

Central Pines Regional Council  
Request for Proposals – (Energy Auditor) Weatherization  
Assistance Program

Date of Issue: 5/22/2026

Response Deadline: 6/17/2026 at 5:00pm

Direct all inquiries concerning this RFP to:

**Hunter Fillers**

Housing Program Manager

Central Pines Regional Council



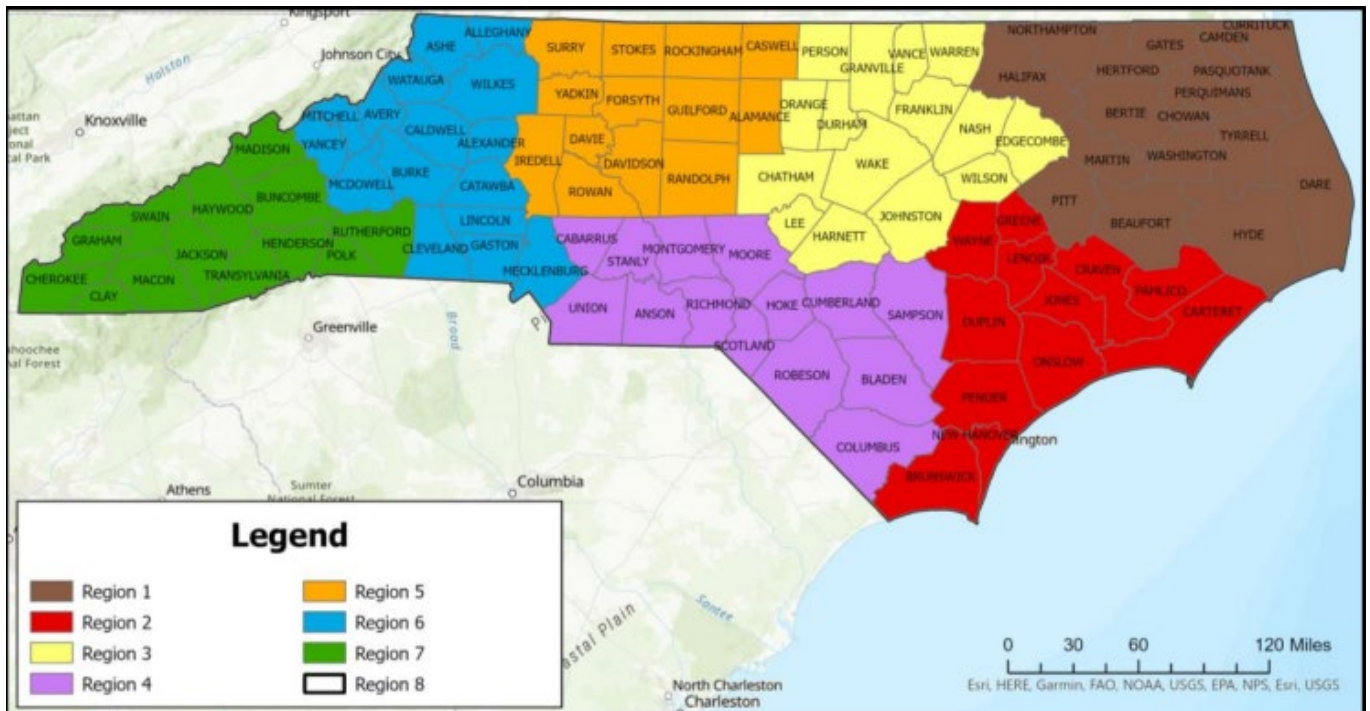
919-558-9392

[✉ hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov)

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

## Project Description and Requested Services

The Central Pines Regional Council (CPRC) is accepting Energy Auditor subcontractors' proposals for a home energy improvement project under the North Carolina Energy Division's annual Weatherization Assistance Program (WAP) and the Regional Weatherization - Infrastructure Investment and Jobs Act (IIJA). The programs are administered through the NC Department of Environmental Quality (DEQ). The contract requires the weatherization of homes across Region 3 of the state plan, using IIJA funds, (see image below) which includes Chatham, Lee, Harnett, Johnston, Wake, Durham, Person, Granville, Vance, Warren, Franklin, Nash, Wilson, and Edgecombe counties, during the period of July 1, 2026 through June 30, 2027, AND/OR Orange, Person, and Chatham counties through WAP, for July 1, 2026 through June 30, 2027. Each selected vendor will not be required to conduct work in all counties, and specific geography will be finalized during contract negotiations. Additionally, Subcontractors are required to perform energy saving measures in customers' homes



This specific project aims to address weatherization deferral conditions and provide weatherization services for eligible households 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.

