



THE RECOVER INITIATIVE

Request for Supplier Qualifications

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1. Introduction

The ReCover Initiative ("ReCover") invites qualified proponents to submit responses to this Request for Supplier Qualifications ("RFSQ") for inclusion on a Prequalified Supplier Roster for deep retrofit consulting services in Atlantic Canada.

Proponents that are successfully prequalified may be invited to participate in subsequent condensed Requests for Quotations (RFQs) and Requests for Proposals (RFPs) for project-specific work. These opportunities may be issued by ReCover, its clients, or project partners.

The Prequalified Supplier Roster is intended to streamline procurement processes, improve access to qualified expertise, and support the efficient delivery of deep retrofit projects.

RFQs and RFPs will be issued on an as-needed basis and will define the specific scope, deliverables, and requirements for each project. Prequalified Suppliers are not obligated to respond to any individual opportunity.

The roster will have an initial term of three (3) years from the award notification and may be extended, at ReCover's discretion, for up to two (2) additional years. There is no limit to the number of suppliers that may be included on the roster.

This will be maintained as an open, continuous intake process with no fixed submission deadline. Proponents may apply to join the roster at any time, with ReCover targeting a review and notification turnaround of approximately one to two (1-2) weeks from submission.

ReCover reserves the right to issue additional Requests for Supplier Qualifications during the term of the roster and may procure services outside of the roster where appropriate. Inclusion on the Prequalified Supplier Roster does not guarantee any volume of work or participation in future procurement processes.

2. About ReCover

2.1 About Us

ReCover is Atlantic Canada's deep retrofit accelerator, advancing scalable, whole-building transformation solutions. Our ecosystem-building approach addresses barriers to deep retrofits by integrating applied research, advocacy for systemic change, workforce capacity building, and direct support for building owners.



Atlantic Canada faces mounting challenges: severe climate impacts, housing insecurity, and economic strain that threaten homes, businesses, and community infrastructure. Deep retrofits offer a proven, high impact response: they create local jobs, reduce carbon emissions, and improve building resilience. Yet adoption remains limited due to perceived complexity, financing barriers, and workforce shortages. ReCover aims to support the region by scaling the delivery of deep retrofits – first to 5,000 and toward 60,000 annually by 2031 by enabling and empowering partners, building owners, and industry actors to implement these projects.

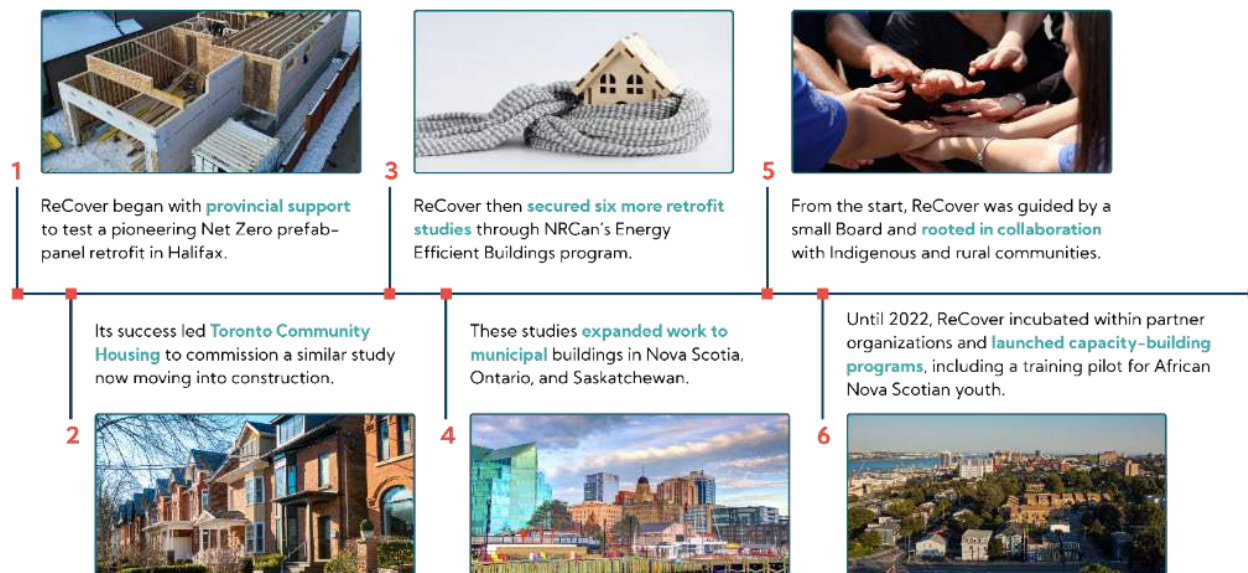
Through our flag ship Building Transformation Program for Part 3 building owners, ReCover provides technical and financial support towards feasibility studies that deliver clear energy, cost, and GHG reduction pathways. We synthesize technical, financial and climate goals into investment-ready business cases. **Our role is to bridge the gap between technical feasibility and financial logic, and aligned with available funding programs—so feasibility studies don't stall on the shelf.**

