

**Weatherization Assistance Program
HPD Targeted Multifamily Portfolio Temporary Sub-grantee**

REQUEST FOR QUALIFICATIONS

TABLE OF CONTENTS	Page:
I. <u>INTRODUCTION</u>	3
A. Weatherization Assistance Program Description	
B. DHCR Temporary Sub-Grantees for Multi-family Portfolios	
C. HPD's Program Proposal	
D. Program Timeline	
E. Description of Properties	
II. <u>REQUEST FOR QUALIFICATIONS PROCESS</u>	5
A. Applications	
B. Application Review	
C. Questions	
III. <u>MINIMUM QUALIFICATION REQUIREMENTS</u>	5
IV. <u>EVALUATION CRITERIA</u>	6
A. Demonstrated Level of Organization's Experience	
1. Program Administration Experience	
2. Construction Management Experience	
3. Experience with Weatherization or Energy Efficient Retrofits	
B. Demonstrated Level of Organization's Capacity and Capability	
1. Energy Audits and Work Scope Development	
2. Staff Capacity	
3. Staff Expertise	
4. Ability to Work with Government Agencies	
C. Adverse Findings	
V. <u>APPLICATION REQUIREMENTS</u>	8
A. Contents of Application	
B. Submission Requirements	
V. <u>TERMS AND CONDITIONS</u>	10
VI. <u>CONFLICTS OF INTEREST</u>	10

VII. FORMS

Form 1	Applicant Description
Form 2	Experience and Qualifications
Form 3	Organizational Capacity
Form 4	Residential Development Experience
Form 5	Weatherization Experience
Form 6	NYSERDA Experience
Form 7	Applicant's Letter

I. INTRODUCTION

A. Weatherization Assistance Program Description

Through the American Reinvestment and Recovery Act of 2009 (ARRA), New York State has been allocated approximately \$395,000,000 for the Weatherization Assistance Program (WAP). The program will be administered by the New York State Division of Housing and Community Renewal (DHCR) through its Office of Community Development. The majority of these funds will be administered by the existing network of WAP sub-grantees. However, DHCR is seeking temporary sub-grantees to administer \$50,000,000 of the ARRA funds for the purpose of targeting multifamily portfolios with significant need for energy assistance.

The Weatherization Assistance Program provides energy conservation assistance on behalf of income-eligible households to improve the energy efficiency of their dwellings and to reduce their housing expenditures for fuel and electricity. Funds, up to \$6,500 per dwelling unit on average, are provided to weatherize the dwelling units of homeowners and renters with high energy costs in relation to their household income.

Please refer to the New York State Weatherization Assistance Program Policies and Procedures Manual, 2009 (PPM) for detailed information pertaining to the program.

B. DHCR Temporary Sub-Grantees for Multi-family Portfolios

Temporary sub-grantees are responsible for a variety of tasks under their contract with DHCR, including: evaluation of the energy-efficiency of dwelling units proposed to be weatherized; identification of appropriate properties and income eligibility verification of residents; procurement of materials and selection of subcontractors in compliance with DHCR's WAP PPM, installation of cost effective energy-saving measures and supervision of workers and subcontractors; identification and mitigation of related health and safety concerns; maintenance of client and program files; and preparation of regular management and fiscal progress reports.

C. HPD's Program Proposal

The Department of Housing Preservation and Development (HPD), on behalf of the City of New York, seeks to partner with a not-for-profit organization (the "Partner") which would apply to DHCR to become a Temporary Weatherization Sub-grantee, responsible for allocating a portion of the \$50,000,000 in funding made available by DHCR for Targeted Multi-Family Portfolios. HPD will support the application made by the selected Partner to DHCR to become a Temporary Sub-grantee to weatherize a portfolio of HPD-assisted buildings. If the Partner is selected by DHCR to be a Temporary Sub-grantee, HPD will have sole responsibility for selecting the participating buildings.

