



Addendum No. 1 – Summary of Prebid Meeting

PRE-BID MEETING AGENDA

**REQUEST FOR PROPOSALS – RFP NO. P21026
FOR
ENERGY AUDITORS**

MAY 12, 2021 @02:00 PM VIA CONFERENCE CALL

Please mute your phones while people are talking to avoid outside noises.

Meeting is being conducted by Wanda L. Beckett, Contacts Administrator;

- 1 Introduction:**

It is prohibited for Bidders to communication with SNRHA employee, Board of Commissioner, resident regarding this solicitation. **Except for the contact person(s) listed in the solicitation.** Failure to comply with this requirement shall result in the respondents bid being considered non-responsive to the bidding instruction and not considered for award of contract.

 - 1.1 PRE-BID MEETING -Conference Call Attendees:**
 - **SNRHA Staff**
 - **Bidders**
- 2 Attendance- Email Confirmation**

All bidders were requested to email Procurement@sivrha.org their contact information to confirm their attendance to this Pre-Bid meeting. If you haven't emailed your contact information, please do so now.
- 3 Bidders must Register in NGEM to bid:** All companies that are participating in this bidding process must be registered in the Nevada Government E Marketplace (NGEM) <https://www.ngemnv.com/>; to submit a bid.
- 4 Review of RFP:** Bidders/Contractors should review the entire RFP document, including attachment. The RFP document is a part of the contract to be awarded. Your participation in this bidding process is acknowledging that you agree to the terms and conditions set within these documents.

5 Question Submission Deadline: May 25, 2021 at 10:00am; Questions received after this date and time will not receive a response.

All questions during this solicitation process must be submitted through NGEM <https://www.ngemnv.com/> -or- emailed to Wanda Beckett via Procurement@snvrha.org; her contact information is also contained within the solicitation.

6 Addendums:

Reponses to Questions will be issued in the form of an Addendums and posted on the NGEM Internet site <https://www.ngemnv.com/>; and the SNRHA website www.snvrha.org click on Doing Business to download the documents only

Note: *It is the responsibility of all Bidders to ensure that they download all addendums issued and document the receipt of the Addendum on the Bid Form (Attachment A of the RFP).*

7 Bid/Proposal Submission Deadline: June 7, 2021 at 10:00am; Bids will not be accepted after this date and time. Results shall be posted and issued through NGEM.

Two (2) Step Bid Submission process:

Step I: In NGEM enter the processed cost for the service as indicated; And Upload a copy of the hard copy proposal required in Step II;

Step II: Deliver to SNRHA – 2 copies of the Proposal. 1 marked “Original” containing all originally signed and filled out documents; organized per the RFP instruction- Section 3 and Attachment A; Tabbed in a binder. -and- 1 identical Copy of the original proposal in the same required format.

8 Johnny Shaw, Procurement Manager (Section 3 Coordinator)

8.1 Sec 3 CLAUSE & CONTRACTOR INITIAL RESPONSE FORM – (Refer to Attachment B SNRHA Required Forms)

All contractors must comply with Section 3 SNRHA Policy and Contractors Compliance requirements. The forms under Attachment B must be signed filled out and submitted in the bid proposal as indicated.

8.2 Section 3 Business Certificate and Bidding Preference:

Review the Section 3 business priority and preference guidelines (Attachment C) of RFP. This information provided in Attachment C of the RFP provides information on qualifying as a Section 3 business and the documentation required to apply for a Section 3 Business Certificate.

Note: To obtain preference as a Section 3 Business during this bidding process, the **Section 3 Business Certificate must be** submitted under Tab 9 of the Bid Proposal Submittal to be considered.

Questions regarding Section 3 and/or obtaining a Section 3 Business Certificate contact: Johnny Shaw 702-477-3146 jshaw@sivrha.org as noted in the RFP.

9 Frank Stafford, Director of Modernization & Development or his designate; Scope of Work/Technical Specification

(a) Review scope of work the required services.

10 Bid Proposal Evaluation:

10.1 NGEM does the evaluation in comparison with the other proposed cost in submitted;

10.2 Hardcopy Proposals are individually evaluated by Persons designated by SNRHA. The Evaluation Criteria and Max Points to be assigned during the evaluation, are noted in Section 4 of the RFP.

11 Contract Award: It is SNRHA's intent to award one or more contracts as a result of this solicitation. The contract(s) will be for a term of one (1) year with four (4) one-year options to extend the contract.

12 Additional Questions & Information:

Questions during the pre-bid conference will be addressed the same day if possible or respond to in an addendum.

This agenda is also a summary of the meeting to be conducted and will be issued as Addendum No. 1 in NGEM, with questions and responses received prior to its issuance.

Pre-Bid Meeting convened by Wanda Beckett at 2:05 PM via Conference Call:

Pre-Bid Meeting Questions and Points of Clarification Discussed:

1.1 Q: Clarification of Contract conditions and Fee Schedule was requested;

A: The contracts issued will be indefinite-quantity for one (1) year with four (4) one (1) year option to extend. A Fee Schedule for five years must be entered in NGEM. Homes will be assigned on task order basis wherein the contracted consultant will provide to SNRHA

- 1) An Assess the site to include the work requirements or specification;
- 2) Provide the proposed cost for the site in accordance with the fee Schedule entered into NGEM.

1.2 Q: Average sizes of the scattered site homes (aka single-family homes)

A: The average size of the homes is:

- 1) 2 - 3 Bedrooms
- 2) 1,200 - 2,000 Sq. Ft.
- 3) Varied from 1 – 2 Stories;

1.3 Clarifications on the current – 4 Homes (Ref. RFP Section 2 item.2.4.1), as of this meeting revised to five (5) Homes;

These homes have been currently designated for construction rehabilitation by the Modernization Development. Within the scope of work SNRHA intends to incorporate work items in order to have these units Certified as Energy Rated Homes. Contracted Consultant(s) assigned this first group of homes will conduct inspections of these homes to identify items within the rehab scope of work for this Certification (i.e. insulation, HVAC, etc.).

1.3 Clarification of the 50 Homes:

The 50 Homes will be made available to the Contracted Consultant(s) of the RFP, as home are vacated and are assigned to the SNRHA Modernization & Development Dept. from other departments within this agency.

Questions & Responses received prior to the Pre-Bid Meeting

1.4 Q: Are you looking for a capabilities package? There are no documents in your request.

A: Refer to NGEM put the RFP NO. in to access information on how to bid and the requirements.

1.5 Q: If I am in communication with an SNRHA staff person in preparing documents for this RFP, it seems unfair that I cannot submit a proposal? Am I misinterpreting the verbiage under Procurement Contact Person(s)?

A: You are correct per U. S.HUD regulations: Contractor-Developed Specifications (24 CFR 85.36(c)(1)(iv)) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors funded to develop or draft specifications, requirements, statements of work, invitations for bid, or requests for proposals shall be excluded from competing in the procurement...

To further clarify this instruction: SNRHA cannot and will not restrict a company from bidding. However, the instructions are very clear about communication restricted to only the contact persons list. This is to insure a fair and equitable competition among bidders.

1.6 No further questions were received. This meeting was concluded at 2:43 PM

END OF ADDENDUM NO. 1

Bidders that emailed confirmation of attendance at the Pre-bid Meeting:

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