2.2 ReCover History

Founded in 2020, with early backing from the Nova Scotia Provincial Government, our founders conducted a pioneering study of a low-rise multi-unit residential building in Halifax, testing a prefabricated panel retrofit to achieve net-zero energy performance. The success of that project inspired Toronto Community Housing to commission a similar study for a six-unit townhouse block, demonstrating a compelling business case for large-scale retrofits, which is now moving into construction. Building on these achievements, ReCover secured six additional studies funded under NRCan's Energy Efficient Buildings program, expanding its reach to municipal buildings in Nova Scotia, Ontario, and Saskatchewan.

From our inception, ReCover has been governed by a small but engaged Board of Directors and rooted in collaboration with Indigenous and rural communities. Until 2022, we incubated within RSI Projects, QUEST, and Habit Studio, steadily growing our network, forging partnerships, and developing capacity building programs – including a 2022 job-shadowing and training pilot for African Nova Scotian youth with One North End Community Economic Development Society.

A major milestone occurred in early 2024 when Natural Resources Canada awarded ReCover significant funding to lead the Deep Retrofit Accelerator Initiative (DRAI) and the Greener Neighbourhoods Pilot Program for Atlantic Canada. This funding transformed ReCover from a small regional non-profit into the lead organization responsible for delivering the Atlantic Canada Deep Retrofit Accelerator. The accelerator was formally launched across all four Atlantic provinces in September 2024.





3. Programs and Anticipated Deliverables

3.1 Deep Retrofits

ReCover defines a deep retrofit as a comprehensive, whole-building renewal that significantly improves energy performance, reduces greenhouse gas emissions, and enhances occupant comfort, durability, and resilience.

Deep retrofits typically achieve a minimum 50% reduction in total energy consumption and target greenhouse gas emission reductions of 80% or greater, while supporting long-term pathways toward net-zero performance.

The infographic is a white rectangular box with a subtle drop shadow, containing two entries. Each entry has a teal icon on the left and text on the right. The first entry, 'Deep Energy Retrofit (DER)', features a building icon with a lightning bolt and describes an energy performance-focused upgrade. The second entry, 'Deep Retrofit (DR)', features a building icon with a grid pattern and describes a holistic, multi-system building upgrade.

Deep Energy Retrofit (DER):
Energy performance-focused upgrade that delivers at least **50% energy savings** through improvements to insulation, airtightness, windows, and mechanical systems.

Deep Retrofit (DR):
Holistic, comprehensive, multi-system building upgrade going beyond energy efficiency to deliver **50%+ energy savings** and substantially **reduce GHG emissions by 70–80%** while improving overall performance, comfort, resilience, equity, and economic value, aiming for net-zero readiness and long-term asset renewal.

