

**REQUEST FOR QUALIFICATIONS (RFQ) 2014-05**

**FOR INCLUSION IN A POOL OF ENERGY CONSUMPTION PROVIDERS**

**for**

**FLORIDA HOUSING FINANCE CORPORATION**

**August 28, 2014**

## **SECTION ONE INTRODUCTION**

The Florida Housing Finance Corporation (“Florida Housing”) is soliciting Responses to this Request for Qualifications (RFQ) to establish a pool of qualified Energy Consumption Providers (Provider) to calculate utility estimates using an Energy Consumption Model for the owners of Housing Credit developments. Offerors selected will enter into an Agreement to participate in a pool of Providers. Payment or compensation due the Provider shall be the sole responsibility of the Housing Credit development owner who contracts with the Provider and must be based on the service provided but may not include a fee or percentage based on the savings the Housing Credit development owner gains from a lower utility allowance. Florida Housing shall not be a party to any such contract and, with the exception of questions about Energy Consumption Model standards and/or requirements, shall have no obligation to the owner of the Housing Credit development or to the Provider under any such contract.

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

Florida Housing is designated the housing credit agency for the state of Florida. 26 CFR § 1.42-10(b)(4)(ii)(E), states that a building owner may use an Energy Consumption Model to calculate utility estimates. The Energy Consumption Model must, at a minimum, take into account specific factors including, but not limited to: unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location. The utility consumption estimates must be calculated by a properly licensed engineer or a qualified professional approved by Florida Housing and the qualified professional and the building owner must not be related within the meaning of 26 U.S. Code Section 267(b) or 707(b).

Florida Housing expects to select multiple Offerors to provide the Energy Consumption Model services specified in the 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 RFQ and any other term and condition that is agreed to by the parties.
“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 that is signed as a result of this RFQ.
“Energy Consumption Model”	The model used to calculate utility allowance estimates as contemplated and permitted by 26 CFR § 1.42-10(b)(4)(ii)(E).
“Energy Consumption Provider”, “Provider”, or “Offeror”	A person or entity submitting a response to this RFQ, who is a Licensed Engineer or Qualified Professional approved by Florida Housing, who has the capability in all respects to perform fully the requirements contained in 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.
“Housing Credit Program”	The housing credit program administered by Florida Housing pursuant to Section 42 of the Internal Revenue Code and Section 420.5099, Fla. Stat., under which Florida Housing is designated the Housing Credit agency for the state of Florida with the meaning of 26 CFR § 1-42(h)(7)(A) of the IRC and Rule chapters 67-21 and 67-48, Fla. Admin. Code.
“Interested Party”	A person or entity that obtains a copy of the RFQ from Florida Housing.
“Licensed Engineer”	A person who is licensed to engage in the practice of engineering under Chapter 471, Florida Statutes, or a business organization possessing a certificate of authorization to practice engineering under Chapter 471, Florida Statutes.
“Qualified Professional”	Any person or entity who is a Residential Energy Services Network (RESNET) certified energy rater or a Class 1 Energy Rater.
“Response”	The written submission by an Offeror to this RFQ.

“RFQ”	This Request for Qualifications, including all exhibits referenced in this document and all other documents incorporated by reference.
“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 (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 2014-05.” A copy of the entire Response must also be provided as an electronic version (either CD or a flash drive). E-mails will not be accepted for the electronic version. Each envelope or package, containing Responses, must clearly state the name of the Offeror. The Response that is the original must clearly indicate “Original” on that Response. 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 September 18, 2014. Responses shall be opened at that time. Responses must be addressed to:

Contracts Manager  
 Florida Housing Finance Corporation  
 227 North Bronough Street, Suite 5000  
 Tallahassee, FL 32301-1329  
 (850) 488-4197; Fax (850) 414-6548  
 Email: [Contracts.Manager@floridahousing.org](mailto:Contracts.Manager@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, or costs related to the Contract execution process.

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. Florida Housing shall be under no obligation to approve or consent to any such subcontract or assignment.

D. Florida Housing 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 Review Committee or the full Board with any or all Offerors;
5. Select for inclusion in the pool of Providers, a Response other than that with the highest ranking if, in the judgment of Florida Housing, its and the public's interest shall be best served; and
6. Negotiate with 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 the Contracts Manager at the address given in Section Three, paragraph A. All questions are due by 5:00 p.m., Eastern Time, on September 5, 2014. Phone calls shall not be accepted. Florida Housing expects to respond to all questions in writing by 5:00 p.m., Eastern Time, on September 11, 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/.](http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForQualifications/)

Only written responses or statements from the Contracts Manager that are posted on our Website shall bind 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 Rule Chapter 28-110, Fla. Admin. Code. 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 term of the Agreement shall be effective from January 1, 2015, or the date of the Agreement's execution, whichever is later, through December 31, 2017, subject to satisfactory performance at the sole discretion of Florida Housing. If the parties mutually agree in writing, the Agreement may be renewed twice for an additional one (1) year term.

