

# REQUEST FOR PROPOSAL

## The Preparation of Public Housing Tenant Utility Allowances

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### I. Scope of Work

The Housing Authority is soliciting requests for proposals from qualified firms to provide professional services in the preparation of an update or review of Tenant Utility Allowances. The Federal requirements for Public Housing dwelling units are outlined in the 24 Code of Federal Regulations CFR, Part 965, Subpart E – Residential Allowances for Utilities. The study will encompass the following communities and bedroom types:

<u>COMMUNITY</u>	<u>BEDROOM TYPES</u>
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### II. Objective

To determine, using accepted engineering standards of design, the monthly level of allowances by applicable units (kWh, CCF, gallons) for project-furnished utilities with check meters, and monthly dollar amounts for tenant-purchased utilities. The study will approximate a reasonable consumption of utilities by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment.

### III. Schedule, Deliverables and Form of Agreement

#### A. Schedule

It is the desire of the Housing Authority that the consultant's on-site audit and final report be received by the Housing Authority within ninety (90) days from the date the Housing Authority signs the agreement with the consultant, or as otherwise mutually agreeable.

**B. Deliverables**

The successful offeror will provide an original and one (1) copy of the final report. Expenses related to these deliverables will be included in the offeror’s fee to provide the services.

**C. Form of Agreement**

Based on the scope of services outlined and the general nature and extent of the proposed project, the Housing Authority will award a firm-fixed price contract to the successful offeror. The agreement will be placed in writing, by the firm, in a format acceptable to the Housing Authority.

**IV. Proposal Format**

**A. Submission**

The proposal will be arranged to include a specific response to each of the evaluation factors listed in the RFP and must be submitted to the following address sealed and clearly marked “Proposal for Tenant Utility Allowances”:

Please note that the submission deadline for all proposals is:

At

**B. Professional Fee**

The proposal will indicate a firm, fixed fee for services outlined in the scope of this RFP.

**V. Proposal Evaluation Factors**

Proposals will be evaluated based on the following factors and scoring criteria:

**A. Experience and Evidence of the Firm’s Ability to Perform the Work (20)**

In this section, list at least three (3) public housing authorities for which this type of work has been completed recently. Include the name of the PHA, a contact person, an email address and a telephone number.

**B. Methodology (35)**

The proposal will provide a plan that provides as much detail as practical regarding how the services will be performed. This information should include a complete listing of documents and information the Housing Authority must provide, as well as a list of information the firm will obtain from other companies. Included in this section shall also be the amount of time expected at the Housing Authority to do the work and any number of hours for which the firm will require the assistance of the Housing Authority staff.

**C. Availability (15)**

The proposal will indicate the availability of the firm to complete the scope of work in a timely and efficient manner. A proposal schedule is required.

**D. Familiarity with the Low Rent Public Housing Program and General Response to the Request for Proposal (15)**

The proposal will indicate the firm's experience with various aspects of the Low Rent Public Housing Program and its applicability to this project. This information, along with the remainder of the proposal, will be evaluated according to its applicability to the RFP.

**E. Cost of Services (15)**

The proposal will indicate a firm-fixed fee from the consultant to complete the work identified in this proposal. The fee will include all costs associated with conducting and issuing all required reports.

**F. Debarred (no points)**

The firm must submit evidence with their proposal that the reports will be supervised by an engineer. In addition, the firm must submit a certified statement that the engineer and firm is not debarred, suspended, or otherwise prohibited from practice by any Federal, State or Local Agency. Failure to provide this information precludes further consideration.

**G. Insurance (no points)**

The firm must submit evidence with their proposal that indicates that the firm has at least \$1,000,000.00 Commercial General Liability Insurance, at least \$1,000,000.00 Professional Liability Insurance (including errors and omissions), and also Work's Compensation.

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*Please Note that The Housing Authority will evaluate and score the proposals in accordance with the proposal submittal requirements (Section V, A-G) contained in this request. Those proposals not in accordance with the request for proposals shall be deemed non-responsive and shall be eliminated from further evaluation. The Housing Authority reserves the right to reject any proposals received and to waive any informality with the proposals.*

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_ .

Sincerely,

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Executive Director

Housing Authority

An Equal Opportunity Employer