A deep retrofit is not a collection of isolated upgrades, but an integrated process that considers the interaction between building systems, including the building enclosure, mechanical and electrical systems, and controls. Solutions are developed through coordinated analysis to ensure measures are technically compatible, cost-effective, and aligned with long-term performance objectives.

Deep retrofit strategies may include, but are not limited to:

- Mechanical system upgrades
- Electrical system upgrades
- Building automation and control systems
- Building enclosure improvements (e.g., insulation, windows, airtightness)
- Electrification of building systems
- Integration of renewable energy systems such as solar photovoltaics

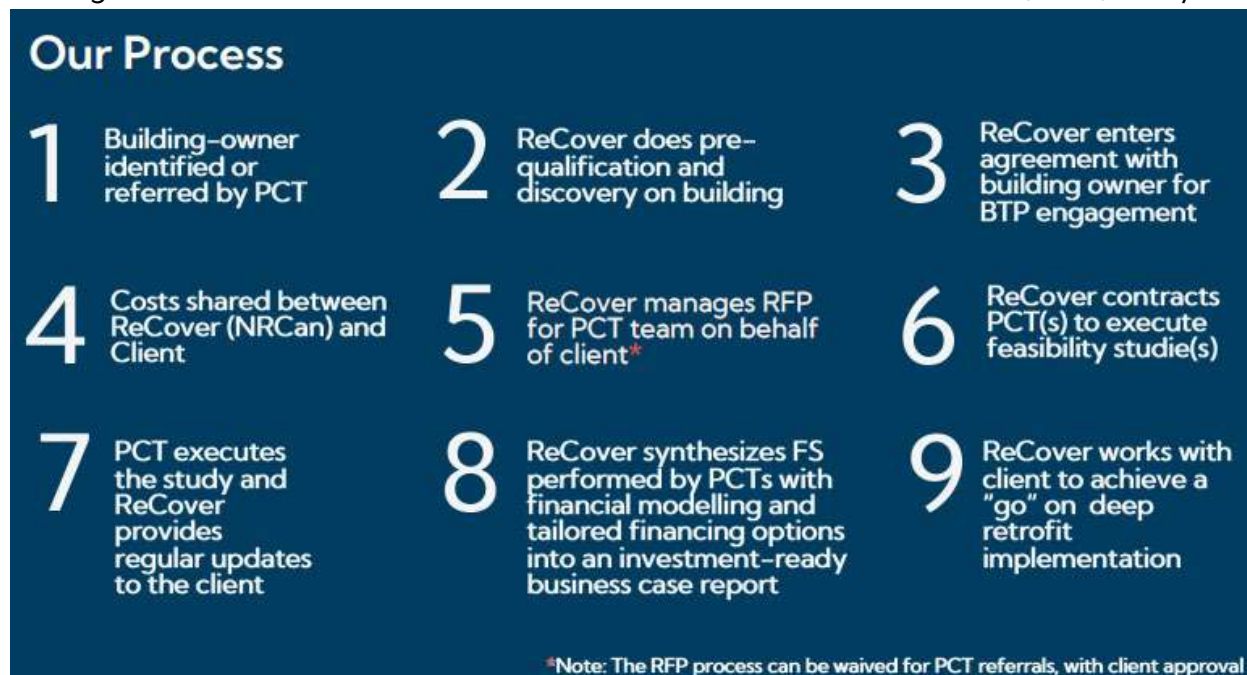


3.2 Building Transformation Program

ReCover's flagship offering is the **Building Transformation Program (BTP)**. The program supports owners of commercial, institutional, and multi-unit residential buildings through the deep retrofit journey. The focus is on moving projects through feasibility to implementation by providing:

- Funding support for feasibility and planning studies
- Deep retrofit specific technical guidance
- Project coordination and administrative support
- Financial analysis and business case development
- Non-energy benefit valuation
- Support identifying grants, incentives, and financing
- Investment-ready business case reports for decision-makers

Below is a diagram that outlines how we work with Professional Consultant Teams (PCTs), like yourselves:



3.3 Building Type Eligibility



Subsequent RFQs and RFPs will primarily involve commercial and institutional buildings constructed pre-2000, as well as larger multi-unit residential buildings, typically classified under Part 3 of the National Building Code of Canada (NBC), with energy performance requirements aligned with the National Energy Code for Buildings (NECB).



