

**REQUEST FOR QUALIFICATIONS (RFQ) 2014-01**

**For Inclusion in a Pool of Energy Auditors**

**for**

**FLORIDA HOUSING FINANCE CORPORATION**

**Issue Date: January 27, 2014**

**Due Date: February 11, 2014**

## **SECTION ONE INTRODUCTION**

The purpose of this Request for Qualifications (RFQ) is to establish a pool of qualified Energy Auditors to perform energy audits on properties seeking loans through the Multifamily Energy Retrofit Program (MERP). Selection of an Offeror as an Energy Auditor by Florida Housing Finance Corporation (Florida Housing) for inclusion in the pool under this RFQ will not result in a contract between the selected Energy Auditor and Florida Housing. Offerors selected will enter into an Agreement to participate in a pool of Energy Auditors. The assigned credit underwriter for each MERP award will select the Energy Auditor from Florida Housing's pool of approved Energy Auditors. Payment or compensation due the Energy Auditor shall be the sole responsibility of the owner of the development who contracts with the Energy Auditor. Florida Housing shall not be a party to any such contract and, with the exception of questions about MERP standards and/or requirements, shall have no obligation to the owner of the development or to the Energy Auditor under any such contract. Selection for inclusion in the pool does not assure the Energy Auditor that an owner of a development will elect to contract with that Energy Auditor. Although the credit underwriter is responsible for engaging the Energy Auditor and the owner of the development is responsible for payment under such contract, the report shall identify Florida Housing and the credit underwriter as the intended user for the purpose of providing a basis for credit underwriting decisions.

Offerors shall be selected and determined through Florida Housing's review of each response, considering the factors identified in this RFQ and any other factors that it considers relevant to serving the best interests of Florida Housing and its mission.

Florida Housing administers MERP, a revolving loan fund funded through a grant from the state Office of Energy (housed in the Department of Agriculture and Consumer Services). The goal of the program is to lower ongoing operating costs at multifamily properties, making the development more sustainable. Properties funded through this program must show a projected energy savings of at least fifteen percent in order to proceed with the retrofit. Additionally, the collective Savings to Investment Ratio (SIR) of the retrofit must be 1.0 or greater. Properties are eligible for a maximum loan amount of \$5,000 per unit, not including soft costs (e.g., cost of energy audit, credit underwriting fees, and loan servicing fees). Based on federal requirements of this funding, any retrofit work done using this funding must reduce energy use at the property.

The following items are eligible within the scope of a MERP retrofit: air infiltration improvement (e.g., envelope sealing, duct sealing, weather stripping); appliances, lighting, faucets, showerheads, HVAC systems, programmable thermostats, boilers/water heaters, insulation and window film.

Florida Housing expects to select multiple offerors that propose to provide the energy audit services specified in this RFQ.

## **SECTION TWO DEFINITIONS**

For purposes of this document, the following terms shall be defined as follows:

“Agreement”	A document containing the terms and conditions of this Request for Qualifications and any other term and condition that the parties require.
“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Committee”	The review committee composed only of employees of Florida Housing that is established pursuant to Fla. Admin. Code R. 67-49.007.
“Days”	Calendar days, unless otherwise specified.
“Effective Date”	The date the last party signs the Agreement(s) that is (are) signed as a result of this Request for Qualifications.
“Energy Auditor”	A person or entity approved by Florida Housing to provide the services described in Section Four of this RFQ as evidenced by the selection of such person or entity by Florida Housing for inclusion in the pool contemplated by this RFQ .
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“Interested Party”	A person or entity that obtains a copy of the Request for Qualifications from Florida Housing.
“MERP”	Multifamily Energy Retrofit Program.
“Offeror”	Any person or entity who has the capability in all respects to perform fully the requirements contained in this Request for

	Qualifications, and submits a response to this Request for Qualifications.
“Response”	The written submission by an Offeror to this Request for Qualifications.
“RFQ”	This Request for Qualifications, including all exhibits referenced in this document and all other documents incorporated by reference.
“SIR”	Savings to Investment Ratio - the ratio of the net present value of all savings to the net present value of the total investment. The greater the SIR value above 1.0, typically the more favorable the recommendation is for consideration of implementation.
“Staff”	Any employee of Florida Housing, including the Executive Director.
“Threshold Item”	A mandatory requirement of the RFQ. Failure to meet any requirement in the RFQ designated as a “Threshold Item” shall result in rejection (no further action) of a Response.
“Website”	The Florida Housing Finance Corporation website, the Universal Resource Locator (URL) of which is <a href="http://www.floridahousing.org">www.floridahousing.org</a> .

