowner to increase energy efficiency, including the use of consumer electronics.

3. An energy auditor shall not base an energy audit upon a single product line, the services of a contractor or his or her own convenience.

4. An energy auditor shall use survey and labeling software programs or rating tools for performing an energy audit which have been approved by the United States Department of Energy.

5. In lieu of an energy audit, an energy auditor may perform a limited energy audit or energy assessment of a home. If an energy auditor performs a limited energy audit or energy assessment, the energy auditor must comply with the requirements of subsections 2, 3 and 4. As used in this subsection:

(a) "Energy assessment" means an evaluation of one or more of the appliances or systems listed in paragraph (f) of subsection 1.

(b) "Limited energy audit" means an evaluation of a home which includes less than the entire home, but includes the provision of at least one of the services specified in paragraphs (a) to (e), inclusive, (g) or (h) of subsection 1.