H. Florida Housing may terminate the Agreement of any selected Offeror and remove them from the pool of Providers without cause and without penalty.

I. 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.

J. 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. In the event that utilities for a residential rental unit are paid directly by the tenant, 26 CFR § 1.42(g)(2)(B)(ii) requires the inclusion in gross rent of a utility allowance for rent-restricted units. 26 CFR § 1.42-10(b)(4)(ii)(E) allows a building owner to calculate utility estimates using an energy and water and sewage consumption and analysis model (Energy Consumption Model) prepared by a properly licensed engineer or a qualified professional approved by Florida Housing, which has jurisdiction over developments in Florida who participate in the Housing Credit Program. 26 CFR § 1.42-10(c) provides that the building owner must pay for all costs incurred in obtaining the utility estimates and providing the estimates to Florida Housing and the tenants. Providers must:

1. Use an Energy Consumption Model that at a minimum, takes into account specific factors including, but not limited to, unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location.
2. Be either a properly Licensed Engineer or a Qualified Professional approved by Florida Housing (together, qualified professional) and the qualified professional and the building owner must not be related within the meaning of § 267(b) or 707(b).
3. Otherwise comply in all respects with 26 CFR § 1.42-10(b)(4)(ii)(E), and any other applicable regulations.
4. Execute and submit to the owner the Certification of Completeness and Accuracy for Utility Allowance Estimate Per Energy Consumption Model Form which is available at <http://www.floridahousing.org/PropertyOwnersAndManagers/EnergyConsumptionModelProceduresAndForms/> and included in this RFQ as Exhibit A.
5. Provide the owner with documentation that supports the utility estimates calculated by the Energy Consumption Model for each Building Identification Number (BIN).
6. Provide the owner with documentation that explains how the specific factors in Section Four, Item A.1. were accounted for in the Energy Consumption Model.

## **SECTION FIVE CERTIFICATION**

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in Section Six, subsection G of this 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 ten (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 pertinent 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, proposal, or reply on a contract to provide any goods or services to a public entity;
- b. Submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work;
- c. Submit bids, proposals or replies 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: \$35,000.00, for a period of 36 months from the date of being placed on the convicted vendor list.

F. Pursuant to Section 119.0701(2), Fla. Stat., the Service Provider is required “to comply with public records laws, specifically to:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- b. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.”

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph shall only apply if and when Service Provider is acting on behalf of Florida Housing.

G. 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 contracts that result from Agreements awarded under this RFQ, unless that Offeror

has Florida Housing’s written consent after Florida Housing has been fully informed of such activities in writing.

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 Agreement and prior to the conclusion of the Agreement, 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.

H. Payment or compensation due the Provider shall be the sole responsibility of the Housing Credit development owner who contracts with the Provider and must be based on the service provided, but may not include a fee or percentage based on the savings the Housing Credit development owner gains from a lower utility allowance. If the Provider and/or the Housing Credit development owner 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 contracts that result from Agreements awarded under this RFQ shall be subject to forfeiture to Florida Housing.

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.

I. Certification Statement

**THE FOLLOWING SHALL BE REPEATED IN THE APPLICANT’S RESPONSE AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE APPLICANT. 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 2014-05 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Applicant 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

In providing the following information, restate each item and sub-item (with its letter and number), limit your Response to one (1) bound volume. Responses to the items must be included immediately after the restated items without any reference to any appendix.

### A. COVER LETTER

Each Response must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information. **NOTE:** Failure to provide this information may result in rejection of the Response.

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 any backup personnel who would be accessible if the primary contact cannot be reached.
2. Legal business status (individual, partnership, corporation, etc.) and address and telephone number of the Offeror.

### B. GENERAL INFORMATION

1. If the Offeror is a legal entity (e.g., a corporation, limited liability company or limited partnership), provide evidence from the Florida Department of State that the Offeror is qualified to do business in the State of Florida. If the Offeror is not a legal entity (e.g., an individual or sole proprietorship), provide a copy of the Offeror's business license issued by the local jurisdiction in Florida in which the Offeror conducts business.
2. Describe the Offeror's methodology in developing an Energy Consumption Model. Provide a sample Energy Consumption model for a proposed rental housing tax credit development.
3. **(THRESHOLD ITEM)** Provide copies of the certificate(s) or license(s), as applicable, evidencing that the Offeror and/or staff who will be performing the Energy Consumption Provider services is a ResNet certified energy rater, a Class 1 Energy Rater or is a Licensed Engineer.

