



Alexandria Redevelopment and Housing Authority

Alexandria Redevelopment & Housing Authority

401 Wythe Street

Alexandria, Virginia 22314

www.arha.us

Request for Proposal

RFP No: P-10-24

**CAPITAL/PHYSICAL NEEDS AND ENERGY AUDIT ASSESSMENT
FOR
FISCAL YEARS 2024-2029**

Issue Date:

July 10, 2024

Proposal Due Date:

Aug 28, 2024 @ 2.00 P.M EST

Contact Information:

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Procurement Manager

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RFP Documents

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INTRODUCTION

The Alexandria Redevelopment and Housing Authority (ARHA), a political subdivision was organized under the laws of the Commonwealth of Virginia in 1939. ARHA owns and manages 644 units of conventional public housing, 109 units of project-based (Moderate Rehabilitation) vouchers and 169 units of Project Voucher (Sec. 18/RAD/JB5) 84 units of market-rate housing 84 units of Low-Income Housing Tax Credits (LIHTC) in multi-family and single- and single-family sites throughout the City of Alexandria and provides rental assistance to approximately 1,547 households under the Section 8 Housing Choice Voucher program. ARHA also manages and funds through the U.S. Department of Housing and Urban Development (HUD), and other sources, a variety of social services, and community and economic development programs for the residents of its developments.

The Authority is headed by the Chief Executive Officer (CEO) and is governed by a nine-person Board of Commissioners, and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the ARHA’s procurement policy.

For more than 85 years, ARHA has used its resources to eliminate blight and develop affordable housing in the City of Alexandria. ARHA’s mission is to provide decent, safe and affordable housing to low and moderate-income citizens and to implement community development programs.

In keeping with its mandate to provide efficient and effective services, the ARHA is now soliciting proposals from qualified, licensed and insured entities to provide the above noted services. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

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RFP INFORMATION AT A GLANCE

[Table No. 2]

ARHA CONTACT PERSON	Mohammad Muhsen Sultani, Department of Finance Procurement Manager Tel: 703-549-7115 Ext: 234 Fax: 703-838-2825 Email: mmuhsen@arha.us
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	<ol style="list-style-type: none">1. Aaccess nahro.economicengine.com (no “www”) https://ha.internationaleprocurement.com/.2. Click on the “Login” button in the upper left side.3. Follow the listed directions. <p>If you have any problems accessing or registering on the system, please call customer support at: 1/866/526-9266. Email: larry.t.hancock@gmail.com</p>
PRE-PROPOSAL CONFERENCE	Monday 07,22, 2024 @ 2.00 PM Location: 401 Wythe Street, Alexandria, Virginia 22314 1st-floor conference room.
DEADLINE FOR RECEIPT OF QUESTIONS VIA NAHRO E-PROCUREMENT.	Friday Aug 9th, 2024 @ 2.00 PM
DATE OF ADDENDUM FOR RESPONSE TO QUESTIONS	Thursday Aug 22nd, 2024
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	As instructed within Section 3.0 of the RFP document, submit one (1) original plus three (3) hard copies of your response to the RFP to the ARHA Procurement Department.
PROPOSAL SUBMITTAL DEADLINE	<u>Wednesday, August 28th, 2024, 2.00 PM EST</u> All files must be uploaded to Housing Agency Market Place https://ha.internationaleprocurement.com/ . If you have any problems accessing or registering on the system, please call customer support at 1/866/526-9266. Email: larry.t.hancock@gmail.com
ANTICIPATED COMMENCEMENT OF THE WORK	November 2024

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1.0 ARHA’S RESERVATION OF RIGHTS:

- 1.1** The ARHA 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 ARHA to be in its best interests.
- 1.2** The ARHA reserves the right not to award a contract pursuant to this RFP.
- 1.3** The ARHA reserves the right 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).
- 1.4** The ARHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5** The ARHA reserves the right 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 Contracting Officer.
- 1.6** The ARHA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7** The ARHA reserves the right 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.
- 1.8** The ARHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9** The ARHA shall reserve the right at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not confirm to any of the requirements detailed herein. By accessing the nahro.economicengine.com Internet System (hereinafter, the “noted Internet System” or the “System”) and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the Contracting Office (CO) in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the ARHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the ARHA, but not the prospective proposer, of any responsibility pertaining to such issue.