### **SECTION THREE PROCEDURES AND PROVISIONS**

A. An Offeror must submit an original and three (3) copies of the Response in a sealed envelope marked “RFQ 2014-01.” Each envelope or package containing Responses must clearly state the name of the Offeror. The Response that is the original must be clearly indicated on that Response. An electronic copy of the Response must also be submitted on a CD or flash drive. Florida Housing shall not accept a faxed or e-mailed Response. Florida Housing must receive any Responses on or before 2:00 p.m., Eastern Time, on Tuesday, February 11, 2014. Responses shall be opened at that time. Responses must be addressed to:

Della Harrell  
Contracts Manager  
Florida Housing Finance Corporation  
227 North Bronough Street, Suite 5000  
Tallahassee, FL 32301-1329

(850) 488-4197; Fax (850) 414-6548  
Email: della.harrell@floridahousing.org

B. This RFQ does not commit Florida Housing to select any Offeror or to pay any costs incurred in the preparation or mailing of a Response.

C. All services under the Agreement awarded are to be performed solely by the Offeror, and may not be subcontracted or assigned without the prior written approval and consent of Florida Housing.

D. Florida Housing, at its sole discretion, reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFQ;
3. Obtain information concerning any or all Offerors from any source;
4. Schedule an oral interview before the Board from any or all Offerors;
5. Select for inclusion in the pool a Response other than that with the highest ranking if, in the judgment of Florida Housing, both Florida Housing and the public's interest shall be best served; and
6. Negotiate with the successful Offeror(s) with respect to any additional terms or conditions of the Agreement.

E. Any Interested Party may submit any question regarding this RFQ in writing via mail, fax, or e-mail to Della M. Harrell at the address given in Section Three, paragraph A. All questions are due by 5:00 p.m., Eastern Time, on Wednesday, February 5, 2014. Phone calls shall not be accepted. Florida Housing expects to respond to all questions by 5:00 p.m., Eastern Time, on Friday, February 7, 2014. Florida Housing shall post a copy of all questions received and their answers on Florida Housing's website at:

<http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForQualifications/>.

Florida Housing shall also send a copy of those questions and answers in writing to any Interested Party that requests a copy. Florida Housing shall determine the method of sending its answers, which may include regular U.S. mail, overnight delivery, fax, e-mail or any combination of the above. Only written responses or statements from Della M. Harrell, or her designee, which are posted on the Website, shall be construed as an official response to questions submitted to Florida

Housing. No other means of communication, whether oral or written, shall be construed as an official response or statement from Florida Housing.

F. Any person who wishes to protest the specifications of this RFQ must file a protest in compliance with Section 120.57(3), Fla. Stat., and Fla. Admin. Code Rule Chapter 28-110. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

G. The pool of Energy Auditors established by this RFQ shall be effective for a period of three (3) years following the date of approval by the Board and the Energy Auditor(s) selected for inclusion within the pool of Energy Auditors will be eligible to remain in the pool for that period, unless sooner removed by Florida Housing. Florida Housing reserves the right to remove an Energy Auditor from the pool at any time if the Energy Auditor fails to comply with any of the other requirements imposed under this RFQ, or if the Energy Auditor engages in conduct or other actions deemed by Florida Housing to be detrimental or contrary to participants in MERP.

H. Pursuant to Fla. Admin. Code R. 67-49.004, Florida Housing may modify the terms of the RFQ at any point prior to two (2) weeks of the due date for Responses. A notice of such modification shall be posted on Florida Housing's Website and shall be provided to potential Offerors who requested copies of the RFQ. The deadline for receipt of Responses may be extended as deemed necessary by Florida Housing.

I. The terms of this RFQ, and any modifications thereto, shall be incorporated into any Agreement offered as a result of this RFQ. Failure of a successful Offeror to accept these obligations in the final Agreement may result in cancellation of the award at Florida Housing's sole discretion.