### C. EXPERIENCE

1. Describe the Offeror's experience in conducting affordable housing utility allowance estimates.
2. Provide a list of at least three (3) affordable housing utility allowance clients as references that includes:

- Client name and address;
- Contact person;
- Title of contact person;
- Telephone number and e-mail address of the contact person;
- Dates services provided; and
- Brief description of work performed for the client.

3. Provide information on any contract entered into by the Offeror to provide services similar to those described in Section Four of this RFQ.

4. Provide information on any contract entered into by the Offeror to provide services similar to those described in Section Four of this RFQ that was terminated prior to completion in the last five years. Provide details of such circumstances.

#### D. QUALIFICATIONS OF PERSONNEL

Provide individual resumes [no more than five (5) pages] of staff who will be performing the Energy Consumption Provider services.

#### E. DRUG-FREE WORKPLACE

If the Offeror has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat., the Offeror must submit the following signed certification as a part of their response:

“I hereby certify on behalf of the Offeror, under the terms of RFP 2014-05 that the Offeror has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat., which include the following requirements:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.”

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Authorized Signature

Print Name and Title: \_\_\_\_\_

F. MINORITY BUSINESS ENTERPRISE

If the Offeror is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Offeror must submit the following signed certification as a part of their response:

“I hereby certify on behalf of the Offeror, under the terms of RFP 2014-05 that the Offeror is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat., to wit:

(3) “Minority business enterprise” means any small business concern as defined in subsection (6) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51-percent-owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender makeup or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an underrepresentation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term “related immediate family group” means one or more children under 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

(6) “Small business” means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.”

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Authorized Signature

Print Name and Title: \_\_\_\_\_

**G. CERTIFICATION STATEMENT (THRESHOLD ITEM)**

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

**SECTION SEVEN  
EVALUATION PROCESS**

Individual Committee members shall evaluate 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, as a basis for possible disqualification, and to break any tie. The Committee shall also use the various scored items as a part of its evaluation and recommendation process. The Committee may conduct one or more public meetings during which members may discuss their evaluations, make any adjustments deemed necessary to best serve the interests of Florida Housing’s mission, interview Offerors, observe a software demonstration, 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 scoring 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 in the award process 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 scoring, the non-scored items in the Responses, any other 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:

<u>Item Reference</u>	<u>Maximum Points</u>
B. General Information.....	5
C.1 Experience.....	15
D. Qualifications of Personnel.....	15
Total Points Available.....	35

Threshold Item Reference

- B.3 Appropriate license/certification
- G. Certification Statement

**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.

**Certification of Completeness and Accuracy for Utility Allowance Estimate Per Energy Consumption Model**

Development Information		Tenant Paid Utilities	Provider
Development Name		▼ Electric	
Development Address		▼ Gas	
Key Number		▼ Water	
Date of Study		▼ Sewer	
Effective Date		▼ Trash	
		▼ Other	

Unit Type	# of Units	Square Feet	Electric	Gas	Water	Sewer	Trash	Other	Total Per Month
▼									\$0
▼									\$0
▼									\$0
▼									\$0
▼									\$0
▼									\$0
<b>Total Units</b>	<b>0</b>								

**The undersigned hereby certifies as follows:**

1. Only utility costs paid directly by the resident(s) and not by or through the owner are included in the utility allowance calculation;
2. Cable television, telephone and internet costs are excluded from utility allowance calculation;
3. This estimate is based on the most recent 12-month period;
4. In the case of new buildings with less than 12 months of consumption data, 12 months of data for units of similar size and construction in the properties geographic area was used;
5. Utility rates are based on local rates and utility supplier(s) for the above-named property and data is no older than 60 days at the time of this submission;
6. The owner and Engineer/Qualified Professional are not related, as defined in IRC Section 267(b) or 707(b);
7. The Energy Consumption Model, at a minimum, takes into account specific factors including, but not limited to, unit size, building orientation, design and materials, mechanical systems, appliances, characteristics of the building location.

**The following supporting documentation is included:**

1. A letter from the Engineer/Qualified Professional explaining their analysis and findings for each Building Identification Number (BIN). The letter must explain how the specific factors in item #7 above were addressed.
2. Copy of the 90-day notice to residents.

**Engineer/Qualified Professional:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Entity Name

\_\_\_\_\_  
License # if applicable

**Owner:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Entity Name

**Florida Housing Finance Corporation:**

\_\_\_\_\_  
Signature - FHFC Asset Management & Compliance Dept. Date