



Introduction

Thank you for your interest in participating as an Installation Contractor in the Equitable Building Decarbonization (EBD) – Northern California Program.

This guide provides step-by-step instructions for completing and submitting your contractor application. Please review these instructions carefully before beginning your submission. To be considered for participation, all required forms and supporting documents must be completed, signed where applicable, and submitted through the Application Portal by the stated deadline.

The application process consists of four steps: (1) completing the online Contractor Applicant Information Form, (2) completing and uploading the Contractor Response Workbook, (3) signing and uploading the Attestation Document, and (4) completing the final submission and certifying your application.

Applications will be evaluated in accordance with the criteria outlined in this document. Only complete applications that satisfy all required Pass/Fail criteria will advance to the scored evaluation process. Selection of participating contractors will be based on evaluation scores, demonstrated qualifications and capacity, geographic needs, and program goals.

We appreciate your interest in supporting California's Equitable Building Decarbonization Program and look forward to reviewing your submission.

Submission Instructions

To complete your application, log in to the Application Portal with your name, email address, and access code provided to you by AEA.



The Application Portal includes a multi-step process as detailed below:

Step 1: Contractor Online Applicant Information Form

Complete the Contractor Applicant Information Form first. This must be completed and submitted in a single session. The form requires the following information:

- Company name (associated with CSLB)
- Submitter name, email, phone
- CSLB#
- What building type do you want to serve under EBD? (single family, multifamily or mobile/manufactured home)
- What building types have you served? (single family, multifamily or mobile/manufactured home)
- Ranking Service Territories
 - For Humboldt County RFQ respondents, enter 1 in Humboldt
 - For contractors outside of Humboldt responding to this RFQ, rank only the service territories where you are interested in working, with “1” representing your highest preference, “2” your second preference, and so on. Do not rank areas where you are unwilling or unable to provide services and do not assign the same ranking to multiple territories. These rankings may be used to assign future work opportunities based on preference rankings and program needs.

Step 2: Completely Fill out & Upload the Contractor Response Workbook

- Complete each tab of the workbook
- Upload Contractor Response Workbook to the application in the Online Portal

Step 3: Sign & Upload the Attestation Document

- Initial and sign the attestation document
- Upload Attestation Document to Application Portal

Step 4: Complete Submission Form & Submit

- Answer submission questions and all required documents



Selection Process

Contractor responses will be reviewed using the Evaluation Criteria below. To qualify for selection as a participating contractor in the EBD – Northern California Program, respondents must Pass each of the Pass/Fail criteria.

Of those respondents that meet each Pass/Fail requirement, the top scoring Contractors that have operational capacity or existing presence in ICFAs will be selected to enter into a Contractor Agreement with AEA.

The number of Contractors selected will be based on program targets in each ICFA. The program will evolve the pool of contractors in accordance with program enrollment.

The ranking order of Contractors resulting from this evaluation process will be considered when allocating jobs to those Contractors that are selected and enter into a Contractor Agreement to participate in the EBD - Northern California Program.

Evaluation Criteria

See following Evaluation Criteria table for additional information regarding the factors that will be considered both for contractor selection, and for the allocation of jobs.



SUBMISSION INSTRUCTIONS FOR INSTALLATION CONTRACTOR RFQ

Required Criteria			
Category	Criteria	Description	Points
Pass/Fail Requirements	Insurance & Bonding	Contractors must meet programmatic insurance requirements.	Pass/Fail
	Licensing	Licensed and in good standing. Contractors must meet programmatic licensing requirements.	Pass/Fail
	Pay Prevailing Wages	Agreement to pay Prevailing Wages in accordance with programmatic requirements.	Pass/Fail
	Costs & Budget	Agreement to work within programmatic cost controls, which includes cost caps with the potential to make adjustments.	Pass/Fail
	Contractor Experience	Contractors will demonstrate that they have a minimum of at least 3 years of experience and familiarity with performing similar scopes of work in residential buildings.	Pass/Fail
	Contractor Agreement to Comply with Worker Experience Requirement	Contractor will attest that: One-third of all construction workers on every installation project will either have: Graduated from a state approved apprenticeship program or possess at least three years of relevant installation experience and have received training and/or certification in the type of equipment being installed. Contractor assigned to the job will be Cal/OSHA certified or equivalent certification.	Pass/Fail
Preference Criteria			
(must meet a minimum of 3 preference criteria)			
Category	Criteria	Description	Points
	Skilled & Trained	Comply with “skilled and trained workforce” standards as defined in Public Contracts Code Section 2600, et seq.	3



