

## How to Become a Regional General Contractor

### Regional General Contractor Requirements

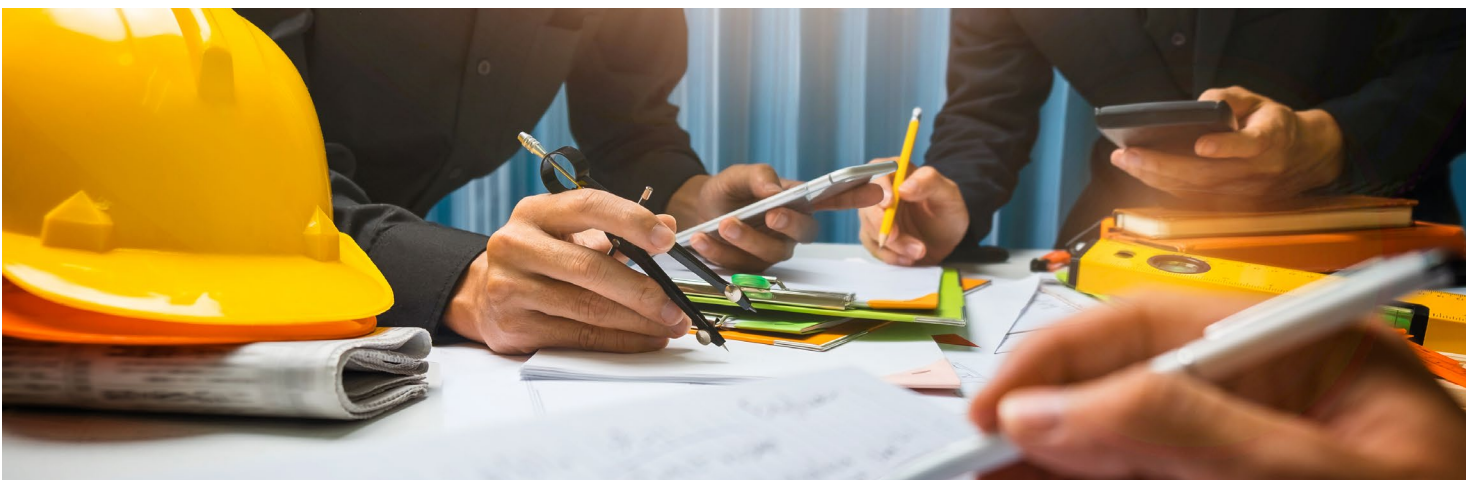
The [Indiana Energy Saver Program \("IESP" or "Program"\)](#), is accepting applications for Regional General Contractors who will oversee IESP project installations in region of the state as defined by the IESP. Firms interested in becoming a Regional General Contractor (RGC) for the IESP must first apply and be provisionally approved to participate in the IESP as a Qualified Contractor. IESP anticipates that three regions will be created; however, IESP may need to change the number of regions based on demand for the program or may select project-specific RGCs on an as needed basis.

Firms interested in becoming an RGC should review the Regional General Contractor Terms and Conditions, Regional General Contractor Code of Conduct ("RGC Program Documents"), and the Contractor Participation Manual on the [Regional General Contractor Landing Page](#) to ensure they meet the requirements before applying.

Selected Regional General Contractors will manage projects within an assigned region. The RGC will be responsible for establishing a contract with the property owners for the installation of IESP-approved energy efficiency measures. The RGC will contract IESP Qualified Contractors in their assigned region to complete the installation of measures provided in assigned scopes of work. Throughout the installation phase, the RGC will oversee, coordinate, and communicate with property owners and qualified contractors. RGCs will also ensure measures installed by Qualified Contractors comply with all local, state, and federal codes and meet federal program requirements. Upon verifying a project's scope of work is complete and meets all program requirements, the RGC will be responsible for issuing payments to the Qualified Contractor.

Firms applying to be Regional General Contractors are expected to possess expertise in installing energy efficiency measures at single-family and multifamily properties and have considerable experience in construction management, including overseeing teams of contractors working on projects. Firms must also have the staffing, financial capacity, and customer service skills necessary to manage the delivery of high-quality service.

Applicants will have the opportunity to provide supporting documentation to demonstrate their experience and credentials in the Regional General Contractor application.



## Required Application Materials

To become a Regional General Contractor, a firm must first complete the Qualified Contractor application. Once provisionally approved to participate in the Qualified Contractor Network, the firm will be permitted to apply for the Regional General Contractor position through the Regional General Contractor Landing Page at [www.IndianaEnergySaver.com/regional-general-contractor-network/](http://www.IndianaEnergySaver.com/regional-general-contractor-network/).

Firms interested in becoming a Regional General Contractor must complete the RGC application online and meet the RGC minimum qualifications.

As part of the application, firms will be asked to provide documentation to demonstrate their qualifications for the categories summarized below.

### 1. Qualified to Do Business in Indiana and Prior Experience with the State

Firms must provide documentation indicating that they are qualified to do business in Indiana and should list any prior experience working in Indiana.

### 2. Experience working with Federal Funded Housing Grant Programs

The IESP will provide energy efficiency upgrades in residential single-family and multifamily properties using federal funds. Firms should document their experience working on Federal—or state-funded housing programs.

### 3. Regulatory Compliance and Oversight Experience

The RGC will be responsible for ensuring work performed by Qualified Contractors meets program requirements. Firms should provide examples of their experience overseeing subcontractors and how they can ensure compliance with local, county, state, and federal regulations at the property level.

### 4. Staffing Capacity and Resumes

Firms must submit a summary of the key personnel and their roles if selected as an RGC for this program. In addition to project and construction management personnel, applicants should highlight personnel providing professional services in Mechanical, Electrical, and Plumbing (MEP), Engineering Design, and any staff with credentials to perform Energy Audits or Energy Inspection services.



