

**REQUEST FOR PROPOSALS
ENERGY AUDIT
GASTONIA HOUSING AUTHORITY
MARCH 23, 2009**

1.0 ADVERTISEMENT

The Gastonia Housing Authority (GHA) hereby requests proposals from qualified firms to provide services to conduct an Energy Audit. The Energy Audit must be conducted in accordance with the Energy Conservation for Housing—A Workbook prepared by Abt Associates, January 1998. The standards for the energy audit shall be equivalent to North Carolina standards for energy audits.

Gastonia Housing Authority is comprised of 400 units located in one development in Gastonia, NC. The buildings consist of one-story single family and two-story townhouse units.

2.0 PROPOSAL SUBMISSION TIME AND PLACE

One signed original and one copy of the proposal must be submitted to the Authority at the following address by 4.30 p.m. on May 1, 2009. Proposals received after this date and time will not be accepted. Proposals may be submitted by U.S. Postal Service, any other postal delivery company or via e-mail (e-mail is the preferred method of delivery.) Proposals should be submitted to Gary Foster, w.g.foster@ghanc.org.

Gary Foster
Executive Director
Gastonia Housing Authority
340 W. Long Avenue
Gastonia, NC 28052
(704) 349-5104

Questions may be directed to Gary Foster at w.g.foster@ghanc.org.

3.0 DETAILED PROPOSAL

Interested firms must submit a detailed proposal that 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 90 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.

4.0 SCOPE OF SERVICES TO CONDUCT AN ENERGY AUDIT

1. Provide consulting services to conduct Energy Audits for the conventional housing units managed by the Gastonia Housing Authority.
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.
 - ◆ On-Site Data Gathering should include:
 - Meeting with the Executive Director (or Assistant Executive Director) to establish a schedule for conducting the Energy Audits.
 - Meeting with the Maintenance Director 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 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

- ◆ Data Analysis should be conducted as contained in the Energy Conservation for Housing—A Workbook prepared by Abt Associates, January 1998

Data Analysis should include 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.
5. Successful contractor may be requested to provide documents suitable for solicitation of services required to implement all or part of the energy conservation opportunities as requested. Therefore, the bidder should provide

qualifications to provide these services. Services and cost may be negotiated at the completion of the energy audit at the discretion of the authority. Fees to provide these services should not be included at this time.

5.0 REPORT DOCUMENTATION

1. Develop a comprehensive Energy Audit Report and submit to the Authority. The Energy Audit Report should contain:
 - ◆ A summary of Energy Conservation opportunities studied and those recommended for implementation, by Project.
 - ◆ A detailed description of each energy conservation opportunity, the cost to implement, the estimated annual savings that must result, and the average simple payback.
 - ◆ All energy savings opportunities ranked according to their payback, by Project, starting with the quickest and ending with the longest payback.
 - ◆ 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.
 - ◆ 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.
 - ◆ 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.

6.0 EVALUATION FACTORS

	NUMBER OF POINTS
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.	35
Evidence of capability to successfully provide consulting services for a PHA in a timely manner.	30
Past performance with a Housing Authority in terms of cost control, quality of work and compliance with performance schedules.	15
References for at least three Authorities that consultant has provided similar services.	10
Price	10
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.

This proposal represents a true and valid request for services by the Gastonia Housing Authority, however, the Authority reserves the right to accept or reject any or all proposals and award a contract in the best interest of the agency.

Gastonia Housing Authority

Advertisement

The Gastonia Housing Authority is soliciting requests for proposals to conduct an energy audit of authority properties. Contact Gary Foster at w.g.foster@ghanc.org for a full copy of the proposal.

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