



**AD-24-RFP-2000**  
**Request for Proposals**

**Energy Consultant Services**

**Issue Date: March 10, 2025**

**Shenae Draughn**  
**President**



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**Part I. Solicitation Information**

A. Description of Services

Elm City Communities (ECC) is conducting this request for proposals on behalf of the Housing Authority City of New Haven, The Glendower Group, Inc., including affiliated entities and 360 Management Company for qualified energy consulting firm(s).

B. Important Due Dates/ Locations/ Time

Schedule	
Event	Date
RFP Issued	March 10, 2025, at 3:00PM
Pre-Proposal Conference	March 19, 2025, at 2:00 PM
Questions Due	March 21, 2025, at 12:00PM
Proposals Submittal Deadline	March 28, 2025, at 3:00PM

A Pre-Proposal Conference is scheduled for March 19, 2025, at 2:00 p.m. ONLY via conference call. Conference call link is attached as a separate document. Attendance is not mandatory but is recommended.

All questions concerning this RFP must be submitted in writing no later than March 21, 2025, at 12:00 p.m. EST using the Housing Authority of the City of New Haven’s Collaboration Portal website: <https://newhavenhousing.cobblestonesystems.com/gateway>. To submit questions, you must register as an Interested Respondent.

Once the question period has ended, all responses to questions will be posted as an addendum and posted on Housing Authority of the City of New Haven’s Collaboration Portal website: <https://newhavenhousing.cobblestonesystems.com/gateway>. All Addenda’s must be acknowledged with a signature and timely submitted as part of this solicitation. Bids will be rejected if the addendum is not timely submitted as stated.



### **C. Preparation of Submission:**

**Respondent must submit ONE complete file and must be uploaded via the Housing Authority of the City of New Haven's Collaboration Portal website: <https://newhavenhousing.cobblestonesystems.com/gateway>.**

**Caution: Late Proposal submission will be handled in accordance with the provisions contained in HUD Form HUD 5369-B Titled "LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF OFFERS".**

Persons wishing to receive copies via overnight delivery are responsible for making all arrangements and paying related costs. All cost related to the preparation of this RFP and any related activities are the responsibility of the Offeror. HANH/ECC does not assume any liability for any cost incurred by the Offeror throughout the entire selection process.

All proposals submitted must conform to the requirements specified in the Instructions to Offerors, General Contract Conditions, and any/all other requirements contained herein, all of which form a part of the Request for Proposals by reference.

HANH/ECC reserves the right to postpone or cancel this RFP, to reject, in whole or in part, any and all proposals, to re-advertise for new proposals, and/or to not award any agreement pursuant to the RFP requirements if HANH/ECC deems it's in their best interest to do so. HANH/ECC further reserves the right to waive any minor informality, or the failure of any bidder to comply there with, if it is in the public interest to do so.

HANH/ECC will reject the proposal of any bidder who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any who has previously failed to perform any contract properly for HANH/ECC, or any instrumentality thereof.

## Part II. Bid Protest

Disagreements over the award of a HANH/ECC contract, referred to as protests, may occasionally arise between the PHA and an offeror. Usually, the protestor asserts that he/she should have received the contract award and alleges that HANH/ECC did not conduct the competition appropriately. (Note: While protests are commonly referred to as bid protests, any type of contract award, including small purchase, competitive proposal, or sealed bid, may be protested by an unsuccessful offeror.) HANH/ECC, in accordance with sound business judgment, is responsible for the settlement of protests arising from the procurement process.

1. **Designation of Protest Officials.** The Contracting Officer shall be responsible for the receipt of any form bid protest in writing and with conducting the initial bid protest hearing. Bid protest must be submitted within ten (10) days of the award of contract by the Authority.

The Contracting Officer shall render an impartial decision regarding any bid protest.

2. **Appeal of Initial Bid Protest Decision.** If the Contracting Officer denies the bid offeror's bid protest, the protestor must request an appeal of said finding in writing no later than ten (10) days of the date of receipt of the decision of the Contracting Officer. The appeal hearing will be conducted by no less than two (2) members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee.) The request for an appeal hearing shall be directed to the Contracting Officer.

