REQUEST FOR PROPOSAL & SCOPE OF WORK

Property Name: NHT Apartments at 6 North Street
Property Address: 6 North Street, Kennebunkport, ME, 04046
Owner: Neighborhood Housing Trust
Project Contact: Larissa Crockett, executive director
Bid Submission Deadline: Wednesday, November 18, 6:00 PM
Expected Project Start Date: Prior to June 2027
Expected Project Completion Date: Must be complete by June 30, 2027

Background

The Neighborhood Housing Trust, NHT, acquired an eight unit apartment building in August 2026. This building was built in 1895 and serves as the only low and very low income housing in Kennebunkport. NHT is grateful to the donors and granting foundations that have provided the money needed for major capital repairs and improvements, including insulation in the attic and basement. NHT is a 501c3 nonprofit and is tax exempt.

Project Description:

This project consists of furnishing all labor, materials, equipment, tools, and supervision necessary to install insulation in the attic and basement of a multifamily residential building of eight (8) individual units.

Examination of Site:

Bidders are required to visit the site to familiarize themselves with existing conditions. Submission of a bid implies the contractor has inspected the premises and accepts the working conditions. Site visits can be scheduled by contacting Larissa Crockett by email at Larissa@NHTMaine.org or by phone at (207) 432-2541.

Scope of Work

The Contractor shall provide and install insulation for the areas specified below, complying with all local energy codes, IECC standards, and manufacturer specifications.

Area A: Attic

Area B: Basement

- Rim joists and between floor joists over unconditioned basement

Area C: Air Sealing

- Prior to insulation placement, contractor must air-seal all penetrations including duct boots, ceiling light fixtures, and chase ways using fire-rated expanding foam or acoustic sealant.

MATERIAL SPECIFICATIONS & SUBMITTALS

- All materials must be new, ASTM certified, and meet local fire and building codes.
- Bidders must submit manufacturer data sheets for all proposed insulation types, vapor barriers, and air-sealing materials with their bid response.

CLEANUP, WASTE MANAGEMENT, & SAFETY

- Daily Cleanup: The contractor is responsible for daily cleanup of all debris, trimmings, and packaging resulting from their work. Common areas and walkways must be kept clear at all times.
- Protection of Property: Protect existing finishes, windows, mechanical systems, and resident property from overspray, dust, and damage.
- Safety: Contractor must strictly adhere to OSHA guidelines. Proper personal protective equipment (PPE) must be worn by all crew members.

SCHEDULE & COORDINATION

- Work Hours: Permitted working hours are Monday through Friday, 7:30 AM to 5:00 PM.
- This project is budgeted to include rebates offered through Efficiency Maine as part of the Funding Opportunity Notice FON-026-2026. Bidders agree to work with NHT to complete the application for funding by December 31, 2026 and to complete all work no later than June 30, 2027 in order for NHT to receive the maximum rebate. Please see the attached form from Efficiency Maine for further details.

INSURANCE & LICENSING REQUIREMENTS

The selected Contractor must provide proof of the following insurance coverages prior to contract signing:

- Commercial General Liability: $1,000,000 per occurrence / $2,000,000 aggregate
- Workers' Compensation: Statutory limits
- Automobile Liability: $1,000,000 combined single limit

BID PROPOSAL FORM

Base Bid Pricing:

Area A: $_____

Description of insulation plan:

Areas covered

_____

_____

Material used

_____

_____

R Value estimate upon completion

_____

Area B: $_____

Description of insulation plan:

Areas covered

_____

_____

Material used

_____

_____

R Value estimate upon completion

_____

Area C: $_____

TOTAL BASE BID PRICE: $_____

Unit Cost Pricing (For Additions/Deletions):

- Attic Insulation: $_____ per Sq. Ft.
- Basement Insulation: $_____ per Sq. Ft.
- Air Sealing Rate: $_____ per Work-Hour

Acknowledgment & Signature:

The undersigned bidder declares they have carefully examined the bidding documents, site conditions, and agree to perform all work specified for the prices listed above.

Company Name: _____

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____

Bids will be accepted until 6:00 pm on Wednesday, November 18 by email: Larissa@NHTMaine.org

Neighborhood Housing Trust

The Neighborhood Housing Trust is a 501c3 organization. The EIN for NHT is 83-2830911.

LOW-INCOME MULTIFAMILY BUILDING RETROFITS

Funding Opportunity Notice FON-026-2026
Attachment A: FON HVAC and Weatherization Application

Project applications must include all required documents as requested below and are to be emailed to **CIP@efficiencymaine.com** by the program applicant. The email subject line must include "CIPI FON-026-2026." For questions throughout the process, applicants are encouraged to speak with a Qualified Partner or to contact the Program Team at **(207) 213-6247** or **CIP@efficiencymaine.com**.

