

Solicitation Type & Number	RFP#2019-003
Solicitation Title	Energy Audit and Conservation Survey
Date of Proposal Announcement / Request	October 29, 2019
Questions and Comments	November 11, 2019 at 9:00am to 5:00pm (EST) Eastern Standard Time
Questions and Comments Deadline	November 19, 2019
Request Due Date Time	December 2, 2019 at 12 Noon (EST)
HAFC Operating Days/Hours (except for Holidays)	Monday through Thursday 8:30 A.M. – 6:00 P.M. Friday 8:30 to 12:30 P.M.

DIRECT INQUIRES TO:

Contact Title E-Mail Address	Larry Haqq Executive Director Lhaqq@hafc.org
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Respondents are responsible for reading this solicitation and all exhibits, in its entirety. Questions are to be submitted in writing via email to LHaqq@hafc.org. *All inquiries must be received no later than 12:00pm local time, on August 16, 2019.* Answers to all questions will be posted to www.hafc.org as an addendum or addressed at the [Bid Conference](#). Respondents are responsible for monitoring www.hafc.org for communications related to this Request for Proposals. *Respondents are responsible for reading this solicitation and all exhibits, in its entirety, as updates and revisions have been added.* By submitting a response to this solicitation, the Respondent acknowledges that they have read the entire document and is responding with full knowledge of all terms, conditions and requirements as set forth.

HAFC will endeavor to provide copies of addendum to all potential offerors to whom this RFP has been sent, but it will be the responsibility of each offeror to make inquiry as to the existence and content of addenda, as the same shall become part of this RFP and all offerors will be bound thereby, whether or not the addenda are actually received by the offeror.

The Housing Authority of Fulton County (HAFC), Georgia is soliciting this Request for Proposals (RFP) from qualified firms to complete Energy Audits and Energy Conservation Measures at its four (4) mixed use sites: Arcadia at Parkway Village (76 units), Legacy at Walton Lakes (16) units, Providence at Parkway Village (10), and Woodbridge at Parkway Village (30) units. A complete list with contact information is included.

The deadline to submit proposals is Monday, December 2, 2019 at 12 noon at the address listed below. All proposals should be sent to:

**Housing Authority of Fulton County
Attn: Larry Haqq, Executive Director
4273 Wendell Drive
Atlanta, GA 30336**

A RFP package can be obtained from our website at www.hafc.org. The HAFC reserves the right to reject any or all proposals. Faxed or email submittals will not be accepted. The HAFC is an equal opportunity employer and contracting agency.

PART I-DETAILED PROPOSAL

Interested firms must submit a detailed proposal which includes a minimum:

1. Description of services to be provided and method of providing.
2. Proposed time frames.
3. Fee schedule for the proposed service.
 - Flat fee price must be included.
 - Per diem rate for all identified personnel for provision of additional services.
4. Proof of insurance including a minimum of \$1,000,000 professional liability (including errors and omissions) Workman's Compensation, and \$1,000,000 Bodily Injury and Property Liability coverage.
5. Evidence of professional architectural or engineering registration by a principal(s) of the firm.
6. Identify each person who will be assigned to the project, their role in the assignment, and include a resume of their experience and qualifications.

7. Validation period of 120 days.
8. References including contact, addresses, and phone numbers.
9. Any additional information that will assist the Authority in evaluating the firm's capability to perform the proposed services.
10. Certified statement that the firm or any of its consultants are not debarred, suspended or otherwise prohibited from doing business by any federal, state, or local agency.

PART II-SCOPE OF SERVICES TO CONDUCT AN ENERGY AUDIT

1. Provide consulting services to conduct Energy Audits for the conventional housing units of The Housing Authority of Fulton County.
2. The Energy Audits must be conducted in compliance with 24 CFR Part 965, Subpart C.
3. Approach should include On-Site Data Gathering, Data Analysis, and Report Documentation.
 - o On-Site Data Gathering should include:
 - Meeting with the Executive Director to establish a schedule for conducting the Energy Audits.
 - Meeting with the Asset Manager and key maintenance employees.
 - Interview selected tenants to determine energy consumption.
 - Analyze utility bills for at least the past 12 months and study the various available rate schedules to determine the most desirable rate schedule.
 - Conduct surveys of representative buildings and units to determine (The sample size shall be not less than 5% and not more than 10% of each type of unit.):
 - a. Type of construction and condition.
 - b. Type, size, condition and operating efficiency of HVAC (heating, ventilating, and air conditioning systems) equipment.
 - c. Type, size and efficiency of ranges, refrigerators and domestic hot water heaters.
 - d. Amount of roof/ceiling and wall insulation.
 - e. Type and amount of glass and storm windows.
 - f. Type of doors and condition of weather-stripping. Type, size and condition of lighting systems.
 - g. Whether water saving kitchen and bathroom fixtures are in use.
 - h. Orientation of the buildings and amount of shading.
 - i. Whether any energy conservation measures or energy saving equipment are in use.
 - j. Review all available building plans, specifications, product literature, test and balance data to quantify building and equipment design criteria, parameters, and sizes.

