REQUEST FOR PROPOSALS (RFP)
2018-1-1
Green Physical Needs Assessment and Energy Audits

The Lubbock Housing Authority will accept competitive sealed proposals for a qualified firm to conduct a Green Physical Needs Assessment and Energy Audits for its 346 conventional public housing units located at 5 developments. . The Green Physical Needs Assessment will be conducted in accordance with U.S. Department of Housing and Urban Development (HUD) required criteria per Notice PIH 2010-46, Green Physical Needs Assessment Tool (GPNA) User Guide, and the Public Housing and Modernization Standards Handbook 7485.2. The Energy Audit will be conducted in accordance with 24 CFR Part 905, and energy codes.

All applicants must be familiar with building codes and the International Energy Conservation Code (IECC), as well as HUD's regulations. Deadline to submit proposals and credentials is 2:00 PM on February 23, 2018 at the address listed below.

All proposals should be sent to:

Lubbock Housing Authority
Attn: Dave Miller
1708 Crickets Avenue
Lubbock, TX 79401

RFPs can be obtained online only by:

1. Accessing nahro.economicengine.com (no www)
2. Click on the "Login" button in the upper left side
3. Follow the Listed Directions
4. If you have problems accessing or registering on the system, please call Customer Support at 866-526-9266.

For information contact Dave Miller 806-776-2304. The Housing Agency reserves the right to reject any or all proposals. The Housing Agency is an equal opportunity employer and contracting agency.

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REQUEST FOR PROPOSALS 2018-1-1
Green Physical Needs Assessment and Energy Audits

I. Introduction and Background

The Lubbock Housing Authority (LHA) will accept competitive sealed proposals for a qualified firm to conduct a Green Physical Needs Assessment and Energy Audits for its 346 public housing units and other facilities as listed in the RFP document. The Green Physical Needs Assessment will be conducted in accordance with U.S. Department of Housing and Urban Development (HUD) required criteria per Notice PIH 2010-46,the GPNA User Guide, and The Public Housing and Modernization Standards Handbook 7485.2. The Energy Audits will be conducted in accordance with 24 CFR Part 905, and energy codes.

Note: See Attachment A – Development Breakdown Report for data needed to plan and cost the Green Physical Needs Assessment and Energy Audits.

RFP INFORMATION AT A GLANCE

RFP Issued	01/26/2018
Pre-proposal conference	None
Deadline for Inquiries & Modifications	02/16/2018 4:00 PM
Proposals Due	02/23/2018 2:00 PM
Anticipated Contract Award Date	03/05/2018 2:00 PM
How to obtain RFP documents	5. Access nahro.economicengine.com (no www) 6. Click on the “Login” button in the upper left side 7. Follow the Listed Directions 8. If you have problems accessing or registering on the system, please call Customer Support at 866-526-9266.
How to submit a Proposal	1. Submit the hard copy proposal to Lubbock Housing Authority, 1708 Crickets Avenue, Lubbock, TX, 79401 and 2. Enter the proposed fee online at nahro.economicengine.com .

II. Project Objective

The purpose of this solicitation is to select a qualified firm to perform a Green Physical Needs Assessment (GPNA) and Energy Audits. The GPNA and Energy Audits will consist of a physical inspection of a sampling of all identified properties listed on the last page of this document. The selected Contractor will provide a full range of services including evaluating the existing conditions of the housing stock including a random selection of units, common areas, offices, and program areas. The assessment will identify energy conservation measures and the cost savings that result from implementing the measures, and thereby reduce operating costs.

All identified physical improvements will meet or exceed the HUD mandatory standards, and those established by local health, safety, and building codes.

At a minimum, the goal of the GPNA is to identify and provide a description of all physical improvements that will be required to bring the property back to a level comparable with "as built", to the degree reasonably possible based on available components and building age. The effort should provide the Agency with the information necessary to ensure long term physical viability and in a manner suitable for planning and budgeting purposes. Data shall be in a format suitable for HUD reporting requirements.

III. Scope of Services

The GPNA will consist of the Contractor providing the following services:

1. Updating a general assessment of the physical needs and costs for improvements of each low-rent housing project, community, administrative, and maintenance buildings and grounds as specified in HUD Notice PIH 2010-46, and Public Housing Modernization Standards Handbook 7485.2.

2. Perform interviews as needed with knowledgeable Agency staff as to the existing documents, plans, building histories, maintenance records, REAC scores, etc. of each property.

