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[www.mwalliance.org](http://www.mwalliance.org)

## **Southeast Wisconsin Energy Code Consultant(s) Part-Time Contract Position(s) Request for Qualifications**

### **1. OVERVIEW**

The Midwest Energy Efficiency Alliance (MEEA), in association with the Wisconsin Department of Safety and Professional Services (DSPS), and the Slipstream Group, Inc. (SGI), is seeking qualified individuals or organizations to serve as Wisconsin Energy Code Consultants (Consultant). MEEA is seeking both commercial and residential energy code consultants. Respondents should clearly state which position(s) they are applying for in their submittal.

The Consultant should have a minimum of 5 years' experience with new construction in the state of Wisconsin as a code official, builder, contractor, architect, engineer, energy rater or other construction industry professional. An understanding of the [Wisconsin Energy Conservation Code](#), building science, experience with stakeholder engagement, and/or Wisconsin residency a plus. Paid training will be provided for the successful candidate.

In general terms, the Consultant will proactively reach out to code officials, contractors and sub-contractors, design professionals and other energy code stakeholders to provide individual/ small group assistance, advice, education, and training on energy code issues of specific interest to the stakeholder. When appropriate, the Consultant will provide these services at the stakeholder place of business or job site. The Consultant will work under the day-to-day supervision of the MEEA Project Manager (PM).

The Consultant will cover the geographic area of southeast Wisconsin, roughly bounded by Milwaukee, Madison, and the Illinois border, with potential occasional travel to other parts of the state if needed. The anticipated duration of the contract is 8/1/2024 through 6/1/2026, with an option for extending through 12/31/2026. The travel and time commitments for the position will be negotiated, with an anticipated maximum time commitment of 100 hours per month.

The Consultant will work with the Project Team (MEEA, SGI, and DSPS) to determine the best methods to reach out to stakeholders and grow awareness of this free service. The Consultant and the Project Team will collaborate to establish an outreach and execution plan.

### **2. JOB DESCRIPTION OUTLINES**

Job description outlines of the duties and responsibilities of the Consultant are attached as Exhibit A (residential) and Exhibit B (Commercial).

### **3. AVAILABLE FUNDING**

The final contract amount will be established during contract negotiations but is not expected to exceed \$66,000 per contract year, including expenses (food, lodging, travel, etc.). The Consultant shall be solely responsible for their own federal, state, local, and other taxes. This project is funded through the US Department of Energy (DOE) funded *Building a Strong Foundation for Wisconsin Code Adoption, Compliance, and Local Support* project (Award Number EE0010938).



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#### 4. SUBMISSION REQUIREMENTS

Applications will be accepted from both individuals and organizations. Submissions should be concise, providing a straightforward description of the respondent's ability to meet the requirements of this RFQ. Emphasis should be on completeness and clarity of content. No verbal or written information which is obtained other than through this RFQ, or its addenda, shall be binding on MEEA.

Submissions will be accepted until the positions are filled. Respondents shall email one (1) electronic version of the RFQ materials to [rfq-response@mwalliance.org](mailto:rfq-response@mwalliance.org). Questions may be submitted to the same email address up to three business days before the submittal deadline.

The response to this RFQ must contain the following:

1. **Cover Letter:** At a minimum the cover letter should explain your interest in the Consultant position, highlight any relevant skills or experience (particularly with the energy code and stakeholder outreach), and provide complete contact information.
  - a. The cover letter must state whether the qualifications are presented for the commercial consultant position, the residential consultant position, or both.
2. **Resume:** At a minimum the resume should note diplomas and degrees received, previous employment experience, duration of employment for each position, a summary of the duties and responsibilities of each position, and any special training received, or certifications earned.
  - a. Applications from organizations should include the resume(s) of the individual(s) who will act as the Consultant, as well as an organizational resume. Individuals identified as the Consultant in the response to this RFQ shall be the same individuals who perform the work for this project.
3. **References:** Provide a minimum of three professional references that can speak to your experience and ability to perform the work described herein and in Exhibit A or Exhibit B as appropriate.

At their discretion, respondents may include up to an additional four pages of information that they feel is relevant to their application. The intent of this option is to allow respondents to submit additional material that provides a more complete description of their interest, experience, and qualifications. There is no penalty or advantage associated with the use of this option.

#### 5. AWARD AND EXECUTION OF CONTRACT

Subject to MEEA's right to reject any or all submissions, the best qualified respondent(s) will be awarded the contract. MEEA and the selected respondent(s) will enter into good-faith negotiations on a contract. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by MEEA in its sole discretion, MEEA may enter into negotiations and sign a contract with any other respondent(s) who submitted complete and timely qualifications as required in this RFQ. No contract or agreement, expressed or implied, shall exist or be binding on MEEA before the execution of a written contract fully executed by both parties.



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## 6. ADDITIONAL CONDITIONS

### General Information

- MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, color, age, gender, religion, creed, class, sexual orientation, national origin, and disability.
- This work is being supported by federal funding. As such all relevant federal flow-down requirements shall be applicable to the Consultant.
- All materials submitted in response to this RFQ shall become the property of the MEEA.

### Successful Respondent's Status

The successful respondent shall at all times be an independent contractor and not an agent, employee, or representative of MEEA, SGI, DSPS, or DOE with regard to performance of the work.

### Conflict of Interest

The respondent shall note in their submittal any known conflicts of interest, or the appearance thereof, that might be associated with performing the work described herein.

### Denial of Reimbursement

MEEA will not reimburse proposers for any costs associated with the preparation and submittal of any RFQ materials.

### Withdrawal of Submission

An RFQ submission may be withdrawn prior to the RFQ due date and time via written notification to the submission email address. However, if a submission is not withdrawn by the due date and time, it shall remain valid for sixty days calendar days from the RFQ due date.