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS (SOW/T/S)

ARHA is seeking the services of a professional consulting firm experienced with the performance of Capital Needs Assessments and Energy Audits to evaluate the physical aspects and needs of the Authority’s properties, identify and recommend energy conservation measures, and determine how their findings may affect financial decisions and future capital expenditures pursuant to the Code of Federal Regulations 24 CFR Part 968.315, (E), (2) as amended. The Capital Needs and Energy Audit Assessment (PN & EAA) Scope of Services shall be in accordance with all HUD regulations (24 CFR Parts 965.304; 968.315(E), 2) et-al, and including, but not limited to the following:

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2.1 General Requirements:

- 2.1.1 **Statement of Need:** Identify deficient conditions in terms of deferred maintenance and building and life safety code non-compliance issues;
- 2.1.2 Evaluate work necessary to meet long-term viability and market needs;
- 2.1.3 Provide a long-term viability plan;
- 2.1.4 Provide reasonable cost analysis;
- 2.1.5 Consider work required to comply with federal accessibility regulations, Uniform Physical Condition Standards (UPCS), and Housing Quality Standards (HQS);
- 2.1.6 The Energy Audit shall evaluate options for increasing energy efficiency and conservation pursuant to the latest government standards, including:
 - 2.1.6.1 Architectural: general project/building operation, envelope construction, etc.
 - 2.1.6.2 HVAC systems: AC, ventilation, piping, distribution, equipment, controls, etc.
 - 2.1.6.3 Secondary systems: domestic hot water, laundry facilities, plumbing fixtures, waste disposal, etc.
 - 2.1.6.4 Electrical systems: lighting, site lighting, electrical equipment, etc.
 - 2.1.6.5 Ranking Energy and Water Conservation Measures (CFR 965.304)
- 2.1.7 Provide a detailed report for each property and/or development that details the Capital and energy audit assessment data; Provide individual cost tables and digital photographs, engineering analysis methods, etc., to document the deficient conditions at each property, including but not limited to:
 - 2.1.7.1 Age and Condition of Equipment
 - 2.1.7.2 Manufacturer's rated size of equipment (kW, Mbtu, gallons, etc.)
 - 2.1.7.3 Manufacturer's rate Efficiency of equipment
 - 2.1.7.4 Estimated or metered Annual Energy Water use or measure
 - 2.1.7.5 Present Cost Per Unit of Energy Water
 - 2.1.7.6 Post Retrofit Cost per Unit Estimate
 - 2.1.7.7 Calculated Non-Interactive Energy Water Use and Cost Reduction
 - 2.1.7.8 Calculated Interactive Energy Water Use and Cost Reduction
 - 2.1.7.9 Measure Simple Payback
 - 2.1.7.10 Combined Recommended Measure Simple Payback
 - 2.1.7.11 Useful life of equipment
 - 2.1.7.12 Post Retrofit Annual Maintenance Cost
 - 2.1.7.13 Effect of Indoor Air Quality
 - 2.1.7.14 Post Retrofit Equipment Operations Requirements
 - 2.1.7.15
- 2.1.8 The work shall include a review of the prior plans, recommendations, and a detailed report on items completed in the interim. The major part of the work consists of a thorough assessment of noted properties, leading to a prioritized list of recommended improvements, plus a detailed Physical database. Included is the identification of work necessary to ensure long term viability such as: conversion from family to elderly; change in bedroom sizes; comprehensive revitalization with total demolition and/or disposition.

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2.2 Inspection of building components and their physical conditions which shall include:

- i. The property site
- ii. Building exteriors,
- iii. Building envelope
- iv. Building interior, including common areas and units
- v. Building systems

2.2.1 Conduct the CNA & EA and the preparation of a written report of findings and recommendations.

2.2.2 Production of a comprehensive database describing the developments, materials, conditions, and improvements needed and/or completed.