3. Identify all development components that will be part of the assessment.

4. Establish a sampling methodology per property. The sample should also include at least 1 of each apartment size in each building type. Units must be distributed so that a variety of conditions will be evaluated (top floor units, corner units, areas where weathering occurs, etc.). Within each development, a sampling of ten percent (10%) of dwelling units, twenty percent (20%) of dwelling buildings, 100% of non-dwelling structures, and 100% of the sites. Within the unit sampling, a minimum of 50% of Section 504 designated units will be inspected.

5. Establish a methodology that will sample common lobby areas and corridors.

6. Establish a plan to inspect 100% of site, all systems, paving and grading, building exteriors/envelope, finishes, program areas, offices, basements, utilities, laundry facilities, warehouse(s), multi-purpose building(s), mechanical areas, sprinklers, emergency systems, security, crawl spaces, etc. Please note if individual units have individual HVAC, basements, etc, then these will be part of the 10% sample, except in cases where there may be a typical component which should be assessed individually.

7. Perform walk-through inspections of each development and other Agency properties to ascertain the condition of the property; immediate critical and non-critical needs; code compliance; expected repair, replacement, and major maintenance needs; and total estimated cost to complete such items. The assessor will record the data on the HUD Green PNA approved data collection forms for site, building exterior, building systems, unit, and common areas.

8. Identify work necessary to comply with federal, state, and local requirements and codes, such as elimination of asbestos/lead and new energy code compliance.

9. Assessors must follow the protocol set forth in the GPNA Tool. As part of the inspection process, the assessor will record the actual number of each individual existing component(s) in units inspected per the GPNA Tool Definitions. If the assessor plans on estimating the individual component numbers versus an actual documented count, the assessor <u>must</u> show how all estimates are derived and are statistically valid with less than 5% error.

10. As part of the assessment, each individual component will receive an estimate of Expected Useful Life (EUL).

11. As part of the assessment, each individual component will be provided with a replacement cost on an individual component and for a total of those components. (Ex: per window and per window times all similar windows).

12. Identify work items needed and costs for implementation to make selected units accessible and usable by the handicapped as required by Section 504 of the Rehabilitation Act of 1973. This will include costs to retrofit a specific number of dwelling units to meet Section 504 requirements for persons with disabilities. Each area that is designated as part of Section 504 or American with Disabilities Act (ADA) requirements will be inspected to assure the components are functioning per their purpose. Note: A regulatory compliance review is not required for these units or areas, just a functionality and EUL assessment.

13. Identify energy conservation measures and review energy audit reports to incorporate energy audit recommendations into Green Physical Needs Assessment.

14. The assessment is of observable components and destructive testing is not anticipated and would only occur with prior Agency approval.

15. Any deficiencies that are identified and which could have an impact on health and safety will be brought to the attention of the Agency immediately.

16. The Contractor will develop a Comprehensive Costing Library. Professional/certified cost estimating utilizing RSMeans is preferred. Building a comprehensive cost and EUL component library is vital to using the HUD Green PNA Tool. The comprehensive cost and EUL component library must contain descriptions and reference information.

17. The Contractor will detail quantity and cost estimates to accomplish each work item, a total for each project, and a grand total to accomplish all needed physical improvements. *General work category (e.g. Kitchens, Bedrooms, etc.) costing without specific work item costing is unacceptable*. Contractor shall show a line item prioritization as recommended by HUD. All data will be entered into the HUD GPNA tool. All data fields in the GPNA tool must be collected, and inputted by Contractor into GPNA tool. Missing or incomplete data is unacceptable.

Report Preparation

1. Upon completion of the inspections, the Contractor will provide a report to the Agency in narrative and spreadsheet forms that meets HUD and Agency requirements and will be in both paper and electronic format per HUD requirements. The draft report will contain the Green Physical Needs Assessment results including Energy Conservation Measures (ECM) from energy audits, and will be submitted to the Agency for review and comments. The report shall include the following topics:

    - Addresses of sampled units
    - Any repair items that represent an immediate threat to health and safety
    - Any Section 504 work items, energy conservation measures, and any environmental hazard (asbestos/lead based paint) items.
    - Separate HUD Form 52828, Green Physical Needs Assessment for each asset management property/development assessed. Attach to each report color photographs and a detailed narrative describing the property's exterior and interior physical elements and condition, including architectural and structural components and mechanical systems.
    - Executive Summary

2. The Contractor will prepare final report using input provided by the Housing Agency.

Energy Audits

Objectives of the audits are to identify energy conservation measures (ECM); determine costs to implement each ECM and the cost savings that result from

implementing the measures. Additionally, the audit should identify any compliance, health, or safety issues related to energy improvements. Each development will require a non-investment grade ASHRAE Level 2 energy audit conducted and a report. The energy audits will include the following:

A. Data Collection

Sources of information for identifying Energy Conservation Measures (ECMs), as a minimum, shall include the following:

1. Prior energy audit reports (if available) and physical needs assessments (if available).

2. Energy consumption and cost information from gas, electric, and oil suppliers, water and sewer consumption, for Agency paid utilities as well as, tenant held accounts, if available. At least one (1) year of energy bills, but three (3) years is preferred, to be reviewed.

