

Request for Proposal

Development of Materials and Systems for an ANSI-Accredited Standards Developer (ASD)

The Board of the Air Barrier Association of America (ABAA) is seeking the services of an independent consultant or consulting firm for the design and development of materials and systems for an ANSI Accredited standards developer. Such person or firm shall have knowledge and experience in developing standards under a consensus-based system. An individual or firm that has experience in designing and developing the procedures and systems for standards development would be considered a qualified firm for the purpose of this project. Proposals shall be received by **April 30, 2021 at 5:00 pm (EDT)**.

If you are considering bidding, please notify ABAA of your intention to bid by emailing Ryan Dalglish at rdalglish@airbarrier.org by Friday, March 31, 2021 at 5:00 pm (EDT). Failure to register will not disqualify your proposal but will possibly prevent you from receiving updated information in a timely manner.

All Request for Information (RFI's) will need to be submitted by **April 2, 2021 at 5:00 pm (EDT)**.

Responses to RFI's will be completed by **April 16, 2021 at 5:00 pm (EDT)**.

All RFI's and project understanding clarifications will be provided to all firms and contractors that have confirmed they will be submitting a proposal.

All questions regarding the proposal should be directed to Mr. Ryan Dalglish at (866) 956-5888 or via email at rdalglish@airbarrier.org.

Introduction

The installation of an air barrier system in the building enclosure has substantially grown in the U.S marketplace over the past 20 years. Over the years, ABAA has used standards from other industries and modified them to somewhat meet the needs of the air and water resistive barrier industry. These modified standards do not directly provide the guidance required for the industry's use. ABAA currently develops industry standards, but those standards cannot be referenced in building codes and other governmental documents.

The development of regional, ANSI Accredited standards will allow ABAA to cement their position as being a standard setting body for the air and water resistive barrier industry. An ANSI Accredited process will increase the credibility of ABAA in the marketplace.

About ABAA

ABAA is a nonprofit association representing the air and water resistive barrier industry. ABAA's general membership consists of manufacturers of air barrier materials and products, contractors who install air barrier materials and accessories, and individuals with a general, academic, or business interest. This project will be overseen by the Education and Training Committee of the Air Barrier Association of America (ABAA), with a technical review from ABAA's Technical Committee and Whole Building Airtightness Testing Task Group. ABAA's committees include persons from manufacturers, architects, consultants, specifiers, testing agencies and laboratories.

Summary of Project and Deliverables

The selected organization shall provide the following deliverables:

Deliverables and Tasks for ANSI-Accredited Standards Developer (ASD) Program

1. Complete Application for Accreditation as a Standards Development Organization with ANSI in accordance with current requirements and policies. Submit copy of application to ABAA for review.
2. Modify (if applicable) the application form.
3. Develop operating procedural manual required that conforms with current requirements of ANSI for Standards Development Organizations.
4. Submit draft operating manual for ABAA review and respond to comments. Participate in meetings and discussion and implement suggestions.
5. Respond to ANSI Executive Standards Council's Sub-committee questions. Prepare responses to comments from the public as submitted.
6. Attempt to resolve all comments received from public and Executive Standards Council. Initiate written responses to public comments and Executive Standards Council.
7. Propose revision, if required, to procedures to correct omission, misunderstanding or provide clarification.
8. Attempt to resolve any negative comments or objections from the ANSI Executive Standards Council by written response.
9. Report to ABAA on an on-going basis during each step of the process. Engage leadership and technical committee to assist with resolution of comments.

10. Provide a finalized operational procedure guideline in Word format to ABAA, along with all developed support documents for use on an on-going basis.
11. Outline key items for on-going maintenance activities and requirements for keeping status active.
12. Provide instructions on how to effectively deal with the audit process for maintenance of accreditation.

Requirements for Proposal

The following information is to be included in the Consultant's proposal:

Firm Overview

Provide a brief narrative on the history of the firm. Include a list of current/past construction-related and trade association clients.

Project Understanding

A statement which clearly and concisely states the firm's understanding of the project and describes its capability to perform the work.

Resumes

Provide CVs of the firm's personnel who will be assigned to the project.

Similar Projects

Include a summary of specific projects the individual or firm has conducted that are similar in nature to the proposed project.

Project Management

Include a summary of how the firm intends to address comments from a technical review committee and how technology will be used to communicate changes and make comments.

References

Provide three references from past clients - those related to the construction industry are preferable. Reference information should include name, address, phone number and website address.

Fee Proposal

A set fee for work required for the completion of ABAA becoming ANSI-Accredited.

Project Timelines

Upon award, work would begin immediately. The key timelines are:

Bids Submittal:	April 30, 2021
Award of Contract:	May 30, 2021
Kick-off Meeting:	Week of June 14, 2021
Standing Coordination Meeting with ABAA	Monthly

During the development of materials, the chosen firm will engage in monthly meetings to discuss progress of the project.

Basis for Selecting Organization

The selection of the organization will be based on the personnel identified in the proposal and the organization experience in developing systems and procedures for ANSI-Accredited standards developing. Criteria and a weighting factor for selecting the organization shall include:

	Total % Value
1. Contractor's understanding of Work Statements as demonstrated in the proposal including, but not limited to: a. Proposed timeline that includes all reviews and deliverables. b. Identify project team and if any sub-contractors would be used to complete the project. c. Completeness of proposal in addressing each of the identified deliverables.	20%
2. Contractor's experience with developing systems for ANSI-Accredited standards development.	30%
3. Current participation in standard development bodies	40%
4. Ability to meet project schedule milestones and final product delivery.	10%