

The following is provided by:

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*Suggested Ad Lay-Out
For Print Media*

REQUEST FOR PROPOSALS

The (Name of PHA) is seeking proposals from qualified firms to perform an Energy Audit in accordance with HUD regulation 24 CFR Part 965 for (#) public housing units. The audit shall meet all Housing and Urban Development guidelines. Requests for Proposals are available by calling (Name of PHA) at (phone number) or faxing request to (fax number). Proposals are due by (time), on (day), (date), 200_.

The (Name of PHA) is an Equal Opportunity Agency

Request for Proposal Energy Audit

Scope of Work

Provide the (name of PHA) , Energy Audit Services for (# of PH units) housing units.

Energy Audit Standards:

- A. Energy audit must be performed in accordance with HUD regulation 24 CFR 965 Sub Part C – Energy Audit and Energy Conservation Measures
- B. Project must be under the direct supervision of a licensed professional engineer and/ or Certified Energy Manager.
- C. Successful firm must have recent experience with energy audits for Housing Authorities.

Services to Include:

(Under this section, the PHA should identify the specific scope of services to be included in the energy audit or choose from the following three types of audits. After selection delete this paragraph and scopes of service not needed)

Type “A” Energy Audit

Cursory Energy Audit to meet the minimum requirements for HUD compliance including:

1. Inventory of all energy and water using equipment
Field survey of residential units, common areas, office areas, and mechanical equipment rooms to document all utility related equipment.
2. Inspection of building envelope characteristics and condition
Check insulation values in existing construction. Inspect the condition of the structure including walls, windows, doors, roof, and insulation.
3. Recommend energy saving opportunities
Based on the information gathered in the field, the housing authority’s utility rates (must be provided by the housing authority), and engineering analysis, identify opportunities to save energy and provide probable construction costs, projected energy/utility savings, and simple payback analysis.

Type “B” Energy Audit

Comprehensive Energy Audit which includes everything in a Type “A” Energy Audit in addition to the following:

4. Analysis of utility billing history
The utility billings will be analyzed to identify utility trends or unusual usage patterns. Interpret these trends and patterns to determine any specific energy efficiency problems and offer recommendations to correct the problems including probable construction costs, projected energy/utility savings, and simple payback analysis. The utility billing history electronic file will be turned over to the housing authority for their future use in tracking their own utility performance.

5. Analysis of energy consumption

Based on the information collected in the field and the utility billing history, analyze the energy usage of all equipment and identify which equipment is utilizing the most energy. This information will be used to identify major equipment upgrades that may provide a reasonable return on investment for the housing authority. The analysis of these major upgrades may include life cycle cost analysis for economic justification.

Type “C” Energy Audit

Comprehensive Energy Audit which includes everything in a Type “A” and Type “B” Energy Audits in addition to any custom services requested by the housing authority including:

6. Training for housing authority personnel and/or residents
7. Specific testing or metering
8. Utility Allowance Schedules
9. Energy saving opportunity design drawings or specifications
10. Consulting services for assisting the housing authority in soliciting construction bids or performance contracts
11. Additional Services

Deliverables:

- A. Upon completion of the audit, the firm shall provide (#) of copies of the energy audit to (PHA). Each copy shall be bound in a 3 ring binder.

Scheduling:

- A. Contract should start no later than (date), and completed within (#) days.
- B. Firm shall provide required manpower to complete the analysis in a timely manner. The (name of PHA) and Firm will mutually agree on a satisfactory time schedule.

Pricing:

- A. Firm to submit a lump sum fee for completing the above scope of services.

Locations:

- A. The (name of PHA) will furnish all location and quantity information required for the purpose of completing this proposal. See attached property profile details (Exhibit “A”).

If there are any questions concerning this RFP, contact (name of contact person), (title), (phone number), or fax questions to (fax number).

Submission Requirements:

The following must be submitted in response to this proposal.

- A. Firm Background / Years in Business
- B. Previous Experience with Energy Audits
- C. Anticipated Key Project Personnel Resumes
- D. References
- E. Pricing
- F. Proof of Professional Liability insurance.

Selection Criteria:

- A. Firm history, experience on similar projects
- B. Experience of firm's project personnel on similar projects
- C. Cost
- D. References

Submission Schedule:

Proposals must be submitted, in duplicate, by (time), (day), (date), to:

(name of contact person)

(name of PHA)

(street address)

(city, state, zip code)

Addendums will be issued at least five (5) working days before the deadline date for submission of this proposal.

THE (name of PHA) IS AN EQUAL OPPORTUNITY EMPLOYER

Exhibit "A"

INSERT PROPERTY PROFILE INFORMATION HERE

NON-COLLUSION AFFIDAVIT

State of _____)
) ss
County of _____)

_____,
being first duly sworn, deposes and says:

That he is : _____
The party making the foregoing proposal (named- **Energy Audit Firm** [Name of public housing agency] , [City, State]); is genuine and not collusive or sham; that said proposer (offeror) has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder, offeror or person, to put in a sham bid or to refrain from bidding, and he has not in any manner directly or indirectly, sought by agreement or collusion or communication or conference, with any person, to fix the bid price of affiant or any other proposer (offeror), or to fix any overhead, profit or cost element of said bid price, or that of any other proposer (offeror), or to secure any advantage against the (Name of public housing agency); U.S. Department of (HUD) Housing and Urban Development or any person(s) interested in the proposed contract; and that all statements in said proposal (bid) are true.

NAME (*Corporate Seal*)

Witness

Subscribed and sworn to me

This _____ day of _____, 200_.

My commission expires _____.

Exhibit "C"

CERTIFICATION FOR A DRUG-FREE WORKPLACE

(Name of Firm) is submitting a proposal for a program that receives Federal Funding through the **Department of Housing and Urban Development (HUD)**.

Acting on behalf of (**name of Firm**), as its Authorized Official, I make the following certifications and agreements to the U.S. Department of Housing and Urban Development (HUD) and the **(name of public housing agency, City, State)**, regarding the company offices and all off-premises work-sites:

I certify that the above named Service Provider will provide a drug-free workplace by;

- a) Publishing a statement notifying employees and/or contractors, that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees or contractors for violation of such prohibitions.
- b) Establish a drug-free awareness program to inform employees and contractors about the following;
 - (1) The dangers of drug abuse in the workplace,
 - (2) Our policy of maintaining a drug-free workplace,
 - (3) Any available drug counselling, rehabilitation or assistance programs,
 - (4) The penalties that may be imposed upon employees and/or contractors for drug abuse violations in the workplace.
- c) Making it a requirement that each employee and/or contractor be given a copy of this statement.
- d) Notifying the employee and/or contractor that, as a condition for continuing employment and/or relations with (name of Firm), the employee and/or contractor will do the following:
 - (1) Abide by the terms of the statement;
 - (2) Notify (name of Firm) management of any criminal drug conviction, no later than five days after such conviction.
- e) We will notify the U.S. Department of Housing and Urban Development (HUD) and the (name of public housing agency, City, State) within ten days after receiving notice from an employee and/or contractor; or some other form of notification of the conviction; and the appropriate action that was taken.

I hereby certify that all information stated herein is true and accurate;

_____ signed this date; (date)

*Name, title
Company*