#### **SECTION FOUR PURPOSE AND SCOPE OF SERVICES**

A. Purpose of the Energy Audit. The purpose of properties undergoing an energy audit is to determine eligibility to go forward with a MERP loan and to recommend items to be included in the scope of work for the retrofit. In order for a property to be eligible, the energy audit must show that:

1. The property can achieve a projected energy savings of 15 percent if recommended retrofits are carried out; and
2. The collective SIR of the recommended retrofit, not to exceed MERP funded maximum cost of \$5,000 per unit, is 1.0 or greater. (If the property owner has additional financing, the cost of the retrofit may exceed \$5,000 per unit, provided the property can meet credit underwriting requirements.)

B. Scope of Services. The services of the energy auditor shall include, but are not

limited to the following:

1. Perform an on-sight inspection and energy audit of the property, including in the audit at least one year of historic utility data for the subject property;
2. Perform an analysis to determine whether the property can achieve a projected energy savings of at least 15 percent, and document this in the energy audit report;
3. Provide recommended improvements within the scope of work of MERP, along with cost estimates, and the SIR and payback period for each measure and all measures collectively. Building features that are within the allowable scope of work of a MERP retrofit are: building envelope, ducts, appliances, lighting systems, faucets, showerheads, HVAC systems, thermostats, boilers, water heaters, insulation and window film (note that window film is an allowable use of MERP funding, but not window replacement);
4. Prepare a report which includes the components outlined in D. below;
5. Advise Florida Housing and the credit underwriter in determining the final scope of work for the property.

C. Energy Audit Process. The Offeror must physically walk through and inspect the property including all mechanical and electrical systems and all building features that are within the allowable scope of work of a MERP retrofit (described in Section Four B.3 above). The Offeror must coordinate with the property manager for access to the property, including units to be sampled. The Offeror shall be responsible for scheduling meetings/inspections onsite with the property manager and maintenance staff. Meetings with staff should include a review and analysis of occupancy reports and actual historical energy use patterns and identification of anticipated property or occupancy changes that could affect energy use. The Sampling Requirements shall be:

1. No less than ten percent (10%) of dwelling units; however, all common elements and common areas of each building containing dwelling units shall be inspected. In addition, 100 percent of non-dwelling structures and property site(s) shall be inspected;
2. Blower door and duct leakage testing in a sample of no less than ten percent (10%) of dwelling units;
3. For inspection and blower door testing purposes, units shall be randomly sampled across all buildings at each property, while taking into consideration occupied and unoccupied units and the unit mix, i.e., efficiencies, one bedroom, two bedrooms, three bedrooms and four bedrooms. If the property was constructed in various phases or the buildings consist of different construction systems, then a representative sampling of dwelling units in each phase or building of different construction systems shall be inspected.

D. Energy Audit Report Components. Energy audit reports will be reviewed by

Florida Housing staff and external credit underwriters to determine the scope of work for the retrofit. Reports should be organized into sections that clearly describe the condition of the energy systems of the property and recommended improvements. The following items must be included in the report. Note that reports do not have to be in this exact format, but should include all of the following information:

1. **Executive Summary.** A summary including the general physical description of the property (e.g. age, number of buildings, type of construction, number of units, etc.); type of metering (i.e., master or individual); energy source (i.e., electric and/or gas); overview of any previous retrofits, rehabilitation, or renovation; current annual energy consumption, patterns and cost; and a summary of recommended energy efficient operations and maintenance opportunities and retrofit measures and their cost, collective payback period, SIR, and estimated annual savings as a percentage improvement and as a dollar amount. The summary of recommended measures may be in the form of a list or table and must include the following information: description of retrofit measure; initial cost; annual energy savings, annual cost savings; payback period; SIR; life cycle savings; and expected useful life.
2. **Overview and description of energy audit process.** Describe the methodology used to conduct the energy audit and present recommendations regarding all options analyzed, and include all calculations conducted in support of the analyses. If a proposed measure is not recommended, then specify the reasons. Specify the energy modeling software used for the energy audit.
3. **Overview of building characteristics and electrical and mechanical systems.** This section should provide a description of the current state of the property, including opportunities for energy savings on a building by building basis.
4. **Analysis of Existing Energy Consumption.** A minimum of one year's utility bills should be evaluated.
5. **Review of Relevant Maintenance and Repair.** The energy auditor should consult with the property manager and/or owner regarding any repairs done on any systems or building features that affect energy consumption. This may be via phone or in-person interviews.
6. **Recommendations for energy savings.** This section should include a description of each recommended measure (including performance specifications or other design documents needed to bid and install the measure), discussion and rationale for the recommendation, and economic analysis including costs of material, labor, engineering design and project management. The energy audit recommendations should be formatted to allow the property owner to use them as a basis for bidding the projects and should be divided into logical and biddable tasks. Additionally any recommendations for operations



and maintenance that will lower operating costs should be included in this section.

