

**Springfield Housing Authority – Energy Performance Contracting Services RFP 2017**

**Q&A**

- 1) At the initial meeting last Wednesday and the following walk-thru, it became un-clear to us as to what exactly we are bidding. Do we prepare a bid on the entire 20 sites or just the representative 4 sites we visited?
  - a. **The bid is on the entire federal development portfolio as portrayed in table we discussed at the meeting, and located below (except for Marble Street).**

AMP	Project #	Project Name	Units	Year Constructe d	Area (ft2)	Elderly/Family	Building Type
1	35-1	Riverview	344	1962	382,712	elderly	Low Rise s (12): 1-story buildings High Rise s (5): 8-story buildings
2	35-2, 35-24	Twin & Tri-Towers	288	1967, 1967, 1980	225,101	elderly	High Rise s (3): 13-story buildings
3	35-3	John L Sullivan Apartments	96	1970	111,004	family	Low Rise s (6): 3-story buildings
6	35-5	Patrick Harrigan Apartments	32	1970	17,202	elderly	Low Rise (1): 2-story building
7	35-6	Pine-James Apartments	42	1970	40,554	family	Low Rise (1): 3-story building
5	35-7	Manilla Apartments	34	1970	30,200	family	Duplexes (17)
4	35-8	Moxon Apartments	52	1972	49,692	family	Low Rise s (13): 2-story buildings
7	35-9	Pine-Renee Apartments	48	1971	51,192	family/elderly	Duplexes (15): 2-story buildings Low Rise (1): 3-story building
5	35-10	Pendleton Apartments	19	1975	24,245	family	Low Rise s (3): 3-story buildings
5	35-11	Marble Street Apartments	48	1971		family	Low Rise s (2): 3-story buildings
4	35-12	Kathryne Jones Apartments	32	1972	22,524	elderly	Low Rise s (2): 2-story buildings
6	35-13	Central Apartments	44	1972	24,478	elderly	Low Rise s (2): 2-story buildings
5	35-14	Jennie Lane	96	1972	47,540	elderly	Low Rise s (2): 2-story buildings
3	35-15	Morgan Manor Apartments	52	1972	26,884	elderly	Low Rise (1): 2-story building
6	35-16	Johnny Appleseed Apartments	60	1972	32,098	elderly	Low Rise s (4): 2-story buildings
7	35-22	Ashley/Gerrish Apartments	16	1983	19,056	family	Mid Rise (1): 4-story building
7	35-22	Clarendon Apartments (Bay/Sherman)	16	1983	20,305	family	Mid Rise (1): 4-story building
8	35-25	Reed Village Apartments	150	1949	160,126	family	Low Rise s (41): 1 and 2-story buildings
10	35-26	Duggan Park Apartments	196	1952	285,727	family	Low Rise s (57): 1 and 2-story buildings
9	35-27	John Robinson Gardens	136	1951	104,456	family	Low Rise s (40): 1 and 2-story buildings

\*NOTE: Reed Village, Duggan Park, and Robinson Gardens were converted to federal properties in 2011-2012

- 2) If all sites are to be bid as a project can we please receive copies of the 2013 Energy audits as well as the other Background data that was indicated in the handouts at the walk-thru.
  - a. **See uploaded PDF's, Attachment 3.**
- 3) I assume we will get some sort of a list of projects that have already been done such as boilers at Riverview and whatever projects are to be excluded, correct?
  - a. **Recently completed projects list:**
    - i. **Jennie Lane weatherization, thermostats, lighting, refrigerators (2016)**
    - ii. **Riverview boilers, DHW, lighting (2015-2016)**
    - iii. **Moxon boilers, weatherization (2017)**
    - iv. **Tri-towers boilers (2017)**
  - b. **Projects to exclude: Marble Street development should be excluded from proposals due to planned major renovations.**
- 4) When will Monthly gas, water and electric bills or spreadsheets be available for all the sites?

