

DCM Use Only

DCM RFQ#: 2025-026

Date Posted: 11-25-2025

**STATE OF ALABAMA
ALABAMA DEPARTMENT OF ECONOMIC and COMMUNITY AFFAIRS
ADVERTISEMENT FOR
REQUEST FOR QUALIFICATIONS (RFQ)**

Pursuant to § 41-4-133 of the Code of Alabama, 1975, as amended, the Alabama Department of Economic and Community Affairs (ADECA) requests qualifications from qualified professionals to provide consulting services for “The Weatherization Assistance Program.”

Proposed Scope of Work: The scope of work for professional consulting services shall include but not be limited to the development of an Energy Audit Policy and Procedures (Policy) in alignment with the Weatherization Assistance Program’s (WAP) technical requirements, to include:

1) Technical Programmatic Review

- Review relevant federal technical regulations, including 10 CFR Part 440 and applicable U.S. Department of Energy (DOE) Weatherization Program Notices.
- Review and become familiar with Alabama’s current WAP policies and structure, federal funding sources (DOE and U.S. Department of Health and Human Services (HHS)), and subrecipient network.

2) Stakeholder Engagement

- Coordinate with the State WAP Administrators and subrecipients to gather input.
- Incorporate feedback to ensure practical implementation.

3) Policy Development and Revisions

- Draft new or revised policies and/or forms that align with federal and state requirements.
- Ensure clarity, consistency, and accessibility for diverse audiences (e.g., subrecipients, auditors, clients that receive services).
- Address key operational areas such as eligibility, deferrals, health and safety, procurement, energy audits, quality control inspections, monitoring, etc.
- Revise the Policy in alignment with feedback from DOE, as requested, until the Policy is approved.

4) Benchmarking and Compliance

- Benchmark Policy against other states’ WAP practices/guides and DOE guidance.

- Ensure all documents meet standards and support program integrity.

5) Formatting and Documentation

- Provide professionally formatted documents suitable for publication and training.
- Include version control, approval history, and cross-references to relevant regulations.

6) Timeline and Deliverables

- Deliver draft within an agreed-upon timeframe.
- Provide final versions in editable and PDF formats, with presentation slides.

The estimated budget for this project is not to exceed \$30,000.00 The type of funding is full federal funding.

The term of the agreement will be two (2) years, with an option to renew for two (2) additional years. The consulting services will be contracted under both fees and hourly rates in accordance with the Manual of Procedures of the State of Alabama Department of Finance, Real Property Management, Division of Construction Management (DCM).

Qualifications: The Applicants shall demonstrate experience with similar projects and demonstrate familiarity with DCM's procedures and forms for design and construction as it relates to similar federally funded projects. The Applicants and any consultants shall hold current professional licenses and be registered in the State of Alabama. Recognizing the composition of Alabama's citizenship, ADECA encourages submittals from professionals that represent Alabama firms with diversity in their staffing, proposed project team, and associated design professionals and consultants.

Minimum Code of Alabama Requirements (current Code of Alabama available at <https://alison.legislature.state.al.us/code-of-alabama>):

§ 41-16-82 of the Code of Alabama, 1975, as amended requires a disclosure statement to be completed and filed with all qualifications, proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$25,000.00.

§ 31-13-1, et seq. of the Code of Alabama, 1975, as amended (Alabama Immigration Law) imposes conditions on the award of state contracts. Firms must agree to fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Architects and engineers should review and adhere to these guidelines as appropriate to their project type.

§ 41-16-5 of the Code of Alabama, 1975, as amended, imposes conditions on the award of state contracts. The firm must certify that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

§ 41-16-163 of the Code of Alabama, 1975, as amended requires the contracting parties affirm, for the duration of the agreement, that they are not currently engaged in, and will not engage in, economic boycotts.

Response: Interested professionals shall submit:

1. A letter of interest.
2. A statement of qualification utilizing GSA Standard Form 330 for the primary firm and all proposed consultants, information for similar relevant projects including the project description, project budget, scope of work, Owner's name and contact information, plus any other relevant information. Form 330 is available at <https://www.gsa.gov/forms>. List any specialized consultants related to this project type in the Proposed Team Part I.C.
3. A completed Alabama Vendor Disclosure Statement. The form is available at <https://www.alabamaag.gov/forms-and-links/>.

Qualifications Submittal Evaluation Criteria: Selection by ADECA shall be based on factors which may include, among others, the following:

- a. Experience and competence of the firm and its principals with design professionals licensed and currently registered to practice in the State of Alabama.
- b. Previous experience working on State of Alabama Projects and familiarity with the Division of Construction Management's procedures.
- c. Proposed timeline.
- d. Experience and extensive prior knowledge of building science and/or energy auditing.
- e. Specialized expertise, capabilities, and technical competence, including familiarity with conditions, codes, and other ordinances where such knowledge is essential to the proper performance of the contract.
- f. Record of past performance, quality of work, ability to meet schedules, cost control, and contract administration.
- g. Proposed project management techniques.

Qualifications must be received no later than 4:00 PM (Central Standard Time) on *December 22, 2025*.

Submit (2) hardcopies, (1) electronic/jump drive copy, and (1) digital email copy (adobe pdf format) of all required qualification information to:

Tammy Rolling, Chief Financial Officer, ADECA
c/o Chuck Jones, Project Architect
Department of Finance, Division of Construction Management

Physical Address:
RSA Plaza Building
770 Washington Avenue., Suite 444
Montgomery, Alabama 36104

Mailing Address:
P.O. Box 301150
Montgomery, AL 36130-1150

For questions and additional information, contact Chuck Jones via email at chuck.jones@rpm.alabama.gov.

This request for qualifications is not an offer to contract but seeks the submission of qualifications from qualified, professional respondents that may form the basis for the negotiation of an agreement. The Owner reserves the right to reject any or all qualifications and to solicit additional qualifications, through the RFQ process, if that is determined to be in the best interests of the State of Alabama.