

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

City of Houston
General Services Department

Qualifications Submittal Date
Thursday, December 11, 2014

I. PURPOSE

The City's General Services Department (GSD) invites the submittal of qualifications from Licensed Mechanical Contractors with Energy Efficiency and Weatherization Capabilities interested in providing Job Order Contract (JOC) services to Houston residents under Residential Energy Efficiency Program (REEP). The REEP program is funded by CenterPoint's Agency in Action Program (AIA).

II. PRE-SUBMITTAL MEETING

- I. A pre-submittal meeting will be held at City Hall Annex, 900 Bagby, 2nd Floor Conference Room at 10:00 a.m. on Tuesday, December 2, 2014 to discuss this solicitation. Attendance at the meeting is strongly encouraged but not mandatory.

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

Humberto Bautista, P.E.
City Engineer
General Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 832-395-9542
humberto.bautista@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 the RFQ.
- Addenda related to the submittal of Requests for Qualifications will only be provided to pre-meeting attendees and known RFQ holders registered with GSD.
- No Addendum will be issued later than close of business on Monday before the Qualification Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing the Proposal Submittal Date.

III. SCOPE OF WORK

After Multi-Family or Single Family Homes have been assessed by the City Inspections Contractor(s), the City will issue a database produced work order to the Contractor for each individual home or . Each work order will have specific notes and descriptions for the implementation items. Some services required may be as follows:

ENERGY EFFICIENCY IMPLEMENTATION ITEMS

- Conventional HVAC Condenser and Coil replacement from 1.5-5 ton Units with a minimum 14 SEER and 8.2 HSPF (when applicable and to include Manual-J's ,Permits, and AHRI Certificates.)
- Traditional HVAC "Heat Pump" Condenser and Coil replacement (when applicable and to include Manual-J's, Permits,AHRI Certificates, and Equipment Tonnage Listing for each Multi-Family Unit.)
- HVAC Compartment Sealing and Duct Sealing (Single Family Homes)
- Attic stair "pull-down" access OR "Pop-up" type access installation (COH Code Specifications)
- Window AC units
- Refrigerator replacement (Single Family) from 18-21.5 cu. (Multi-Family) from 15-18 cu.
- Water heater blanket wrap
- Water heater pipe insulation
- LoFlo showerhead replacement
- Ceiling fan replacement (To include light kit with CFL bulbs)
- CFL bulb replacement (9Watt-27watt)

WEATHERIZATION IMPLEMENTATION ITEMS MAY INCLUDE SOME OF THE FOLLOWING MEASURES:

- Installation of attic insulation up to R-30(May include some Sheetrock Repair)
- Installation of wall insulation (May Include Some Sheetrock Repair)
- Infiltration sealing (when applicable)
- Solar Screen Installation
- Some minor wall and ceiling sheetrock repair (Including float, tape and paint)
- Some minor wood repair (specifically around or near window areas)
- Some caulking, foam sealing or gap/hole repair (Specifically to reduce infiltration, when applicable)
- Burglar-bar removal and reinstallation
- **NOTE: ALL ENERGY EFFICIENCY ITEMS, SPECIFICALLY, WINDOW UNITS, HVAC SYSTEMS, REFRIGERATORS AND CEILING FANS MUST BE "Energy Star" rated for this program.**

IV. Selection Process

The Proposers will be selected in a one-step process:

- A proposer must accept the City's AIA fee schedule as set out in Section V.B
- If the proposer accepts the fee schedule, a selection committee consisting of five members will rank proposer submittals based on the selection criteria and relative rates set out in Section V of this RFQ. The high and low score for each proposal will not be considered. The City may select one or more of the proposers.

The apparent successful Proposer(s) will be the Proposer(s) that accepts the AIA fee schedule and offers the best value to the City based on the selection criteria set out in this RFQ

V. Submittal and Selection Criteria

Six copies of sealed Qualifications are required. Qualification shall be delivered to the **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, at or before **10:30 a.m., local time, Thursday, December 11, 2014**. Late Qualifications will not be accepted for any reason. All Qualifications must be provided in a sealed box clearly labeled on the outside with the Proposer's name, name of the Project, and General Services Department. Place and date of proposal opening may be changed in accordance with Sections 15-3(b)(5) and 15-3(b)(6) of the City Code of Ordinances.

