

**REQUEST FOR PROPOSAL – UTILITY ALLOWANCE STUDY  
JACKSON HOUSING AUTHORITY**

**I. SCOPE OF WORK**

The Jackson Housing Authority is soliciting requests for proposals from qualified firms to provide professional services in the preparation of an update or review of Tenant Utility Allowances. The Federal requirements for Public Housing dwelling units are outlined in 24 CFR 965, Subpart E – Residential Allowances for Utilities. The study will encompass the following communities and bedroom types:

<b>Year Built</b>	<b>Development Name</b>	<b>Total # of Units</b>	<b>Address</b>	<b># Of 0 BR</b>	<b># Of 1 BR</b>	<b># Of 2 BR</b>	<b># Of 3 BR</b>	<b># Of 4 BR</b>	<b># Of 5 BR</b>
1941	Allenton Heights – AMP 10	100	164 Allen Avenue, Jackson, TN 38301	X	32	50	18	X	X
1954	Lincoln Courts – AMP 40	215	217 Lincoln Circle, Jackson, TN 38301	X	20	125	50	15	5
1965	Allenton Annex – AMP 50A	11	126 Preston Street, Jackson, TN 38301	3	8	X	X	X	X
1965	Rosewood Gardens-AMP 50B	89	59 Rosewood Circle, Jackson, TN 38301	26	63	X	X	X	X
1965	Washington Douglas – AMP 60A	68	348 Commerce Street, Jackson, TN 38301	X	4	34	20	5	4
1965	Lincoln Circle – AMP 60C	29	210 Roosevelt Parkway, Jackson, TN 38301	3	6	12	6	2	X
1954	Neff Circle – AMP 60D	27	48 Neff Circle, Jackson, TN 38301	2	14	4	4	3	X
2007	East Pointe – AMP 140	49	504 Daugherty Street, Jackson, TN 38301	X	24	24	1	X	X
1971	McMillan Towers – AMP 150	53	212 South Fairgrounds Street, Jackson, TN 38301	6	45	2	X	X	X
2010	Centennial Pass	14	100 Millennium Drive, Jackson, TN 38301	X	14	X	X	X	X

**II. OBJECTIVE**

To determine, using accepted engineering standards of design, the monthly level of allowances by applicable units (kWh, CCF, gallons) for project-furnished utilities with check meters, and monthly dollar amounts for agency-purchased utilities. The study will

approximate a reasonable consumption of utilities by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

### **III. SCHEDULE, DELIVERABLES AND FORM OF AGREEMENT**

#### **a. Schedule**

It is the desire of the Housing Authority that the consultant's on-site audit and final report be received by the Housing Authority within ninety (90) days from the date the Housing Authority signs the agreement with the consultant, or as otherwise mutually agreeable.

#### **b. Deliverables**

The successful offeror will provide an original and one (1) copy of the final report and one (1) electronic PDF copy. Expenses related to these deliverables will be included in the offeror's fee to provide the services.

#### **c. Form of Agreement**

Based on the scope of services outlined and the general nature and extent of the proposed project, the Housing Authority will award a firm-fixed price contract to the successful offeror. The agreement will be placed in writing by the firm, in a format acceptable to the Housing Authority.

### **IV. PROPOSAL FORMAT**

#### **a. Submission**

The proposal will be arranged to include a specific response to each of the evaluation factors listed in the RFP and must be submitted clearly marked "Proposal for Utility Allowances" in PDF must be received by email at the JHA offices attention Ted Otokiti [totokiti@jacksonha.com](mailto:totokiti@jacksonha.com) and copy Jerome Cephus [jcephus@jacksonha.com](mailto:jcephus@jacksonha.com) by **5:00PM local time, Thursday, June 22, 2023.**

Proposals submitted after the specified time and date will not be accepted. JHA reserves the right to accept or reject any or all proposals, to waive any non-conformances with the requirements of this RFP, to waive any formalities, to withhold the award for any reason the JHA determines and/or to take any other appropriate action.

#### **b. Professional Fee**

The proposal will indicate a firm, fixed fee for services outlined in the scope of this RFP.

### **V. PROPOSAL EVALUATION FACTORS**

Proposals will be evaluated based on the following factors and scoring criteria:

#### **a. Experience and Evidence of the Firm's Ability to Perform the Work (20 points)**

In this section, list at least three (3) public housing authorities for which this type of work has been completed recently. Include the name of the PHA, a contact person, an email address, and a telephone number.

**b. Methodology (35 points)**

The proposal will provide a plan that provides as much detail as practical regarding how the services will be performed. This information should include a complete listing of documents and information the Housing Authority must provide, as well as a list of information the firm will obtain from other companies. Included in this section shall also be the amount of time expected at the Housing Authority to do the work and any number of hours for which the firm will require the assistance of the Housing Authority staff.

**c. Availability (15 points)**

The proposal will indicate the availability of the firm to complete the scope of work in a timely and efficient manner. A proposal schedule is required.

**d. Familiarity with the Low-Rent Public Housing Program and General Response to the Request for Proposal (15 points)**

The proposal will indicate the firm's experience with various aspects of the Low-Rent Public Housing Program and its applicability to this project. This information, along with the remainder of the proposal, will be evaluated according to its applicability to the RFP.

**e. Cost of Services (15 points)**

The proposal will indicate a firm-fixed fee from the consultant to complete the work identified in this proposal. The fee will include all costs associated with conducting and issuing all required reports.

**f. Debarred (no points)**

The firm must submit evidence with their proposal that the reports will be supervised by an engineer. In addition, the firm must submit a certified statement that the engineer and firm is not debarred, suspended, or otherwise prohibited from practice by any Federal, State or Local Agency. Failure to provide this information precludes further consideration.

**g. Insurance (no points)**

The firm must submit evidence with their proposal that indicates that the firm has at least \$1,000,000.00 Commercial General Liability Insurance, at least.

\$1,000,000.00 Professional Liability Insurance (including errors and omissions), and Workers' Compensation.

Offerors are hereby notified to carefully familiarize themselves with all applicable conditions and requirements as listed, in part below:

HUD – 5369

HUD – 5369A, B, and C

HUD – 5370C

Offerors may pull the forms from [www.hud.gov](http://www.hud.gov) or they may be forwarded to you upon request.

Any questions concerning this RFP must be submitted by email to Ted Otokiti at [totokiti@jacksonha.com](mailto:totokiti@jacksonha.com)

*Non-Collusion Affidavit*

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He/she is \_\_\_\_\_ of \_\_\_\_\_, the contractor that has submitted the attached Proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and not collusive or sham; that said contractor has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and has not, in communication or conference, with any person, agreed to fix any overhead, profit or cost element of said price, or that of any other person or to secure any advantage against the Jackson Housing Authority or any person interested in the proposed contract and that all statements in said proposal of bid are true; and
- (4) Any professional fees arrived at during negotiations must be fair and proper and are not to be tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the contractor or any of its agents, representatives, owners, employees or parties in interest, including this affidavit.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_