

**Request for Qualifications (RFQ) For  
Residential Energy Efficiency Program  
(R.E.E.P.) Job Order Contract (JOC)**

**Submittal Date  
Thursday, March 17, 2011**

**City of Houston  
General Services Department**

**REQUEST FOR QUALIFICATIONS (RFQ) FOR RESIDENTIAL  
ENERGY EFFICIENCY PROGRAM (R.E.E.P.)  
JOB ORDER CONTRACT (JOC)**

**I. PURPOSE**

The City's General Services Department (GSD) invites the submittal of Qualifications from Contractors interested in providing Residential Energy Efficiency Program (R.E.E.P.) Job Order Contract (JOC) services to Houston residents.

The City has embarked on a broad based energy efficiency program targeted at the residential sector to promote and administer weatherization of existing single-family and multi-family homes within the city limits. GSD will engage neighborhood by neighborhood through local leaders and individual homeowners to encourage participation in the weatherization effort. Work Orders will be issued on the basis of pre-described and pre-priced tasks to contractors to carry out the weatherization of the individual homes.

Typically, after homes have been assessed and performance tested (blower door test), a NEAT audit file work order and assessment report will be provided to the City by an independent inspector/assessor recommending the W.A.P./R.E.E.P. services needed; some services required may be as follows:

- Add or replace weather-stripping at exterior doors;
- Add or replace caulking or foam seal around exterior and/or interior of windows;
- Removal and replacement of windows;
- Replace exterior doors;
- Add or replace caulking and foam seal at gaps or cracks in exterior and/or interior of walls;
- Minimal sheetrock removal, replacement or repair to walls and ceilings;
- Removal and replacement of central furnace system;
- Removal and replacement of A/C system (Heat pump or refrigerant charged);
- Removal and replacement of wall or window A/C units;
- Removal and replacement of wall and/or gas-fired room heaters;
- Wrap water heater and insulate its piping;
- Removal and replacement of domestic water heaters;
- Removal and replacement of refrigerators;
- Removal and replacement of gas-fired stove/ovens;
- Replace light bulbs with compact fluorescent lights (CFLs); and possibly
- Add attic insulation (blown-in), or add to existing attic insulation to increase its thermal effect, as well as the addition of (blown in) wall insulation;
- Install solar screens;
- Install attic access hatches or attic pull-down stairways;
- Miscellaneous repairs

See Exhibit "A1" and Exhibit "B" Prepriced Work Items, of attached Agreement, for additional information. The fees the successful contractors will receive are set out in this Exhibit.

The City may award one or more contracts. The maximum amount to be awarded is \$5 million per contract. The Agreements will be for a 1-year term with one one-year renewal.

## **II. PRE-submittal MEETING**

A pre-submittal meeting will be held Tuesday March 8, 2011, at 9:00 a.m., City Hall Annex, 900 Bagby, 2<sup>nd</sup> Floor, conference Room 246, to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any written questions submitted, faxed or e-mailed to:

David Walker  
General Services Department  
900 Bagby, Second Floor  
Houston, Texas 77002  
Fax: 832-393-8127  
[David.walker2@houstontx.gov](mailto:David.walker2@houstontx.gov)

- The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ.
- Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with GSD.
- No Addendum will be issued later than noon on Friday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing Submittal Date.

## **III. OBJECTIVE**

GSD proposes to retain highly qualified Contractors with experience in residential home construction and weatherization to provide the services described herein. Those firms that participate in this RFQ process will be referred to as "Respondents." Successful "Respondents" will be referred to, in the RFQ, as the "Contractors".

## **IV. PROJECT DESCRIPTION**

The Director of GSD (Director) will issue Work Orders on a continual basis as may be required. The specific work requirements will be identified in the Work Orders. See Exhibit "A1" and Exhibit "B", Prepriced Work Items, of the attached Agreement, for additional information.