- a. See uploaded spreadsheet for historical gas and electric usage information through 2015, by development, Attachment 1.
  - b. See uploaded PDF document for water usage information from September 2010 through August 2012, by development, Attachment 2.
- 5) In recent Request for Proposal responses, we have noticed that in some of the responses for the estimated costs in the Tab 6 – Financial Terms – iv), firms are inserting ranges of scopes (ie designs and specifications 1-8%; Administration 1-5%, Cost of Risk 0-3%, etc.) which makes the evaluation of the pricing proposal vague as you cannot determine what the actual pricing bid is to compare to other bids that only have the Maximum % submitted. Can the Housing Authority provide direction whether ranges in the financial bids are accepted or should we just submitted the Maximum Percentage %?
  - a. A definitive percentage is preferred. If ranges are provided, we will use the highest number in our evaluation.
- 6) In the RFP document, it was identified as 1288 federal units however in the material provided at the pre-bid meeting, 1,801 units were listed. Is the 1,801 unit the most recent count and one we should use?
  - a. 1,753 units (1,801 as listed in the printout, minus Marble Street's 48 units due to planned major renovations).
- 7) Provided in Attachment F: Utility Allowances are allowances for 2015. Has a recent Allowance Study been completed and Utility Allowance rates updated since then, or are these still the current monthly Utility Allowances at the sites listed in the footnotes?
  - a. No recent study has been completed. These are the Utility Allowances currently being used.
- 8) Is there a section where I can find information on FAQs pertaining to this RFP and a list of attendees who attended the site visit etc?
  - a. This Q&A list is the FAQs list.
  - b. List of attendees who attended the 3/1/17 site visit:
    - i. John Healy, Springfield Housing Authority
    - ii. Keith McBrien, GDS Associates
    - iii. Sam Alpert, GDS Associates
    - iv. Eric Anderson, Ameresco
    - v. Jeremy Scott, Ameresco
    - vi. Zach Walsh, Ameresco
    - vii. Mike Davey, EEI
    - viii. George Saint-Amant, EEI
    - ix. Paul Murphy, EEI
    - x. Erik Swanton, Group14
    - xi. Richard Sawicki, Honeywell
    - xii. Chris Kenney, Honeywell
    - xiii. Lon Isaacson, Universal Electric

- xiv. Greg Lok, TEN
  - xv. Jerry Giusti, Prism Energy
  - xvi. Fidele Mazimpaka, Prism Energy
  - xvii. Jay Frisino, BG Mechanical
  - xviii. Ken Duprey, Savage Alert
  - xix. Joe Rosinski, SNE Building Systems
- c. List of attendees who attended the 3/10/17 site visit:
- i. John Healy, Springfield Housing Authority
  - ii. Roland Butzke, Siemens
  - iii. Cherly Rey, Siemens
  - iv. Mike Gingras, Prism Energy
  - v. Zach Rey, Ameresco
- 9) In the RFP, we only see Operating Fund Project numbers between 1-10 (HUD form 52722), and AMPs/property listing 1-26; please, we request a list correlating the properties/sites with the 52722 form/data (which properties/sites go with which 52722 form)?
- a. See correlation in table given in the answer to question #1, above.
- 10) In the RFP, there is a general allowances per unit type, but not a listing per site; please, we request a listing of what utilities are resident paid utilities vs. authority paid utilities for each property/site?
- a. The resident paid utilities are listed in the energy audits, uploaded as PDF's, Attachment 3.
- 11) Is there a list/breakdown of the quantity and SQFT per bedroom type, per site, that can be provided, please?
- a. Quantity of bedroom types are provided within the "Energy&Water Usage" PDF. We have uploaded a separate list of square footage by bedroom type, per site, as a PDF, Attachment 4.
- 12) The RFP includes the typical section 3 forms/instructions/etc.. please, we request the SHA section 3 plan/goals (so we can align our section 3 plan with SHA's)? Does SHA have any specific section 3 programs they would like to incorporate or start utilizing as part of this EPC?
- a. SHA currently is working on a Section 3 plan but nothing is available to share at this point.
- 13) Is there an actual population/head-count for each site/development (not just % occupied), that we could be provided, please?
- a. This information will be provided to the winning bidder.
- 14) Are there 1-3 years of site specific utility data; possibly in spread sheet, that can be provided, please?
- a. See uploaded spreadsheet for historical gas and electric usage information through 2015, by development, Attachment 1.