- k. Conduct energy usage surveys at various times during the day and night to help establish true energy use requirements and to gain an understanding of how energy is actually being used.
- l. Collect climatological data for the local area and use to correlate energy usage to weather conditions.

4. Data Analysis

- o Data Analysis should consider the following energy conservation opportunities, but not be limited to:
 - Adding additional insulation to roofs, ceilings, walls, and where applicable, floors.
 - Enhancing the thermal integrity of all windows by adding storm windows, using double pane windows, heat reflecting window coatings, or blocking in large expanses of glass with insulating building panels.
 - Enhancing the thermal integrity of all doors by weather-stripping, adding storm doors, using insulated doors, using double pane glass in doors, etc.
 - Modifying the existing lighting systems by replacing incandescent fixtures with fluorescent or circline fixtures, and replacing existing standard fluorescent tubes and ballasts with energy saving units.
 - Replacing standard ranges, refrigerators, and domestic hot water heaters with energy saving equipment.
 - Modifying or replacing existing HVAC equipment and controls.
 - Converting to alternate energy sources.
 - Any other conservation opportunities that may be identified during data gathering or suggested by the Authority's staff and tenants.

PART III- REPORT DOCUMENTATION

1. Develop a comprehensive Energy Audit Report and submit to the Authority. The Energy Audit Report should contain:
 - o A summary of Energy Conservation opportunities studied and those recommended for implementation, by Project.
 - o A detailed description of each energy conservation opportunity, the cost to implement, the estimated annual savings that must result, and the average simple payback.
 - o All energy savings opportunities ranked according to their payback, by Project, starting with the quickest and ending with the longest payback.
 - o Make recommendations as to what order to implement the recommended energy savings opportunities in order to provide the Authority with a master plan of action.
 - o Present the interrelationships of the various energy conservation opportunities in a Project so that the Authority understands the impact that implementing each measure has upon the other proposed measures.

- o All backup engineering calculations must be included so that the Energy Audit Report can be readily updated each year to reflect changes in the cost of energy or the cost to implement the energy savings opportunities.

PART IV-ELIGIBILITY TO SUBMIT PROPOSALS

Firms responding to this RFP must submit the following written evidence information in their proposal that fulfills the following eligibility criteria:

GENERAL REQUIREMENTS

1. The qualifications and experience of the firm with special emphasis on the HUD-subsidized housing market. Ten (10) years of experience in working with public housing authorities in the following programs is required.
 - a. Low Income Public Housing
 - b. Housing Choice Voucher to include Project-Based Voucher
 - c. Homeownership programs
 - d. HOPE VI and real estate development (Tax Credit and Mixed Finance)
 - e. Capital Fund and Housing Replacement Fund Programs
2. Names and credentials of the people in the firm who will be assigned to assist the HAFC. Include the fee allocation and the percentage of time to be spent by each.
3. A listing of Housing Authorities currently under contract with the firm and a summary of duties performed.
4. Evidence of Professional Liability coverage at not less than \$1,000,000 aggregate.
5. A description of the services that the firm offers in response to the SCOPE OF SERVICES Section outlined below.
6. A description of the experience of the firm with the specified HAFC Public Housing-related computer software and computer systems (TenMast).
7. A fee estimate for a total cost for one-year period (with an option to renew for an additional year and an hourly rate for any additional services beyond the scope of the contract which PHA may subsequently request as an additional work item. Please note that all other expenses to include travel, hotel and per diem must be factored into the total cost per services.
8. Minimum of 5 references from Governmental and or Public Housing Authority's where energy audit work has been performed.

9. A certified statement that the firm nor any members of the firm have not been disbarred by the U.S. Department of Housing and Urban Development.

