

Central Pines Regional Council
Request for Proposals – Weatherization Assistance Program
Date of Issue: 10/27/2025
Response Deadline: 11/17/2025 at 5:00pm

Direct all inquiries concerning this RFP to:

Hunter Fillers

Housing Program Manager
Central Pines Regional Council

📞 919-558-9392

✉ hfillers@centralpinesnc.gov

📍 4307 Emperor Blvd, Suite 110, Durham, NC 27703

Project Description and Requested Services

The Central Pines Regional Council (CPRC), acting as a subgrantee of the North Carolina Weatherization Assistance Program (NCWAP), seeks proposals from qualified weatherization and energy services firms to execute DOE-compliant weatherization and energy-efficiency services. This specific project aims to address weatherization deferral conditions and provide weatherization services for eligible households across Orange, Chatham, and Person Counties. The goal is to weatherize at least 9 units using funding from the U.S Department of Energy (DOE), 14 units using North Carolina Low-Income Home Energy Assistance Program (LIHEAP) funds; and repair or replace heating/ air conditioning systems in at least 14 units using North Carolina Heating and Air Repair and Replacement Program (HARRP) funds in accordance with Program Guidance, NCDEQ SEO State Plan, North Carolina Weatherization Assistance Program Standard Operating Procedures, North Carolina Standard Work Specifications, North Carolina Health & Safety Plan, and regulations.

The selected firm will facilitate a weatherization assistance program that will perform assessments, provide accurate cost estimates, and weatherize units OR competitively bid out the identified scope of work to qualified contractors/subcontractors. If work is bid out, the selected firm under this contract will be responsible for compliantly bidding out the work, following Uniform Guidance, found at [2 C.F.R. 200](#), including: administrative requirements (Subparts B through D), cost principles (Subpart E), and audit requirements (Subpart F), and overseeing the work of qualified contractors/subcontractors to deliver weatherization assistance. The selected firm will be responsible for providing comprehensive weatherization services, including pre-weatherization repairs, energy auditing, measure installation, and quality control.

A firm will be selected through this RFP process based on their proposal, interview (if deemed necessary), and qualifications/experience. Experience working with federally funded energy-efficiency, weatherization, and home rehabilitation projects will be taken into consideration when scoring.

The following criteria will be used by CPRC to qualify eligible households for weatherization services:

- Household gross income at or below 200% of the federal poverty level.
 - Income means Cash Receipts earned and/or received by all household members over the age of 18 before taxes during applicable tax year(s). Some exclusions apply.
- Owner occupied and/or rental residential dwellings including single family homes, manufactured homes, multifamily homes and shelters are eligible to receive services.

- Ownership of dwellings must be established through the review and retention of real estate property tax records (*in the case of site-built dwellings*) or personal property tax records or title (*in the case of manufactured homes*).
 - Property owner must authorize services.
- Dwelling must not be for sale or in foreclosure at time of services provided, unless renter occupied and future tenants will remain income-qualified.
- Units may not receive re-weatherization funding for 15 years after first weatherization. NCWAP client database can help determine if home has been previously weatherized within 15 years.

Proposed Scope of Work

Work will consist of the following:

- CPRC will have final approval and decision-making in the income-verification process. However, the selected firm will work with CPRC to identify homes in need of weatherization services, including pre-weatherization repairs. Existing waitlists or deferral lists will be considered to prioritize units, in addition to new applications. Prioritization is based on the following criteria:
 - elderly persons (age 60 or more),
 - persons with disabilities,
 - a child (under the age of 6 or expectant mothers),
 - households that have a high energy burden (over 15% of annual income expended on energy costs), energy intensity (energy usage per square foot), and,
 - households that are high residential energy users (use electric strip heat as the primary heat source).
- Perform energy audits, assessments, cost estimates for weatherization work that addresses safety, health, and energy burden concerns in homes.
- As the prime firm or through competitively bid subcontractors, provide or procure comprehensive weatherization services that support increased health, safety, and energy efficiency.
- CPRC will approve eligible repairs under this program, based on work scopes developed by the contractor.
- Ensure weatherization work adheres to Program Guidance, NCDEQ SEO State Plan, North Carolina Weatherization Assistance Program Standard Operating Procedures, North Carolina Standard Work Specifications, North Carolina Health & Safety Plan, and regulations.
- Adhere to NEPA environmental review requirements for federal funds.

Funding Guidelines:

- \$326,000 in LIHEAP and HAARP funding is available for allowed weatherization activities of units and related costs like health and safety deferrals.

