

Request for Proposal

Updating of the Air Barrier Systems in Buildings Document of the Whole Building Design Guide

Issued: April 3rd, 2024

The Technical Committee of the Air Barrier Association of America (ABAA) is seeking the services of an independent consultant or consulting firm to update the *Air Barrier Systems in Buildings* document that is part of the Whole Building Design Guide (WBDG) (<https://www.wbdg.org/resources/air-barrier-systems-buildings>). The WBDG was developed to provide information for designers on the various aspects that need to be considered when designing a whole building. The *Air Barrier Systems in Buildings* document will replace the existing document on the website.

The *Air Barrier Systems in Buildings* document was written over ten years ago and reflects the air barrier industry at that time. The technology and the experience of the air barrier industry has vastly improved from that date, but the *Air Barrier Systems in Buildings* document does not reflect this information.

Although the name suggests a complete guide to designing air barriers, the current section is more of a primer or an overview of the information on air barriers. The intended audience is designers, builders and other people involved in constructing buildings. The update will take the same approach of being limited to a primer and not include all technical information you would need to design and construct an air barrier system. Future updates may be conducted, which would add information with the objective of turning the document into a more complete design guide. The current WBDG is available at [Building Envelope Design Guide | WBDG - Whole Building Design Guide](#).

The format and look of the deliverable are to follow the ABAA Blower Door Technician Training Manual for consistency of the ABAA brand. The Guide is to include diagrams, illustrations, and pictures to augment the guidance provided in Guide. The proposal needs to identify what will be provided in the guide and this will be considered when evaluating the proposals.

ABAA is looking for an individual or firm that has experience in developing technical content, publications and articles in the air and water-resistive barrier industry to update the *Air Barrier Systems in Buildings* document that is part of the WBDG. Proposals shall be received by **May 1st, 2024, at 5:00 pm (EDT)**.

If you are considering bidding, please notify ABAA of your intention by emailing Ryan Dalglish at rdalglish@airbarrier.org by April 17th, 2024 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 Requests for Information (RFI's) will need to be submitted by **April 17th, 2024, at 5:00 pm (EDT)**.

Responses to RFI's will be completed by **April 24th, 2024, 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 Ryan Dalglish at (866) 956-5888 or via email at rdalglish@airbarrier.org.

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 Technical Committee of the Air Barrier Association of America (ABAA). ABAA's Committees include persons from manufacturers, architects, consultants, specifiers, testing agencies and laboratories.

Summary of Project and Deliverables

Updating the *Air Barrier Systems in Buildings* document of the Whole Building Design Guide

The main objective of this updating project is to include technical information that is now available in the air and water resistive barrier industry (ABAA being the leader in the industry). This update is to be limited to a "primer," like the existing document.

The document is to include the following:

- Benefits of having an air barrier system in a building, the document that currently exists in the Air Barrier Systems in Buildings section of the WBDG,
- Main types of air barrier materials,
- Information on how a single material can provide more than one function, and
- Key performance issues for the material, assemblies, and systems.

The current graphics and photographs are to be replaced and additional ones are needed to supplement the written information. Any information or graphics that ABAA currently has can be used where appropriate.

A section is to cover whole building testing and the reasons and benefits for doing the test. Interwoven in the document will be the need for proper installation of the system that depicts the key site installation failures.

The document is to include information on appropriate testing of the material, laboratory testing of the assembly and site testing of the installed air barrier system.

This project is limited to updating the *Air Barrier Systems in Building* document. It is acknowledged that reference to air barriers is included in other parts of the WBDG, but those updates are outside of the scope of this project. It is anticipated that the final document will be in the 30 to 40-page range.

The document, including all pictures, illustrations, etc. provided to ABAA, shall be owned wholly and completely by ABAA.

Deliverables for Air Barrier Section of the WBDG

The selected organization shall provide the following deliverables:

1. Draft outline of the expected document for approval by ABAA.
2. Draft of each section of the document as developed for review and approval by ABAA.
3. Final draft of the document, including any revisions proposed by ABAA when each section was reviewed.
4. Document is to be in English only (with American English spelling), with dual units with both metric and imperial.
5. Completed document ready to be posted on the ABAA website, including all diagrams or photographs.

*ABAA will confirm the requirements for the document and any photographs or diagrams that are included.

Requirements for Proposal

The following information is to shall be included in the proposal:

Firm Overview

Provide a brief narrative on the history of the firm. Include a list of current/past building-related and trade association clients, with a focus on experience in developing technical guides. A requirement for the firm is they are an ABAA member at time of bid submission.

Project Understanding

Provide a statement that clearly and concisely states the firm's understanding of the project and describes its capability to perform the work. The firm shall provide specific information on its approach to developing a technical guide.

Develop an outline of the document listing the headings of each section. Provide a brief description of the approach that will be taken to determine the proposed content of the document. The Additional Resources pages are to be updated with readily available information by listing the titles and URL.

CVs/Resumes

Provide CVs/resumes 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 completed that are similar in nature to the proposed project.

Project Management

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

Identify what software will be used for the creation of the document.

Identify the anticipated timeline to complete the project, allowing sufficient time for review and comment by ABAA.

References

Provide three references from past clients; references related to the building industry clients for similar projects are preferable. Reference information should include name, address, phone number and website address.

Fee Proposal

Provide a fixed price proposal for the project.

Project Timelines

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

Bids Submittal:	May 1 st , 2024
Award of Contract:	May 22 nd , 2024
Expected Kick-off Meeting:	Week of June 3 rd , 2024
Standing Coordination Meeting with ABAA	As required
Delivery of first draft	July 26 th , 2024
Final document	September 27 th , 2024

During the development of the document, the chosen firm will engage in regular meetings to discuss the progress of the project. Review of the draft materials will be done by the ABAA Technical Committee to provide comments and proposed changes. Reviews will focus on both the technical content of the material and the way the material is presented for educational purposes.

Basis for Selecting Organization

The selection of the organization will be based on the personnel identified in the proposal and the organization’s experience in developing technical guides. Criteria and a weighting factor for selecting the organization shall include:

SELECTION CRITERIA	Total % Value
<p>1. Contractor’s understanding of Work Statements as demonstrated in the proposal, including but not limited to:</p> <p>a. Proposed timeline that includes all reviews and deliverables. b. Identification of project team members and any sub-contractors that would be used to complete the project. c. Completeness of proposal in addressing each of the identified deliverables.</p>	20%
<p>2. Contractor’s experience with construction practices for air and water-restive barriers, building science, and building/energy performance.</p>	30%
<p>3. Expertise in creating technical guides, with the qualifications and experience of personnel for project.</p>	20%
<p>4. Ability to identify and develop means of visually illustrating the guidance provided in the document.</p>	10%
<p>4. Expertise in identifying relevant additional resources that can be referenced in the <i>Air Barrier Systems in Buildings</i> document.</p>	10%
<p>5. Ability to meet project schedule milestones and final product delivery.</p>	10%