

# Request for Proposal

For

## Green Construction Certification Program for Youth



**ISSUE DATE:** January 30, 2018

**PROJECT:** ICAST Youth Workforce Development Program

**PROJECT DESCRIPTION:** ICAST (International Center for Appropriate and Sustainable Technology) is launching a Youth Workforce Development Program in partnership with the U.S. Economic Development Administration (EDA) and multiple Youth organizations, to help disadvantaged youth from low-income communities across New Mexico and Texas (specifically ABQ Metro, Santa Fe, Farmington, Las Cruces and El Paso Metro) attain education and training in the growing green construction industry. The program involves education and training that will result in a 'certificate' being issued to the participating youth for (1) Online education classes through a local education partner, and (2) apprenticeships with on the job training by ICAST at its multifamily green retrofit project sites.

ICAST is developing and launching a 30-month training and job creation program across New Mexico and Texas to educate low-income youth on the basics of green building and construction and helping them gain necessary hands-on training through apprenticeships on local green job sites. ICAST will partner with ~four (4) Youth organizations to create this program.

The purpose of this RFP is to select the education partner for this program who will work with ICAST to develop a certificate course on the basics of green building and construction comprising an online educational component and OJT through an ICAST apprenticeship program. The online educational module will focus on renewable energy (primarily solar PV installation), energy and water efficiency (primarily installation of low-flow devices, pipe wraps, thermostats, weatherization, lighting, etc.) and health and safety improvements (primarily smoke and carbon monoxide detectors).

**PERIOD OF CONTRACT/AGREEMENT:** 18 months

**PROPOSAL ACCEPTANCE DATE:** Proposals will be accepted until noon, Feb. 19<sup>th</sup>, 2018. Proposals received after noon will NOT be accepted. Proposals must be submitted via email to: Ed McIlvain, [edm@icastusa.org](mailto:edm@icastusa.org).

**QUESTIONS:** All questions regarding this RFP must be submitted by 5:00 pm Feb. 7<sup>th</sup> 2018. All questions will be answered by 5:00 pm Feb. 12<sup>th</sup> 2018. Questions must be submitted via email to: Ed McIlvain, [edm@icastusa.org](mailto:edm@icastusa.org).

## **SECTION I: PURPOSE AND SCOPE OF WORK**

### **A. PURPOSE**

The purpose of this RFP is to meet ICAST's needs to provide the youth recruited through its Youth Workforce Development Program with relevant education and training for the hands-on apprenticeships they will be performing on ICAST jobs sites at multifamily properties. ICAST is looking for a partner educator who can develop a custom training program or modify an existing program that provides the youth with education and training on:

- (1) Energy Efficiency, installing: pipe insulation, programmable and smart thermostats, Energy Star appliances, LED lighting w/ and w/o sensors;
- (2) Water conservation, installing: low flow showerhead and aerators, toilets, low-flow outdoor Irrigation systems;
- (3) Indoor Air Quality Remediation, installing carbon monoxide and smoke detectors, exhaust fans and ventilation systems;
- (4) Renewable Energy, installing: solar PV systems. (As Solar PV training requires more time this could be a separate training with its own certificate.)
- (5) General Green Construction Best Practices.

The goal of this training program is to provide the youth who graduate through the program with additional marketable knowledge and a certification to help them acquire full time employment on completion of the program.

#### Timeline:

- Receipt of Proposals: noon Feb 19<sup>th</sup> 2018
- Selection of Partner: Feb. 20<sup>th</sup>, 2018
- Contract Signed: Feb. 28<sup>th</sup>, 2018.
- Training Contract Begins: March 1<sup>st</sup>, 2018.
- Training Program Ends: March 1<sup>st</sup>, 2020.

### **B. SCOPE OF WORK**

ICAST envisions the education and training to meet the following guidelines:

- Education program not to exceed 40 hours for the energy efficiency training and 70 hours for the Solar PV installation training, or 110 hours for the total program
- Minimum of 120 total students/youth provided with training and certification;
- Ability to provide online classroom training since the program serves youth in both New Mexico and West Texas
- Certification based on successful completion of online/classroom education and OJT with ICAST on its multifamily project sites.

- Trainings can be delivered in multiple media;
- Training needs to incorporate a “train the trainer” aspect for ICAST’s youth organization partners.

