

Appendix A: Inspection Services for Solar Installation, Battery Storage Installation, Home Repair, and Energy Efficiency Contractor Response Form

Submit this completed Contractor Response Form and all relevant Exhibits ~~by 5pm on Monday, May 19, 2025~~ using this [link](#). *The deadline for submissions for Scope 1: Solar Inspection Services has been extended to 5pm on Friday, June 6th.*

RESPONDENT BACKGROUND INFORMATION

PART I. RESPONDENT'S POINT OF CONTACT

Name:		Title:	
Telephone: - -	Cell Phone: - -	Email:	
Company Name:			

PART II. RESPONDENT INFORMATION

Legal Name of Business:	FEIN:		
Year Business Established:	Unique Entity Identifier (UEI) from SAM.gov:		
Contractor License #s in the five-county region (write N/A if you do not have a license yet; note that you must have one in each county by the start of this contract) Philadelphia County: Bucks County: Chester County: Delaware County: Montgomery County:			
Commercial Activity License #s in the five-county region (write N/A if you do not have a license yet; note that you must have one in each county by the start of this contract) Philadelphia County: Bucks County: Chester County: Delaware County: Montgomery County:			
Legal Structure (check one): <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other:			
Headquarters			
Address - Street:			
City:	County:	State:	Zip:
Philadelphia-area Location (if different than above)			
Address - Street:			

City:		County:		State:	Zip:
Main Telephone: - -		Main Fax: - -		Website:	
Total # of Current Employees:					
# of Full-time Employees:			# of Part-time Employees:		
# of Employees with NAPCEP or UL certification:					
# of Employees with PA Electrician license:					
# of Inspection Crews:					
Demographic	Percent of Ownership		Percent of Total Full-time Employees		
Minority (non-white)					
Women					
Disabled					
Resident of Philadelphia					
Returning Citizens*					
*As defined in Code Section 19-2604(9): "Returning Citizen. A person previously convicted of a felony, or who was incarcerated for any conviction, or who is currently on probation or parole for any conviction."					
Official designation from the City of Philadelphia or other government entity (state/local/Federal) for minority, woman, or disabled-owned status:					
<input type="checkbox"/> DSBE: Disabled Owned Business <input type="checkbox"/> LBE: Philadelphia Local Business Entity <input type="checkbox"/> WBE: Women Business Enterprise <input type="checkbox"/> DBE: Disadvantaged Business Enterprise <input type="checkbox"/> MBE: Minority Business Enterprise					
Do you confirm that you properly classify your employees as per the Fair Labor Standards Act? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Ownership: List proprietor, partners, directors - 100% of ownership must be shown. Use a separate sheet if necessary.			
Name	Position Title	Employer and Business Address	% Owned
Subsidiaries/Affiliates: List subsidiaries and affiliates. Use a separate sheet if necessary.			
Business Name	Business Address	FEIN Number	

Name and Address of Liability Insurer: Coverage: _____ Policy #: _____		
Name and Address of Worker's Compensation Insurer: Coverage: _____ Policy #: _____		
Is the Business or any owner involved in any pending lawsuits, regulatory proceedings or other legal actions involving the business? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain: _____		
Has the Business or any owner been involved in bankruptcy or insolvency proceedings? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain: _____		
Does the Business or any owner have any history of regulatory violations, non-compliance, or fraud? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain: _____		

PART III. SCOPE SELECTION
<p>Indicate the scope option(s) the Contractor proposes to serve. Select all that apply. All applicants should complete Parts XV and XVI.</p> <p><input type="checkbox"/> Scope Option 1: QAA Inspections (residential and commercial) (complete Parts IV-VIII)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Including Coordination of Installer repairs</p> <p style="margin-left: 20px;"><input type="checkbox"/> Including Enabling Upgrade inspections</p> <p><input type="checkbox"/> Scope Option 2: Home Inspections (complete Parts IX-XIV)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Energy Audits and Energy Efficiency Quality Control Inspections (complete Parts IX-XI)</p> <p style="margin-left: 20px;"><input type="checkbox"/> General Whole-Home Inspections (complete Parts XII-XIV)</p>

SCOPE OPTION 1

SOLAR QAA INSPECTIONS, COORDINATION OF INSTALLER REPAIRS, AND ENABLING UPGRADE INSPECTIONS

Please complete this section as an attached document (Exhibit G) if you wish to be considered for solar QAA and associated requirements.