PART V-FACTORS FOR AWARD OF CONTRACT

	TOTAL POINTS AWARDED
Evidence of the firm's ability to perform the work, as indicated by profiles of the principals and staffs' professional technical competence and experience and past experience providing identical services for public housing agencies of similar size.	20
Evidence of capability to successfully provide consulting services for a PHA in a timely manner.	20
Past performance with a Housing Authority in terms of cost control, quality of work and compliance with performance schedules.	15
References for at least five Authorities that consultant has provided similar services.	15
Price	25
MBE / WBE	5
	100 pts TOTAL

CERTIFIED STATEMENT THAT THE FIRM OR ITS CONSULTANTS ARE NOT DEBARRED, SUSPENDED OR OTHERWISE PROHIBITED FROM PROFESSIONAL PRACTICE BY ANY FEDERAL, STATE OR LOCAL AGENCY. (EITHER YES OR NO)* yes or no

Evidence the firm has the required professional and general liability as well as workman's compensation insurance. (either yes or no)* yes or no

* "No" responses means that firm will be excluded from further consideration.

******The HAFC may award contract to other than the lowest bidder. As noted in the ranking process, proposals will first be ranked on technical evaluation.***

PART VI-PROPOSAL ITEMS TO SUBMIT

- ◆ Transmittal letter indicating interest to respond
- ◆ Firm qualifications including Public Housing Authority experience, with examples of work performed
- ◆ Five (5) Public Housing Authority references
- ◆ Proposed and available staffing, including resumes of each individual to be utilized
- ◆ Full rate for annualized services to include expenses (travel, hotel and per diem.)
Hourly rates for principals and staff
- ◆ Proof required professional liability insurance.
- ◆ MBE/WBE status
- ◆ Completion of all attached Exhibits

PART VII-INSTRUCTIONS TO BIDDERS

1. Submit (4) four copies of your proposal.
2. Proposal must be mailed to:

Larry Haqq, Executive Director
Housing Authority of Fulton County
4273 Wendell Drive
Atlanta, GA 30336

3. **Proposals must be received by Monday, December 2, 2019 at 12 noon.**

The above deadline is firm as to place, date, and time. HAFC will not consider any submission received after the deadline and will return all such submissions unopened.

All proposals should be clearly marked when delivered or mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of eligibility caused by unanticipated delays of other delivery problems. ***NOTE: A faxed or e-mailed Proposal is not acceptable.***

Housing Authority of Fulton County, Georgia
Request for Proposals- RFP#2019-003
Energy Audit and Conservation Survey

Upon receipt of each proposal, HAFC's will date-stamp it to show the exact time and date of receipt. All proposals received will become the property of the Housing Authority of Fulton County, Georgia and will not be returned to the proposers.

Exhibit A

HAFC Certification of Non Discrimination

The offeror/bidder agrees and warrants that in the performance of the contract, if awarded, such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, gender, religion, creed, age, familial status, national origin, veteran status, or disability. The supplier further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, gender, religion, creed, age, familial status, national origin, veteran status, or disability. It is understood that non-discrimination shall include all forms of harassment and specifically sexual harassment. The contractor hereby certifies the foregoing and that the contractor will adhere to and enforce all applicable federal, state and local laws pertaining to non-discrimination.

Authorized Signature:

For: _____
Company Name

By: _____

Date: _____

Exhibit B
U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he or she

is a _____ of _____
(A Partner or Officer of Business, etc.) (Name of Business)

who is making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against or any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true.

Signature of Bidder
If Bidder is an Individual

Signature of Partner
If Bidder is a Partnership

Signature of Officer
If Bidder is a Corporation

Subscribed and sworn to before me this

_____ day of _____, 2019

Notary Public
My Commission expires:

Housing Authority of Fulton County, Georgia
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Below are the names and addresses of mixed use sites:

Mattie Pruitt Property Manager II
Arcadia at Parkway Village 5150 Thompson Road
Fairburn, GA 30213
770.964.6712 office 770.964.6717 fax
www.arcadiaparkwayvillage.com
arcadia@ambling.com

Toni Delaney
Property Manager Providence at Parkway Village
5095 Southwood Road
Fairburn, GA 30213
770-892-1894 main
770-892-1116 fax
tdelaney@dorchestermgmt.com

Lauren Knowles Property Manager
Woodbridge at Parkway Village
5151 Thompson Road
Fairburn, GA 30213
770-969-5676 main
770-969-5766 fax
lknowles@dorchestermgmt.com

Kate Beasley, Property Manager
Walton Lakes & The Legacy at Walton Lakes
4725 Walton Crossing
Atlanta, GA 30331
o: 404.448.2874
www.waltoncommunities.com
kbeasley@waltoncommunities.com