

REQUEST FOR PROPOSALS

Energy Audit

Due: Wednesday, October 15, 2025, by 10:00 AM

Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Newton, New Jersey will accept proposals for an ASHRAE Level II Energy Audit. It is the Housing Authority's desire to retain and employ a duly qualified engineering firm to complete the audit. All services must be in accordance with the existing rules, orders, directives, regulations handbooks and laws as promulgated by the United States Department of Housing and Urban Development and the State of New Jersey. The services that are requested will be as follows and pertain to an 80 units project (Liberty Towers, 32 Liberty Street, Newton, New Jersey):

- 1) Prepare an ASHRAE Level II Energy Audit within 30 days of contract execution.
- 2) Audit must be completed according to HUD's format for a Capital Needs Assessment and uploaded to HUD CNA Portal.
- 3) The audit shall include a detailed building assessment, including energy & water consumption.
- 4) Obtain & identify savings and cost analysis of all practical energy measures (EEMs or ECMs).
- 5) All work shall comply with ASHRAE D-90450.

Qualifications:

- 1) Must be a licensed to perform these services.
- 2) Must have previous experience auditing Public Housing Authorities.
- 4) Must be approvable by the U.S. Department of Housing & Urban Development

Proposal Submission:

All persons interested in submitting a proposal for the Energy Audit should submit a proposal based upon a lump-sum fee. Proposals should be delivered to the Housing Authority of the Town of Newton, New Jersey on or before Wednesday, October 15, 2025, by 10:00 AM. All proposals will be reviewed in accordance with the Housing Authority's rating system. The proposal rating system is attached to this Request for Proposals.

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER
Executive Director

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Energy Auditing

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Housing Authority's Programs in specific and HUD rules and regulations in general (25 Points).
- 3) Capability and capacity to accomplish work within the required time (15 Points).
- 4) Specialized experience of key personnel in completing energy audits (25 Points).
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (5 Points).
- 7) Price (10 Points)

Total Point Score (100):

Narrative Review of Proposal:

Legal Advertisement

Request for Proposal

The Housing Authority of the Town of Newton will receive Proposals for an Energy Audit in accordance with requirements as enumerated by the U.S. Department of Housing & Urban Development (HUD). The authority reserves the right to reject any and all proposals submitted and to waive any information thereto, and to request additional information from all firms. The RFP can be obtained at the Newton Housing Authority website (NewtonHousingAuthority.com). All proposals must be received by Wednesday, October 15th, 2025, by 10:00 AM. This solicitation is being undertaken in accordance with NJSA 19:44A-29.4 et seq. as a "fair and open" competitive process and in compliance with the rules & restrictions set forth by the State's Local Unit Pay-to-Play law.

William F. Snyder
Executive Director