*CPRC is requesting proposals from interested parties who are properly licensed contractors in the State of North Carolina in the following individual trades: **Energy Auditor.***

Contractors submitting proposals must include in the proposal package: contractor information sheet, a copy of the business license, trade certification and training, and proof of Worker's Compensation, General Liability, Automobile, and Pollution Occurrence Insurances. Contractors will be notified of proposal award upon final approval from the NC Department of Environmental Quality (DEQ)

**MINORITY, WOMEN AND DISABLED-OWNED BUSINESSES ARE ENCOURAGED TO PARTICIPATE IN THE PROPOSAL PROCESS.**

## **INTRODUCTION AND PURPOSE**

**PURPOSE OF THE REQUEST FOR PROPOSALS:** The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Weatherization Services. Central Pines Regional Council (CPRC), working in conjunction with the NC Department of Environmental Quality (DEQ), intends to use the results of this process to award a contract for Weatherization Services.

**REASONABLE ACCOMMODATION:** CPRC will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you think you need accommodations at a proposal opening/vendor conference, contact the CPRC.

**SCOPE:** CPRC intends to utilize this proposal for all purchases for one year; however, CPRC may bid out single jobs on an as-needed basis when deemed in the best interest of CPRC and the State.

**OVERVIEW OF PROCURING AGENCY:** CPRC performs local administrative and executive functions for the Annual Weatherization Assistance Program (WAP) in Orange, Person, Chatham counties and the Regional Weatherization - Infrastructure Investment and Jobs Act (IIJA) in the following counties: Chatham, Lee, Harnett, Johnston, Wake, Durham, Person, Granville, Vance, Warren, Franklin, Nash, Wilson, and Edgecombe

**CONTRACT LENGTH:** The contract will be for a one-year period, July 1, 2026 through June 30, 2027.

**METHOD OF AWARD:** The award will be given to the contractor(s) whose proposal(s) are the most responsive to the solicitation, and is the most advantageous to CPRC, considering price, quality, and other applicable factors including but not limited to experience, service record of the vendor, and required education/training/credentials of

the vendor. Multiple contractors will be used to complete the contract. Any and all proposals may be rejected when it is in the agency's best interest to do so. The lowest proposal will not always be accepted.

**CANCELLATION and TERMINATION:** CPRC reserves the right to cancel the resulting contract/agreement, for any reason, by giving written notice to the Contractor of such cancellation and specifying the effective date thereof, at least ten (10) days before the effective date of such cancellation. Contractor shall, in the event of cancellation, be entitled to receive compensation for any work accepted hereunder in accordance with the Agency's order(s). Contractor may also be compensated for partially completed work in the event of such cancellation. The compensation for such partially completed work shall be no more than the percentage of completion of said work, as determined at the sole discretion of CPRC, times the corresponding payment for completion of such work as set forth in the Agency's order(s).

#### **PROPOSAL PROCEDURES AND INSTRUCTIONS:**

**PRE-BID CONFERENCE:** A Pre-Bid Conference will be held virtually. All potential subcontractors are required to attend the Pre-Bid Conference. Contractors are encouraged to confirm their attendance to the Pre-Bid Conference by contacting CPRC at [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov)

**QUESTION AND ANSWER PERIOD:** Questions regarding the RFP will be accepted until Friday June 5, 2026. All questions must be submitted in writing to Hunter Fillers, [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov) . All questions will be answered by an addendum, posted on CPRC's website: [Requests for Proposals/Qualifications | Central Pines Regional Council](#) No questions will be responded to after the question and answer period has expired.

**METHOD OF SUBMISSION:** Vendors must submit an original copy of all materials required for acceptance of their proposal to: Central Pines Regional Council, Attn: Hunter Fillers, 4307 Emperor Blvd, Ste 130, Durham, NC 27703. The last day to submit a proposal will be Friday June 17, 2026. All proposals must be time stamped by an authorized representative at CPRC prior to the proposal closing time. All proposals must be packaged, sealed and show the following information on the outside of the package:

- Subcontractor's Name and Address
- Request for Proposal Title
- Proposal Due Date
- Date Proposal Submitted

**INQUIRIES:** All inquiries concerning this Request for Proposals (RFP) will be

submitted via e-mail to: [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov). During the procurement process, prospective subcontractors shall direct any inquiries to the e-mail address provided. In no case shall oral communications take precedence over written communications.

## PROPOSAL ACCEPTANCE, EVALUATION, AWARD AND PROTEST PROCEDURES:

**PROPOSAL ACCEPTANCE:** Proposals which do not comply with instructions or are unable to comply with specifications contained in this RFP may be rejected by CPRC. CPRC may request reports on a subcontractor's financial stability and if financial stability is not substantiated, may reject a subcontractor's proposal. CPRC retains the right to accept or reject any or all proposals and accept or reject any part of a Proposal deemed to be in the best interest of CPRC. CPRC shall be the sole judge as to compliance with the instructions contained in this RFP.

**PROPOSAL EVALUATION:** Proposals will be evaluated by assigned CPRC staff to verify that they will meet all specified requirements in this RFP. This verification may include requesting reports on the subcontractor's financial stability, conducting demonstrations of the vendors' proposed product(s) and/or service(s), and reviewing results of past awards to the subcontractor by CPRC.

**NOTIFICATION OF INTENT TO AWARD:** Any subcontractor who responds to this RFP with a proposal will be notified in writing of CPRC's intent to award the contract(s) as a result of this RFP.