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Preference Criteria	Local Contractors	Are local to the community or county where the work will occur. Has operational capacity or existing presence in program target areas. Criteria for qualifying as local is a contractor business headquarters or participating workers' home addresses	3
	Owned by Socially and Economically Disadvantaged Individuals	Are owned by socially and economically disadvantaged individuals as indicated by possession of one or more of the following certifications: (1) California's Unified Certification Program for Disadvantaged Business Enterprises for socially and economically disadvantaged individuals, and/or (2) California's Small Business and/or Disabled Veteran Business Enterprise, and/or (3) Other state or federally recognized certifications to verify that the business is a Disadvantaged Business Enterprise, Small Business, or Disabled Veteran Business Enterprise (DVBE).	3
	Apprenticeship Programs	Participation in relevant state-approved apprenticeship programs.	3
	Targeted Hiring Strategies	Employ targeted hiring strategies to create jobs for residents of under resourced, tribal, or low-income communities, and individuals with barriers to employment. Examples may include: 1. A description of how your organization and leadership have supported worker recruitment and inclusion initiatives in the past 2. A description of existing recruitment partnership(s) to improve targeted hiring practices, such as partnering with MC3 pre- apprenticeship programs, community-based training organizations, and/or local workforce development boards with a demonstrated track record of serving individuals with barriers to employment. Describe the length and nature of relevant recruitment partnerships. 3. Other strategies your company utilizes to create jobs for residents of under-resourced, tribal, or low-income communities, and individuals with barriers to employment	3





SUBMISSION INSTRUCTIONS FOR INSTALLATION CONTRACTOR RFQ

Total Preference Criteria Points			15
Experience Criteria			
Category	Criteria	Description	Points
Contractor & Worker Qualifications	Contractor Experience with Relevant Decarbonization Measures & Programs	Contractor experience with residential retrofits and electrification projects including number of years of experience; the number and type of electrification projects facilitated in last 3 years (e.g. install of HPWH, heat pump, heat pump dryers, and/or induction stoves); familiarity with installing eligible measures while minimizing customer burden, especially in the context of buildings occupied by disadvantaged, low-income, or tribal communities; and demonstration of successful delivery or knowledge of similar energy retrofit programs (e.g., BAMBE, SMUD, LIHEAP, ESA, LIWP, TECH, CPUC-funded, local initiatives).	15
	Worker Experience	Worker experience with residential retrofits and electrification projects including number of years of experience; percentage of workers that have either: Graduated from a state approved apprenticeship program or possess at least three years of relevant installation experience and have received training and/or certification in the type of equipment being installed. Types of trainings and certifications.	15
Commitment	Culturally Competent Service Delivery	Specialized experience in culturally appropriate service delivery. Demonstrates ability to serve customers in their preferred languages and has bilingual field staff.	10
	Experience with working with Priority Communities	Experience installing measures and working with disadvantaged, low-income, farm worker housing, or tribal community buildings.	5





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to Equity & Community-Based Delivery	Workforce Development Partnerships	Participation in Pre-Apprenticeship or other workforce development pathway programs. Has active partnerships with Community Based Organization (CBOs), job training organizations, or local workforce boards to recruit and support targeted workers.	10
	QA/QC Procedures	Demonstrate internal quality control protocols and ability to coordinate with third-party QA inspections.	10
	Health & Safety Protocols	Experience with combustion safety standards (BPI, NGAT, etc.), OSHA standards, lead-safe practices, and safe electrification procedures.	5
	Permit & Code Compliance	Demonstrated experience managing local permitting, code compliance, and documentation.	10
Quality Assurance, Safety, and Compliance			
Reporting & Program Readiness	Data Collection & Reporting	Demonstrated capacity to report installation data (e.g., fuel switching, GHG reductions, site photos, utility release forms).	10
	Timeline Readiness	Length of time to mobilize, including factors like staffing up, procuring necessary tools and equipment, and preparing to meet program requirements like paying prevailing wages.	10
		Total Points	100



Attachments

Applicants will be required to upload the following attachments to the Application Portal:

- Preference Criteria: Owned by Socially and Economically Disadvantaged Individuals
 - Attachment required: Proof of Certifications of one or more of the following certifications: (1) California's Unified Certification Program for Disadvantaged Business Enterprises for socially and economically disadvantaged individuals, and/or (2) California's Small Business and/or Disabled Veteran Business Enterprise, and/or (3) Other state or federally recognized certifications to verify that the business is a Disadvantaged Business Enterprise, Small Business, or Disabled Veteran Business Enterprise (DVBE).
- Apprenticeship Programs
 - Attachment required: Provide proof of participation: Letter from the JATC confirming they are a participating contractor or submit a copy of the DAS-140/DAS-142 forms submitted to request apprentices for past projects.