

**Comprehensive Residential Energy Assessment and Retrofit
Services, RFQ No. 2023/24-003**

CozyHome LLC

2700 S Woodlands Village Blvd #300-375

Flagstaff, AZ 86001

928.853.0423

1. Letter of introduction

CozyHome LLC was established in 2012 by owner and managing member Eli Chamberlain. We started as a home performance contractor in the APS Home Performance with Energy Star program as a participating contractor. We offer the following services; Energy audits, insulation, duct sealing, air sealing, and heat pump installations (ductless and ducted systems). CozyHome is committed to reducing energy usage and increasing comfort in the residential built environment. We prioritize energy improvements that provide the greatest benefit for the lowest investment cost, all while reducing environmental impacts including greenhouse gas reductions. We have been partnering with Red Feather Development Group since 2015 as a weatherization contractor performing energy audits and retrofits on Hopi and Diné lands. In total, CozyHome has performed energy retrofits on over 1200 houses across northern Arizona which has had the equivalent greenhouse gas reductions of making over 200 homes net zero energy. CozyHome is interested in continuing partnering with the City of Sedona to help reduce residents' energy costs and greenhouse gas emissions.

Primary contact info:

Eli Chamberlain (Owner/managing member)

2700 S Woodlands Village Blvd #300-375

Flagstaff, AZ 86001

928.853.0423

2. Project Manager's Experience

Eli Chamberlain has been working in the residential energy efficiency sector since 2008. Starting as a home energy advisor for Energy Trust of Oregon, he conducted 3-4 home assessments per day, showing home owners ways to save energy. He later worked for Earth Advantage in Portland Oregon as a Technical Field Consultant, performing energy audits on Energy Star new homes. He then moved back to Flagstaff to work for Greenmodel as an Energy Auditor, performing energy audits and managing energy retrofit crews. In 2012 he started CozyHome and has since been managing a team of 8 employees that perform energy audits, energy retrofits, and heat pump installations. He has a BS in Forestry from NAU.

References:

Jenny Niemen – Climate Action Section Director City of Flagstaff 928.213.2150

Joe Seidenberg – Executive Director Red Feather Development Group 928.440.5119

3. Key Personnel

Michael Scott – Energy Auditor/Site Manager

Michael has been employed at CozyHome since 2016 and has overseen hundreds of energy retrofit projects from initial energy audit to completed retrofits. He has a Building Analyst certification through the Building Performance Institute.

Jess Magee – Office Manager

Jess has been employed at CozyHome since 2021 and oversees office operations including; customer intake, customer correspondence and scheduling, inventory management, customer applications, rebate submittals and invoicing. She has a BS from Mississippi State University.

4. Project Approach/Scope

As the City of Sedona selected contractor for 2022-2023 Home Energy Retrofit Program, CozyHome has extensive experience with all tasks involved from initial resident contact to energy audit, to energy retrofit install work. Typically, in previous years, residents would contact the City of Sedona Sustainability program, fill out an application and any supporting documents. Once the resident was approved for the program, we would get notification to contact them to schedule an energy audit. At the audit, Micheal would perform a blower door test to test for air leakage, duct pressure pan test to check for duct leakage, visual inspection of insulation, and combustion safety testing. He would then develop a scope of work to best address any energy concerns in the home, prioritizing measures that have the quickest return on investment for the resident.

One challenge that we have faced is residents not knowing the scope of the project and what will be covered by the available funds. Jess and Michael have learned to be very clear on the details of the program before we ever show up to a resident's home and will continue to learn how to best communicate the purpose of the program to residents.

5. Examples of Similar Work

In addition to providing services for Sedona's Home Energy Retrofit Program, CozyHome has worked closely with the City of Flagstaff's Energy Retrofit Program and as a weatherization contractor for Red Feather Development Group. CozyHome has been the most active participating contractor with the City of Flagstaff's Energy Retrofit Program since it's inception in 2013. We have completed hundreds of energy retrofit projects and submitted the corresponding applications for rebates on our customer's

behalf. CozyHome has also partnered with Red Feather to weatherize Navajo and Hopi homes through their low-income weatherization program.