2.2.3 Survey existing Capital and Energy Audit conditions at the developments, including but not limited to: roof structures, building envelope, windows, doors, landscaping and hardscape, streets and parking areas, sidewalks and walkways; the building interiors, including all finishes, fixtures, materials, and equipment; all common areas, including halls, lobbies, stairwells, etc.; building foundation, crawl spaces, utility tunnels, etc.; and all mechanical, electrical, plumbing, boilers/pressure vessels and air conditioning and any other applicable building system subject to the CNA & EA requirement.

2.2.4 Interviewing ARHA's Asset Management and Facilities Staff, and Code Enforcement for specific information relating to the physical property, Code compliance and available maintenance procedures.

2.2.5 Based on information gathered, analyze the condition of all systems and components at the developments and identify all necessary capital improvements or modernization issues and needs.

2.2.6 Provide detailed cost estimates for each line item of recommended improvement, including quantities, units of measurement and unit prices where applicable.

2.2.7 Review ARHA's previous CNA & EA to verify which items were completed and which items remain to be completed.

2.2.8 Prioritize each work item. There should be at least 5 categories of priority, ranging from emergency, through urgent, immediate, short term to long-term range.

To allow for future updating and modification by the ARHA staff, the contractor shall provide the entire plan in an electronic database format to facilitate the future updating of the facilities condition evaluations. The use of a Building Energy Simulation Software is recommended for the energy use and saving analysis requested in this RFP.

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2.3 CNA & EA Reports:

Upon completion of the inspection, the contractor shall submit a report containing the following.

- a. Executive Summary
- b. Purpose and Scope
- c. Code, Accessibility, and Mold
- d. Existing Building Evaluation
- e. Site improvements
- f. Building Architectural and Structural Systems
- g. Building Mechanical and Electrical Systems
- h. Dwelling Units

2.3.1 An introductory background section, summarizing the prior CNA & EA and history, the past capital improvements, the assessment procedures, assumptions and methods, the prioritizing system and approach, the cost estimating methods and assumptions, and explaining the database.

2.3.2 A section for the development that gives general information and descriptions of the development; assessment of the site, structure, building envelope, common interiors, basements/crawl spaces, interiors, waste disposal, plumbing, HVAC, electrical, fire protection, generators and energy conservation

2.3.3 Within the developments section, a listing of each issue of deficiency, by priority, giving at a minimum the system (HVAC, site, unit interior, etc.), a brief description of the problem, a brief recommendation to update or correct, and a cost estimate.

2.3.4 An appendix that includes an overall listing of the recommended work items by priority, a copy of the survey form, plus a listing of all the systems, components and subcomponents and entry codes used in the database.

2.3.5 An Executive Summary, summarizing major finding and recommendations, plus any other major issues, such as code violations, regulatory compliance issues, such as relocation planning, asbestos containing materials, lead-based paint, and environmental issues, or systematic problems.

2.4 Deliverables:

2.4.1 All correspondence/reports/documents shall be prepared in both printed hard copies and digitalized electronic format media. These documents shall be the sole property of the ARHA. The contractor shall not provide any other entity copies of the documents unless approved in writing by the Contracting Officer.

2.4.2 Time Completion Plan/Schedule (TCP/S): The contractor shall establish in the TCP/S the schedules/milestones shown below for the deliverables identified. In developing the schedule of milestones, the contractor shall provide for 15 days for the ARHA to review, coordinate, and comment on draft deliverables.

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2.4.3 Contractor shall submit a draft of the CNA & EA within thirty (30) calendar days of Notice to proceed, for review and approval by the Authority. Upon the Authority's final approval, Contractor shall deliver the final document within ten (10) calendar days as follows:

- a. Twelve (12) original printed sets of the completed and approved report, in the form of permanent binding, including hard covers, for each individual site covered under the contract and identified with the HUD designation number and name as provided by the Authority.
- b. Provide a set of twelve (12) original USB Flash Drives media containing the report as indicated under paragraph (4), [a] above.
- c. Provide four (4) sets of the original DVD/CD format with the required software to run the program and to enable the Authority to enter and update data for future use, subject to the Software owner copyrights regarding the use of the software.
- d. Provide necessary training for the designated staff for the use of the software to accomplish the scope of 4.4.3 -[c] above.
- e. Final documents shall conform to all and most recent HUD regulations and requirements regarding its content, description, methodology, narrative, etc., and any other industry standards used as general practice. Any deviation of those standards shall result on the rejection of the final product until such conformity is achieved by the contractor to the satisfaction of the Authority and/or HUD.