Qualifications will be opened and Proposers publicly identified by the City Secretary in City Council Chambers on the public level in City Hall Annex at 11:00 a.m. on the Proposal Submittal Date.

To enable the City to efficiently evaluate the RFQS, Proposers are urged to strictly follow the required format in preparing their proposal.

Each copy of the proposal shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one inch thick. Pages shall be no larger than letter-size 8 ½" x 11" or, if folded to that dimension, twice letter size 11" x 17". Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required.

Each proposal shall be organized in the following order:

- A. **Outside Cover of Binder:** This shall clearly identify the Project, Proposal Submittal Date, and Proposer's name.
- B. **Tabbed Section I:** Acceptance of City's AIA Fee Schedule. Provide a letter signed by an individual that has authority to bind the proposer that states the proposer accepts the pricing set out in the attached fee schedule.
- C. **Tabbed Section II:** Experience (40 points). Provide a brief statement of Proposer's capabilities and experience (500 word maximum). Provide three examples of Proposer's successful experience over the last five years with similar projects. Provide name of client, address, email address and telephone number for verification.
- D. **Tabbed Section III:** References (20 points). Provide at least three references over the last five years from clients, with their address, email address and telephone number. These individuals will be contacted. Ensure the individuals are willing and available to answer questions and that the contact information is correct. Any references the City is unable to contact will be scored as zero.
- E. **Tabbed Section IV:** Contractor Responsibility (10 points). Proposer shall provide a letter from surety stating that the surety will bond this project in an amount of \$250,000.00
- F. **Tabbed Section V:** Project Management (20 points). Proposer's proposed supervisory personnel. Provide qualifications and experience of Proposer's supervisory personnel 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 VI:** Years in Business (5 points). Documentation establishing the number of years the Proposer has been in business. Minimum number of years in business required is five.
- H. **Tabbed Section VII:** Claims History (5 points). List any legal judgments pending, or entered in the previous five years, against the Proposer, as well as a current list of pending litigation filed against Proposer. List any complaints filed with the Better Business Bureau.

- I. **Hire Houston First** (5 or 3 Points). Respondent's Business Presence in the Local Area. If Respondent is either a "City Business" or a "Local Business" as those terms are defined in City of Houston Ordinance No. 2011-766 (Aug. 31, 2011), Respondent shall receive preferred consideration. (5 points or 3 points, respectively)
Submission of a Proposal indicates Proposer's acceptance of the evaluation technique and Proposer's recognition that some subjective judgments must be made by the City during the assigning of points.

VI. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. Hire Houston First - To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a Respondent must submit the Hire Houston First Application and Affidavit (HHF Affidavit) to the Director of the Office of Business Opportunities and receive notice that the submission has been approved prior to submission of RFQ.

Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf

Submit the completed application as directed on the form, or submit a signed original affidavit with Response.

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

- D. INQUIRIES – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Proposers will be contacted when it is appropriate to do so.
- E. COST OF RFQ – The City will not be responsible for costs incurred by anyone in the submittal of Proposal/Qualifications or for any costs incurred prior to the execution of a formal contract.
- F. CONTRACT NEGOTIATIONS – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverages, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City will make the inclusion of a “key persons clause” a part of the contract negotiations.
- G. 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. Proposers should be aware that at the completion of the selection process the contents of their RFQs and Qualifications are subject to the provisions of the Texas Public Information Act and may be made public.
- H. CITY POLICIES & ORDINANCES – Proposers should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which will relate to contracting with the City. More detailed guidance is available on City’s website <http://www.houstontx.gov/>. The following is a partial list of relevant subjects:
 - 1. Equal Employment Opportunity
 - 2. City of Houston Fair Campaign Ordinance
 - 3. Mayor’s Drug Detection and Deterrence Policy and Procedures
 - 4. City Contracts and Indebtedness to Taxing Authorities
 - 5. Insurance requirements
 - 6. Conflict of Interest Questionnaire
 - 7. Pay or Play (POP) Program
 - 8. At the time of the Contract, Contractor will be required to provide the City with a performance and payment bond in the amount of \$250,000.