3. Architectural, mechanical, and electrical drawings and specifications for housing developments, administrative offices, and other buildings.

4. Documentation on Agency's modernization program (Capital Fund).

5. Walk-through inspections of reasonable sample of each type of dwelling units in each housing development. Sample will be 10% of all residential units in all developments. However, all sites and building and unit types must be surveyed by a certified HERS Rater, state certified energy auditor, or other professional approved by HUD. The energy walk through survey must include Core Energy Conservation Measures (ECM) which has a proven track record at reducing energy and water consumption. The Core ECMs include items related to building envelopes (e.g. insulation); heating, cooling and other mechanical systems; water conservations; power, lighting systems, and controls (e.g. CFL); and appliances (e.g. ENERGY STAR). Advanced ECMs which include advance, experimental, or difficult improvement items such as fuel conversion, conservation technologies (energy management systems), energy-generating technologies and renewable energy systems (solar, geothermal) may be considered. Advanced ECM recommendations must be cost-effective per HUD requirements.

6. The Contractor will conduct blower door/duct leakage testing on a sample Dwelling Unit at each development in order to determine air sealing requirements. The tester must be HERS Energy Rater certified or equivalent. Equipment must be calibrated within 12 months of blower door test. Evidence of calibrated equipment may be requested.

7. Conduct carbon monoxide and gas leak detection on all units

inspected which have natural gas or propane appliances/equipment.

8. May conduct thermal imaging tests on problem areas which are not accessible with visual inspection.

9. Results of the walk-through inspections will be used to record qualitative information on form HUD-9614 and/or other enhanced Energy Survey forms. Contractor must provide data to complete said forms or a set of completed forms.

10. Conduct interviews of selected property, maintenance and modernization personnel and residents to determine problem areas and concerns.

B. Data Analysis

The Contractor shall provide:

1. For each of the ECMs identified above, document information on energy audit data collection forms and calculate savings in consumption and dollars, as well as, payback period. Benchmarks for all energy usage must be developed in order to determine consumption usage comparisons to HUD Typical Unit Consumption usage. Contractor must use the HUD Residential Energy Use Benchmarking Tool or other government approved software. At minimum, ECMs must be categorized into pay back periods of 5 years or less, 5 to 10 years, and greater than 10 years.

2. Recommendations on ECMs to be implemented and prioritized.

3. Preparation of summary listing of all ECMs identified for each of the housing developments.

C. Report Preparation

The Contractor shall:

1. Prepare draft report on energy audit results, and submit to the Housing Agency for review and comments. Report shall include the following topics:

- Addresses of sampled units
- Audit objectives and methodology.
- Narrative on overall results and recommendations of audit, description of ECMs, recommended priority for implementation, and summary of testing conducted on units.
- Energy Audit Summary of Results for each housing development. This summary will include the following:
  - Title of ECM

- Applicability to Development
- Detail Cost Estimates
- Expected Useful Life (EUL)
- Annual Savings in Consumption and Dollars
- Payback Period by years or categories
- Recommendations
- Energy data collection forms
- Cost/benefit worksheets utilizing HUD guidelines showing consumption and dollar savings, and benchmarking results for each recommended ECM and payback period

2. Prepare final report using input from the Housing Agency.

IV. Deliverable and Schedule

Deliverables:

1. Hard copy and 1 electronic copy shall be submitted by the Contractor in a "flash or thumb drive" of the Draft Report of the Green Physical Needs Assessment Results and Energy Audits.
2. Hard copy and 1 electronic copy shall be submitted by the Contractor in a "flash or thumb drive") of the Final Report of the Green Physical Needs Assessment Results and Energy Audits.
3. The Contractor will provide the Agency with a copy of the HUD's Green Physical Needs Assessment Tool (GPNA) with all the Agency's PIC Data, GPNA Inspections, Comprehensive Cost Library, Replacement Needs, Refurbishment Needs, Sustainability Needs, Accessibility Needs, and Marketability Needs installed, if necessary.

