



REQUEST FOR PROPOSAL

ENERGY CONSULTANT

Issue Date: December 9, 2010

Proposals Due: Friday, January 14, 2011 at 5 pm

**Issued by:
Housing Authority of the County of Monterey (HACM)
and Monterey County Housing Authority Development Corporation (HDC)
123 Rico Street
SALINAS, CALIFORNIA 93907**

**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
123 RICO STREET
SALINAS, CALIFORNIA 93907
(831) 796-4661**

**REQUEST FOR PROPOSAL
ENERGY CONSULTANT**

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The Monterey County Housing Authority Development Corporation (HDC) on behalf of the Housing Authority of the County of Monterey (“Housing Authority”) is now requesting proposals for a range of energy consultant services.

The following is a description of the project composition, size and location. All sites are Public Housing.

Address	City	Type of development	# of residential units	System Size in KW
44 Natividad Road	Salinas, CA	Multi-family	40	67.201
242 Montecitio Street	Monterey, CA	Multi-family	5	10.046
531 Watson Street	Monterey, CA	Multi-family	8	14.12
1083 Elm Avenue	Greenfield, CA	Elderely	50	97.962

Scope of Work

- Prepare tenant energy conservation education plan
- Deliver the education plan to the residents
- Minimum monthly hours of education at all sites combined – 5 hours
- Total tenant education contract period to be 12 months
- Combine the education plan utilizing existing PGE education programs
- Monitor monthly energy collection from existing solar panels
- Monitor PGE’s monthly allocation under Virtual Net Metering
- Monitor tenant usage for comparison to the utility allowance
- Prepare monitoring plan for residential managers
- Work with Housing Authority to develop utility allowance for solar assisted sites
- Prepare a “green assessment” for all sites listed in project description above
- Prepare a “green assessment” for the central facility at 123 Rico Street, Salinas
- Review remote monitoring systems/options and present recommendation
- Review need for project signage and present recommendation
- Other tasks as assigned – submit hourly rate

BID FORM		
MASH TRACK II		
Dec-10		
Bid Item	Term	Proposed Fee
Tenant Education -	12 months	
Monitor monthly energy collection from existing solar panels	12 months	
Monitor PGE's monthly allocation under Virtual Net Metering	12 months	
Monitor tenant usage for comparison to the utility	12 months	
Prepare monitoring plan for residential managers	single task	
Work with Housing Authority to develop utility allowance for solar assisted sites	single task	
Prepare a "green assessment" for all sites listed in project description above	single task	
Prepare a "green assessment" for the central facility at 123 Rico Street, Salinas	single task	
Review remote monitoring systems/options and present recommendation	single task	
Review need for project signage and present recommendation	single task	
Other tasks as assigned – submit hourly rate	per hour	

Your firm's proposal must be received into the HDC's main office located at 134 E. Rossi Street, Salinas CA 93907, on or before January 14, 2011 by 5:00 p.m. close of business day. Contract selection will be made on or before January 28, 2011 for recommendation of approval at the February Board Meeting. All firms will be notified as to the selection, by mail on or before February 7th, 2010.

Solicitation of request for proposals does not commit this agency to pay any costs incurred in the preparation or submission of proposals.

Evaluation criteria of audit proposals will be based on the following:

- 1) Experience of the firm and those persons performing the work: 20%
 - a. Submit qualifications with proposal
- 2) Performance of the firm on prior work of a same or similar nature: 20%
 - a. Submit similar project experience
- 3) Knowledge and understanding of scope of work to be performed: 10%
 - a. Submit evidence that the proposer understands the scope of work and a certification that all sites have been visited
- 4) Care and quality evidenced in preparation of the proposal: 10%
- 5) Proposal Price 40%

Other information:

If awarded, your firm will be required to enter into a HA provided contract that will include additional administrative requirements such as record retention, etc.