

**REQUEST FOR PROPOSAL**

**INSTALLER SITE REFERENCE MANUAL FOR RESIDENTIAL RAINSCREENS**

**ISSUED: May 2, 2025**

The Residential Committee of the Rainscreen Association in North America (RAiNA) is seeking services for the creation of an Installer Site Reference Manual for the installation of rainscreen assemblies on residential construction (single-family homes and small buildings). The manual guides the installer for the complete installation of a rainscreen assembly from when they start until the installation is complete. Phase 1 of the development is to produce a Task Listing for each step required to complete the installation. The Task Listing aims to identify what the installer needs to know and does not include work beyond their scope of work, for example, designing the rainscreen assembly. The Task Listing becomes the table of contents for the manual.

RAiNA has prepared detailed graphics to be incorporated into the manual to provide visual aids to the installer. The Task Listing for the installation of the air and water-resistive barrier will be provided for the project. The Task Listing for the cladding attachments, exterior insulation, means to develop a gap in the assembly, and the cladding are to be developed. The manual will provide basic requirements for the air and water-resistive barrier due to the many types of materials. Working with the RAiNA Residential Committee, the Committee will identify critical steps for the manual to emphasize the importance of proper installation..

The applicant shall have knowledge and experience in the preparation of explanatory text in technical documents and architectural graphics formatting. An applicant with similar knowledge and experience would be considered a qualified entity for this project.

See the section titled **Examples of Guidance Documents/Resources**, which provides an indication of the type of document-preparation work that would be required to fulfill the intent of this RFP.

RAiNA will accept proposals until May 30, 2025 at 5:00 pm (EDT) via email.

**If you are considering bidding, please notify RAiNA of your intention to bid by emailing RAINA Administration at [admin@rainscreenassociation.org](mailto:admin@rainscreenassociation.org) by May 9 2025, at 5:00 pm (EDT).** Failure to register will not disqualify your proposal but will prevent you from receiving updated information in a timely manner.

Requests for Information (RFI's) may be submitted by emailing RAINA Administration at [admin@rainscreenassoicaiton.org](mailto:admin@rainscreenassoicaiton.org) before May 16, 2025, at **5:00 pm (EDT)**.

**RAiNA** will respond to RFI's by May 23, 2025, at **5:00 pm (EDT)**.

Responses to RFI's will be provided to all applicants that have confirmed they will be submitting a proposal.

## **About RAINA**

The Rainscreen Association in North America (RAiNA) is a nonprofit trade association dedicated to the rainscreen assembly industry. Its members include manufacturers, contractors, architects, consultants, specifiers, testing agencies, and other industry professionals. The RAINA Residential Committee will oversee this project.

## **OUR MISSION**

Work together with our membership, industry, and trade to be the recognized authority on rainscreen wall assemblies in North America.

## **OUR VISION**

Be the recognized rainscreen authority, supporting performance-driven rainscreen assemblies that contribute to more durable, resilient, healthy, energy-efficient, and safe buildings.

## **Deliverables**

### **Installer Site Reference Manual**

- A practical guide for installers on **residential construction rainscreen assemblies** (for single-family homes and small buildings).
- Covers the full installation process from **start to finish**.
- Includes instructions for:
  - Air and water-resistive barrier installation
  - Cladding attachments
  - Exterior insulation
  - Gap development techniques
  - Cladding installation
- Includes **basic requirements** for air and water-resistive barriers (not product-specific due to material variety).

## Task Listing

- A step-by-step list that breaks down **each task required to complete the installation.**
- Specifies **what the installer needs to know** for each task.
- The manual's content is **limited to the Task Listing**, meaning the listing defines the scope.

## Integration of RAiNA-Prepared Graphics

- Visual aids (prepared by RAiNA) will be included in the manual to support installer understanding

## Collaboration with RAiNA Residential Committee

- To **identify and emphasize critical installation steps** within the manual.

## GENERAL NOTES:

- Consultant shall provide client content files in the original software format in which they were created along with PDF versions.
- Consultant shall meet virtually with client for comments on the draft work no more than once every two weeks.
- All intellectual property created by the Consultant, solely or jointly with others, as a part of Consultant's responsibilities or duties to Client and the rights associated therewith shall be the sole and exclusive property of Client. Consultant will promptly and fully disclose to Client any intellectual property conceived or developed in the course of Consultant's Contract. This paragraph also applies to all intellectual property conceived or developed after Contract if such intellectual property resulted, in whole or significant part, directly or indirectly from Consultant's Contract with Client, or was being considered by Client during Consultant's Contract with Client. Consultant agrees to execute promptly any documents that may be necessary to vest title in Client to any intellectual property. Consultant agrees to execute promptly any documents that may be necessary to assign intellectual property to or vest title in any entity designated by Client.
- Some existing detail files are found in *Appendix A* attached to this RFP. Prior to contract, additional details will be provided to the selected Consultant.
- Consultant to identify single point of contact for duration of the work and have decision making authority.

