



2017 Request for Proposals Certified RESNET Home Energy Professional Habitat for Humanity of Pinellas County

Habitat for Humanity of Pinellas County, Inc. (Habitat) is seeking proposals from certified **RESNET Home Energy Professionals** to perform Energy Star 3.1 inspections for our homes located at various locations in Pinellas County, Florida. Habitat builds between 50 to 55 new houses a year.

HfHPC has been actively involved in building Energy Star homes for the last four years and are continuing along that path. We realize that the demands for high quality and high efficiency houses are getting tougher, along with building code changes. We need an expert in this field to assist in the needed testing in order to remain Energy Star compliant and achieve a healthy home environment.

We, at HfHPC would like to create a relationship where all parties work together in creating a mutual, team effort with the construction staff, the HVAC contractors and the Rater working in a joint capacity.

SERVICE PROVIDER SELECTION

Selection of the provider shall be based upon: (a) prior experience with similar projects, (b) backgrounds and qualifications of the persons responsible for the work, (c) availability of maintaining an electronic communication, including but not limited to PDF format (d) cost of materials, and (e) schedule availability/lead time for inspections.

GENERAL TERMS & CONDITIONS

The Request for Proposals (RFP) does not commit Habitat to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or procure contract services or systems. Habitat reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources and/or to cancel all or part of this RFP.

AWARD

The company/entity chosen to provide such services may be required to participate in negotiations. Habitat reserves the right to select a service provider without discussion based upon the initial proposal.

REQUIREMENTS

The company/entity shall be required to execute a standard Agreement and provide proof of insurance, workers' compensation coverage (if applicable). If exempt, must provide exemption certificate.

RESPONSE FORMAT

All applicants should apply the following format for submission of their response to this Request for Proposals.

- 1) A Cover Letter Including
 - Company Name
 - Address
 - Full Contact Information
 - A brief description of the company
 - Identification of Partner Firms (if applicable)
 - License Number
 - Signed by an Authorized Representative of the Firm

- 2) Qualifications
 - List and Briefly Describe Similar Projects Completed by Firm
 - Provide Pictures of Similar Projects Completed by Firm
 - Please Include References with Contact Person and Contact Information

- 3) Cost and Schedule
 - Cost of Services
 - Schedule Availability and lead time

PROPOSAL SUBMISSION

Proposals should be mailed, e mailed or hand delivered to Habitat for Humanity of Pinellas County, 13355 49th Street North, Clearwater, Florida, 33762, attention: Gabriela Camacho, V.P of Construction & Procurement. Proposals should be clearly marked: "Habitat for Humanity Resnet Proposal".

DESCRIPTION OF HABITAT FOR HUMANITY

Habitat for Humanity of Pinellas County, Inc. is a locally run affiliate of Habitat for Humanity International. Habitat works in partnership with volunteers and home owner applicants to build affordable housing. The houses are then sold to those applicants at no-profit with no-interest charged on the mortgage.

SECTION 3

"The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low-and very-low income persons, particularly persons who are recipients of HUD assistance for housing."

*Habitat for Humanity of Pinellas County, Inc.
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