3.4 Anticipated Deliverables

The deliverables for subsequent RFQs and RFPs will vary depending on the context, condition, and performance of a building or portfolio of buildings, as well as the priorities identified by ReCover and building owners.

Deliverables are expected to support integrated deep retrofit decision-making and may include a combination of technical analysis, design development, and strategic planning outputs.

Deliverables may include, but are not limited to, the following:

1. Building Assessment and Investigation

- Feasibility studies
- Building audits (e.g., ASHRAE Level II or equivalent)
- Building condition assessments
- Site investigations, documentation, and data collection

2. Technical Analysis and Modelling

- Energy modelling (including calibrated models where required)
- Greenhouse gas (GHG) emissions analysis
- Building enclosure and building science analysis (including hygrothermal analysis where applicable)
- Renewable energy and electrification assessments

3. Design and Engineering Services

- Architectural services
- Mechanical and electrical analysis and design
- Code compliance and regulatory review

4. Financial and Strategic Analysis

- Construction cost estimating and lifecycle cost analysis
- Financial analysis (e.g., payback, net present value, internal rate of return)
- Development of deep retrofit pathways, including phased or staged implementation strategies

5. Reporting and Knowledge Sharing

- Feasibility study reports and technical documentation
- Presentations to stakeholders and project teams
- Data sharing and documentation to support future design, procurement, or implementation phases
- Proponents are not expected to independently provide all services listed above but should clearly identify their areas of expertise and their ability to contribute to integrated deep retrofit project delivery.



3.5 Integrated Design Process

ReCover promotes the use of an Integrated Design Process (IDP) for deep retrofit projects. IDP is a collaborative, iterative approach that brings together key disciplines—including architecture, engineering, building science, energy modelling, and cost consulting—early in the project to support coordinated decision-making.

This approach is particularly important for deep retrofits, where building systems are highly interdependent and design decisions must balance energy performance, greenhouse gas reductions, constructability, cost, and long-term operational outcomes.

Benefits of IDP include:

- Improved coordination between disciplines and reduced risk of conflicting recommendations
- More effective identification and evaluation of integrated retrofit strategies
- Enhanced ability to develop phased or staged retrofit pathways
- Improved alignment between technical analysis, financial evaluation, and project objectives

Proponent Requirements:

- Proponents are expected to demonstrate their ability to work within an Integrated Design Process. Submissions should:
- Describe experience working on multi-disciplinary teams delivering retrofit or building performance projects
- Outline how coordination between disciplines (e.g., modelling, building science, engineering, costing) is achieved
- Provide examples of how integrated decision-making has influenced project outcomes
- Indicate their ability to participate in or lead collaborative workshops, design charrettes, or stakeholder engagement sessions.

4. Submission Instructions

4.1 Eligibility

This RFP is open to any individual or firm licensed to provide professional design services in Nova Scotia, New Brunswick, Prince Edward Island and/or Newfoundland and Labrador, including, but not limited to, Architecture and Engineering firms, Energy Consultants, Cost Consultants and Building Science Specialists.

Proponents may submit a Response as a sole Proponent or as a consortium. Responses submitted on behalf of a consortium must clearly identify the lead Proponent who is to be responsible for all communications with ReCover.



4.2 Registration

Proponents are required to advise ReCover of their intent to submit a Response via to programs@recoverinitiative.ca. Please include the completed table from Appendix A within the email body. ReCover will respond to the intent to submit email with a SharePoint folder link to facilitate download and upload of RFSQ documents.

