

## REQUEST FOR PROPOSAL February 2025



**The Brandon Energy Committee, on behalf of the Town of Brandon,** is seeking consultant(s) for its new **Energy Navigator Program** to help residents and businesses reduce energy costs and environmental impact while increasing comfort and resiliency through weatherization, equipment upgrades and renewable energy solutions.

### **Background**

Brandon residents spend on average 11.4% of their household income on energy expenses and in many cases it can be much higher. Vermont's housing stock is also some of the oldest in the country, much of it lacking adequate insulation and weather tightness. Meanwhile, the existing programs for weatherization assistance and financing are numerous and confusing. This is where Brandon's Energy Navigator Program would step in to assist local residents and business owners with identifying energy-saving opportunities.

Part of the work of the consultant(s) would be working directly with individual residents and business owners to inform and guide them through the process and to connect them with the appropriate resources. An additional focus will be managing the operation of the program, as well as education and outreach about the program with the larger Brandon community.

Because the skill sets/experience for each task area are different, it is possible that the work of the Consultant could be carried out by two different individuals of firms. Therefore, we have divided the Scope of Work into two areas.

### **Consultant(s) Scope of Work**

#### **Program Management and Communication/Outreach**

- Manage Energy Navigator Program implementation: identify priority projects, track progress, and facilitate the work of the Navigator Program in coordination with the field work.
- Maintain an existing Navigation tracking system and website.
- Schedule, organize, and lead community education/outreach events including arranging guest speakers
- Generate campaigns and publicity to engage the public and bring in clients for navigation services.
- Oversee outreach via traditional media, BEC website, social media accounts and local organizations.
- Coordinate with non-profit agencies (BROC, HeatSquad, Efficiency Vermont) to insure up to date accurate information.
- Develop and share general knowledge of financing resources, grants, rebates and tax incentives to connect applicants to financial institutions and rebate programs.
- Help document weatherization success stories and share through local/social media.
- Attend webinars and training necessary to expand relevant knowledge and share with the BEC.

#### **Preferred Qualifications**

- Experience facilitating community projects, preferably with knowledge of climate and energy work in Vermont.
- Proficient communicator with strong written/verbal skills, able to communicate with a wide range of people.
- Familiarity with available funding resources including grant, rebate, tax credit, and repayment programs for different income levels.
- Expertise in energy assessments, weatherization, electrification, and mechanical systems.
- Proficient with social media, basic office, e-mail, and other software needed to do the job, or the ability to learn.

*NOTE: Some training will be available.*

## **Field Work**

- Schedule and conduct site visits to educate residents and business owners about energy saving options and guide them through the process of obtaining an energy audit.
- Explain audit results and assist residents and business owners with understanding weatherization options such as insulation, air sealing, and equipment upgrades.
- Ensure contractors perform work as agreed during the weatherization process.
- Collaborate with non-profits and agencies like BROCC, HeatSquad, and Efficiency Vermont to provide residents & businesses owners with updated information on rebates, grants, incentives, and financing options.

### **Preferred Qualifications**

- Experience with construction or energy efficiency projects, particularly weatherization.
- Solid understanding of building principles and residential construction.
- Strong communication skills and the ability to work with diverse community members, and service providers.
- Knowledge of local Brandon businesses, organizations, housing stock and neighborhoods.

*NOTE: Some training will be available.*

The Brandon Energy Committee meets on a monthly basis from 4:30-6:00 pm on the first Monday of each month. Consultant should anticipate meeting at least bi-monthly with the committee and submitting progress reports monthly to the committee and the Town Manager. It is anticipated that the work would begin as soon as possible and be completed by December 31st of 2026. If additional grant funding is awarded, the work of the consultant could be extended beyond this date.

*The consultant(s) will be paid by the Town of Brandon funded through a grant from the Department of Public Service.*

## **Proposal Requirements**

Proposals should include relevant experience, rate of pay, two professional references, and availability to begin work.

Please submit proposal with cover letter addressed to the Town of Brandon, Energy Committee by 3PM on April 9th, 2025.

*Submission may be via mail to:*

Town of Brandon, Energy Committee  
49 Center Street  
Brandon, Vermont 05733

*Or via email to:*

David Martin, Brandon Energy Committee chair ([brandonenergycommittee@gmail.com](mailto:brandonenergycommittee@gmail.com))

*With CC to:*

Seth Hopkins, Town of Brandon manager ([manager@brandonvermont.gov](mailto:manager@brandonvermont.gov))

*Questions regarding the RFP should be directed to the e-mails listed above.*

## **Consultant Selection**

The Energy Committee will review proposals and make a recommendation to the Select board by April 28, 2025. Particular attention will be focused on relevant experience with weatherization, project management, and client/customer communications.