PART IV. TECHNICAL PROPOSAL

1. Describe your experience with solar inspections, as well as solar-enabling roof and electrical upgrades.
2. Describe the types of roofs you have experience working with (i.e. material, slope, roof height, etc.). If applicable, note any types of roofs that you do not work with. Note that flat roofs are common in Philadelphia. Describe your criteria for designating a roof as “basic/standard” vs “complicated/non-standard” and the justification for the pricing difference.
3. Describe if you have any access limitations not answered by 2.
4. Confirm whether you can inspect battery systems and describe your experience, including the types of batteries you have experience with inspecting.
5. Confirm whether you can inspect ground-mounted systems and describe your experience doing so.
6. State whether you can inspect commercial-scale projects (on all commercial building types in the Philadelphia five-county region). If so, describe your experience doing so. These projects would be quoted by the Contractor on an as-needed basis.
7. Describe your process for scheduling with a customer (after PEA makes an initial introduction).
8. Describe your process for performing inspections once you arrive at the project location.
9. Describe your process for conducting installer repair coordination. (If the QAA inspection finds that there are significant issues that the solar installer should correct (and PEA has selected this project for follow-up), PEA expects the Contractor to coordinate this effort entirely. This requires the Contractor to highlight any critical failures, set a reasonable timeline for the Installer to correct them, and confirm the Installer made the correction by reviewing pictures submitted by the Installer.).
10. State what project management software you use. Describe your reporting process and how you anticipate providing updates to PEA.
11. Describe your company’s policies and procedures for ensuring safety for the workers on site and for the clients who are present at the worksite. Include workplace and on-site safety practices.
12. [Optional] Describe any additional services, skills, and capacity that your company possesses. PEA and PGCC have a growing portfolio of project typologies and associated QAA and QCI needs. A lack of additional capacity will not count against the applicant.
13. Provide any additional comments.

PART V. CAPACITY FOR SOLAR INSPECTIONS

1. Provide an overview of your team, including roles, responsibilities, and relevant experience. Include one-page resumes for at least three (3) and up to five (5) key personnel as Exhibit J. Resumes should include the relevant experience and credentials for the people who will be delivering this service.
2. Describe your ability to handle a large number of inspections (PEA anticipates that the Contractor will need to do 250 projects per year under the current program expectations, and an additional 50-150 homes per year under the SFA program contingent upon funding availability).
3. Number of inspections you are capable of completing per week.
4. If selected as a Contractor, do you anticipate growing your capacity? What do you anticipate is your likely capacity in 1) Philadelphia County and 2) the 5-county Greater Philadelphia region, and will that require growing your existing staff?
5. Have you inspected projects in all five counties, or will some counties be new for you? Do you need any additional licenses to work in other counties?
6. Describe a contingency plan if the workload exceeds your expectations and staff capacity.

PART VI. RESPONDENT'S SOLAR INSPECTION EXPERIENCE	
Electrical Contractor License # (if held by a separate company, specify) Philadelphia County: Bucks County: Chester County: Delaware County: Montgomery County:	
Residential Solar PV Inspection History (total)	
Number of PV systems inspected in 2021:	Number of battery systems inspected in 2021:
Number of PV systems inspected in 2022:	Number of battery systems inspected in 2022:
Number of PV systems inspected in 2023:	Number of battery systems inspected in 2023:
Number of PV systems inspected in 2024:	Number of battery systems inspected in 2024:
Residential Solar PV Installation History (5 counties of Southeast PA only)	
Number of PV systems inspected in 2021:	Number of battery systems inspected in 2021:
Number of PV systems inspected in 2022:	Number of battery systems inspected in 2022:
Number of PV systems inspected in 2023:	Number of battery systems inspected in 2023:
Number of PV systems inspected in 2024:	Number of battery systems inspected in 2024:
Average system size of all projects inspected in 2021-2024:	kW _{DC}
Median system size of all projects inspected in 2021-2024:	kW _{DC}
Number of residential ground-mount systems inspected in 2021-24:	

PART VII. RESPONDENT'S PROPOSED PRICING FOR RESIDENTIAL CUSTOMERS	
Please propose a breakdown of pricing for inspections (\$ per inspection). If you would propose a different breakdown than prescribed here, please provide an attached document with your proposal in a similar format and a brief explanation for your departure from the tiers provided.	
Inspection Pricing	
Standard/Basic Roof	
Non-standard/Complicated Roof	
Add-on battery storage system in conjunction with the solar system	
Ground-mount system	
Add-on cost for doing Installer repair management	

Add-on cost for doing EU inspection	
Estimated pricing for any additional or other costs to conduct inspections that are not covered by the “Non-standard/Complicated Roof” designation.	
Add-on cost for a second inspection	
Other potential cost considerations	

PART VIII. REFERENCES: RESIDENTIAL				
Please provide the contact information for three previous clients for inspections of residential systems and battery storage as references.				
	Name	Address	Telephone	Email
1.				
2.				
3.				