- I. The City of Houston reserves the right to (1) evaluate the Qualifications submitted; (2) waive any irregularities therein; (3) select Proposers for the submittal of more detailed information; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Proposers submitting Qualifications, should it be deemed in the City's best interest.
- J. Pursuant to Motion No. 2007-0297, City Council delegated authority to the Director of the General Services Department to determine which alternative project delivery method for construction projects provides the best value for the City. In this case, the Director of the General Services Department determined that JOC offered the best value for the City.



Humberto Bautista, P.E.
City Engineer
General Services Department

Date: 11-6-14

RAV; CRC;

END OF RFQ

City of Houston AIA Fee Schedule

City of Houston - Measure Cost 2015

Measure	Unit	Material	Labor	Total
Attic Insulation, R-30	SF		\$0.30	\$0.60
Attic Insulation, R-0	SF		\$0.65	\$1.24
Attic Insulation, R-1 to R-4	SF		\$0.63	\$1.16
Attic Insulation, R-5 to R-8	SF		\$0.75	\$1.22
Attic Insulation, R-9 to R-14	SF		\$0.65	\$1.01
Attic Insulation, R-15 to R-22	SF		\$0.41	\$0.70
Wall Insulation	SF		\$0.59	\$1.80
Duct Sealing	TON		\$16.67	\$107.91
Infiltration	CFM		\$0.00	\$0.40
Infiltration - post install blower door test			\$0.00	\$50.00
Solar Screen	SF		\$3.98	\$4.90
RAC - 5,000 Btuh	UNIT		\$390.00	\$538.20
RAC - 10,000 Btuh	UNIT		\$402.00	\$551.16
RAC - 12,000 Btuh	UNIT		\$552.00	\$740.16
RAC - 18,000 Btuh	UNIT		\$702.00	\$902.16
RAC - 24,000 Btuh	UNIT		\$750.00	\$954.00
AC 1.5 ton Btuh (SEER 14)	UNIT		\$1,850.00	\$3,180.00
AC 2.0 ton Btuh (SEER 14)	UNIT		\$1,900.00	\$3,240.00
AC 2.5 ton Btuh (SEER 14)	UNIT		\$1,950.00	\$3,300.00
AC 3.0 ton Btuh (SEER 14)	UNIT		\$2,150.00	\$3,540.00
AC 3.5 ton Btuh (SEER 14)	UNIT		\$2,250.00	\$3,660.00
AC 4.0 ton Btuh (SEER 14)	UNIT		\$2,350.00	\$3,780.00
AC 5.0 ton Btuh (SEER 14)	UNIT		\$2,450.00	\$3,900.00
AC 1.5 ton Btuh (SEER 16)	UNIT		\$2,076.00	\$3,451.20
AC 2.0 ton Btuh (SEER 16)	UNIT		\$2,119.00	\$3,502.80
AC 2.5 ton Btuh (SEER 16)	UNIT		\$2,307.00	\$3,728.40
AC 3.0 ton Btuh (SEER 16)	UNIT		\$3,221.00	\$4,825.20
AC 3.5 ton Btuh (SEER 16)	UNIT		\$3,269.00	\$4,882.80
AC 4.0 ton Btuh (SEER 16)	UNIT		\$3,383.00	\$5,019.60
AC 5.0 ton Btuh (SEER 16)	UNIT		\$3,989.00	\$5,746.80
HP 1.5 ton Btuh (SEER 14)	UNIT		\$1,588.00	\$2,908.00
HP 2.0 ton Btuh (SEER 14)	UNIT		\$2,008.00	\$3,358.00
HP 2.5 ton Btuh (SEER 14)	UNIT		\$2,415.00	\$3,765.00
HP 3.0 ton Btuh (SEER 14)	UNIT		\$2,250.00	\$3,600.00
HP 3.5 ton Btuh (SEER 14)	UNIT		\$2,626.00	\$3,976.00
HP 4.0 ton Btuh (SEER 14)	UNIT		\$2,626.00	\$3,976.00
HP 5.0 ton Btuh (SEER 14)	UNIT		\$2,626.00	\$3,976.00
HP 1.5 ton Btuh (SEER 16)	UNIT		\$2,028.00	\$3,378.00
HP 2.0 ton Btuh (SEER 16)	UNIT		\$2,150.00	\$3,500.00
HP 2.5 ton Btuh (SEER 16)	UNIT		\$2,500.00	\$3,850.00
HP 3.0 ton Btuh (SEER 16)	UNIT		\$2,350.00	\$3,700.00