2.5 Penalties for Untimely/Unacceptable Performance:

2.5.1 The contractor shall meet the above deliverable requirements. If the contractor fails to meet the required delivery dates, the unit price for that lime item (i.e., the final CNA AND ENERGY AUDIT) will be reduced by 5% for each business day an acceptable product is late, up to a maximum of 50% reduction. Deliverables delayed more than 1 business day may have other remedies applied.

2.5.2 A product delivered within the required time frames but that is considered unacceptable shall be determined untimely delivered for the purpose of this contract. A product with significant errors requiring a rewrite of the product is considered unacceptable. A product containing minor errors requiring correction shall not be considered unacceptable.

3.0 PROPOSAL FORMAT: An original proposal and three (3) copies must be submitted and include the components as explained below.

3.1 Proposal Content and Order of Presentation:

The ARHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "low Bid" basis ("Best Value" in that the ARHA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the ARHA can properly evaluate the offers received, all proposals submitted in response to this RFP must use the following section headings

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[Table No. 3]

RFP Section	Tab No.	Description
3.1.1	1	Letter of Transmittal
3.1.2	2	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.3	3	Proposed Services: As more fully detailed within Section 2.0, <i>Scope of Proposal/Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
3.1.3.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer's Demonstrated Professional and Technical Competence as verified by reference checks or other means. Attach documentation of certification to perform HQS Inspections.
3.1.3.2		As detailed within Section 4.1, Evaluation Factor No. 3, herein, the proposer's Demonstrated Experience with projects similar in size and type, particular housing authority HCV programs. All proposals shall experience with ARHA and include three (3) or more references other than ARHA for previous similar type contracts
3.1.3.3		The client's name, address, and phone number
3.1.3.4		The client's contract name, title, phone number and email
3.1.3.5		A brief description and scope of the service(s) and the dates the services were provided, including housing agencies where similar inspections have been performed as per HQS.
3.1.3.6		Include: if appropriate, how staff are retained, screened, trained, and monitored and proposer's quality control program.
3.1.3.7		Include: A complete description of the products and services the individual/firm provides
3.1.3.8		Include Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the ARHA in its evaluation
3.1.4	4	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>: Attachment B
3.1.5	5	Non-Collusive Affidavit – Attachment D
3.1.6	6	Equal Employment Opportunity Certification, Form HUD-92010 – Attachment E
3.1.7	7	Section III Compliance Clause & Commitment Form – Attachment F
3.1.8	8	Minority Business & Section III Participation Commitment Form – Attachment I
3.1.9	9	Subcontractor/Joint Venture Information (Optional Item): The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. List of Subcontractor's – Attachment J
3.1.10	10	Client References – Attachment K
3.1.11	11	Form W-9 – Request for Taxpayer Identification Number & Certification – Attachment L

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3.1.12	12	Fixed Fee Schedule (Attachment R)
3.1.14	14	A copy of the bidder's business license - allowing the bidder to provide such services within the City of Alexandria, Virginia
3.1.15	15	Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the ARHA in its evaluation.

3.1.16 Proposal Submittal Binding Method:

It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the ARHA can, if needed, remove the binding (i.e. "comb-type;" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies then conveniently return the proposal submittal to its original condition.

3.2 Fixed Fee Schedule:

The proposed lump sum amount shall be entered on the Fixed Fee Schedule (Attachment R). The proposer should propose lump sum amount for the final report being submitted. This will be used to score Factor No. 1 of the evaluation. Compensation will be given only for actual work performed.

Do NOT submit, enter, or refer to any fees or costs within the tabbed "hard copy" proposal submitted; any proposer that does so will be rejected without further consideration. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the Contractor will incur to provide the noted services, including but not limited to: employee wages and benefits, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, telephone calls, mailing supplies, postage, travel cost, clerical support, etc.