Schedule:

1. The Draft Report of Physical Needs Assessment and Energy Audits Results are to be received by this Agency no later than ninety (90) days from date of Notice to Proceed.
2. The Final Report of Physical Needs Assessment and Energy Audit Results are to be received by this Agency no later than one hundred twenty (120) days from the date of Notice to Proceed.

3. All reports are to be sent to:

   Lubbock Housing Authority
   Attn. Dave Miller
   1708 Crickets Avenue
   Lubbock, TX 79401

V. Submission Requirements and Pricing

Interested proposers must respond with a technical and price proposal with:

All Proposals must be submitted in hard copy form to:
Lubbock Housing Authority

Attn: Dave Miller
1708 Crickets Avenue
Lubbock, TX 79401

Proposal format

The Proposal must be delivered in a **sealed** envelope or box with "Green Physical Needs Assessment Proposal 2018-1-1." clearly marked on the outside.

1. The entire Proposal shall be submitted in a three ring binder.
2. The binder must contain five (5) sections in the following order:
   a) Section A - Qualifications
      I. Summary profiles of the firm's principals, staff, and associates, including any required certifications
      II. Provide written evidence of the firm's ability to perform the services.
      III. Proposer must provide a certification statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
      IV. All proposers must carry the following insurance policies: required workmen's compensation, general liability, and professional liability of no less than $1,000,000.

   b) Section B - Service Plan
      I. Detailed description of how proposed services as stated in this RFP will be provided
      II. Listing of the deliverables the Housing Authority will receive.
      III. Ability to meet the requirements of Section IV. Deliverables and Schedule

   c) Section C - Fee Proposal
      I. Fixed Price to provide all the proposed services
      II. List all sub-contractors involved in this project

   d) Section D – References

   The Proposer shall provide the following information for each reference:
   - Company/Agency name
   - Type of organization
   - Name and title of contact
   - Address
   - Telephone
   - Email address
   - Very brief description of the work performed.

- Commencement and completion dates of Contract.

e) Section E - Required Forms
In addition to all other submissions required by this RFP, the Proposer must complete and submit as part of their submission the required forms attached to this RFP as Appendices. Those documents are self-explanatory.

Proposals should demonstrate an understanding of the required services of this solicitation, meeting HUD policies, guidelines, and procedures governing the administration of a Public Housing Agency related to services being proposed, and references.

The Authority will accept one mailed or delivered proposal until 2:00 p.m. on February 21, 2018. Email or faxed proposals will not be accepted.

Please address proposals to:

Lubbock Housing Authority
Attn. Dave Miller
1708 Crickets Avenue
Lubbock, TX 79401

RFP Clauses

1. Subject to Other Documents. The contract is subject to the terms and conditions of the State of Texas, as they exist at the time the agreement is signed. Additionally, the contract is subject to terms and conditions in Form HUD 5369-C.

2. Binding Effect. The contract shall be binding upon and shall inure to the benefit of the successors and the assigns of the Housing Authority, and to the heirs and personal representatives of the consultant.

3. Conflict of Interest. The selected Contractor warrants that it presently has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services under this contract.

4. Award of Contract. The award shall be made to the responsible party whose proposal is most advantageous to the Housing Agency, taking into consideration the evaluation factors set forth in this request for proposals.

5. Envelopes/Cover Page. Proposal envelope shall be clearly marked to indicate that a proposal is enclosed. Please identify at lower left hand corner of envelope "Green Physical Needs Assessment Proposal 2018-1-1."

6. The contractor warrants adhering to civil rights, equal opportunity, fair housing, and Section 3 regulations.

7. Responsibility. It shall be the responsibility of the firm to see that the Housing Agency receives their proposal by the date and time set for the opening of the proposals. Proposals received after the time stated shall not be considered.

8. Rejection of Proposals. The Housing Agency reserves the right to accept or reject any or all proposals that are determined to be non-responsive

9. No Warranty: Proposers shall examine the RFP, specifications, and instructions pertaining to the Services. Failure to do so shall be at the Proposer's own risk. It is assumed that the Proposer has made full investigation as to be fully informed as to the extent and character of the Services and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, and/or instructions.

10. Expense of RFP Submission: All expenses incurred in the preparation and submission to LHA of Proposals in response to this RFP shall be borne by the Proposer.

11. Compliance with Applicable Laws and Regulations: The Proposer agrees to comply with the all relevant local, state, and federal applicable laws and/or regulations.