HPD intends to work with the Partner to weatherize approximately 4,000 units in its asset management portfolio. It is expected that the selected Partner will request approximately \$27 million in WAP funds to undertake the weatherization of this portfolio, though the unit target

and grant request amount will be finalized in consultation with the selected Partner. Due to the geographic dispersion of this portfolio and the fact that HPD has an established relationship with these buildings, it will be more efficient and effective for these buildings to be weatherized through an HPD-coordinated program, rather than through the individual local WAP providers. In addition, due to the affordable rents required as a result of HPD's previous involvement, many of these buildings may not have the financial resources necessary to participate in a traditional WAP program. The portfolio approach will enable HPD to provide the technical and financial resources that will be needed to ensure these buildings are able to participate in the WAP program. For buildings that may otherwise not be able to participate in WAP, HPD may provide low-interest financing to cover the required owner's contribution. In addition to managing the WAP program, it is anticipated that the Partner will be responsible for allocating these funds to selected buildings.

This Request for Qualifications ("RFQ") is being issued to determine the eligibility of responding individuals and/or organizations ("Applicants") with which HPD can enter into a partnership. HPD seeks to select a single Partner with the capacity to work city-wide to manage a program of the scale described above. HPD will consider proposals from groups who intend to partner with other organizations in order to provide the skills and expertise required of a WAP provider. Upon award of funds to the Partner by DHCR, a Partnering Agreement will be entered into with the responsible organization(s) whose submission is determined to be the most advantageous to the City.

D. Program Timeline

The Weatherization Assistance Program is anticipated to begin in November 2009, upon announcement by DHCR of successful temporary Sub-grantee applications. HPD anticipates all energy audits will be conducted for the targeted pipeline consisting of approximately 200 buildings by October, 2010 to provide sufficient time for the completion of all work scopes by June, 2011.

E. Description of Properties

HPD's Asset Management WAP pipeline is composed of approximately 200 occupied privately-owned multifamily buildings that received HPD funding in the late 1980s through mid-1990s. The buildings range in size from 5 to 150 units, with a median building size of 19 units. Since these buildings were rehabilitated 20 to 30 years ago, the energy standards do not meet today's efficiency guidelines. The weatherization work will address many of the most pressing current buildings' needs, in order to preserve their physical stability and help to improve their financial stability going forward. The 200 WAP buildings will be selected by HPD based on building physical needs, owner preparedness and interest in participation, and tenant income eligibility.

II. REQUEST FOR QUALIFICATIONS PROCESS

A. Applications

Applicants must submit their qualifications in accordance with the instructions and forms contained in Section V of this RFQ. To be considered for selection as a Partner, applications must be submitted no later than **5:00 PM on August 14, 2009**. Upon review, HPD, at its discretion, may notify an Applicant that additional information or clarification is necessary. Such additional information may include the completion of disclosure statements concerning the Applicant and its principals and officers. An Applicant's submission of qualifications will be considered as permission for HPD to make such inquiries concerning the Applicant, as HPD deems necessary.

B. Application Review

HPD will select the Partner based on the criteria specified in Sections III and IV. HPD reserves the right to conduct site visits and/or interviews and/or request that submitting organizations make presentations and/or demonstrations, as HPD deems applicable and appropriate. Although discussions may be conducted with submitting organizations, HPD reserves the right to award a Partnering Agreement on the basis of initial submissions received, without discussions; therefore, the submitters' initial proposals should contain its best programmatic terms. HPD may disapprove the inclusion of any or all members of the Applicant's team and may require Applicants to substitute other individuals or firms. Responses will be due **August 14, 2009** as set forth in Section V of this RFQ. HPD intends to notify the selected Partner no later than **August 20, 2009**.

C. Questions

Questions concerning this RFQ must be submitted in writing by mail, fax or email no later than Thursday, August 13th at 5:00 PM to:

HPD Contact: Anna Frantz
Email Address: frantza@hpd.nyc.gov
Fax Number: (212) 863-6423
Address: NYC Department of Housing Preservation and Development
100 Gold Street, Room 9P6
New York, NY 10038

PLEASE NOTE THAT TELEPHONE INQUIRIES WILL NOT BE RESPONDED TO.

III. MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet the eligibility requirements identified by DHCR for a Temporary Weatherization Sub-grantee in order to be considered for selection as a Partner by HPD. HPD seeks to partner with a not-for-profit organization that works city-wide administering programs and allocating funding related to housing development. In addition, applicants will

be evaluated on the extent to which they demonstrate that members of their team provide the skills and expertise required of a Weatherization Assistance Temporary Sub-grantee.

IV. EVALUATION CRITERIA

A. Demonstrated Level of Organization's Experience: 60%

1. Program Administration Experience

The Applicant will be evaluated on the extent of its experience administering programs designed to allocate funds and rehabilitate properties on a similar scale as is anticipated for this Weatherization program.

2. Construction Management Experience

The Applicant will be evaluated on the extent of its experience with the rehabilitation of housing similar to the properties that are involved in the Program. Such consideration may include but not be limited to assessing the quality, efficiency, and timeliness of completed rehabilitation work through site visits, contacting references and reviewing other information available to HPD.

The Applicant should demonstrate the capacity to effectively coordinate the rehabilitation of properties on a scale commensurate with the HPD Weatherization pipeline. An Applicant's experience should represent the completion of construction on at least two moderate rehabilitation projects with tenants in place during construction within the most recent five years totaling at least twenty units and including at least two major systems replacements.

3. Experience with Weatherization or Energy Efficient Retrofits

The Applicant will be evaluated on the extent of its experience with rehabilitation projects involving weatherization measures and/or energy-efficient retrofits.

B. Demonstrated Level of Organization's Capacity and Capability: 40%

1. Energy Audits and Work Scope Development

The Partner will be responsible for conducting energy audits, preparing audit reports, work scope and specifications in the required professional format in a timely manner that follows HPD's program schedule. HPD will evaluate the Applicant on the entity's capacity to conduct energy audits for WAP, both in terms of staff capacity and enrollment as either a DHCR-approval Self-Auditing Agency or a NYSERDA Partner in the Multi-Family Performance Program for Existing Buildings. The Applicant will be evaluated on the extent to which it demonstrates the technical capacity to perform energy audits, create weatherization and/or cost-effective energy retrofit work scopes and specifications in coordination with building

owners using DHCR-required software and work professionally with building owners and tenants for approximately 200 buildings, consisting of 4,000 units in a one-year time period.

2. Staff Capacity

The Applicant's current workload and other pending project obligations as can be determined by HPD will be considered in assessing its capacity to carry out the management and rehabilitation and/or development of specific properties. The Applicant's current workload and other pending project obligations as can be determined by HPD will be considered in assessing its capacity to carry out the management and rehabilitation and/or development of specific properties.

3. Staff Expertise

The Applicant will be evaluated on the extent to which it demonstrates that members of its team provide the skills and expertise required to be selected by DHCR as a Weatherization Assistance Temporary Sub-grantee, including experience with lead-based paint hazard control and energy audits.

4. Ability to Work with Government Agencies

HPD will evaluate the Applicant's demonstrated ability to administer programs and projects that work successfully with public agencies, meet schedules and comply with special reporting requirements imposed by government funding streams, including procurement requirements, prevailing wage compliance, and data collection and reporting. As this program will be funded with ARRA funds, the partner will be responsible for providing DHCR with the information necessary to meet federal quarterly reporting deadlines.

C. Adverse Findings

An Applicant may be rejected at any time during the evaluation process if adverse findings are made with regard to the Applicant or any of its principals or related entities, including, but not limited to, adverse findings with respect to any of the following:

- Failure to satisfactorily meet all aspects of any previous agreement with HPD.
- Past or pending government or private mortgage foreclosure proceedings or arrears with respect to any property owned or managed by the Applicant.
- Past or pending governmental tax or lien foreclosure, substantial tax arrears or bankruptcy or insolvency.
- Findings of tenant harassment or a pending case of harassment.
- Arson, fraud, bribery, or grand larceny conviction or a pending case.
- Past or pending complaints against Applicant related to any weatherization activity
- Past or pending default on any obligation to, unsatisfied judgment or lien held by, or contract with any governmental agency.

- Past or pending suspension, debarment, or finding of non-responsibility by any government agency.
- A past or pending voluntary or involuntary bankruptcy proceeding.
- A negative history with HPD or any other government agency.