3. **Requirements for Written Protests.** Protestors shall submit a bid protest in writing to the Contracting Officer within ten (10) days of the award of the subject contract by the Authority to the following address. **Protest against terms of the solicitation must be made prior to the due date of solicitation.**

Contracting Officer  
360 Orange Street  
3<sup>rd</sup> Floor  
New Haven, CT 06511

The bid protest must clearly state the basis for the protest. Protests should include, at a minimum, the following information:

- a. Name, address, and phone number(s) of the protestor;
- b. Solicitation number and project title;
- c. A detailed statement of the basis for the protest;

- d. Supporting evidence or documents to substantiate any arguments; and
- e. The form of relief requested (e.g., reconsideration of their offer).

4. **Submission Time Period.** Generally, the offeror shall submit bid protest no later than ten (10) days of date the award of subject contract is made by the Board of Commissioners. **Protests against the terms of a solicitation should be considered late if submitted after the due date for offers.**

5. **Time Period for Formal Protest Hearing.** The Contracting Officer, or his/her designee, shall conduct a protest hearing, if the written request warrants within ten (10) calendar days of receipt of the writing request by the protestor. The Contracting Officer may deem, based upon the evidence presented by the protestor, that a hearing is not warranted, and that an unbiased and impartial initial decision can be rendered without the need of a face to face hearing.

6. **Remedial Action.** If a protest is decided in favor of the protestor, HANH/ECC may consider, inter alia, the following remedies:

If the contract has not been awarded, the HANH/ECC may cancel or revise the solicitation or proposed contract award, or

If the contract has been awarded, the contract may be terminated for convenience and awarded to the protestor, or the procurement may be canceled and offers re-solicited.

7. **Emergencies or Unusual and Compelling Circumstances.** HANH/ECC may allow a contract to remain in place despite a successful protest in cases of emergency or unusual or compelling need for the supplies or services. However, if the HANH/ECC determines, based on compelling circumstances such as an emergency or serious disruption of its operations, that termination or re-solicitation would not be in the best interest of HANH/ECC, then HANH/ECC may allow the award to stand and pay the successful protestor costs associated with preparing the bid along with the cost of filing and pursuing the protest and other damages determined.

8. **Denials.** HANH/ECC shall notify the protestor in writing of its decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with our protest procedures.

9. **Appeal Procedures.** As stated above, appeal of the Contracting Officer's initial decision shall be heard by no fewer than two members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee). The request for an appeal must be made in writing as stated above and must include, but not be limited to:



1. A statement of the factual and legal grounds on which reversal or modification of the decision is deemed warranted, specifying any errors of law made or information not previously considered.

10. **Documentation.** The Contracting Officer shall fully document the protest decision in writing in the contract file. Documentation shall include but not be limited to:

1. A copy of the subject solicitation and supporting documentation, including the copy of the advertisement of the bid.
2. A copy of the protestor's written protest.
3. A copy of the written finding of the Contracting Officer and that of any appeal officer(s).
4. Copy of documentation used by HANH/ECC to make its decisions that was protested by the protestor.

11. **Informal Resolution Processes.** Protestor may request an informal review of their protest either in writing or by phone.

### **EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS**

All Equal Employment Opportunities including Section 3 (EEO) forms are provided in this package. The contractor/vendor must review all EEO forms, complete and submit the required EEO forms at the time of submission of bid or proposal. Bids/Contracts at all dollar values are subject to Section 3/MBE/WBE requirements.

After a Contract has been awarded, the contractor must attend a mandatory meeting with HANH/ECC's Director of Procurement. If there are any questions regarding the completion of the EEO forms please contact the Director of Procurement, at 203-498-8800 ext. 1200.

Staff is available at 360 Orange Street, 3rd floor, to assist persons with disabilities. The TTY/TDD number is (203) 497-8434. HANH/ECC is an equal opportunity housing agency.  
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

*Shenae Draughn*

By:  
Shenae Draughn  
President

Date: 3/7/2025 9:10:57 AM

### Part III. Index of Submittal Documents

The INDEX OF SUBMITTAL DOCUMENTS shown below is provided to assist all Offerors in correctly preparing and submitting a responsive RFP in accordance with the requirements of the above RFP. The Index contains a listing of all required submittal items.

Please review this index and submit all documents that are checked “**REQUIRED SUBMITTAL**” with your proposal. Documents that are checked “**SIGNATURE REQUIRED**” must be properly executed. Documents that are checked “**NOTARY/CORPORATE SEAL REQUIRED**” must be notarized and/or have the Bidder’s corporate seal affixed.

