



REQUEST FOR PROPOSALS (“RFP”)

Issued by:
Honolulu Community Action Program, Inc. (“HCAP”)

For:
Weatherization Assistance Program (“WAP”)

Funded by:
American Recovery and Reinvestment Act (“ARRA”)

Due Date: Friday, October 16, 2009 at 4:00PM (Hawaii Time)

I. INTRODUCTION

A. General Information

The HONOLULU COMMUNITY ACTION PROGRAM, INC., (“HCAP”) is seeking proposals from interested vendors to install Solar Water Heating Systems in eligible households on Oahu as part of its Weatherization Assistance Program (“WAP”) funded by the American Recovery and Reinvestment Act (“ARRA”) through the U.S. Department of Energy (“DOE”) and the State of Hawaii, Office of Community Services (“OCS”) in collaboration with the Hawaiian Electric Company (“HECO”). *HCAP retains sole discretion to determine the actual number of vendors required for the WAP Program.*

Proposals must address all the requirements in this RFP. Failure to do so may result in the rejection of proposals. The following general information is applicable to this RFP:

- i. Only qualified vendors meeting all proposal requirements will be selected.
- ii. All installation work funded by the program must be completed by September 30, 2010.
- iii. Vendors must submit proposals indicating unit price proposed per installation. Vendors should also include separate price estimates for installation of at least ten (10) solar water heating systems.
- iv. Vendors must be able to complete installation of at least five (5) solar water heating systems within thirty (30) calendar days upon obtaining appropriate approvals.
- v. To be considered, two (2) copies of the written proposal must be received no later than **4PM (Hawaii Time) Friday, October 16, 2009** at 33 S. King Street, Suite 300, Honolulu, HI 96813, Attn: WAP Selection Committee.
- vi. HCAP reserves the right, to request additional information or clarifications from vendors or to allow corrections of errors or omissions. At its discretion, HCAP may request vendors submitting proposals to make oral presentations as part of the evaluation process.
- vii. Submission of the proposal indicates acceptance by the vendors of all the terms, conditions and requirements contained in this RFP.
- viii. A Bidder’s Conference will be held to explain the RFP and to answer any questions. Attendance at the Bidder’s Conference is not a requirement for

submission of proposals. The Bidder's Conference will be held on **Monday, October 5, 2009 at 2:00PM** in the HCAP Board Room, Main Office, located at 33 South King Street, Suite 300, Honolulu, HI 96813.

ix. A copy of this RFP is also available online: <http://www.hcapweb.org>

See *Sections II & III* of this RFP for details and specific guidelines on preparing proposals.

B. Timeline

EVENT	DATE
Bidder's Conference	October 5, 2009
Bid Submission Deadline	October 16, 2009
Notification of Selection	October 31, 2009
Execution of Contracts with Vendors	November 5, 2009

II. NATURE OF SERVICES REQUIRED

A. Scope of Work

HCAP is seeking services of qualified vendors to install a minimum of 134 solar water heating systems in eligible homes from November 1, 2009 through September 30, 2010. The total amount of funding available for solar water heater system installation contracts is estimated to be \$857,000. ***The funding available is only an estimate and may be subject to change. Vendors are not guaranteed any specified level of funding and related volume of installations.***

HCAP reserves sole discretion to determine the actual number of vendors required for the WAP Program.

Wages paid in relation to installation work performed by vendors must be in compliance with the Davis-Bacon Act and the prevailing wage requirements. Vendors must maintain, and agree to provide upon request, any information relating to wages paid as part of the reporting requirements. At a minimum, such reports must include information on the names of employees, position, employment status, hours worked and wage/pay rates. Vendors must also report number of jobs created and/or retained as a result of solar water heater installations under this RFP.

As part of the ARRA reporting requirements, HCAP is required to obtain data on jobs created and retained from vendors. Vendors must agree to and cooperate in providing such data upon request and in a timely manner. HCAP agrees to use such data for reporting and record keeping purposes only.

B. Installation Standards

To meet the requirements of this RFP, the installation shall be performed in accordance with the standards and specifications established by HECO for the Residential Solar Water Heating System Program. As a member of the HECO's "Contractor List," vendors should be familiar with HECO's Standards and Specification Requirements.

Solar water heating systems to be installed by vendors must be able to service a family size of at least four to six members with 6,000 or more kilowatt hours of consumption per year. If the household size exceeds six members, prior approval from HCAP must be obtained.

Vendors are required to conduct pre installation and post installation inspections, monitoring and necessary training.