4.3 Submissions

Submissions are to be shared in PDF format via SharePoint link provided by ReCover. The Proponent is responsible to ensure that all submitted documents are not defective, corrupted or blank, and can be opened and viewed by ReCover. The Proponent shall notify ReCover via email to programs@recoverinitiative.ca when submission response is complete and uploaded to the SharePoint.

4.4 Enquiries and Clarifications

Questions or requests for clarification related to this RFSQ should be directed to ReCover via email at programs@recoverinitiative.ca.

Given the open, continuous intake process for this roster, there is no fixed deadline for enquiries; however, proponents are encouraged to submit questions in a timely manner to support review within the targeted turnaround period.

4.5 Response Content

ReCover is committed to enhancing the capacity to deliver Deep Retrofits within the building industry; therefore, responses by Proponent teams with a range of Deep Retrofit experience within the team, and teams where highly experienced professionals will provide guidance and mentorship to less experienced team members are encouraged. Responses should demonstrate technical expertise, knowledge sharing, and commitment to delivering high-performance projects.

Responses must address the RFSQ content requirements as outlined herein, and should be well ordered, detailed, and comprehensive. Clarity of language, adherence to suggested structuring, and adequate documentation are essential to ReCover's ability to conduct a thorough evaluation.

Proposals which do not include mandatory information will not be considered.

The Response should contain the following items:

4.5.1 Letter of Introduction

Provide a letter introducing the Proponent and providing a summary of the key features of the Response. It must be signed (electronical signature is admissible) by the person(s) authorized to sign on behalf of and



to bind the Proponent to statements made in response to this RFSQ. This should be the same authorized signing officer as the Proponent who is indicated in the Application Form (Appendix A).

4.5.2 Completed Application Form

See Appendix A

4.5.3 Qualifications

Proponents must provide information demonstrating their organizational capacity to deliver deep retrofit consulting services. This includes details on staffing, organizational structure, resources, and relevant experience.

Where a submission is made by a consortium, the lead Proponent must be clearly identified and will be responsible for all communications with ReCover. Proponents should describe how consortium members will collaborate to deliver integrated services.

4.5.4 Corporate Profile

Proponents should provide the following information:

- A summary of the organization, including:
 - Year established
 - Number of employees
 - Description of relevant services offered
- A description of any affiliated or related entities and the nature of those relationships (e.g., research, partnerships, financing)
- A copy of the Proponent's Corporate Permit (or equivalent authorization to practice) for each Atlantic Canadian province in which services will be offered
- A description of the Proponent's commitments to environmental sustainability and climate-related objectives
- A description of the Proponent's approach to equity, diversity, and inclusion within its workforce and supply chain
- A statement demonstrating the Proponent's understanding of the objectives of this RFSQ and alignment with ReCover's goals.
- Proponents are encouraged to highlight how their organizational structure and culture support collaboration, knowledge sharing, and the delivery of integrated project outcomes.

For Consortiums:

- For consortiums, the information above must be provided for each member organization along with a description of the roles, responsibilities, and working relationships between participating organizations



4.5.5 Proposed Staff Team and Resources

Proponents must identify the key personnel and resources that would be assigned to deliver deep retrofit consulting services. Submissions should demonstrate the team's overall capability, including the integration of relevant disciplines.

Proponents should provide the following:

- A list of key personnel, including their professional designations, areas of expertise, and roles within the team
- A description of each individual's relevant project experience, including their responsibilities on comparable projects
- An overview of how the team is structured to support integrated project delivery, including coordination between disciplines such as energy modelling, building science, engineering, and cost analysis
- Curriculum vitae (CVs) for up to three (3) key personnel. For consortium submissions, up to three (3) CVs may be provided per member organization
- A statement describing how the Proponent will manage continuity of key personnel and address potential staffing changes during the term of the Prequalified Supplier Roster
- Disclosure of any actual or potential conflicts of interest.