Please view/ download the below listed documents from:

<https://newhavenhousing.cobblestonesystems.com/gateway/DocumentLibrary.aspx>

INDEX OF SUBMITTAL DOCUMENTS				
DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/ CORPORATE SEAL REQUIRED	FOR YOUR REVIEW
<b>ALL PROJECTS</b>				
Letter of Interest	X	X		
Executive Summary	X			
Team Experience and Qualifications	X			
Offeror's Approach	X			
Project Schedule / Availability	X			
Staffing & Qualifications	X			
Sample of Relevant Material	X			
<b>Required Acknowledgements and Certifications as listed below:</b>				
Cover Sheet <i>(Attached)</i>	X			
Bid Sheet <i>(Attached)</i>	X	X		
HUD-5369-C- Certifications and Representation of Offerors	X	X		
HUD-5369-B Instruction to Offerors				X
Reference and Past Performance Form	X			
Acknowledgement of Addenda Form	X	X		
Section 3 Contractor Guide 2021				X
Contractor Highlight Section 3				X
Federal Executive Order 11246				X
HANH/ECC Section 3 Clause				X
HANH/ECC Bid Conditions for Equal Opportunity in Employment				X
General Conditions for Non- Construction- HUD 5370-C				X
HUD Form 50071- Certification of Payments to Influence Federal Transactions	X	X		
Non-Collusive Affidavit	X	X	X	
HANH/ECC's Insurance Requirements				X



## Part IV. Scope of Services

Elm City Communities (ECC) is seeking a consulting firm to assist in the following three areas:

1. Energy Monthly Analyses, Budgeting & Forecasting
2. Energy Conservation & Load Management Initiatives
3. Competitive Electricity and Natural Gas Commodity Procurement

Annually, ECC spends in excess of \$5.8 million in utility expenses as follows:

Public Housing Program - \$557K in water & sewer, \$526K million in electricity, \$296k in natural gas for about 496 public housing units;

Asset Management Sites - \$1.4M in water & sewer, \$2.3M million in electricity and \$454k in natural gas for 1407 asset management site units that were and will be converted from the Rental Assistance Demonstration (RAD) program.

ECC, at its discretion, may also use the services of this consulting firm to assist in the competitive procurement process of various energy commodities and help seek, identify and maximize funding sources for the Agency.

ECC is seeking a professional services firm to perform the following:

### 1. **Energy Analyses, Budgeting & Forecasting**

ECC is seeking a professional services firm with expertise in analyzing monthly actual utility consumption and costs, developing proactive tools to assist ECC in preparing energy budgets and energy forecasting throughout the fiscal year. The professional services firm would assist ECC in developing a computerized database of water & sewer, electricity and natural gas consumption and costs. ECC is seeking these services in order to develop useful tools so that ECC knows exactly where they are in terms of their actual and projected energy costs compared to budgets throughout the fiscal year.

The database of monthly energy cost and usage data will become the basis for ECC's monthly payments to the utility providers, and future energy conservation and procurement services including; (1) budgeting and forecasting, (2) the development of energy conservation initiatives (the cost and usage data is our baseline to measure future energy savings), and (3) quantify price savings from competitive procurement of electricity and natural gas commodities.

The consulting firm's required services will include the following:

- a. The receipt of monthly utility invoices from Regional Water Authority, Water Pollution Control, Constellation, Direct Energy, United Illuminating and Southern CT Gas in order to maintain an up-to-date database of utility data.

- b. Perform utility cost and usage analysis for all accounts in order to identify usage and cost anomalies as well as a review of utility rate tariffs to ensure accounts are being billed on the proper rate tariff.
- c. Perform a review of accounts and sample specific meters to ensure that ECC is not paying for meters that it doesn't currently have. This is a prevalent occurrence for entities that have a significant number of utility accounts.
- d. Prepare a forecasting document on a monthly basis and a comparative analysis against budget. The consulting firm will prepare a summary document of utility usage and costs to be used as a financial tool to help manage water & sewer, electricity and natural gas costs. The forecast will be prepared and reviewed with ECC on a monthly basis.

## **2. Energy Conservation & Load Management Initiatives**

ECC is seeking the expertise of a consulting firm to provide overall development and management of a strategy to identify, analyze and recommend energy conservation initiatives throughout ECC's infrastructure. The consulting firm would be required to seek out opportunities for grant funds from the Connecticut Energy Efficiency Fund and the Connecticut Clean Energy Fund. In addition, Federal and State incentives can be pursued on a project specific basis.