Jenny Niemann – Climate Action Section Director City of Flagstaff 928.213.2150
jniemann@flagstaffaz.gov

Joe Seidenberg – Executive Director Red Feather Development Group 928.440.5119
joe@redfeather.org

6. Resumes of Key Personnel

Michael Scott – 7 years working on municipal government projects, 7 years with CozyHome

Jess Magee – 2 years working on municipal government projects, 2 years with CozyHome

7. Proposed Work Schedule

Typically, in previous years, residents would contact the City of Sedona Sustainability program, fill out an application and any supporting documents. Once the resident was approved for the program, we would get notification to contact them to schedule an energy audit. At the audit, Micheal would perform a blower door test to test for air leakage, duct pressure pan test to check for duct leakage, visual inspection of insulation, and combustion safety testing. He would then develop a scope of work to best address any energy concerns in the home, prioritizing measures that have the quickest return on investment for the resident. CozyHome provides reports and pictures as requested by the City of Sedona.

As the project moves forward, we have flexibility in our work schedule to allocate personnel to Sedona work, and hire more qualified personnel if needed.

CITY OF SEDONA

Appendix C-1

STATEMENT OF QUALIFICATIONS FORM

RFQ No. 2023/24-003

Comprehensive Residential Energy Assessment and Retrofit Services

Full Legal Name of Respondent/Firm: CozyHome LLC Elijah Chamberlain

In response to this Request for Statements of Qualifications, the undersigned respondent hereby states its technical qualifications to furnish all labor, materials, travel, professional services, permits, supervision, equipment and equipment rental and all related expenses, and its capability to perform all work necessary and required to complete the following project in strict accordance with the terms of this Request for Statements of Qualifications and the final contract for:

Comprehensive Residential Energy Assessment and Retrofit Services

RFQ No. 2023/24-003

The Respondent certifies that he/she has examined and is fully familiar with all the provisions of the Request for Statements of Qualifications and any addenda thereto; that he/she is submitting the statement of qualifications in strict accordance with the Instructions and Conditions; and that he/she has carefully reviewed the accuracy of all attachments to this statement of qualifications.

The Respondent certifies that he/she has examined the request for statements of qualifications documents thoroughly, including addenda numbers _____, _____, _____, and _____, which are on file at the Sustainability Department of the City of Sedona, located at 221 Brewer Road, Sedona, Arizona 86336, has studied and carefully correlated respondent's observations with the request for statement of qualifications documents and all other matters which can in any way affect the work.

The Respondent understands that the City reserves the right to reject this statement of qualifications and agrees that this statement of qualifications constitutes a firm offer to the City which shall remain open and may not be withdrawn by the respondent for ninety (90) calendar days from the RFQ Deadline.

The Respondent understands and agrees that if the City issues a Notice of Intent to Award to the Respondent within the time the statement of qualifications is required to remain open, the Respondent will execute and deliver to the City a contract in the form attached hereto within ten (10) calendar days after receipt of said notification of award. No work shall be performed until an executed contract, certificates of insurance, and bonds (if required) are received by the City.

If the respondent to whom the Notice of Intent to Award is given fails or refuses to return executed copies of the Contract, required certificates of insurance, and bonds (if required) within ten (10) calendar days from the date of receiving the Notice of Intent to Award, the successful respondent shall be deemed to be in default and the City may award the contract to the next highest-ranking respondent.

(Signatures to follow on next page.)

The undersigned hereby declares that Respondent has read, understands, and will fully and faithfully comply with the Contract Documents.


Signature of Authorized Representative

9/5/23
Date

Eli Chamberlain
Print Name

Owner/Manager
Title

Respondent's Address: 2700 S Woodlands Village Blvd
#300-375
Flagstaff AZ 86001

Telephone Number: 928-853-0423

Email Address: eli@cozyhomeaz.com

CITY OF SEDONA

Appendix C-2

RESPONDENT'S EXPERIENCE STATEMENT

RFQ No. 2023/24-003

Comprehensive Residential Energy Assessment and Retrofit Services

Full Legal Name of Respondent/Firm: CozyHome LLC Elijah Chamberlain

The respondent submits as part of its statement of qualifications, the following information as to its experience and qualifications:

1. The respondent has been engaged in this business under its present business name for 11 years.
2. The respondent possesses 15 years of experience in work similar in type and magnitude as that set forth in this RFQ.
3. The respondent has satisfactorily completed all contracts awarded to it, except as follows: (name any and all exceptions and reasons therefore) Attach additional pages as necessary.
4. List all work similar in type and magnitude as set forth in this RFQ that respondent has completed within the last five (5) years. Attach additional pages as necessary.

Owner	Year	Type of Work Completed	Contract Amount	Contact Name	Contact's Telephone and Email
Red Feather Dev. Group	2015-2023	Weatherization, Heat pumps	\$250-400K/yr	Joe Seidenberg	928-440-5119 joe@redfeather.org
Village of Spaulding (Hopi)	2020-2021	Heat Pumps	\$345K	Phyllis Wittsell	928-380-3333 wittsellpe@yahoo.com
City of Flagstaff	2013-2023	Weatherization Heat Pumps	No contract	Jenny Niemann	928-213-2150 jniemann@flagstaffaz.gov

I certify that the above information is true and correct to the best of my knowledge.