3.2.1 If the Contractor believes that a change in or addition to work is beyond the general scope of the agreement, it must notify the ARHA in writing within ten (10) days of being notified to begin such work. The final administrative authority in settling such disputes shall rest with the ARHA.

3.3 Proposal Submission:

All proposals must be uploaded and received on the eProcurement platform (Housing Agency Market Place: <https://ha.internationaleprocurement.com/>) by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signed copy (marked "ORIGINAL") of the proposal submittal is required.

If you have any problems accessing the website or uploading the documents to the system, please call customer support at **1/866/526-9266**.
Email: larry.t.hancock@gmail.com

The Files must denote the above-noted RFP number and must have the proposer's name and return address. Proposals received after the published deadline **will not** be accepted.

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3.3.1 Submission Conditions:

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED!

Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the ARHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the ARHA decides that any such entry has not changed the intent of the proposal that the ARHA intended to receive, the ARHA may accept the proposal and the proposal shall be considered by the ARHA as if those additional marks, notations or requirements were not entered on such.

By accessing the noted Internet System, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the ARHA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and/or by addendum pertaining to this RFP.

3.3.2 Submission Responsibilities:

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the ARHA, including the RFP document, the documents listed within the following Section 3.7, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the ARHA requirements contained within the documents may cause that proposer to not be considered for award.

3.4 Proposer's Responsibilities--Contact with the ARHA:

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Procurement Manager only. Proposers must not make inquiry or communicate with any other ARHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the ARHA to not consider a proposal submittal received from any proposer who ARHA not abided by this directive.

3.4.1 Addenda:

All questions and requests for information must be addressed in writing to the Procurement Manager. The Procurement Manager will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the Procurement Manager will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the ARHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers.

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This does not mean that prospective proposers may not call the Procurement Manager—it simply means that, other than making replies to direct the prospective proposer where his/her answer ARHA already been issued within the solicitation documents, the Procurement Manager may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the Procurement Manager may more fairly respond to all prospective proposers in writing by addendum.

3.5 Recap of Attachments:

It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 6]

RFP Section	Attachment	Attachment Description
3.5.1	A	Form of Proposal
3.5.2	B	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
3.5.3	C	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.5.4	D	Non-Collusive Affidavit
3.5.5	E	Form HUD-92010 Equal Employment Opportunity Certification,
3.5.6	F	Section III Compliance Clause and Commitment Form
3.5.7	H	Eligibility for Preference
3.5.8	I	Minority Business and Section III Participation
3.5.9	J	Contractor’s Certification Regarding Subcontractors
3.5.10	K	Client References
3.5.11	L	Form W-9 Request for Taxpayer Identification Number
3.5.12	M	Sample Contract
3.5.13	N	Form HUD-5370-C General Conditions for Non-Construction Contracts
3.5.14	O	Supplemental Terms and Conditions of the Contract
3.5.15	P	Sample Notice to Proceed
3.5.16	Q	Form HUD-52580 - Housing Choice Voucher Program Inspection Checklist
3.5.17	R	Fixed Fee Schedule

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4.0 PROPOSAL EVALUATION:

4.1 Evaluation Factors:

The following factors will be utilized by the ARHA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

[Table No. 7]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	40 points	Objective	The PROPOSED COSTS the proposer proposes to charge the ARHA to complete the required work.
2	20 points	Subjective (Technical)	The proposer's PROFESSIONAL AND TECHNICAL COMPETENCE - All proposals shall include information on licenses and/or certifications and any equipment necessary to perform the tasks.
3	40 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE with projects similar in size and type, particularly housing authority. All proposals shall list any previous experience with ARHA and include at least three (3) or more references other than ARHA for previous similar type contracts including address, telephone number, contact person, and email address.
	100 points	100 points	Total Points

4.2 Evaluation Method:

4.2.1 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The ARHA reserves the right to reject any proposals deemed by the ARHA not minimally responsive (the ARHA will notify such firms in writing of any such rejection).