**PROTEST PROCEDURES: PURPOSE:** To provide specific actions which will be taken should a protest be filed by an unsuccessful subcontractor. Protester Procedures:

- a. File a written complaint using the agency specified format within ten (10) working days after notice of rejection. Contract Coordinator a. Notify subcontractor that a complaint of protest has been filed. Schedule the meeting of protest committee to review complaint. Protest Committee. Conduct meeting to evaluate protest within ten (10) working days of the filing of the receipt of protest.
- b. Record minutes of evaluation of protest committee meeting.
- c. Issue a decision to agency administration within five (5) working days of the meeting of the protest committee.
- d. Notify protester of the decision of the protest committee.

## Scope of Services

The Subcontractor agrees to provide the services as described in the Scope of Work document provided by the Contractor. Likely tasks include, but are not limited to:

1. Complete Onsite Audit of home using all applicable sections of Residential Energy Assessment Tool (REAT) on both site-built and manufactured homes.
2. Complete all applicable sections of Weatherization Assistant 8.9 or the latest NCWAP approved version NEAT/MHEA Electronic Energy Audits.
3. Provide Contractor with a completed Recommended Measures Report and any other pertinent results of the Weatherization Assistant 8.9 or latest NCWAP approved version NEAT/MHEA electronic energy audits.
4. Provide completed Work Order to Contractor.
5. Discuss with Contractor Audit Staff any concerns about units modeled using the Weatherization Assistant software.
6. Provide the Contractor with proof of NEAT/MHEA Certifications and other specific training that applies to knowledge to complete WAP Electronic Energy Audits. **(for Option 1 page 7)**
7. Provide the Contractor with copies of general liability insurance and business identification numbers required for payment.

#### RFP Checklist

The following forms must be completed and submitted with the proposal in accordance with the instructions noted on the front cover sheet of the RFP:

Subcontractor Information –Attachment 1

Subcontractor References –Attachment 2

Pricing Information -- Schedule B

Business Licenses

Sample of Company Invoice

Trade Certifications & Trainings

Proof of Insurance in the following categories:

(1) Worker's Compensation – The Subcontractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage and minimum limits of \$300,000.00, covering all of Subcontractor's employees who are engaged in any work under the contract. Sole proprietorships and partnerships with less than three (3) employees, in addition to the sole proprietor or partners, are not required to have Worker's Compensation.

(2) Commercial General Liability – General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$100,000.00 Combined Single Limit of Limit. (Defense cost shall be in excess of the limit of liability.)

(3) Automobile – Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$500,000.00 bodily injury and property damage; \$500,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment

#### 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 to low-income households, as specified in this RFP.

#### Project Schedule

Tentative Schedule of Events	Date
Release of RFQ	5/21/2026
Pre-bid Conference Meeting	6/5/2026
Deadline for written questions and clarifications	6/10/2026
Deadline for submissions of qualifications	6/17/2026
Notify selected firm and begin contract negotiations and NCDEQ approval process	6/30/2026
Receive final approval from NCDEQ, complete contract negotiations and award contract	7/31/2026

#### Questions and Clarifications

Please submit questions via email to [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov) and in the subject line note “NC Weatherization Assistance Program”. Deadline for written questions and clarifications is June 10, 2026, 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.

### **Conditions, Clarifications, and Reservations:**

- 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.

**SCHEDULE B**

**Subcontractor Compensation**

All labor rates quoted must include all overhead cost including travel, worker, equipment, maintenance, administrative costs, insurance, and work pay.

<p><b>OPTION 1:</b>  <b>Rate per Onsite Audit + NEAT/MHEA          Electronic Energy Audit</b></p>	<p>\$ _____</p>
<p><b>OPTION 2:</b>  <b>Rate per Onsite Audit ONLY</b>  <i>(LIHEAP jobs)</i></p>	<p>\$ _____</p>

IN WITNESS THEREOF, the parties have executed this Agreement  
**SUBCONTRACTOR – To be signed before submission to the Contractor**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL: \_\_\_\_\_

FAX: \_\_\_\_\_

NEAT/MHEA CERTIFICATION DATE: \_\_\_\_\_

*(provide copy of certification completed 2018 or later)*

**CONTRACTOR – To be signed after State review**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION**

**Attachment 1**

1. Business Name: \_\_\_\_\_
2. Owner(s) Name: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_
4. Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Billing Address (if different from physical): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
7. Email address: \_\_\_\_\_
8. Company Structure (corporation, partnership, sole proprietorship): \_\_\_\_\_
9. Business Type (Trade): \_\_\_\_\_
10. Years in Business: \_\_\_\_\_
11. Federal Tax Identification Number: \_\_\_\_\_

**Subgrantee: Central Pines Regional Council**

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**SUBCONTRACTOR REFERENCES**

<b>Subcontractor:</b>			
Provide company name, address, contact person, telephone number, and appropriate information on product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.			
Company Name:			
Address (include Zip)			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip)			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip)			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip)			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			