ReCover reserves the right to consider the overall composition and balance of the proposed team in assessing the Proponent's ability to deliver integrated deep retrofit services.

4.5.6 Deep Retrofit Experience

Please demonstrate the Proponent's expertise and experience with deep retrofit design.

Share details on 1 to 3 deep retrofit projects completed by the firm within the past five (5) years. Include information on:

- Project Scope
- Services Provided
- Project Timelines
- Budgets
- Summarize any risks or challenges encountered on the example projects and describe how these were resolved or mitigated
- Exposure to IREE certification

If the Proponent is unable to provide examples of recent deep retrofit experience, please provide examples of projects where the Proponent can demonstrate transferrable skills, services and value.

Please describe how capacity building for Deep Retrofit expertise will occur within the members of the Proponent team.



4.5.7 Job Shadowing

ReCover's capacity-building approach uses structured, experiential learning to connect youth, with a focus on equity-deserving communities, to real-world deep retrofit work and career pathways. ReCover's job shadowing program is intentionally delivered through cohorts to strengthen peer learning, professional networks, and a sense of connection and support—key outcomes that support longer-term transitions into training and employment in the sector. ReCover's job shadowing model is designed around small cohorts to build connection, support, and shared purpose among participants.

The Proponent must include a Youth Engagement Plan describing how they will provide an experiential learning opportunity for at least one (1) youth (aged 18–35) to engage with deep retrofit project work, examples include:

- (1) attending a site visit and engaging with data collection;
- (2) receiving an orientation to the energy assessment and feasibility study process and expected outcomes;
- (3) reviewing drafts and participating in the review process with the Proponent and ReCover;
- (4) attending study review meetings with the Proponent, ReCover and the building owner; and
- (5) attending the final presentation.

Proponents are strongly encouraged to propose capacity to engage additional youth participants and, where feasible, to structure participation as a small cohort (3–5) to support peer learning and professional network development.

4.5.8 Risk Management and Capacity

Respondents should demonstrate their ability to effectively manage project risks and deliver services within scope, schedule, and budget constraints. Submissions should describe:

- Organizational capacity, including key personnel, available resources, and current workload.
- Processes for managing project risks, quality assurance, and change management.
- Experience identifying and mitigating technical, financial, schedule, or stakeholder-related risks.
- Business continuity measures and contingency plans to ensure reliable project delivery.
- Indicate whether the firm has the capacity to support projects beyond planning and assessment, including detailed design, construction support, and implementation services.

Evaluation will consider the respondent's demonstrated ability to anticipate risks, maintain project performance, and successfully deliver complex retrofit projects in a collaborative environment.

4.5.9 Tracking, Reporting and Data Systems

Respondents should demonstrate their ability to collect, manage, and report project data in a consistent, accurate, and timely manner. Submissions should describe:

- The systems, tools, or software used to track project progress, budgets, schedules, and deliverables.



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- Processes for collecting, managing, and maintaining project documentation and data.
- Experience preparing progress reports, performance metrics, and funding or compliance reporting.
- Ability to track and report energy, carbon, cost, and other building performance data, where applicable.
- Data management practices, including quality assurance, version control, and information security
- Capacity to share project information and performance data with project partners through digital platforms, dashboards, or other reporting tools.

4.5.10 Knowledge Sharing

The ReCover Initiative is committed to open-source knowledge sharing of deep retrofit solutions. The successful proponents must agree to the publication or distribution of certain technical details of the designs produced, with prior client approval.

5. Evaluation

5.1 Evaluation Process

The evaluation of Responses will be carried out by ReCover. ReCover may consult with technical, legal or other advisors as required to complete the evaluation.

Respondents will be notified of the RFSQ results within 2–3 weeks of submission via email notification from programs@recoverinitiative.ca.