C. Installation Costs

Vendors must submit proposals indicating unit price proposed per installation. Vendors should also include separate price estimates for installation of at least ten (10) solar water heating systems. Cost proposals must be valid through September 30, 2010, and include, but not be limited to, the cost of the solar water heating systems, with a minimum 95% solar fraction. Proposed costs must be all inclusive, (i.e., materials, labor, permits, taxes, transportation, etc.). Additionally, the following must be addressed in preparing the cost proposals:

1. Material Cost Inclusions

- a) 120 gallon tank, two 4 ft. x 8 ft. solar panels, tank location same as existing heater, readily available electrical service (both 110V and 220V service within 5 feet), flush mounted on single story roof oriented between 135 T-225 T. (Note: Appropriate materials may be required for households of more than six members to comply with HECO requirements.)
- b) 120 gallon tank, two 4 ft. x 10 ft. solar panels, tank location same as existing heater, readily available electrical service (both 110V and 220V service within 5 feet), flush mounted on single story roof oriented between 135 T-225 T. (Note: Appropriate materials may be required for households of more than six members to comply with HECO requirements.)

- c) Cost proposals must include details on materials used, size, brand, specifications, etc. The materials used for the system shall be brand new and **not reconditioned or previously used**. It is recommended, to the extent possible, that vendors utilize materials manufactured in the U.S.A.

2. Other Related Expenses

- a) Any additional labor and equipment necessary to comply with HECO specifications will be the sole responsibility of the vendor.
- b) The total bid proposal shall **exclude** any rebate per installation if such rebate should be offered by an outside organization. HCAP shall **not** be responsible for payment of any rebate. Vendors are responsible for collecting any appropriate rebates if applicable. HCAP shall also **not** be responsible for covering any rebates not redeemed by vendors.
- c) Proposals must indicate unit price proposed per installation. Vendors should also include separate price estimates for installation of at least ten (10) solar water heating systems. Total unit cost i.e. total cost per installation must also be specified. HCAP will provide vendors with information on the households/sites where installation is to be performed.

D. Vendor Responsibility and Requirements

- a) Must be able to complete installation of at least five (5) solar water heating systems in a 30-day period upon obtaining appropriate approvals and work orders.
- b) Provide a certificate of insurance meeting State requirements and naming HCAP and the State of Hawaii, Office of Community Services, and any related agencies as co-insurers.
- c) Conduct installation of solar water heating systems by certified/licensed contractors, subcontractors or employees and in compliance with all applicable laws, including, but not limited to, the Davis Bacon Act and prevailing wage laws.
- d) Install all solar water heating systems in accordance with HECO Standards and Specifications Requirements.
- e) Conduct site inspection before installation to ensure site is suitable and is approved for such installation pertinent to HECO requirements.

- f) All installation work including materials must carry a minimum of 1-year warranty (parts and labor). Vendor must also provide warranty for place of residence where installation work is performed.
- g) Provide instruction and necessary on-site training to HCAP staff and clients, including, but not limited to, the proper and safe operation and maintenance of the installed solar water heating system.
- h) Remove and dispose existing hot water tank and debris related to the installation, in accordance with all applicable laws and regulations. Vendors must maintain, and when requested by HCAP, provide information and records on the safe and proper disposal of items.
- i) Comply with prevailing wage requirements consistent with prevailing wage laws and the Davis Bacon Act.
- j) Maintain records of certified payroll wage data documenting prevailing wages paid. Such wage data must be furnished to HCAP on a **weekly** basis for the duration of the installation.
- k) Cooperate in the monitoring and verification of all work performed and examination of pertinent records by HCAP, auditors, reviewers, State and Federal funding entities.
- l) Provide reports to HCAP on jobs created and retained on a monthly basis, by the 3rd of each month for the most recently completed month during which installations were performed.
- m) Assist HCAP staff with conducting all monitoring events and inspections, including pre-inspection and post-inspection of installation and monitoring events.
- n) Provide original invoices to HCAP upon successful and satisfactory completion of all installation work. Payments will be made for all such work, completed in accordance with all requirements, within 30 days upon receipt of original invoice.

III. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

All inquiries relating to this RFP should be directed to:

Joy Barua
Director of Finance
33 South King Street, Suite 300
Honolulu, HI 96813
Phone: (808) 521-4531
Email: joyb@hcapweb.org

2. Submission of Proposals

Proposal Submission Deadline: Two (2) copies of the sealed proposal must be received no later than **Friday, October 16, 2009 4PM (Hawaii Time)**. Proposals must be typed and can either be hand-delivered or mailed to:

Attn: WAP Selection Committee
Honolulu Community Action Program, Inc.
33 S. King Street, Suite 300
Honolulu, HI 96813

3. Proposal Organization

TWO (2) COPIES of the proposal must be submitted. Proposals should be organized as follows:

i. Title page

Title page should provide contact person and information showing the RFP's subject; the vendor's name, address, telephone number and email address of a contact person, and the date of the proposal.

ii. Table of contents

iii. Letter of Transmittal

A signed letter of transmittal stating the vendor's understanding of the work to be done in line with all the RFP requirements; the vendor's commitment to perform the work within the specified time period; the vendor's qualifications to perform the services under this RFP and statement of vendor's validity of proposal through September 30, 2010. Vendors should also incorporate Section II.D. Vendor Responsibility and Requirements in the Letter of Transmittal.

iv. Detailed Proposal

The detailed proposal should address the vendor's ability to meet **ALL** the requirements as set forth in this RFP. The detailed proposal should also address Section III.B. Technical Proposal and Section III.C. Sealed Dollar Cost Bid.

B. Technical Proposal

1. General Requirements

The technical proposal should address the skills, qualifications, related experiences and capacity of the vendor to perform the required work.

While additional information may be included, at a minimum, all the requirements of the Technical Proposal should be addressed. The proposal should be prepared simply and economically, providing a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP.

2. Independence

The vendor should also list and describe any previous or ongoing professional relationships with HCAP, along with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed installation.

3. License to Practice in Hawaii

An affirmative statement should be included indicating that the vendor and all assigned installation workers are properly licensed to perform the required work in Hawaii. The vendor's General Excise Number, Federal Employer Identification Number (EIN) Number and Contractor's License Number should be included.

4. Vendor's Qualifications and Experience

The contractor shall be a Hawaiian Electric Company Participating Independent Contractor in good standing, have experience in the installation of solar water heating systems, and hold a valid State Contractor's Classification C-61 license or equivalent.

The proposal should state the size of the vendor's firm and the number of existing qualified workers who are able to perform the required work in line with the RFP.

The proposal must also specify the number of employees that the vendor expects to hire to ensure quality of work performed and timely completion of work in line with the requirements of this RFP.

5. Previous Experience in Weatherization and References:

Vendors shall provide a list of previous experience in similar weatherization work performed. Vendors must also furnish a list of at least five (5) professional references for five (5) most recently completed installations of solar water heating systems. Details on work performed must include, but is not limited to, materials used, number of employees required to install the systems, timeframes for completion of work, trainings conducted, warranties provided and inspection/monitoring results, etc.

6. Specific Work Plan and Approach

The proposal should set forth a work plan indicating specific activities including, but not limited to, inspection of the installation site/residence; procurement of necessary materials; installation of solar water heating system; completion of final inspection; and meeting with homeowners or residents to provide information on operation, maintenance and warranties. Work plan should also address the following:

- a. Proposed installation process to ensure quality performance and timely completion in compliance with all the RFP requirements.
- b. Number of employees hired to complete a minimum of five (5) installations within thirty (30) calendar days upon obtaining appropriate approvals.
- c. Type and extent of technical procedures to be used. The vendor should include safety procedures and practices applicable to installation of solar water heaters.
- d. A proposed process of pre and post-installation inspection and monitoring.
- e. Plan for compliance with all applicable laws and regulations.

C. Sealed Dollar Cost Bid

1. Cost proposals must indicate unit price proposed per installation. Separate price estimates should also be included for installation of at least ten (10) solar water heating systems.

2. HCAP is not liable for any costs incurred by vendors associated with proposal preparation and in responding to this RFP.
3. The sealed cost proposals must be signed by an authorized representative of the vendor.
4. See Section II. C. Installation Costs for details on cost proposal requirements and guidelines.

IV. EVALUATION

A. Administrative Review

Proposals submitted will be evaluated by the WAP Selection Committee. Contracts shall be awarded to lowest qualified, responsible, responsive vendors based on the unit price proposed per installation. HCAP retains sole discretion to determine the actual number of vendors required for the WAP Program.

B. Oral Presentations

During the evaluation process, HCAP may request any or all vendors to make oral presentations. Not all vendors may be asked to make such oral presentations.

C. Final Selection

HCAP will notify selected vendors in writing by October 31, 2009. All selected vendors will be required to execute an agreement with HCAP before commencement of any work.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance of all the terms and conditions contained in this RFP. HCAP reserves the right without prejudice to reject any and all proposals.