



MULTI-SERVICE CENTER

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Request for Proposal- Energy Audit

Introduction/Summary:

Established in 1971, the Multi-Service Center is a non-profit, community action agency dedicated to empowering low-income individuals and helping communities thrive. Our mission is to provide help and hope to our neighbors in need through innovative and integrated efforts that enhance the quality of life for everyone in the communities we serve. MSC provides a wide array of services primarily in South King County. These services include employment assistance, education, youth services, energy assistance, food/clothing, housing assistance (rental assistance, emergency shelter, transitional housing, permanent supportive housing) and a state wide Long Term Care Ombuds program which advocates for individuals residing in long-term care facilities. In addition, MSC owns and operates over 540 units of affordable housing in South King and Pierce Counties.

In 2015, MSC was awarded Housing and Urban Development Section 4 funding through Enterprise. The intent of this funding was to assist MSC in building capacity to address community housing needs and preserve and improve housing conditions in communities with high concentrations of poverty, with a particular focus on properties in Kent. MSC will be utilizing these funds to conduct an Energy Audit for its Titusville building, which offers both commercial and residential space.

Scope of Work: An Energy Audit is a systematic assessment, survey, and analysis to determine a property's energy needs and identify opportunities to reduce energy expense and carbon footprints based upon the observed current physical conditions of a property and other associated information.

This document outlines the basic requirements for MSC's needs related to an assessment. It is important to note that the actual Energy Audit provided under this proposal needs to meet or exceed any additional requirements set forth by MSC's funder(s). This could include but is not

limited to requirements set by Enterprise, HUD, County jurisdiction, city jurisdiction, Washington State or any other entity that the assessment needs to obtain final approval.

The Energy Audit for this RFP will include (but may not be limited to) the building envelop, common areas, units, lighting, HVAC systems, water heating, and other appliances. The energy audit analysis should include the following:

- Analysis of building and utility data, including study of the installed equipment and analysis of energy bills;
- Identification of Operation and Maintenance procedures and an implementation cost and energy savings projected estimate;
- Energy Conservation Measures and estimates of costs and savings
- The survey of the real operating conditions;
- The understanding of the building behaviour and of the interactions with weather, occupancy and operating schedules;
- The selection and the evaluation of energy conservation measures;
- The estimation of energy saving potential;
- The identification of customer concerns and needs.

An Energy Audit Analysis report containing the above information, procedures used and any other mutually agreed upon information will be provided to MSC in, at minimum, a CD format at the completion of the audit. Descriptive photos pertinent to the energy audit will be included in the final report. This report will become the property of MSC.

An interview should be conducted with the site management during the audit to discuss all current issues needing immediate attention. In addition, the site management will need to provide any information about location of HVAC and appliances, type of fuel utilized in the building, pertinent documentation, plans, recent citations and any other related information to the selected provider for use in analyzing the property needs. MSC will provide information about energy bills through Wegowise as available.

The Energy Audit shall be completed within a 6 week time frame.

Qualifications for the Energy Audit Provider:

The Multi-Service Center is seeking proposals for an Energy Audit regarding its Titusville property. The Provider for these assessments must possess valid and current licenses and certifications necessary to comply with the "Scope of Work", as listed above and as regulated by all applicable state, county and/or local laws and ordinances.

The Provider must have prior training and experience in conducting an evaluation and analysis of energy needs and opportunities for greater energy efficiencies and cost savings with properties of a similar size and function as Titusville. The Provider must have proven experience in effectively conducting energy audits and energy audit analyses incorporating the tasks and information mentioned on the Scope of Work as well as be knowledgeable about any

environmental standards or concerns impacting the audit. The Provider must have complete knowledge of the current standards, details and critical dimensioning related to energy requirements and efficiencies for residential properties as well as commercial properties (or mixed use properties) and must also have knowledge of the local jurisdictional codes and requirements related to the specific properties.

SUBMISSION

Please provide a proposal for services to **Multi-Service Center** for a complete Energy Audit, based on the information above and the following information provided by MSC:

Titusville Station

Address: 205 ½ 1st Ave, Kent, WA

Property includes single residency studios for women in MSC's transitional housing program, affordable housing apartments, and commercial spaces on the first floor.

Number of residential units: 19

Number of commercial units: 7 with 12 rooms total

Property built in 1907

Proposals should provide the following information:

- Cover sheet with company name, address, year of establishment, contact information, and summary of the work that the company does. Please note on the cover sheet if you are a minority or women owned business enterprise as preference will be given to MWBEs
- Experience in providing Energy Audits for similar types of projects. Please include description of prior training and experience in evaluating energy needs, identifying energy related costs savings and knowledge of applicable energy and environmental standards as well as the local jurisdictional codes and requirements related to the specific properties. Include information about experience and training of key staff who will be working on this project if selected.
- Description of how you would propose to undertake the Energy Audit. Please include timelines for each phase of the proposed Energy Audit and steps you would take during each phase.
- Experience in working with non-profit, affordable housing developers if applicable.
- List of all applicable licenses, certifications, and designations. Proof of general liability insurance in the amount of \$1,000,000 per occurrence.
- Line item budget for the proposed Energy Audit.

- At least three professional references with contact information.
- Brief sample Energy Audit preferred by not required.

Proposals should be in a font no smaller than 12 and should not exceed 7 pages not including Energy Audit samples.

Terms and Period of Performance

Total funding available for CNAS for these properties is \$12,000.

MSC anticipates awarding contracts in January 2016 with the expectation that CNA work will be completed no later than March 31, 2016. The Energy Audit is anticipated to be completed within 6 weeks from the time that the contract with the Energy Audit provider is fully executed.

Proposals will be rated on the following criteria:

- Cover sheet including all applicable data (up to 5 points)
- Description of similar experience (up to 25 points)
- Description of Energy Audit approach (including time lines and demonstrated willingness to work with diverse partners/stakeholders) (up to 25 points)
- List of all applicable licenses and certifications and proof of liability insurance (up to 10 points)
- References (up to 5 points)
- Line item budget (up to 25 points)
- Experience working with non-profit, affordable housing developers (up to 5 points)

TOTAL POINTS POSSIBLE: 100

Proposals will be reviewed and scored by a panel.

Please note that there is a possibility for future contracts to continue implementation of the Energy Audit recommendations contingent upon funding.

Proposals must be submitted by January 3, 2016.

Please submit proposals to the attention of Robin Corak at robinc@mschelps.org. Please be sure to put Energy Audit proposal in the subject line.