5.2 Evaluation Criteria

Section	Weight
Firm's Qualifications	20%
Team's Qualifications	20%
Deep Retrofit Experience (s)	30%
Job Shadowing Approach	15%
Risk Management and Capacity	10%
Tracking, Reporting and Data Systems	5%



To advance equitable and low-carbon outcomes in deep retrofit delivery, a scoring multiplier of up to 1.1–1.2x may be applied to respondents demonstrating strong DEI and sustainability practices.

This may include evidence of:

- Commitment to Diversity, Equity, Inclusion, and reconciliation within teams and governance.
- Engagement of equity-deserving groups, Indigenous businesses, and local partners.
- Inclusive hiring, subcontracting, and workforce development practices.
- Organizational sustainability practices and low-carbon operations.
- Integration of equity and sustainability into project delivery and decision-making.

The multiplier will be applied based on the quality and credibility of demonstrated practices, not statements of intent alone.

6. Terms and Conditions

1. Purpose of this RFSQ

This Request for Qualified Services (RFSQ) is intended to identify and pre-qualify firms with the expertise and capacity to support deep retrofit projects. Successful respondents may be added to a preferred provider roster and invited to participate in future project-specific opportunities.

2. No Obligation to Award Work

This RFSQ does not constitute a commitment to award work, enter into an agreement, or issue future procurement opportunities. Inclusion on the preferred provider roster does not guarantee any minimum volume of work or future engagement.

3. Right to Modify or Cancel

The ReCover Initiative reserves the right to amend, suspend, cancel, or reissue this RFSQ at any time and for any reason. The ReCover Initiative may accept or reject any submission, in whole or in part, at its sole discretion.

4. Costs of Participation

All costs associated with the preparation and submission of a response to this RFSQ are the sole responsibility of the respondent. ReCover will not reimburse any costs incurred in connection with this process.

5. Evaluation and Qualification

Responses will be evaluated based on the information provided and the respondent's demonstrated qualifications, experience, capacity, and alignment with the objectives of the deep retrofit program. ReCover reserves the right to request additional information, conduct interviews, verify references, or seek clarification from respondents during the evaluation process.



6. Preferred Provider Roster

Qualified respondents may be added to a preferred provider roster for a period of up to [two] years, subject to ongoing performance, capacity, and program requirements.

The ReCover reserves the right to add, remove, or re-evaluate firms during the term of the roster.

7. Future Engagements

Future project opportunities may be issued to qualified firms through direct invitations, requests for proposals, requests for quotations, or other procurement processes, as determined by the ReCover.

Specific scopes of work, budgets, schedules, and contractual requirements will be defined for each engagement.

8. Confidentiality

Information submitted in response to this RFSQ will be used solely for the purposes of evaluation and roster development. Respondents should clearly identify any information considered confidential or proprietary.

9. Conflict of Interest

Respondents must disclose any actual, potential, or perceived conflicts of interest that may arise in relation to the services contemplated under this RFSQ. The ReCover reserves the right to determine whether a conflict may affect a respondent's eligibility.

10. Insurance and Professional Requirements

Qualified firms may be required to maintain appropriate professional liability insurance, commercial general liability insurance, and any licenses, certifications, or professional registrations required to perform the services.

Evidence of such coverage or qualifications may be requested prior to engagement.

11. Acceptance of Terms

By submitting a response, respondents acknowledge and accept the terms and conditions outlined in this RFSQ.



7. Appendices

Appendix A: Request for Supplier Qualifications Application Form

Please complete this form and include it in the intent to submit email and as the first page of the RFSQ Response.

Project Name: RFSQ: ReCover Deep Retrofit Supplier Roster

Date of Submission: (YYYY-MM-DD)

Category	Applicant Information
Name of Firm	
Address	
Primary Contact	
Phone Number	
Email Address	
Province(s) where services are offered	
HST Registration Number	
Name of Authorized Signing Officer (s):	