V. APPLICATION REQUIREMENTS

A. Contents of Application

Responses should address how the Applicant would meet the Minimum Criteria and the Evaluation Criteria, as described in Sections III and IV above. All Applicants must submit all information as described below.

1. Applicant Description

A completed **Form 1 - Applicant Description, Parts 1 and 2**.

2. Experience and Qualifications

Using **Form 2**, describe the successful relevant experience of the Applicant, and each proposed sub-contractor if any, and the proposed key staff in providing the work described in Sections III and IV.

3. Organizational Capability

Using **Form 3**, describe the Applicant's organizational (i.e., technical, managerial, and financial) capability to provide the work described. Include an organizational chart showing the Applicant's staffing model and team structure for this program. Include a list of staff that will be assigned to this program.

4. Residential Development Experience

Complete the **Form 4 - Residential Development Experience**.

5. Weatherization Experience and Pipeline

Using **Form 5**, describe the Applicant's experience with WAP. Identify the total allocation of WAP funds already awarded through the traditional sub-grantee WAP rounds and the total anticipated number of units that the Applicant, if selected, expects to weatherize with the proposed allocation.

If Applicant is applying for other funding through the Targeted Multi-family Portfolio allocation, describe the Applicant's role in other proposals and the amount of funds to be requested. If Applicant has or anticipates receipt of Weatherization funds unrelated

to HPD's Proposal, describe the Applicant's capacity to manage the full Weatherization work load and whether the Applicant will ensure HPD's Targeted Multi-family Portfolio is prioritized.

If the Applicant is not currently participating in the WAP program, provide a **statement in place of Form 5** that the Partner has no current or future plans for involvement in the Weatherization program unless selected as HPD's Partner for this Targeted Multi-family Portfolio.

6. NYSERDA Experience and Pipeline

If Applicant is a NYSERDA Partner, use **Form 6** to describe the Applicant's participation in NYSERDA programs.

7. Applicant's Letter

Provide a **Form 7 - Applicant's Letter**, signed by a principal of the Applicant..

B. Submission Requirements

Responses may be delivered by hand or sent via email. If delivered by hand, one fastened original and two fastened copies of the Applicant's qualifications, including all documentation requested as described above, must be submitted in response to this RFQ. The copies may be fastened with either staples, prong paper fasteners, or organized in a three ring binder. The copies must be clearly labeled with the name of the Applicant on the cover.

E-mail responses with one copy of the proposal should be sent to:

russos@hpd.nyc.gov

Hand-delivered responses should be delivered to:

**Suzanne Russo
NYC Department of Housing Preservation and Development
100 Gold Street, Room 4-Q1
New York, NY 10038**

Responses must be received no later than **August 14, 2009 at 5:00 PM.**

All applications become the property of HPD. HPD reserves the right to ask for additional information. Submissions will be promptly reviewed by HPD. Interviews, site visits and/or additional information may be requested.

VI. TERMS AND CONDITIONS

This RFQ is subject to the specific conditions, terms and limitations stated below:

- A. The City is not obligated to pay nor shall in fact pay any costs or losses incurred by any Applicant at any time including the cost of responding to this RFQ
- B. The City reserves the right to reject at any time any or all submissions and/or withdraw this RFQ in whole or in part and to negotiate with one or more Applicants. The City likewise reserves the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFQ, and to entertain modifications and additions to the applications of Applicants.
- C. Selection of an Applicant for this Program will not create any rights on the Applicant's part, including without limitation, rights of enforcement, equity, or reimbursement.
- D. This RFQ and any agreement or other documents resulting therefrom are subject to all applicable laws, rules and regulations promulgated by any Federal, State or Municipal authority having jurisdiction over the subject matter thereof, as the same may be amended from time to time.

VII. CONFLICTS OF INTEREST

The City Charter imposes certain restrictions on post-employment business relationships with the City by former City employees and on business relationships with the City by current City employees. Such individuals should consult Chapter 68 of the City Charter on specific provisions on this issue. Any questions concerning such provisions should be addressed to the Conflict of Interest Board, 2 Lafayette Street, New York, New York 10007, telephone number (212) 442-1400.