### **Train the Trainer 2 Day Sessions**

- Proposers should add an additional component to their proposals to provide costs for the “Train the Trainer” over a 2-day training session. Costs should include boarding and lodging, mileage or rental cars assuming 3 trainees.
- Proposers should include cost for a “mock kit” for hands-on training that would include energy efficiency and water conservation devices such as LED lights, aerators, showerheads, smart thermostats, etc. The kits will be provided to the three (3) trainers at the partner Youth organizations for them to provide hands-on training to the Youth.
- The purpose of this kit will be for the trainer to become proficient in the use of the kits components and learn how to train others with these components. The goal of these kits is for the trainers, after completing the “Train the Trainer” course, to be able to utilize the kits with the youth recruited through their organizations for hands on training exercises.
- Proposals should add a separate (optional) hands-on training for PV solar installation for 10 trainees.
- Please line itemize the costs associated with the “Train the Trainer” noted above by trip as well as the cost per kit developed, and the solar PV installation training as well as a description of what each item will entail.

The Program does NOT require college accredited classes. ICAST is open to proposals which further the goal of youth obtaining full time employment through innovative and cost-effective strategies.

## **SECTION II: PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS A. GENERAL REQUIREMENTS**

1. RFP Response. Proposers shall provide their proposal as an electronic copy e-mailed to [edm@icastusa.org](mailto:edm@icastusa.org) This email shall be titled: ICAST EDA Training Proposal.
2. Submission of Materials. An authorized representative of the Proposer shall sign the proposal.
3. Ownership of Materials. Ownership of all data, materials and documentation originated and prepared pursuant to the RFP and is part of the proposal submitted to ICAST, shall belong to ICAST.
4. General Qualifications: Please provide at least three references of current or past clients who shared as similar or relevant scope of work to this project.

## **B. SPECIFIC REQUIREMENTS:**

Proposals should be as thorough and detailed as possible. Proposals will have minimum 11 point font, 1.15 line spacing and 1" margins. Offerors are required to submit the following items:

1. Cover Letter: A letter signed by authorized representative of the proposer. No more than 1 page.
2. General Qualifications:
  - i. Provide a brief general overview of your organization, in no more than 1 page.
  - ii. Describe your organization's qualifications and capabilities to meet the requirements of this RFP. Please note any similar training projects and provide at least three references. No more than 4 pages.
  - iii. Provide resumes with roles and responsibilities of the key personnel including management, and the point of contact who will be responsible for communication between your firm and ICAST for the scope of this project.
3. Specific plans for providing the proposed trainings and price:
  - i. Detail the proposed training program, including the following specific information in no more than 6 pages:
    - Delivery Method(s) of Classes
    - Training and Class Content – general guidelines/content
    - Preferred class sizes if not online
    - Availability of classes and timeline of classes over contract term.
    - Certification Process
    - Information of how you will work with ICAST to integrate its requirements into the training and certification program, specially how the OJT apprenticeships will complement your training
  - ii. Provide details of all possible costs for the program. Costs which are mandatory to program and costs which are potentially optional but will lead to a more successful program should be noted and explained. Budget can be either per certificate issued or youth trained or for the program as a whole that will provide a minimum of 120 certifications.
  - iii. Any Additional Information which the Proposer wishes to present, in no more than 5 pages.

## **SECTION II: GENERAL TERMS OF RFP**

### **C. CONDITIONS OF RFP**

1. Selection shall be made of the Proposer deemed to be fully qualified and best suited among those submitting respondents on the basis of the evaluation factors included in this Request for Proposals. Negotiations may be conducted with the top three candidates.
2. ICAST may cancel this RFP or reject proposals at any time prior to an award. ICAST is not obligated under this request to furnish statement or statements providing reason(s) why a particular proposal was not deemed to be the most advantageous.
3. Proposer's submission of a proposal in response to the RFP shall constitute acceptance by the Proposer of the terms and conditions of this RFP.

### **D. CONTRACT AWARD**

1. Subject to the rights reserved in this RFP, ICAST will award the contract by written notice to the selected Proposer (the "Contractor") no later than twenty one (21) days after the date designated for receipt of proposals. The award of the contract is subject to the review by U.S. Economic Development Administration, and it shall be conditioned on the successful negotiation of revisions, if any, to the contract, recommended as part of the evaluation of proposals.
2. ICAST will evaluate a Proposer's ability to design and implement the identified scope of work, based upon the following considerations. The order in which these items are listed is not indicative of their weight in the evaluation, nor is the list necessarily comprehensive.
  - Qualifications of Proposer and their experience in performing similar work.
  - Qualifications of proposed key personnel and their experience in performing similar work.
  - Cost effectiveness of the project.
  - Ability of the Proposer to serve both States, CO and UT.
  - Quality of the firm's and its staff's performance on past projects.
  - How well the proposal aligns with ICAST program goals.
  - Overall quality of the submission (organization, layout, grammar, spelling).