The consulting firm will be required to provide technical and financial expertise to (1) identify potential cost effective investments in energy saving technologies by performing detailed energy audits, (2) perform financial and cash flow analysis of the potential energy saving opportunities, (3) assist ECC in developing engineering specifications to be used to competitively bid projects, (4) prepare all necessary documentation to secure available grant monies from the above mentioned sources, (5) oversee the implementation of projects by selected contractors, (6) measure and monitor the results of savings through metering and monitoring of investments on an ongoing basis to ensure proper operation and maintenance over their useful life, and (7) measure and verify savings from performance contracting quantifying the savings resulting from energy efficient equipment, water conservation, renewable energy and cogeneration projects implemented through U.S. Department of Housing and Urban Development's (HUD's) energy performance incentives.

## **3. Competitive Electricity and Natural Gas Commodity Procurement**

At its discretion, ECC is seeking a consultant with expertise in the areas of procuring competitive energy including electricity, natural gas, and fuel oil. The consulting firm must have an in-depth understanding of the energy markets, expertise in legal and contract law with respect to energy contracts.



The consulting firm will develop a standard energy procurement contract that will be acceptable to all potential suppliers and that can be used to procure energy commodities at a later date in a one-day bid environment. The development of standard contract terms and conditions will allow the ECC to efficiently solicit bids for energy commodities with pre-established terms and conditions for the purpose of entering into contracts for energy commodities.



## **Part V. Submission Requirements**

### ***a. Proposal Preparation and Submission***

Offerors' proposals must be prepared and submitted in such a manner that they address, at a minimum, the requirements of Sections B through L below in appropriate detail. Other preparation and submission requirements may be required by documents contained within Part IV (Scope of Services). It is the Offeror's responsibility to ensure that their proposal submittals properly address all requirements requested by the RFP.

### ***b. Letter of Interest***

At the beginning of each proposal, the Offeror must provide a letter of interest listing the Offeror's members and identifying the primary contact person. The letter must be signed by an authorized principal of the Offeror's firm and include a statement that the proposal will remain valid for not less than one hundred twenty (120) days from the due date.

### ***c. Executive Summary***

Provide a brief description of no more than four (4) type-written double-spaced pages demonstrating your organization's understanding of the services required by this RFP and how your organization's technical expertise, experience; Public Housing and/or affordable housing, financial resources, proven past performance, and proven managerial processes are consistent with and capable of supporting the specified requirements contained herein.

### ***d. Team Experience and Qualifications***

- a. Name of Offeror and proposed role.
- b. Main address, telephone/fax numbers and email address of Offeror's place of employment.
- c. Address and telephone number of the office from which services will be provided to the Agency (if different from above).
- d. Contact person, title, telephone/fax numbers and email address.
- e. Description of the size, number of employees and the current workload of the Offeror.
- f. Identify the individual who will serve as Project Manager for the Offeror and who will direct and coordinate the effort to completion.

### ***e. Offeror's Approach to Providing Required Services***



Housing Authority of New Haven

Provide a brief description of no more than four (4) type written doubled space pages describing your organization's understanding of each of the separate tasks required under Part IV. (Scope of Services) and the methodology that will be utilized to provide all required services.

**f. Project Schedule/ Ability to Perform in a Timely Manner**

Describe your organization's ability to perform all required services in a timely manner. Include all proposed processes and timeframes for completion of same.

**g. Staffing and Qualifications/ List of Key Personnel**

Provide a listing of all key personnel that will be responsible for demonstrating their relevant experience necessary to perform the required services contained herein along with copies of current resumes applicable to each. The Contractor must provide HANH/ECC with the qualification of prospective site staff and have at a minimum, five years training and consulting experience.

**h. Sample of Relevant Material**

Submit samples of any/all charts, documents, forms, etc. that your organization will utilize to perform the required services contained herein.

**i. Relevant and Past Experience**

Offeror(s) must complete the HANH/ECC Reference and Past Performance Form

**j. Employment and Contracting Action Plan**

Offeror(s) should review HANH/ECC's Bid Conditions for Equal Opportunity in Employment, Section 3 Clause (Qualification Information), Federal Executive Order 11246 Compliance Requirements, and Clauses 16 (Equal Employment Opportunity) and 21 (Training and Employment Opportunities for Residents in the Project Area) of HUD Form HUD-5370-C (General Conditions for Non-Construction Contracts)

**k. Required Certifications**

All certifications and other required documents shown on the "Index of Submittal Documents Required for RFPs" must be prepared and submitted with Offeror's proposal for the proposal to be considered responsive to the HANH/ECC Request for Proposals (RFP)/Solicitation requirements. The minimum amount of time that Offeror's proposal must remain valid is ONE HUNDRED AND TWENTY (120) calendar days from the proposal submittal date.