Customer/Project Information

Building Contact Name	
Building Contact Title	
Name of Entity Receiving the Incentive	
Physical Street Address	
City, State, ZIP Code	
Email Address	
Telephone	
Mailing Address *(if different from above)*	
City, State, ZIP Code	
Heating Fuel Type	☐ Propane ☐ Oil ☐ Electric Resistance
Electric Utility Provider	

Additional Project Information

- ☐ Verification of applicant eligibility.
- ☐ An appropriate restrictive covenant.
- ☐ Price quotes from the Qualified Partner for:
  - ☐ Project installation (i.e. labor) that will be the subject of the Efficiency Maine incentive,
  - ☐ Material/equipment, including make and model of each product used in the upgrade.
- ☐ Price quote from supplier for material/equipment provided directly to Efficiency Maine by the Qualified Partner.
- ☐ Manual J heating load calculation output (HVAC Projects).
- ☐ Building layout or floor plan documentation with square footage (for HVAC projects. Please include equipment size and location for each space).
- ☐ Manufacturer's Selection Report (for VRF projects).

*Efficiency Maine reserves the right to request additional information as needed prior to project approval.

LOW-INCOME MULTIFAMILY BUILDING RETROFITS

Funding Opportunity Notice FON-026-2026
Attachment A: FON HVAC and Weatherization Application

Qualified Partner Signature

Please certify that all information on this application is correct by signing below. I, the undersigned, commit to complete the proposed project according to the timeline established in the FON.

Qualified Partner Company	
Employee Name *(please print)*	
Signature	
Date	

Customer Signature

Please certify that all information on this application is correct by signing below.

Customer Name	
Individual Name *(please print)*	
Signature	
Date	

HVAC Incentive Calculation

Measure Description	Quantity	Incentive per Unit (See tables on page 3)	Total Incentive[1] (Quantity x Incentive per Unit)
		Total Requested Incentive	

[1] Incentives may be capped. See pages 4 through 6 for details by measure.

LOW-INCOME MULTIFAMILY BUILDING RETROFITS

Funding Opportunity Notice FON-026-2026
Attachment A: FON HVAC and Weatherization Application

Weatherization Scope of Work and Costs

Item	Attic or Basement	Insulation Type	Pre R-Value	Post R-Value	Square Feet Insulated	Material Cost Air Sealing	Labor Cost Air Sealing	Material Cost Insulation	Labor Cost Insulation	Total Cost	Requested Incentive Amount *65% of Measure Cost*
1											
2											
3											
4											

Reported costs should be for the applicable measure only and not include additional scope items. A detailed cost break-down may be requested from the installer. Final incentive amount may be adjusted based on confirmed measure costs.

Required Documentation

- ☐ Application A: FON Project Application and Commitment Form.
- ☐ Attachment B: FON Project Pre-Approval Checklist.
- ☐ Qualified Partner installation quote to end user (proposed models and quantities, total material cost and total labor cost to end user).
- ☐ Material quote from supplier.
- ☐ Proof of participant income eligibility, such as a copy of the building's restrictive covenant.
- ☐ Verification of project completion will require a copy of all material and installation invoices for the air sealing and insulation measures and one of the following:
  1. Blower door testing to show CFM values both before and after project completion; or
  2. Provide pictures of before and after air sealing and pictures of before and after insulation installation.

*Efficiency Maine reserves the right to request additional information as needed prior to project approval.

Validation

By signing below, I confirm that the new system has been designated as stated above (an actual signature or an e-signature through Adobe Certificate that includes a timestamp is required).

_____
Qualified Partner Name

_____ _____
Signature Date

LOW-INCOME MULTIFAMILY BUILDING RETROFITS

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For More information on incentive eligibility, see the FON document.