- b. See uploaded PDF document for water usage information from September 2010 through August 2012, by development, Attachment 2.
- 15) Please, confirm the data for water consumption as listed in the RFP are in CF as unit of measure?
  - a. Confirmed, water consumption is listed in cubic feet.
- 16) Please, we are requesting the 52722 forms for funding period 2017
  - a. Our fiscal year ends March 31, we will provide the form to the winning bidder after they are finalized.
- 17) Are there any inventories for the Age, type and condition of mechanical systems at other sites not visited during the walk-through, that can be provided, please
  - a. Relevant information is listed within the energy audits, uploaded as a compressed file of PDF's, Attachment 3.
- 18) Please indicate whether the project is being procured under M.G.L. Chapter 25A, Section 11i or 11c
  - a. Neither. These properties are federally funded.
- 19) Please indicate which DCAMM Certification category is required, i.e. Energy Management Services and/or other and where should the Certificate of Eligibility be placed in the package. We assume the Update Statement should be in a separately sealed envelope and not for public inspection (at bid opening).
  - a. Those documents are not required under this solicitation.
- 20) Please provide utility data by site. The 52722 data only provides data by AMP and some AMPs have multiple sites.
  - a. See uploaded spreadsheet for historical gas and electric usage information through 2015, by development, Attachment 1.
  - b. See uploaded PDF document for water usage information from September 2010 through August 2012, by development, Attachment 2.
- 21) Please provide the age of the roofs at each site, and any warranty information available.
  - a. This information will be provided to the winning bidder.
- 22) When were the toilets installed at each site? It is our understanding that toilets newer than 14 years may not be (HUD) eligible for replacement.
  - a. This information will be provided to the winning bidder.
- 23) Does the Springfield Housing Authority have any sites with resident paid meters? If so, can SHA provide a list of resident-paid meter sites and applicable fuel types, as well as the current resident-paid utility allowance schedule?
  - a. Yes, resident-paid meter sites and fuel types are listed in the energy audits. Utility allowance schedules are provided in Attachment F of the RFP.

- 24) During the walkthrough, it was mentioned a recent five year energy audit was produced for the public housing portfolio. Can SHA provide a copy of this document?
- a. **Uploaded as PDF's, Attachment 3.**
- 25) In the RFP, Attachement A provides a property listing for the in-scope sites. Can SHA provide a bedroom breakdown for each of these sites (i.e. how many one bedroom units, two bedroom units, etc.)?
- a. **See response to question #11, above.**
- 26) Are business licenses and certifications required for individuals and the prime contractor or just individuals or the prime contractor? Page 16 g) iii) Business Licenses and Certifications
- a. **Prime contractor should provide a copy of an appropriate business license, subcontractors would be required to provide these upon project award. Individual professional certification information can be provided via certification numbers on resumes or within the proposal content, copies are not required.**
- 27) Are images of actual licenses and certifications required or just the numbers? (Note: Personnel confidentiality is a concern with releasing individual licenses and certifications.) Page 16 g) iii) Business Licenses and Certifications
- a. **Just the respective numbers of personnel licenses and certifications are sufficient.**
- 28) Is there a form SHA will provide for this portion of the response? If so, request you provide the form or indicate where it can be found. Page 16 g) iv) Certification Regarding Debarment and Suspension
- a. **Please use HUD Form 2992, uploaded as a PDF, Attachment 5.**
- 29) Is there a form SHA will provide for this portion of the response? If so, request you provide the form or indicate where it can be found. Page 16 g) v) Non-Collusive Affidavit
- a. **Please use the Non-Collusion Affidavit, uploaded as a PDF, Attachment 6.**
- 30) Is there a form SHA will provide for this portion of the response? If so, request you provide the form or indicate where it can be found. Page 16 g) vi) REAP Certificate
- a. **Please use REAP Certificate, uploaded as a Word document, Attachment 7.**
- 31) Does the Sample Financing Arrangement response need to be specific to HUD, the State of Massachusetts, or both? Page 16 g) x)
- a. **Specific to HUD.**
- 32) Staffing Plan question. In reference to "the number of hours expected to be participating in this contract", is it hours per week or throughout a particular timeframe? Please clarify? Page 13
- a. **Total number of hours for the entire contract through the completion of the energy audit.**