### ***I. Mandatory Clauses***

HUD FORM HUD-5370-C (General Conditions for Non-Construction Contracts) and HANH/ECC's Supplemental Conditions to HUD Form HUD-5370-C include all clauses mandated by 24 CFR 85.36.



## Part VI. Evaluation Criteria and Selection Procedures

### 1. **Proposal Evaluation/Contract Award**

Evaluation of the responses to this RFP may be evaluated using a two-step process. Step 1 may be used to determine which Offerors proposals are acceptable or potentially within the acceptable range. During Step 1, a committee will be appointed to evaluate technical proposals in accordance with the evaluation criteria stated in the RFP. The technical evaluation panel or committee performs the review of all technical proposals using the RFP's evaluation criteria.

For the purpose of conducting negotiations, proposals will be initially classified as acceptable, potentially acceptable, or unacceptable. The competitive range decision will consider the evaluation of both technical and cost/price proposals. Proposals determined by the Contracting Officer to be acceptable or potentially acceptable and that have a reasonable chance of award shall be included in the competitive range.

As part of the evaluation process, proposals classified as acceptable and potentially acceptable will be requested to present its proposal and demonstrate the system before the evaluation committee. Any information gained during the presentation(s) may be used in the evaluation of the proposal. Failure to honor this request will be grounds for rejection of the respondent's proposal with no further consideration given.

### 2. **Evaluation Criteria**

The evaluation criteria to which each Offeror's submitted proposal will be reviewed, ranked, and scored is as follows. Each proposal has a maximum total possible score of 100 points.

1. Firm's Qualifications and Experience (including specific qualifications of personnel assigned to this project). **(Maximum of 30 points)**
2. Examples of work on Similar Projects. **(Maximum of 20 points)**
3. Quality of preliminary concept for process design and facilitation strategy and ability to perform according to time frame. **(Maximum of 25 points)**
4. Respondent is a MBE/WBE or Section 3 qualified business enterprise or partners with a qualified entity. **(Maximum of 10 points)**
5. Compensation structure preference given to the most cost-efficient proposal **(Maximum of 15 points)**

Proposals will be reviewed by an Evaluation Committee and in accordance with HANH/ECC's Procurement Procedures.



For the purpose of conducting negotiations, proposals will be initially classed as:

- Acceptable (within range of 70-100 points),
- Potentially acceptable (within range of 60-69 points) or
- Unacceptable (within range of 0-59 points).

Proposals determined by HANH/ECC's Contracting Officer to be either acceptable or potentially acceptable and that have a reasonable chance of resulting in a contract award considering their technical evaluation results and their proposed costs will be included in the competitive range. Proposals deemed acceptable or potentially acceptable will be invited for an interview.

Once HANH/ECC has completed the review process, HANH/ECC will enter negotiations with the highest ranked firm selected by the evaluation criteria, with the intention of reaching a best and final offer on a fair and reasonable rate schedule for professional services. If an agreement cannot be reached, HANH/ECC will terminate negotiations with that firm and will proceed to the next-highest ranked firm until rates determined to be fair and reasonable to both parties are obtained. Please note that if negotiations are terminated with a firm, HANH/ECC may not go back to that firm for any additional negotiations – even if the next lower ranked respondent is higher in price.

HANH/ECC will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to HANH/ECC, cost or price and other factors, specified elsewhere in this solicitation, considered.

HANH/ECC may

1. Reject any or all offers if such actions are in HANH/ECC's interest,
2. Accept other than the lowest offer,
3. Waive informalities and minor irregularities in offers received, and
4. Award more than one contract for all or part of the requirements stated.

If this solicitation is a request for proposals (RFP), HANH/ECC may award a contract based on initial offers received, without discussion. There, each initial offer should contain the offerors best terms from a cost or price and technical standpoint.

All Offeror(s) must disclose any conflicts of interest, e.g., family member of HANH/ECC staff or a resident of public housing or Section 8 (Housing Choice Voucher) in the City of New Haven.