

**TOPEKA HOUSING AUTHORITY  
REQUEST FOR PROPOSAL ("RFP")  
MEASUREMENT AND VERIFICATION ("M&V") SERVICES  
ISSUE DATE - NOVEMBER 28, 2016**

## **Background:**

The Topeka Housing Authority ("THA") currently owns and manages 744 Public Housing units in ten apartment complexes located throughout the City of Topeka Kansas. These properties are a mix of townhomes, duplexes, cottages, and elevated structures

THA is currently in the planning and development stages of a U.S. Housing and Urban Development ("HUD") approved self-managed energy performance contract ("EPC"). An EPC is a financing tool where energy and water conservation measures ("ECM") are financed and installed through future utility savings generated through reduced utility consumption. Examples of ECMs include lighting retrofits, low flow fixtures, appliances, building envelope improvements, furnaces, water heaters, boilers, central plants, and other energy and water savings improvements. Specific details of the EPC and ECMs can be found in the *Investment Grade Energy Audit - Attachment A*

As part of HUD's EPC program, THA is required to procure a third party firm(s) to provide annual measurement and verification ("M&V") services as outlined in this RFP.

## **Purpose:**

The purpose of the RFP is to competitively procure a firm to carry out the M&V services outlined in the Scope of Work section of this RFP.

## **Scope of Work:**

In conjunction with THA's EPC, THA is soliciting proposals from qualified firm(s) to provide M&V services and reporting in accordance HUD's EPC M&V Guidelines and *THA's Energy Performance Contracting Phase I M&V Plan - Attachment B*

### *Notes:*

1. This contract is for one year. Four option years are available which may be exercised at THA's discretion.
2. The deliverable for this contract is a HUD approved and accepted annual M&V report.
3. The first year of M&V term is anticipated to be 2017

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**RFP, Selection, and Award Schedule:**

The anticipated schedule for the RFP and selection process is as follows:

- **November 28, 2016 – RFP Issued**
- **December 6, 2016– Pre Bid Meeting – 2:00PM CST**
- **December 9, 2016 - Written Questions Due – 4:30 PM CST**
- **December 14, 2016 – Written Responses Issued**
- **December 29th, 2016 – Proposals Due**

**Submission:**

All submissions must respond to all sections and statements should not exceed 15 single-sided pages (excluding cover page and attachments). Proposals must be delivered no later than **4:00pm (CST) on December 29th, 2016 to THA, located at 2010 SE California Ave, Topeka, KS 66607**

**All Submissions must include:**

- One electronic copy (CD and or USB Drive/"memory stick")
- Four hard copies

**Submission Formant:**

The body of the submission must be formatted and organized in the following order:

1. Experience and Capacity
2. Methodology
3. Price/Fee
4. Section 3

**Attachments and Exhibits:**

All attachments and exhibits must be referenced in the Proposal Body. NOTE: ATTACHMENTS AND EXHIBITS ARE EXCLUDED FROM THE 15 PAGE LIMIT

**Written Questions:** Submit written questions to [dguy@tha.gov](mailto:dguy@tha.gov)

**Evaluation Criteria:**

Submissions will be evaluated in the following four (4) categories, which are explained in more detail below:

Experience and Capacity	(0-35 points)
Methodology	(0-15 points)
Pricing/Fee	(0-40 points)
Section 3	(0-10 points)

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Experience and Capacity (0-25 points)

Provide a description of the Company(s), history and other general information that describes the Company's qualifications and capacity to undertake this work. Highlight and provide detail on any and all demonstrated experience related to energy performance contracting M&V activities and reporting in accordance with International Performance Measurement & Verification Protocol (IPMVP) and or HUD guidelines. Specifically highlight any and all experiences related to completing M&V services for HUD approved self-managed energy performance contracts in accordance with HUD M&V requirements.

If applicable, explain the structure of any joint venture or partnership, how responsibilities will be divided, how expenses and profits will be divided. Also, show each firm's related individual experience, individual capacity, individual staffing roles, and combined previous work accomplished by the joint venture.

Provide as an attachment:

- Sample M&V reports - preferable a HUD approved EPC M&V report
- References of M&V clients - preferably clients involved with HUD approved M&V services

Methodology (0-15 Points)

Provide an overview of the firm's approach and methodology for providing the specified M&V services including: Estimated number of homes/units visited per year. Expectations of THA staff. Examples of ongoing support and technical assistance to THA staff in efforts to help. Annual schedule of M&V services, reporting requirements, and other relevant details.

Price/ Fee (0-40 points)

Please complete the *Price/Fee Sheet - Attachment C*

Section 3 (0-10 points)

*Section 3 program documentation*

**Attachment Schedule:**

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- *Attachment A - Investment Grade Energy Audit*
- *Attachment B - THA's Energy Performance Contracting Phase I M&V Plan*
- *Attachment C - Pricing and Fee Sheet*