**City of Houston AIA
Fee Schedule**

City of Houston - Measure Cost 2015

Measure	Unit	Material	Labor	Total	
HP 3.5 ton Btuh (SEER 16)	UNIT		\$2,750.00	\$1,350.00	\$4,100.00
HP 4.0 ton Btuh (SEER 16)	UNIT		\$2,750.00	\$1,350.00	\$4,100.00
HP 5.0 ton Btuh (SEER 16)	UNIT		\$2,750.00	\$1,350.00	\$4,100.00
Additional Code Improvement Cost	UNIT		\$400.00	\$400.00	\$400.00
Refrig. , Multifamily	UNIT		\$597.45	\$121.00	\$718.45
Refrig. , Single-family	UNIT		\$630.00	\$123.00	\$753.00
Gas Water Heater	UNIT		\$500.00	\$500.00	\$1,000.00
Water Heater Jacket	UNIT		\$35.00	\$25.60	\$60.60
Water Heater Pipe Ins.	UNIT		\$27.00	\$17.00	\$44.00
Showerhead	UNIT		\$10.00	\$11.60	\$21.60
Ceiling fan	UNIT		\$259.00	\$44.40	\$303.40
11-watt CFL	UNIT		\$3.20	\$3.04	\$6.24
13-watt CFL	UNIT		\$3.54	\$3.06	\$6.60
20-watt CFL	UNIT		\$3.84	\$3.07	\$6.91
23-watt CFL	UNIT		\$3.96	\$3.08	\$7.04

City of Houston AIA Fee Schedule

City of Houston - Repair Items Cost

2015

Item Description	Measure Type	Unit	Material(\$)	Labor(\$)
BHA Lincoln gas retrofit	AC	each	\$217.12	\$0.00
Resistance Heating	AC	each	\$0.00	\$1,100.00
1 Roof Jack	Attic	each	\$21.20	\$53.40
1 Square Roof Shingles w/ remove	Attic	each	\$25.65	\$73.80
5 Gal Roof Coating	Attic	each	\$45.33	\$135.00
5 Gal. Roof Cement	Attic	each	\$25.79	\$135.00
Attic fan cover	Attic	united inch	\$0.80	\$0.90
Attic folding stairway w/trim	Attic	each	\$210.00	\$95.00
Attic hatch (complete)(Plumbing)	Attic	each	\$30.00	\$60.00
Attic hatch (Lid)	Attic	each	\$9.00	\$23.40
Baffle Board (3/8 plywood)	Attic	sq. ft.	\$0.80	\$0.60
BHA Candelabra fan light	Attic	each	\$1.89	\$0.00
Foam filler	Attic	ft.	\$0.75	\$0.70
Foamboard	Attic	sq. ft.	\$0.75	\$0.95
Gable vent 12" x 18" + trim	Attic	each	\$30.00	\$25.00
Paint (to match)	Attic	pt.	\$8.99	\$13.50
Removal Sheetrock	Attic	per sq.ft.	\$0.00	\$1.00
Remove and cover attic fan	Attic	each	\$2.50	\$77.50
Roll Roofing/90lb w/remove	Attic	each	\$15.21	\$37.76
Roof jack (new install or enlarge)	Attic	each	\$21.00	\$27.50
Roof jack (replace existing)	Attic	each	\$21.00	\$17.00
Roof jack (new install or enlarge)	Attic	each	\$21.00	\$27.50
Roof jack (replace existing)	Attic	each	\$21.00	\$17.00
Roof tar	Attic	per gal.	\$5.48	\$3.00
Roof vent 12" siding	Attic	each	\$15.00	\$40.00
Roof vent cap	Attic	each	\$10.50	\$11.00
Roofer (4Hours)	Attic	4 hrs	\$0.00	\$135.00
Sheetrock 1/2"	Attic	sq. ft.	\$0.75	\$0.85
Soffit Vents	Attic	each	\$2.00	\$4.00
Tape and Float	Attic	per lin ft.	\$0.46	\$1.00
Turbine vent cap	Attic	each	\$25.00	\$20.00
Install bracing	Ceiling Fan	each	\$0.00	\$20.00
3" Double wall elbow single joint	Infiltration	each	\$12.50	\$6.00
3" Double wall vent pipe	Infiltration	ft.	\$5.50	\$6.00
Carbon monoxide detector	Infiltration	each	\$50.00	\$12.00
Install gas pipe/gas line	Infiltration	ft.	\$6.50	\$7.50
Remove cap off and seal bath wall heater	Infiltration	each	\$0.00	\$50.00
Smoke detector	Infiltration	each	\$15.00	\$12.50
Vent new space heater to code	Infiltration	each	\$68.50	\$82.50
Water heater draft diverter	Infiltration	each	\$3.00	\$3.00
Additional cost	SOLAR	per sq.ft.	\$2.00	\$1.00