Single- or Multi-Zone Heat Pumps

Zone(s)	Min. HSPF	Min. HSPF2	Early Retirement Incentive	Retrofit Incentive
1	12.5	9.5 ductless/8.1 ducted	$1,100	$1,600
2	10.0	8.5	$1,200	$1,700
3	10.0	8.5	$1,300	$1,800

Heat pump retrofit projects must be sized and configured, informed by a heat load calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure cost.**

Variable Refrigerant Flow (VRF) Systems

Measure Code	Measure	Heating Capacity Btu per Hour	Criteria (HSPF or COP)	Early Retirement Incentive	Retrofit Incentive
VRF	**Single-Phase** VRF Air-Cooled Heat Pump with or without Heat Recovery	< 65,000	≥ 10 HSPF or 9 HSPF2	$7.00/sq.ft.	$12.00/sq.ft.
	Three-Phase VRF Air-Cooled Heat Pump without Heat Recovery	≥ 65,000 and < 135,000	≥ 2.25 COP	$10.00/sq.ft	$15.00/sq.ft
		≥ 135,000 and < 240,000	≥ 2.1 COP		
		≥ 240,000	≥ 2.05 COP		
	Three-Phase VRF Air-Cooled Heat Pump with Heat Recovery	≥ 65,000 and < 135,000	≥ 2.25 COP	$13.00/sq.ft.	$18.00/sq.ft.
		≥ 135,000 and < 240,000	≥ 2.1 COP		
		≥ 240,000	≥ 2.05 COP		

VRF system must be configured as the primary heating system and will meet the required building heating load. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure costs.**

Linear Expansion Valve Kit (LEV)

Retrofit Incentive
$0.40/BTU

The FON incentive has been raised from $0.30/BTU to $0.40/BTU. Incentive based on AHRI rated heating capacity at 47 deg F. This measure cannot be combined with additional prescriptive VRF incentives. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Project incentive not to exceed 90% of the total measure cost.**

Packaged Terminal Heat Pumps

Heating Capacity Btu per Hour	Min COP	Early Retirement Incentive per Unit	Retrofit Incentive per Unit
< 5,800	4.0	$520	$550
≥ 5,800 and ≤ 11,800	3.5	$520	$600
> 11,800	3.4	$520	$650

Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure cost.**

Vertical Packaged Terminal Heat Pumps

Heating Capacity Btu per Hour	Min HSPF2 or COP	Early Retirement Incentive per Unit	Retrofit Incentive per Unit
< 5,800	6.3 HSPF2 / 3.3 COP	$675	$900
≥ 5,800 and ≤ 11,800	6.3 HSPF2 / 3.3 COP	$900	$1,100
> 11,800	6.3 HSPF2 / 3.3 COP	$1,175	$1,300

Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure cost.**

Single Packaged Heat Pumps

Measure Code	Heating Capacity Btu per Hour	Min. HSPF2 or COP	Early Retirement Incentive per Unit	Retrofit Incentive per Unit
SPHP	> 7,000 and ≤ 9,500	6.3 HSPF2 or 3.3 COP	$3,500	$4,500

Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure cost.**

Heat Pump Rooftop Units (Ventilation)

Total Heating Output Capacity (MBH)	Minimum Required Efficiency Criteria (Heating)	Early Retirement Incentive per MBH	Retrofit Incentive per MBH
60 to ≤ 120	8.5 HSPF or 7.2 HSPF2 / 2.0 COP	$115	$220
> 120 and ≤ 450	2.0 COP	$90	$165

Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure cost.**

Dedicated Outside Air System (DOAS)

Minimum Sensible Heat Recovery	FON Retrofit Incentive
≥ 75%	$25/CFM
The FON incentive has been raised from $19.50/CFM to $25/CFM. This measure cannot be combined with additional prescriptive ERV or LEV incentives. Buildings that heat with natural gas are not eligible. **Project incentive not to exceed 90% of the total measure cost.**	

Energy Recovery Ventilator (ERV)

Measure(s)	Minimum Sensible Heat Recovery	FON New Construction Incentive	FON Retrofit Incentive
Energy Recovery Ventilator (ERV)	≥ 65% to < 75%	N/A	$2.50/CFM
	≥ 75% to < 85%	$1.75/CFM	$3.00/CFM
	≥ 85%	$2.00/CFM	$3.50/CFM
	New Construction incentives are for replacing an existing ERV system that has failed. Retrofit incentives are limited to existing facilities that are adding an ERV to an existing ventilation that does not currently have an ERV. This measure cannot be combined with additional prescriptive DOAS incentives. Buildings that heat with natural gas are not eligible. The FON incentive has been raised from $1.50 - $2.50/CFM to $1.75 - $3.00/CFM. **Project incentive not to exceed 90% of the total measure cost.**		

Weatherization

Measures	FON Incentive
Attic Insulation	65% of the measure cost
Basement Insulation	65% of the measure cost
Attic or basement must be air sealed prior to or as part of insulating the space. Buildings that heat with natural gas are not eligible. **Project incentive not to exceed 65% of the total measure cost, capped at $6,500 per basement and $6,500 per attic.**	