4.2.2 Evaluation Packet:

An evaluation packet will be prepared for each evaluator, including the following documents:

- 4.2.2.1** Instructions to Evaluators;
- 4.2.2.2** Proposal Tabulation Form;
- 4.2.2.3** Copy of all pertinent RFP documents.

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- 4.2.3 Evaluation Committee:** The ARHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated Procurement Manager is the only person at the ARHA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
- 4.2.4 Evaluation:** The Procurement Manager will evaluate and award points pertaining to Evaluation Factors No. 1 (the “Objective” Factors). The appointed evaluation committee, independent of the Procurement Manager or any other person at the ARHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors Nos. 2, and 3 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Procurement Manager.
- 4.2.5 Determination of Top-ranked Proposer:** The points awarded by the Evaluation Committee shall be combine with the point awarded by Procurement Manager the final rankings, which shall be forwarded by the Procurement Manager to the CEO for approval.
- 4.2.6 Award Recommendation:** As detailed within the following Section 5.1.1, it the ensuing contract award \$100,000.00 or greater, the final ranking will be forwarded to the ARHA Board of Commissioners (BOC) at their next regularly scheduled meeting for approval. The ARHA BOC will then make its determination as to whether or not to follow the evaluation committee’s recommendation. Contract price negotiations may, at the ARHA’s option, be conducted prior to and/or after the BOC approval.
- 4.2.7 Notice of Results of Evaluation:** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:
- 4.2.7.1** Which proposer received the award;
 - 4.2.7.2** Where each proposer is placed in the process as a result of the evaluation of the proposals received;
 - 4.2.7.3** Each proposer’s right to a debriefing.
- 4.2.8 Restrictions:**
All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the ARHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the ARHA evaluation committee.

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5.0 CONTRACT AWARD:

5.1 Contract Award Procedure:

If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting the Form of Proposal, Attachment A, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the ARHA, either in hard copy or on the noted eProcurement System,” including the contract clauses already attached as Attachment N and O. Accordingly, the ARHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions:

The following provisions are considered mandatory conditions of any contract award made by the ARHA pursuant to this RFP:

5.2.1 Contract Form:

The ARHA will not execute a contract on the successful proposer's form. Contracts will only be executed on the ARHA form (please see Sample Contract, Attachments N and O), and by submitting a proposal the successful proposer agrees to do so (please note that the ARHA reserves the right to amend this form as the ARHA deems necessary).

However, the ARHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the ARHA to do so; but the failure of the ARHA to include such clauses does not give the successful proposer the right to refuse to execute the ARHA's contract form.

It is the responsibility of each prospective proposer to notify the ARHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by.

The ARHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the ARHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 Please note that the ARHA have no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.2 Assignment of Personnel:

The ARHA shall retain the right to demand and receive a change in personnel assigned to the work if the ARHA believes that such change is in the best interest of the ARHA and the completion of the contracted work.

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- 5.2.3 Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Contracting Officer (CO). Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the ARHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.
- 5.3 Contract Period:** The ARHA anticipates that it will initially award a contract for the period of 1 year with the option, at the ARHA's discretion, of 4 additional one-year option periods, for a maximum total of 5 years.
- 5.4 Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
- 5.4.1** An original certificate evidencing the proposer's current commercial (worker's compensation) insurance carrier and coverage amount;
 - 5.4.2** An original certificate evidencing General Liability coverage, naming the ARHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the ARHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
 - 5.4.3** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 for each occurrence, general aggregate minimum limit of \$2,000,000), with a deductible of not greater than \$1,000;
 - 5.4.4** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
 - 5.4.5** A copy of the proposer's business license allowing that entity to provide such services within the City of Alexandria, Virginia.
 - 5.4.6** If applicable, a copy of the proposer's license issued by the Commonwealth of Virginia licensing authority allowing the proposer to provide the services detailed herein.

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5.5 Right To Negotiate Final Fees:

The ARHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the ARHA's options, be

the basis for the beginning of negotiations. Such negotiations shall begin after the ARHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within five (5) business days, the ARHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer.

The ARHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

5.6 Contract Service Standards:

All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

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