## **V. SCOPE OF WORK**

Contractors shall furnish all labor, materials, tools, supplies, equipment, transportation, insurance, Bonds, subcontracts, supervision, management, reports, incidentals, and quality control, and shall perform all operations necessary and required for construction management and construction work per Work Order for the fees set out in Exhibit "A1" and Exhibit "B" of the attached Agreement.

## **VI. SUBMITTAL ORGANIZATION AND SELECTION CRITERIA**

1. To enable the City to efficiently evaluate Qualifications, it is MANDATORY that Respondents follow the required format in preparing its submittal. Qualifications that do not conform to the prescribed format will not be evaluated.
2. The submittal shall consist of six standard binders. The binders shall be submitted in a sealed box. Respondent shall clearly identify the Project, Submittal Date, and

Respondent's name on the outside of the box.

3. Binders are used to ensure that pages are not lost. Each binder shall be no more than one inch thick. Pages shall be no larger than letter-size (8" by 11"). Tabbed sections, as defined below, shall separate information provided. Elaborate binders and dividers are not required nor wanted.
4. The selection criteria and corresponding point values are set out in Tabbed Sections I thru VI.
5. Each of the binders shall be organized in the following order:

A. Outside Cover of Binder: This shall clearly identify the Project, Submittal Date, and Respondent's name.

B. Tabbed Section I: Experience (35 points). Provide a brief statement of Respondent's capabilities and experience (500 word maximum). Provide three examples of Respondent's successful experience over the last five years with similar projects. Provide name of client, address, and telephone number for verification.

D. Tabbed Section II: References (15 points). Provide at least three references over the last five years from clients, with their address, telephone number, and email address.

E. Tabbed Section III: Capacity (15 points). Respondent must demonstrate that they have the equipment and personnel necessary to perform the services required. List equipment owned or leased that demonstrates ability to provide the services required. Evidence that Respondent possesses all applicable licenses. Evidence includes a list of applicable licenses, license holders, and license numbers.

F. Tabbed Section IV: Project Management (15 points). Respondent's proposed supervisory personnel. Provide qualifications and experience of Respondent's Project Manager on projects with similar scope, complexity, and value. City may include a "key persons clause" as part of construction contract committing supervisory personnel to the project as proposed.

G. Tabbed Section V: Years In Business (10 points). Documentation establishing the number of years Respondent has been in business. Minimum number of years in business required is five.

H. Tabbed Section VI: Claims History (10 points). List any legal judgments pending, or entered in the previous two years, against Respondent, as well as a current list of pending litigation filed against Respondent. List any complaints filed with the Better Business Bureau.

• Total Point Value for the criteria noted above in Tabbed Sections I thru VI equals 100 possible points.

1. Submission of a submittal indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the City during the assigning of points.

## **VII. SUBMITTALS**

Sealed submittals are required. Submittals shall be delivered to City Secretary of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), Public Level, 900 Bagby Street, Houston, TX. 77002, before 10:30 a.m., local time, Thursday, March 17, 2011. Late submittals will not be accepted for any reason. All submittals must be labeled on the outside with the Respondent's name and the name of the project.

A. Qualifications are publicly opened by the City Secretary in City Council Chambers on the public level in City Hall Annex at 11:00 a.m. on the Submittal Date.

B. Place and date of submittal opening may be changed in accordance with Sections 15-3(b) (5) and 15-3(b)(6) of the City Code.

## VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process may be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.

C. INQUIRIES -Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

D. COST OF RFQ -The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.

E. CONFIDENTIAL INFORMATION -All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their Qualifications are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the Qualifications.

F. CITY POLICIES & ORDINANCES -Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which relate to contracting with the City. The following is a partial list of relevant subjects:

1. Equal Employment Opportunity
2. MBE/SBE Participation
3. City of Houston Fair Campaign Ordinance
4. Mayor's Drug Detection and Deterrence Policy and Procedures
5. Pay or Play Program



Humberto Bautista  
Assistant Director  
General Services Department

Date: 2-28-11