- Additional DOE funding may be available, which will be discussed in the contractual agreement phase of the RFP.
- Average amount of funds used per home will generally be \$9,000.
- Weatherization will include, 14 units using North Carolina Low-Income Home Energy Assistance Program (LIHEAP) funds; and repair or replace heating/ air conditioning systems in at least 14 units using North Carolina Heating and Air Repair and Replacement Program (HARRP) funds and 9 units under the U.S Department of Energy (DOE), contingent on available funding.
- Funds will be distributed proportionally to county population in the following order.
 - 1st- Orange County
 - 2nd - Chatham County
 - 3rd - Person County

Applicant Minimum Requirements:

- Eligible applicants include non-profit and for-profit development entities. “Non-profit” means having a 501c (3) tax exemption notice from the IRS.
- Applicants must have experience with the delivery of weatherization services, energy audits, home repair/rehabilitation services to low-income households, as specified in this RFP.

Project Schedule

All activities leading to final completion of the project are to be accomplished no later than June 30, 2026.

Tentative Schedule of Events	Date
Release of RFQ	10/27/2025
Deadline for written questions and clarifications	11/10/2025
Deadline for submissions of qualifications	11/17/2025
Notify selected firm and begin contract negotiations	11/21/2024
Complete contract negotiations and award contract	12/8/2025

Qualifications and Selections

Firms qualified to provide rehabilitation services will be selected based on demonstrated competence and qualifications for the type of professional services required, including the following criteria:

- The person/firm must have experience in performing satisfactorily services on similar projects providing rehabilitation and construction management services.
- The person/firm must have adequate experience and staff capacity to perform the work required.
- The person/firm's proposed time schedule for the work and its history of meeting time schedules on prior similar work. *All weatherization services must be delivered by June 30, 2026.*
- All applicable licenses and qualifications required by the State of North Carolina, including General Contractor license number and Lead Renovation, Repair, and Painting (RRP).

Proposal Evaluation and Selection

All proposals properly received before the deadline will be evaluated by a Review Committee based on the following Criteria:

Evaluation Criteria	(a) Weight	(b) Score 1- 5	(a) x (b) Weighted Score
Details capacity and ability to provide requested scope of services	35%		
Describes qualifications, experience, and past performance of key staff delivering weatherization services/programs	30%		
Outlines proposed time schedule that accommodates the project's needs.	15%		
Proposed budget and experience leveraging outside funding to increase impact for homeowners	10%		

Inclusion of an innovative approach and identification of ways to address cost-efficiency	5%		
Total	100		

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 – 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet

The points for each component criteria will be multiplied by the percentage weight listed above and totaled. The firms will be ranked, and interviews will be scheduled with the top-ranked firms, as deemed necessary. The firm selected as the most qualified to provide the requested services will be invited to negotiate a final contract agreement. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified firm.

Questions and Clarifications

Please submit questions via email to hfillers@centralpinesnc.gov and in the subject line note “NC Weatherization Assistance Program”. Deadline for written questions and clarifications is November 10, 2025, at 5:00 p.m. Only written questions will receive responses, which will be posted on CPRC’s website here: [Central Pines Regional Council Requests for Proposals](#)

Non-Discrimination Requirements

It is the policy of CPRC to ensure that no person shall, on the grounds of race, color, national origin, limited English proficiency, income-level, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any CPRC program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

Compliance and Monitoring

Applicant will provide owner and property eligibility documentation, work write up and scopes, energy audits, before and after photos and any invoices or payment documentation with each invoice submitted. The project manager will complete unit inspections and verify work completed before payment.

CPRC will require quarterly reports to be submitted, to fulfill proper tracking and reporting required by the grant award. The consultant will work with CPRC to provide necessary reporting on work completed and hours of work devoted to the project during the quarter.

The person or firm must adhere to all applicable compliance standards including Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, Lobbying Prohibited, Non-Discrimination, Conflict of Interest, Internal Confidentiality Agreements, Trafficking Victims Protections Act of 2000, and Unmanned Aircraft System, aka Drones.

Insurance

The contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract, the following applicable coverages and limits.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate per year. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability, or Personal and Advertising Injury Liability.

Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract

Certificate of Insurance – Contractor agrees to provide a Certificate of Insurance evidencing that all coverage, limits, and endorsements required herein are maintained and in force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor's insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify within five (5) business days with a copy

of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.

Conditions, Clarifications, and Reservations:

- CPRC expects to select one firm or team but reserves the right to request substitutions of subconsultants.
- CPRC reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a formal agreement. CPRC further reserves the right to request additional information or clarification of information provided in any response. CPRC also reserves the right, but is under no obligation, to waive technicalities and informalities. CPRC shall make the award as deemed in its best interest.
- A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit CPRC to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFP process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of CPRC unless CPRC and your firm execute a contract.
- All responses to this RFP shall be the property of CPRC.