7. Photographs. Include any photographs that may assist Florida Housing and credit underwriters in understanding the physical description of the property and recommended measures.
8. Energy modeling software report. Energy modeling should be conducted with TREAT, Energy Gauge, EA-QUIP, or other multifamily energy audit software approved by the U.S. Department of Energy (DOE).

E. Consultation with Florida Housing. The energy auditor shall be available for consultation with Florida Housing staff and credit underwriters while the scope of work on a property is being finalized.

F. Timing of Energy Audits. Energy audits must be performed within 30 days of invitation to credit underwriting. An energy audit report must be provided to Florida Housing within 30 days of the energy audit being performed.

## **SECTION FIVE CERTIFICATION**

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in this Section of the RFQ, each Offeror certifies that:

A. The Offeror submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response for the same services. However, any agreement with a person or entity with whom the Response is jointly filed and such joint filing is made clear on the face of the Response shall be an exception so long as the Response is in all respects fair and without collusion or fraud.

B. Any material submitted in response to this RFQ is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 10 Days after the Response is opened, whichever is earlier.

C. The Offeror is in compliance with Section 420.512(5), Fla. Stat., which provides:

“Service providers shall comply with the following standards of conduct as a condition of eligibility to be considered or retained to provide services. For purposes of paragraphs (a), (b), and (c) only, the term ‘service provider’ means and is limited to a law firm, an investment bank, or a credit underwriter, and the agents, officers, principals, and professional employees of the service provider.

(a) A service provider may not make contributions in any amounts, directly or indirectly, for or on behalf of candidates for Governor, nor shall any service provider make a contribution in excess of \$100 to any candidate for a member of the State Board of Administration other than the Governor in Florida while the service provider is included in an applicant pool from which service providers are selected to provide services to the corporation, while the service provider provides services to the corporation, and for the longer of a period of 2 years thereafter or for a period through the next general election for Governor.

(b) The service provider shall not participate in fundraising activities for or on behalf of candidates for Governor in Florida while the service provider is included in an applicant pool from which service providers are selected to provide services to the corporation, while the service provider provides services to the corporation, and for the longer of a period of 2 years thereafter or for a period through the next general election for Governor.

(c) Service providers shall provide to the corporation a statement that the service provider has not contributed to candidates for Governor or contributed in excess of the amounts allowed by this section for a member of the State Board of Administration or engaged in fundraising activities for or on behalf of candidates for Governor in Florida since the effective date of this section or during the 24 months preceding the service provider's application to provide services to the corporation, whichever period is shorter.

(d) The service provider may not engage in prohibited business solicitation communications with officers, members, or covered employees of the corporation.

(e) If a service provider is in doubt as to whether its activities, or the activities of its principals, agents, or employees, violate the provisions of this section, it may request a declaratory statement in accordance with the applicable rule and Section 120.565, Fla. Stat.

(f) If the corporation determines that a service provider has failed to meet the provisions of this section, it shall consider the magnitude of the violation and whether there has been a pattern of violations in determining whether to terminate or decline to enter into Contracts with the service provider.”

D. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(32), Fla. Stat., which provides:

“Prohibited business solicitation communication” means a private written or verbal communication between a member, officer, or covered employee of the corporation and a service provider regarding the merits of the service provider and whether the corporation should retain the services of the service provider. The term does not include:

(a) A verbal communication made on the record during a public meeting;

(b) A written communication provided to each member and officer of the corporation and made part of the record at a public meeting;

(c) A written proposal or statement of qualifications submitted to the corporation in response to a corporation advertisement seeking proposals or statements of qualifications as part of a competitive selection process.

(d) A verbal or written communication related to the contractual responsibilities of a service provider who was selected to provide services or who was included in a pool of service providers eligible to provide services as a result of a competitive selection process, so long as the communication does not relate to solicitation of business.