12. Indemnification: 1). To the fullest extent permitted by law, the Proposer shall indemnify and hold harmless LHA and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Proposer's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Proposer, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Proposer to perform or furnish either of the services, or anyone for whose acts the Proposer may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder; 2) As to any and all claims against LHA or any of its consultants, agents or employees by any employee of Proposer, by any person or organization directly or indirectly employed by Proposer to perform or furnish any of the work, or by anyone for whose acts Proposer may be liable, the indemnification obligation under this requirement shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Proposer under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.
13. Non-Discrimination: The Proposer agrees and warrants that in the performance of the Contract pursuant to this solicitation he/she will not

discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Texas or LHA

14. LHA reserves the right:

- to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
- not to award a contract pursuant to this RFP.
- to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO).
- to negotiate the fees proposed by the proposer entity.
- to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

VI. Eligibility to Submit Proposal

In order to be considered eligible to submit a proposal, each organization, individual, or firm must submit written evidence with its proposal, demonstrating that it fulfills the following eligibility criteria:

1. The proposer has a minimum of one-year experience working for or contracting with a housing agency(ies) and/or related housing or government agencies. Must have experience in conducting physical needs assessments, energy audit/utilities studies, multi-family building code inspections, the Capital Fund Program, and/or other public housing programs.

2. The proposer and staff utilized in this engagement must have at least five years of experience with inspections of building systems including systems, roofs, structural components, living spaces, plumbing, electrical, HVAC, building envelope, emergency systems, elevators, community and program spaces, offices, and grounds and other amenities; demonstrated track record of other contracts or similar services; minimum five year experience with cost estimating; knowledge of applicable local and state building codes and ordinances; and knowledge of Section 504 and American with Disabilities Act.

3. Energy Auditor must hold a current, valid certification from our state energy audit certifying agency or a nationally recognized energy audit certification provider e.g. HERS Energy Rater.

4. Proposer must provide a minimum of 2 references with telephone numbers

of housing agencies or multi-family properties where similar work was performed.

5. Proposer must provide a certification statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

VII. Evaluation Factors for Award of Contract

In addition to eligibility criteria and other requirements addressed in this RFP, each of the following factors should be addressed, as they will be considered when determining the contract award:

1. Verifiable and successful experience in performing Green Physical Needs Assessments and Energy Audits with blower door (air infiltration) testing for public housing agencies. (20 points maximum).

2. Approach and experience in conducting green physical needs assessment and energy audits. (20 points maximum)

3. Staff. Description of organization's staff and experience in HUD capital improvement programs, and facility inspections, cost estimating, green, physical needs assessments and energy audit projects, and copies of required certifications. (20 points maximum)

4. Timing. Proposers shall describe start and schedule of activities to be performed. (15 points maximum)

5. Total Responsiveness to RFP (10 points maximum)

6. All proposers must carry the following insurance policies: required workmen's compensation, general liability, and professional liability of no less than $1 million. Please provide evidence of insurance. (5 points maximum)

7. Fixed Price. Total Price of services to be provided shall be described. Include hourly rates by positions, total labor and travel expenses. (15 points maximum)

8. Section 3 business concern (10 points maximum)

VIII. MATERIALS

The Contractor will provide all assessment and other related materials and equipment and/or software necessary for the execution of this contract. Agency shall provide access to the HUD Green Physical Needs Assessment (GPNA) tool software program.

IX PAYMENT OF CONSULTANT/CONTRACTOR FEES

The Housing Authority will make payment in full to the Contractor after receipt of the final deliverables per this RFP.

X. AWARD OF CONTRACT

It is anticipated that a committee appointed by the Executive Director will evaluate the proposals that are received. All proposals will be evaluated on eligibility criteria and factors for awards previously stated above.

XI. DEVELOPMENT BREAKDOWN REPORT

Residential Number of Units Breakdown:

	Bedroom Size							Total Units per Property	504 Bedroom Size							Total 504 Units per Property
Property Name	0	1	2	3	4	5	6		0	1	2	3	4	5	6	
Cherry Point			2	52	11	7		72								
36 South		8	28					36		4	4					8
Behner Place		3	39	34	6			82			2	2	1			5
Mary Myers		57	3					60				3				3
96 West			84	10	2			96			1					1
Total Units		68	156	96	19	7		346		4	7	5	1			17

Other Buildings (located in above developments or independently):

Type/Function of buildings	**Total Number**	**Notes/Comments:**
Office/Administrative	1	Central Office
Community/Multi-purpose	0	
Maintenance/Warehouse	1 2 1	Combination office and Warehouse – AMP 21 Maintenance Shop and Storage Building AMP 22 Maintenance Shop AMP 23
Laundry/Special Purpose	1	Behner Place
Other		
Other		