- The services requested do not include engineering or development of new details.
- The objective of the details is to upload to the RAiNA website for use for the greater construction industry.

## **Requirements for Proposal**

The Applicants proposal shall include the following information in the format of their choice, to be emailed to RAiNA:

### ***Organization/Firm Overview***

provide a brief narrative on the history of the firm. Include a list of current/past construction-related and trade association clients, with a focus on experience in developing explanatory text in technical documents and architectural graphics formatting

### ***Project Understanding***

a statement that 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. Include samples of past work in creating installation guides, explanatory text in technical documents and architectural graphics formatting

### ***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.

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

### ***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***

Provide a detailed estimate of the costs for each task associated with completion of this project, including labor hours. Include a copy of billable rates for items outside of the scope of this presentation.

***Add Alternate***

Include recommendations for additional services and scope of work.

**Project Timelines**

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

The critical timelines are:

RFP Published	May 2, 2025
Intention to Bid	May 9, 2025
Requests for Information Submissions	May 16, 2025
Response to RFI's	May 23, 2025
Bids Submittal	May 30, 2025
Award of Contract	June 10, 2025
Kick-off Meeting	Week of June 16, 2025

Standing Coordination Meeting with RAINA	June 2025 - September 2025
Submission of revised mock-up for review (draft)	September 8, 2025
Comment Period	September 8 - 22, 2025
Final Design for Approval/sign off by client	Week of September 29, 2025

\* During the work, the selected Consultant will engage in bi-weekly meetings to discuss the project's progress. The Committee shall review a draft report and provide comments and requested change

### **Basis for Selecting Consultant**

The selection of the Consultant will be based on the personnel identified in the proposal and the organization experience in developing installation guides, explanatory text in technical documents and architectural graphics formatting. Criteria and a weighting factor for selecting the organization will include:

<b>SELECTION CRITERIA</b>	<b>Total % Value</b>
<b>1. Technical Expertise in Rainscreen Assemblies</b>	20%
<b>2. Experience Developing Technical Manuals or Instructional Content</b>	15%
<b>3. Visual Integration and Communication</b>	10%

<b>4. Knowledge of Building Envelope Materials and Installation Practices</b>	20%
<b>5. Proposed Fee</b>	25%
<b>6. Ability to meet project schedule milestones and final product delivery</b>	10%

### **Examples of Guidance Documents/Resources**

Concrete Masonry & Hardscapes Association

Installation Guide and Detailing Options for Compliance with ASTM C1780 For Adhered Manufactured Stone Veneer

5th Edition, 6th Printing

Relevance to RAiNA RFP INSTALLATION GUIDE FOR RESIDENTIAL RAINSCREEN:

Content, Organization and Formatting wall assembly installation guide example (includes detail graphics formatting for use in connection with deliverable Task B).

[https://www.masonryandhardscapes.org/?create-tek-pdf=1&post\\_id=520985&filename=MSV-MAN-001](https://www.masonryandhardscapes.org/?create-tek-pdf=1&post_id=520985&filename=MSV-MAN-001)

#### *RAiNA LITERATURE REVIEW RAINSCREEN PERFORMANCE*

*Authored by: RAiNA & RDH Building Science*

Relevance to RAiNA RFP INSTALLATION GUIDE FOR RESIDENTIAL RAINSCREEN:

Example of a rigorous technical document satisfactorily produced for RAiNA.

<https://rainscreenassociation.org/wp-content/uploads/2023/07/D-188-011-rev-1-RAiNA-Literature-Review-Report.pdf>

#### *RAiNA Technical Bulletin: Defining Rainscreen Wall Performance*

*Authored by: RAiNA Performance Committee*

Relevance to RAiNA RFP INSTALLATION GUIDE FOR RESIDENTIAL RAINSCREEN:

Example of a rigorous RAiNA technical document satisfactorily produced by RAiNA.

<https://rainscreenassociation.org/wp-content/uploads/2021/08/D-188-001-rev-0-RAiNA-Technical-Bulletin-Defining-Rainscreen-Wall-Performance-1.pdf>

***APPENDIX A – Top & Bottom of Wall Details***

[RAiNA - Bottom of Wall Drawings](#)

[RAiNA - Top of Wall Drawings](#)