City of Houston AIA Fee Schedule

City of Houston - Repair Items Cost

2015

Item Description	Measure Type	Unit	Material(\$)	Labor(\$)
105 / 117 siding	Walls	per lin ft.	\$0.75	\$1.00
3/4 plywood CD	Walls	sq. ft.	\$0.90	\$1.25
Brick mold (1000)/ Shoe Molding	Walls	per lin ft.	\$1.50	\$1.00
Foam filler	Walls	ft.	\$0.50	\$0.70
Foamboard	Walls	sq. ft.	\$0.60	\$0.95
Hardboard 12" siding	Walls	per lin ft.	\$1.00	\$1.25
Hardboard sheet siding t.	Walls	sq. ft.	\$1.00	\$1.25
Inside trim (casing Trim)	Walls	per lin ft.	\$0.85	\$1.20
Outside trim (1x4 1x6)	Walls	per lin ft.	\$0.65	\$0.85
Paint (to match)	Walls	pt.	\$8.99	\$13.50
Paneling	Walls	sq. ft.	\$0.68	\$1.20
Re-nail Paneling (labor only)	Walls	sq. ft.	\$0.00	\$0.63
Sheetrock 1/2"	Walls	sq. ft.	\$0.35	\$0.85
Tape and Float	Walls	per lin ft.	\$0.46	\$1.00
Install adapter properly grounded E/C	Window AC	each	\$5.50	\$5.50
Remove/Reinstall burglar bar	Window AC	each	\$0.00	\$70.00
Window sill	Window AC	each	\$9.00	\$10.50
Window Trim 3/4 x 3/4	Window AC	ft.	\$0.50	\$0.50
Air Infiltration (Per Hour)	Infiltration	Per hour		\$8.50
Door Threshold: Materials	Infiltration	each	\$15.00	\$17.00
Door Weatherstripping: Materials Silicone Jamb Up	Infiltration	each	\$15.00	\$17.00
Door Sweep: Materials	Infiltration	each	\$6.00	\$7.00
Aluminum Saddle Threshold	Infiltration	each	\$25.00	\$15.00
Clear Interior Paintable Caulk	Infiltration	linear ft	\$2.00	\$5.00
Switch /Outlet Covers	Infiltration	each	0.75	\$1.00
Switch /Outlet Gaskets	Infiltration	each	\$0.50	\$1.00
Window Weatherstripping : Materials	Infiltration	linear ft	\$1.00	\$0.75