



ECO Canada

Request for Proposal

Energy Code Compliance Monitoring and Enforcement
Toolkit

November 6, 2024



Submission Deadline: 4:00 pm (MST) November 27, 2024



CONTACTS

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1.0 ECO CANADA BACKGROUND

Environmental Careers Organization (ECO Canada) is a not-for-profit corporation established in 1992 as part of Canada's Sector Council Initiative. ECO Canada is focused on identifying, communicating and meeting the needs of environmental practitioners, employers, educators and students. Our vision is to build the world's leading environmental workforce.

ECO Canada has supported Canada's environmental workforce sector by establishing professional development resources, training programs and educational partnerships, conducting in-depth labour market research and providing the largest industry-specific job board.

Our programs and services are developed through national partnerships, consultative strategic planning and ongoing labour market research. Our labour market research provides valuable insights into environmental career trends, which can be used by governments, educators, youth and industry planners to make decisions and formulate strategy.

2.0 OVERVIEW OF SERVICES REQUESTED

ECO Canada is seeking consultants to assist with the design, and development of an Energy Code Compliance Monitoring and Enforcement Toolkit. The toolkit will be developed from an Indigenous perspective and the purpose is to support Indigenous communities to significantly accelerate adoption of highest feasible energy building codes, more specifically focusing on National Building Codes and National Energy Codes of Canada for Buildings.

To undertake this proposal, ECO Canada seeks qualified and experienced consultants to complete the following deliverables:

1. Design and develop the content focusing on the topics outlined in Appendix A (detailed outline of the material toolkit will focus on).
2. The toolkit will be engaging and will comprise of guides (pdf and PPT), scenarios/case studies to demonstrate application of the material, resources such as one-pagers, checklists, visuals, and FAQs.
3. The toolkit should have material that can be printed or provided electronically

2.1 CONSULTANT ACTIVITIES

In collaboration with ECO Canada's professional services team, the successful proponent(s) will develop a work plan and schedule to ensure timely delivery of outputs and achievement of proposal objectives. The successful proponent(s) will work with the ECO Canada team to establish an agreeable timeline for the completion of these activities and delivery of these materials.

Specifically, in collaboration with ECO Canada's professional services team, the successful proponent(s) will produce and submit the required deliverables¹ as outlined in Section 2.0. In addition to activities required to complete the deliverables described in Section 2.0, consultant activities can include, but are not limited to:

- Participating in regular status meetings with and submitting progress reports to ECO Canada;
- Conducting meetings for consultation purposes, and feedback;
- Maintaining detailed records of all stakeholder participation during the project and providing such records to ECO Canada's professional services team;
- Participating in project reviews to evaluate successes and areas for improvement.

3.0 PROPOSAL SUBMISSION REQUIREMENTS

Please provide a maximum of 5-page proposal outlining the following:

- Methodology and Approach
- Team
- Samples and References
- Content and Structure, including resources
- Delivery method
- Expected Timeline
- Expected Budget - Proposal over \$20,000 will not be considered
- **Proposal Deadline:** November 27, 2024

In-kind contributions

ECO Canada would require in-kind contributions. Please include your in-kind contributions in the proposal. Example of in-kind contributions can be delivering a webinar at no-cost as an in-kind contribution.

Selection Criteria:

The proposal will be selected based on the following criteria:

- Content
- Prior experience of training development
- Project Cost
- In-kind Contributions

- Samples, References or Support Letters
- Environmental Professionals (EPs) in the team

4.0 ENQUIRIES

Clarification of terms and conditions of the RFP process shall be directed to:

Pooja Sharma
Manager, Professional Services Projects
ECO Canada - Environmental Careers Organization of
Canada Suite 400, 105 – 12 Avenue SE
Calgary, Alberta T2G 1A1
psharma@eco.ca
Phone: (403) 906-3171

5.0 SUBMISSION DETAILS

Proposals should be marked “Proponent Name – Proposal for “Energy Code Compliance Toolkit” and submitted to psharma@eco.ca. All documents required with the submission, as stated in section 3.0 Proposal Submission Requirements, should be included as one PDF document and are not to exceed 5 pages excluding appendices. Submissions will be accepted until 4:00 pm (MST) on November 27, 2024.

6.0 TERMS AND CONDITIONS

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations. ECO Canada shall not be responsible for any cost incurred by the proponent in preparing the proposal or otherwise prior to the signing of a contract with ECO Canada. Firms selected to present to or be interviewed by the Qualifications Review Committee will be notified of the logistics by ECO Canada. Participation in the presentations/interviews will be the sole financial responsibility of the consultant(s) and will not be reimbursed from the project budget. All documents, including Responses, submitted to ECO Canada become the property of ECO Canada. Information pertaining to ECO Canada obtained by the Respondent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from ECO Canada. The RFP should not be construed as an

agreement to purchase goods or services. A proposal will not necessarily be accepted. The RFP does not commit ECO Canada in any way to award a contract.

Documentation prepared and information collected by the successful proponent during the project is property of ECO CANADA. The successful proponent's documentation and tools developed by the proponent before working with ECO Canada will remain the successful proponent's intellectual property. However, the successful proponent must inform ECO Canada if those documents or tools will be used during the completing of the work. It is understood that if ECO Canada accepts to use those documents or tools ECO Canada will acknowledge the author (the successful proponent) however no royalties or any other payments will be given to the successful proponent.

All project materials must be transferred to ECO Canada upon completion of the project.

Appendix A

- 1) Introduction
 - a) Codes Overview - What are Building Codes?
 - b) Importance/Benefits - Why are they needed?
 - c) Regulations and Regulatory Process
- 2) What's under the Roof
 - a) Highlight building components to educate the tenants/owners
- 3) Building Codes
 - a) National Building Codes (NBC)
 - b) National Energy Codes of Canada for Buildings (NECB)
 - c) References – How to find the codes
 - i) Federal
 - ii) Provincial
 - d) Relevance of Building codes for Indigenous communities
 - i) Health, safety, energy efficiency, cost saving – long term ROI
 - ii) Funders Requirements – example CHMC
 - e) Resources:
 - i) Guide to navigate NBC and NECB with visuals and tutorials
 - ii) Frequently Asked Questions regarding the codes document
 - iii) Links to find the latest codes and deadlines
- 2) Adoption of Building Codes
 - a) Process to Adopt the Codes
 - i) Define the process for Indigenous communities
 - ii) Financial Obligations
 - iii) Checklist of Do's and Don'ts
 - iv) Resources:
 - (1) Step-by-step process checklist with visuals, including deadlines
 - (2) Checklists of all required forms
 - (3) Additional resources Links list – sample scenario example, financial support
 - b) Authority to Adopt the Codes
 - i) Who has the authority?
 - ii) Role and responsibility of the person with Authority
 - iii) Do's and Don'ts
 - iv) Resources:
 - (1) Guidelines and/or step-by-step guide for the person with Authority
 - (2) FAQs

- (3) Scenarios with examples
- c) Enforcement of Building Codes
 - i) Benefits
 - ii) Guidelines on how Communities can enforce building codes
 - iii) Resources
 - (1) Scenarios with examples
 - (2) FAQs
- d) Compliance
 - i) Benefits
 - ii) Guidelines on how Communities can comply with building codes
 - iii) Resources
 - (1) Scenarios with examples
 - (2) Checklists of all the forms required
 - (3) FAQs