SCOPE OPTION 2

HOME INSPECTIONS: ENERGY EFFICIENCY AND GENERAL CONSTRUCTION

If you wish to be considered for energy efficiency home inspections, please complete this section as an attached document (Exhibit K). If you wish to be considered for general construction home inspections, please complete this section as an attached document (Exhibit N). If you wish to be considered for both home inspection services, please complete both sections as attached documents (Exhibits K and N).

PART IX. HOME ENERGY AUDITS and QUALITY CONTROL INSPECTIONS

Relevant work experience:

1. Please share your firm's experience performing the type of energy audit and quality control inspections that are described for this scope. Please note any work performing these services for federally funded projects.
2. How long has your firm performed such services?
3. What volume of projects/homes have you performed these services for?
4. What percentage of your business portfolio is devoted to performing this type of service?

Staff qualifications:

1. Please describe the composition of the staff that will be performing these inspections.
2. Please describe the roles, credentials, and experience of the staff who would perform these services; please note any BPI or QCI certifications. If they include the requested information, you may separately include staff resumes in Exhibit L in lieu of answering this question.

Documentation and Reporting:

1. Please describe any auditing software, platform, or application that you use to capture and report audit data.
2. Provide samples of audit and QCI reports as Exhibit M.

PART X. RESPONDENT'S PROPOSED PRICING FOR HOME ENERGY AUDITS AND ENERGY EFFICIENCY QUALITY CONTROL INSPECTIONS

Please propose a breakdown of pricing for inspections (\$ per inspection). If you would propose a different breakdown than prescribed here, please provide an attached document with your proposal in a similar format and a brief explanation for your departure from the tiers provided.

Pricing

Pre-work Energy audit and inspection report	
Post-work Quality Control Assessment and report	

Other potential cost considerations

Please include any exclusions to the scope and price shown above:

Please include any additional pricing considerations (for example, if per-unit pricing varies depending on scale and frequency,

please indicate that here):

PART XI. REFERENCES: ENERGY AUDITS and QUALITY CONTROL INSPECTIONS

Please provide the contact information for three previous Energy Efficiency Quality Control Inspection customers as references.

	Name	Address	Telephone	Email
1.				
2.				
3.				

PART XII. GENERAL WHOLE HOME INSPECTIONS

Relevant work experience:

1. Please share your firm's experience performing the type of whole home inspections that are described in this scope.
2. How long has your firm performed such services?
3. What volume of projects/homes have you performed these services for? Please provide specific information about your familiarity and experience with Philadelphia rowhomes.
4. What percentage of your business portfolio is devoted to performing this type of service?
5. What percentage of your business portfolio performs services in Philadelphia?

Staff qualifications:

1. Please describe the composition of the staff that will be performing these inspections.
2. Please describe the roles, credentials, and experience of the staff who would perform these services. If they include the requested information, you may include staff resumes as Exhibit O in lieu of answering this question.
3. Do you have a process or policy on when to involve additional trade experts in your inspections? For example: do you perform your own roof, plumbing, electrical, HVAC, etc. inspections? Please describe your process for providing evaluation when a more in-depth trade inspection is required. If you routinely engage additional trade experts in your inspections, please indicate that in the pricing sections below.

Documentation and Reporting:

1. Please describe any type of home inspection platform, software, or applications that you use to capture and report inspection data and findings.
2. Please provide a sample inspection report as Exhibit P.

PART XIII. RESPONDENT'S PROPOSED PRICING FOR GENERAL WHOLE HOME INSPECTIONS

Please propose a breakdown of pricing for inspections (\$ per inspection). If you would propose a different breakdown than prescribed here, please provide an attached document with your proposal in a similar format and a brief explanation for your departure from the tiers provided.

Pricing

Pre-Work Whole Home Inspections	
Post- Work Whole Home Inspections	
Additional trade-specific Inspections, if required (hazardous material, structural, etc.)	
Other potential cost considerations	
Please include any exclusions to the scope and price shown above:	
Please include any additional pricing considerations:	

PART XIV. REFERENCES: GENERAL WHOLE HOME INSPECTIONS				
Please provide the contact information for three previous General Whole Home Inspection clients as references.				
	Name	Address	Telephone	Email
1.				
2.				
3.				