(e) A verbal or written communication related to a proposed method of financing or proposed projects, so long as the communication does not relate to solicitation of business.”

E. The Offeror is in compliance with Section 287.133(2)(a), Fla. Stat., which provides in part:

A person or affiliate, who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not:

- a. submit a bid on a contract to provide any goods or services to a public entity;
- b. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- c. submit bids on leases of real property to a public entity;
- d. be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and;
- e. transact business with any public entity in excess of the threshold amount provided in Section 287.017, Fla. Stat., for CATEGORY TWO: \$35,000, for a period of 36 months from the date of being placed on the convicted vendor list.

F. The Offeror acknowledges that any Offeror selected shall be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Offeror other than for the compensation agreed upon in the Contract that results from this RFQ, unless that Offeror has Florida Housing’s written consent after Florida Housing has been fully informed of such activities in writing.

G. In addition to the conflict of interest rules imposed by the Florida Statutes, the Offeror(s) that is (are) selected may not engage in any actual, apparent, or potential conflict of interest. Should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of the Contract and prior to the conclusion of the Contract, the Offeror shall provide notification (Notice of Conflict of Interest) to Florida Housing, through first class certified mail, return receipt requested, within ten (10) working days, seeking consent from Florida Housing's Executive Director. If the Offeror is found to be in non-compliance with this provision, without written consent from Florida Housing's Executive Director, any compensation received in connection with the Contract shall be subject to forfeiture to Florida Housing.

H. The Offeror, in submitting this Response, acknowledges and agrees that the terms and conditions of this RFQ, as well as any modifications thereto, shall be incorporated into any Contract offered as a result of this RFQ. Such terms and conditions include, but are not limited to, the obligation of any successful Offeror to order any services to be provided in connection with this RFQ from a Florida Housing Contract Vendor as provided in Section Three, paragraph K hereof.

I. Certification Statement (**Threshold Item**)

**THE FOLLOWING SHALL BE REPEATED IN THE OFFEROR'S RESPONSE AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE OFFEROR. FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE SHALL RESULT IN REJECTION OF THE RESPONSE.**

**"I agree to abide by all conditions of RFQ 2014-01 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Offeror and that I am in compliance with all requirements of the RFQ, including but not limited to, the certification requirements stated in Section Five of this RFQ."**

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Authorized Signature (Original)

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Print Name and Title

**SECTION SIX**  
**INFORMATION TO BE PROVIDED IN RESPONSE**

**A. Cover Letter (Threshold)**

Each Response must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information.

1. The name, job title, address, office and cellular telephone numbers, fax number, and e-mail address of a primary contact person, who will be responsible for day-to-day contact with Florida Housing and the credit underwriter, and any backup personnel who would be accessible if the primary contact cannot be reached.
2. Legal business status (individual, partnership, corporation, etc.) of the Offeror.

**B. General Information (15 points maximum)**

1. Provide evidence from the Florida Department of State, Division of Corporations, that the Offeror is a legally formed entity qualified to do business in the state of Florida.
2. Provide a brief history of the Offeror, including the year organized, ownership and the total number of employees. Discuss any changes in the Offeror's management in the last two (2) years. Include the name, e-mail address, and fax and telephone number of a contact person for the Offeror. Summarize the Offeror's overall approach to the Scope of Services, highlighting any outstanding qualifications and experience relevant to performing the technical work. Highlight any additional experience relevant to the Scope of Services.

**C. Experience (20 points maximum)**

Describe the Offeror's experience conducting energy audits on multifamily properties.

1. The Offeror must have conducted at least 4 energy audits on multifamily properties, each with a minimum of 75 units, in the past 10 years. Provide a table listing the multifamily properties the Offeror has conducted energy audits for, the date of the energy audit (year, at a minimum), and number of units at each property.
2. The Offeror must have experience with multifamily energy auditing software, such as TREAT, EA-QUIP, or EnergyGauge. Describe what software programs the Offeror has used for multifamily energy audits, and how often the Offeror has used them.
3. Give examples of work performed by the Offeror within the past two (2) years that is similar to that indicated in the Scope of Services. Explain its relevance to the Scope of Services and the proposed contract.