Eli Chamberlain
Signature of Authorized Representative

9/5/23
Date

Eli Chamberlain
Print Name

Owner/Manager
Title

CITY OF SEDONA

Appendix C-3

EXCEPTIONS TO CONTRACT DOCUMENTS

RFQ No. 2023/24-003

Comprehensive Residential Energy Assessment and Retrofit Services

Full Legal Name of Respondent/Firm: CozyHome LLC Elijah Chamberlain

List any exceptions to the RFQ or Sample Professional Services Agreement below. Provide a summary discussion for proposed exceptions and include any proposed alternative. If there are no exceptions, please state "NONE."

Exceptions:

None

If additional space is needed, include additional copies of this page.

CITY OF SEDONA

Appendix C-4

PAST PERFORMANCE QUESTIONNAIRE

RFQ No. 2023/24-003

Comprehensive Residential Energy Assessment and Retrofit Services

Submit Completed Form To: Bryce Beck, Sustainability Manager

Phone: (928) 203-5127

Email: BBeck@sedonaaz.gov

Subject: Past Performance Survey of:

CozyHome LLC

(Name of Firm Submitting a Statement of Qualifications to the City of Sedona)

Eli Chamberlain, Michael Scott, Jess Magee

(Name of Firm's Key Personnel)

The City of Sedona collects past performance information on firms and their key personnel to assist in procuring/awarding projects based on competence and qualifications. The firm/individual listed above is requesting reference for a past project they have completed for you. It would be greatly appreciated if you would take a few moments to please complete the survey below **and return it directly to Bryce Beck, Sustainability Manager, City of Sedona.**


Please rate each of the criteria on a scale of one (1) to ten (10), with ten (10) representing that you were very satisfied (and would hire the firm/individual again) and one (1) representing that you were very dissatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, please state "unknown" in the Rating box.

Reference's Company Name: Red Feather Development Group

Date Completed: 9/12/23

Project Name: APS Weatherization

No.	Criteria	Unit	Rating
1	Ability to meet customer expectations for quality of work performed	(1-10)	10
2	Ability to manage costs	(1-10)	10
3	Ability to maintain project schedule	(1-10)	10
4	Comfort level in hiring the firm/individual again	(1-10)	10
5	Leadership ability of personnel assigned to the project	(1-10)	10
6	Ability to effectively communicate	(1-10)	10


Signature of Reference

Joe Seidenberg, Red Feather Development Group, Executive Director

Printed Name of Reference

Thank you for your time and effort in assisting the City of Sedona in this important endeavor. Please email the completed survey no later than 4:00 p.m. on Thursday, September 28th to: Bryce Beck, Sustainability Manager, at BBeck@sedonaaz.gov.

CITY OF SEDONA

Appendix C-4

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Reference's Company Name: Village of Mishongnovi, Hopi

Date Completed: 2/10/22

Project Name: Mishongnovi residents mini split installation project

No.	Criteria	Unit	Rating
1	Ability to meet customer expectations for quality of work performed	(1-10)	9
2	Ability to manage costs	(1-10)	7
3	Ability to maintain project schedule	(1-10)	9
4	Comfort level in hiring the firm/individual again	(1-10)	9
5	Leadership ability of personnel assigned to the project	(1-10)	8
6	Ability to effectively communicate	(1-10)	9

 9/27/2023
Signature of Reference

Bertina Kisto
Printed Name of Reference

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Appendix C-4

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Eli Chamberlain, Michael Scott, Jess Magee

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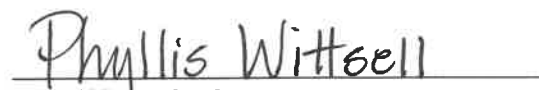
Reference's Company Name: Village of Sipaulovi, Hopi

Date Completed: 2021(?)

Project Name: Village mini split heat pump installation

No.	Criteria	Unit	Rating
1	Ability to meet customer expectations for quality of work performed	(1-10)	10
2	Ability to manage costs	(1-10)	10
3	Ability to maintain project schedule	(1-10)	10
4	Comfort level in hiring the firm/individual again	(1-10)	10
5	Leadership ability of personnel assigned to the project	(1-10)	10
6	Ability to effectively communicate	(1-10)	10


Signature of Reference


Printed Name of Reference

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