PART XV. SIGNATURE (Required for all Respondents)

The undersigned hereby certifies:

1. That he or she has the legal authority to sign this application on behalf of the Respondent.
2. That the Respondent is duly organized and in good standing under the laws of the jurisdiction in which it is organized.
3. That the Respondent is not debarred or suspended by federal, state, or local government.
4. That all tax returns required to be filed in any jurisdiction have been duly filed, and all taxes due in respect of the Respondent have been duly paid (except as provided under Section 4.4).
5. That the information contained in this Respondent and the attached Exhibits is complete, true and correct.
6. That the financial statements that accompany this Respondent as an Exhibit fairly represent the financial condition of the Respondent when written. Since the date of the most recent financial statements, there has been no material adverse change in the Respondent's financial condition.
7. That the Respondent agrees to notify the Philadelphia Energy Authority and PGCC promptly of any material changes to the Respondent and the attached Exhibits.
8. That the Respondent hereby authorizes the Philadelphia Energy Authority and PGCC to make all inquiries it deems necessary to verify the accuracy of the Application and the attached Exhibits. The Respondent authorizes any individual, including the Respondent's attorney and accountant, or any credit reporting agency, or any other entity, to furnish the Philadelphia Energy Authority and PGCC with any information it possesses with respect to the Respondent, the Application and the attached Exhibits.
9. That the price or prices quoted in the Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest.
10. The Respondent understands and acknowledges that, until a final selection is made under the RFP, PEA and PGCC may enter into discussions with the Respondent to negotiate the terms of its proposal in an effort to reach the most favorable arrangement for Solarize Philly's customers. Moreover, PEA and PGCC reserve the right to (i) reject any or all proposals; (ii) waive defects or irregularities in any proposal; (iii) discontinue discussions at any time and for any reason; (iv) correct inaccurate awards; (v) change the timing or sequence of activities related to the programs referenced in the RFP; (vi) modify, suspend or cancel the programs referenced in the RFP; and (vii) condition, modify or otherwise limit the mandate awarded pursuant to the RFP.
11. By submitting this proposal, the Respondent represents and warrants that, if it is pre-approved under this RFP, it will comply with the terms of the RFP and will perform all of the duties and obligations required.

Respondent/ Company:

By:

Name:

Title:

Date:

PART XVI. EXHIBITS THAT MUST ACCOMPANY THIS APPLICATION

For an application to be accepted as complete, it must be accompanied by all of the following Exhibits:

Exhibit A:	Copies of all applicable licenses, including Philadelphia and collar-county Contractor and Electrical Contractor Licenses and NABCEP certifications (or certification numbers)
Exhibit B:	Contractor's audited financial reports for the three most recent fiscal years. If audited statements are not available, include the business's federal tax returns for the three most recent years.
Exhibit C:	Current certificates of insurance (COI) - liability and workman's compensation
Exhibit D:	City of Philadelphia Tax Clearance Certificate (the certificate can be obtained here).
Exhibit E:	Requested revisions to the Contract, provided as an annotated copy of Appendix B.
Exhibit F:	<p>OPTIONAL: Respondent's Diverse Business and Local Hiring Plan. Though not required, Respondent is invited to explain your strategy for creating a robust diverse local solar workforce, which could include the Respondent's ability to commit to actions such as but not limited to the following:</p> <ul style="list-style-type: none">a. Recruit Respondents for new positions who reside in the City of Philadelphia, who identify as minority, women, disabled, returning citizens, veterans, and/or who have completed Philadelphia-based solar training programs.b. Support Philadelphia-based solar training programs, by, for example, advising for curriculum development, hosting trainees as interns, and providing guest speakers for classes and field trips. Please describe any previous experience considering applicants from workforce development initiatives.
Exhibit G:	[Scope 1] Responses to the questions in Part IV. Technical Proposal and Part V. Capacity for Solar Inspections
Exhibit H:	[Scope 1] Contractor's sample inspection sheet or scoring report, along with an explanation of the framework for scoring and determining how a project passes or fails
Exhibit I:	[Scope 1] A list of 10-20 past projects inspected, preferably in the Philadelphia five-county area, including and preferably 5-10 within Pennsylvania, and preferably at least 3 solar+storage projects
Exhibit J:	[Scope 1] Resumes for key personnel
Exhibit K:	[Scope 2] Responses to the questions in Part IX- Home Energy Audits and Quality Control Inspections
Exhibit L:	[Scope 2] Energy Audit and Energy Efficiency Quality Control Inspection staff resumes
Exhibit M:	[Scope 2] Samples of Energy Audits and Quality Control Inspection Reports
Exhibit N:	[Scope 2] Responses to the questions in Part XII General Whole Home Inspections
Exhibit O:	[Scope 2] General Whole Home Repair staff resumes
Exhibit P:	[Scope 2] General Whole Home Repair Inspection Reports
Exhibit Q:	[Required] Signed Byrd Anti-Lobbying Certification (provided in the RFP as Attachment 1).

Filing Deadline: The completed *Inspection Services Contractor Response Form* and all relevant Exhibits must be delivered to the Philadelphia Energy Authority ~~no later than 5pm on Monday, May 19, 2025.~~ **The deadline for submissions for Scope 1: Solar Inspection Services has been extended to 5pm on Friday, June 6th.**

Submit your completed form and the required Exhibits [here](#).