**D. Qualifications of Individual Performing Energy Audit and Preparing Report (20 points maximum)**

Provide the names and evidence of the following for each of the individuals who will be doing the on-site evaluations and preparing the reports (Note: For an individual property, the on-site evaluation and the report must be conducted and prepared by the same individual):

1. Must be certified through one of the following programs: Certified Energy Manager®, RESNET®, or the Building Performance Institute, Inc.; or be a Class 1 Energy Rater certified by the State of Florida;
2. Provide the names, background, qualifications, experience and resumes of the principal members of the Offeror including officers, if any, including the senior project managers responsible for report review/quality control, and final sign-off.
3. State how many years the Offeror has been engaged in business under its present firm or trade name.

**E. Provision of Sample Energy Audit Report (25 points maximum)**

The offeror must provide a sample of an actual energy audit report prepared by the Offeror for a multifamily property similar in scope to the Scope of Services requested in this RFQ.

**F. Fees**

Provide a detailed breakdown of fees for the services the Offeror will provide. The Offeror may provide cost options based on the size of the property and type of construction. Fees must be based on the service provided and not on the results and/or recommendations of the energy audit. Provide a fee schedule.

**G. Insurance (Threshold)**

Provide a copy of the declaration page of proof of (i) blanket fidelity insurance and (ii) errors and omissions or professional liability insurance which includes the following for each policy:

- a. Name of carrier and policy number;
- b. Effective date of insurance;
- c. Policy exclusions, if any;
- d. Current coverage amounts;
- e. Staff and others acting on behalf of the Offeror covered; and
- f. Type of coverage.

## **H. Drug-Free Workplace**

If the Offeror has implemented a drug-free workplace program, pursuant to Section 287.087, Fla. Stat., the Offeror must submit a valid affidavit to demonstrate its status.

## **I. Minority Business Enterprise**

If the Offeror is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Offeror must submit a valid affidavit to demonstrate its status.

## **J. Certification (Threshold Item):**

**FAILURE TO INCLUDE THE CERTIFICATION STATEMENT LOCATED IN SECTION FIVE OF THIS RFQ BEARING AN ORIGINAL SIGNATURE SHALL RESULT IN REJECTION OF THE RESPONSE.**

## **SECTION SEVEN EVALUATION PROCESS**

Individual Committee members shall evaluate and rank the Responses independently. As indicated in this section, points shall be assigned to certain items presented in Section Six of this RFQ. The individual Committee members shall evaluate the Responses by reviewing the answers to each of the items and assigning points up to the maximum points allowed for each item. The Committee shall not use those items without points assigned in computing the numerical score, but shall use them as part of their evaluation and recommendation process, for informational purposes, or as a basis for possible disqualification. The Committee shall also use the various scored items as a part of its evaluation and recommendation process.

Based on the criteria for selection, committee members shall rank each Response, with the highest rank being “1”. The Committee may conduct one or more public meetings during which members may discuss their evaluations, make any adjustments deemed necessary to their evaluations to best serve the interests of Florida Housing’s mission, interview Offerors, observe presentations by Offerors, and develop a recommendation or series of recommendations to the Board. The Committee and/or Staff may make a recommendation, in addition to providing the ranking information and the information from the non-scored items to the Board for the Board to use in making the final selection. The Committee and/or Staff may also give the Board a written and/or verbal narrative describing the reasons for any recommendation. In the event of a tie, Florida Housing shall give preference to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing shall give preference to minority business enterprises as defined in Section 288.703, Fla.

Stat. Staff may recommend that the Board conduct oral interviews as part of the evaluation process to select the Offeror. The Board may use the Responses, the Committee’s ranking, the non-scored items in the Responses, any other applicable or relevant information or recommendation provided by the Committee or Staff, any oral presentations of Offerors and any other information the Board deems relevant in its selection of Offerors to whom to award a Contract.

The points available for each of the items to be evaluated are as follows:

<b>Item Reference</b>	<b>Maximum Points</b>
A. Cover Letter	Threshold
B. General Information	15
C. Experience	20
D. Qualifications	20
E. Sample Energy Audit Report	25
G. Insurance	Threshold
J. Certification	Threshold
<b>Total Points Available</b>	<b>80</b>

## **SECTION EIGHT AWARD PROCESS**

Florida Housing shall provide notice of its decision, or intended decision, for this RFQ on Florida Housing’s Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat., et al. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., et al. or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.