## 5. Residential Energy Efficiency Experience

Firms should provide documentation outlining prior experience managing retrofit projects or installing energy efficiency upgrades at residential single and multifamily buildings, including public housing facilities. Firms should highlight experience with weatherization measures such as air sealing and insulation and the installation of energy efficient equipment such as HVAC systems, heat pumps, and appliances.

Firms should highlight experience working on State-funded weatherization, solar, or LEED projects and any experience with projects that required an energy audit, especially those conducted according to ASHRAE Level II standards or involving the use of energy modeling software compliant with BPI-2400 standards.

## 6. Project and Construction Management Experience

Firms should document their experience providing construction management, cost estimating, and scheduling for residential building projects and their experience and capacity to oversee and manage work across a large geographic area.

In addition to providing project examples, firms should provide details on the types of concurrent contracts in the construction and energy efficiency space overseen by the firm within the last five years. This will include details on the number of subcontractors managed by the firm, how work was allocated among subcontractors, and how subcontractors' progress on projects and experience was monitored. In addition, firms should highlight experience working with minority, women, or veteran-owned businesses.

## 7. Financial Management and Capacity

Firms should provide documentation outlining their history and ownership structure including documentation demonstrating their financial, bonding, and litigation history for the last five years.

RGCs will be responsible for paying subcontractors for completed work in advance of receiving reimbursement from the IESP. Firms must provide documentation showing they have the financial capacity to underwrite/float projects for 45 days from the project post-completion date and that they can issue payments to Qualified Contractors within 14 days after receiving complete project documentation and an invoice.





# Application Process

## 1. Approval as A Qualified Contractor

To become a Regional General Contractor, a firm must first meet the Qualified Contractor requirements and have applied for and been provisionally approved to participate in the IESP Qualified Contractor Network. Please indicate your interest in being considered for the Regional General Contractor role on your Qualified Contractor application to be invited to submit a Regional General Contractor application.

## 2. Review of Program Documents

The Regional General Contractor application requires several documents to be uploaded as part of the application process. Firms should review the RGC minimum qualifications on the IESP website prior to applying. Firms are encouraged to compile all necessary documentation before beginning the application process. If firms have any questions related to the applications process, contact the IESP by filling out the ["Contact Us" Form](#) or by sending an email to [Contractor@indianaenergysaver.com](mailto:Contractor@indianaenergysaver.com) to reach IESP program staff directly.

## 3. Submission of the Regional general Contractor Application

Contractors that express interest in the Regional General Contractor role will be invited to complete a Regional General Contractor application using the Regional General Contractor application form.

Firms must submit a Regional General Contractor application along with documentation demonstrating the firm's capacity to:

- a) Oversee projects in multiple locations throughout a region in Indiana
- b) Manage projects that are federal funded state sponsored program
- c) Provide staffing with the appropriate competencies in project management, construction administration, and access to MEP design services
- d) Coordinate and supervise energy efficiency upgrades and retrofits for single-family, multifamily and public housing buildings
- e) Provide project and construction management oversight for multiple projects with multiple contractors running concurrently in different locations while staying within budget and on schedule
- f) Meet financial obligations and effectively manage cash flows

## 4. Program review of Application and required supporting documents.

After submitting the application and uploading the required document, applicants will receive a notice of receipt via email. Program staff will then review the Regional General Contractor application and supporting documentation to confirm that all necessary documentation was included in the submission and begin to score the submitted materials. If additional information or clarification is needed, program staff will follow up via email or phone to request additional documentation or clarifications.

## 5. Interview Process

The Regional General Contractor application process consists of two components: an application and a final interview. After reviewing the application and supporting documentation, program staff may set up a preliminary phone assessment, as needed, to complete the scoring of the application, and to determine if the firm will be invited to participate for a full in-person interview. The top-ranked firms, as determined by the scoring criteria (the number of which is at the Program's sole discretion), will be asked to take part in a final in-person interview in Indianapolis that will last one hour. After the in-person interviews, the IESP selection panel will score each applicant. The firms with the highest cumulative scores will be selected as the

Regional General Contractors. The decision to approve a Regional General Contractor Application is at the Program's sole discretion. The scoring criteria and selection process are detailed below. Regional General Contractor Application is at the Program's sole discretion. The scoring criteria and selection process are detailed below.

## Contractor Network Application Evaluation Criteria

The IESP Regional General Contractor selection panel is made up of IESP implementation contractors representing various components of the IESP. The selection panel will review and evaluate submitted documentation for the Regional General Contractor roles. After scoring applications, the panel will determine which firms will advance to the final in-person interview process. Following in-person interviews, the panel will select which firms will become Regional General Contractors and determine the assigned regions.

The review and scoring of a firm's application and materials will be done on a rolling basis as complete applications and materials are submitted. The selection of firms to advance to a final interview will not occur until after the Regional General Contractor application period has closed and completed applications have been scored.

Firms selected to participate in final interviews will be required to give a one-hour presentation in Indianapolis. During this interview, each firm will present their approach to a series of scenarios provided in advance and be asked to outline their strategy for overseeing a region of the state. At the conclusion of each interview, the panel will score the firm based on their presentation. After all firms have had a chance to participate in the in-person interview process, the selection panel will meet to discuss the presentations and determine which firms will be selected as Regional General Contractors.

The IESP may deny or rescind approval of a firm's Regional General Contractor application for any reason, including failure to maintain program standards, poor performance, unresponsiveness, or inappropriate behavior. The decision to approve a Regional General Contractor application is at the Program's sole discretion.

