

## ATTACHMENT 7

### Affordable Housing Retrofit Accelerator Implementation Services

#### **Program Overview:**

The Affordable Housing Retrofit Accelerator (“AHRA”) Program (the “Program”) is designed to provide a comprehensive suite of technical and financial services to help affordable multifamily residential building owners decarbonize their buildings and comply with the District’s Building Energy Performance Standards (BEPS). The Scope of Work for the AHRA Implementation Services will focus on the installation of audit-recommended measures identified through an ASHRA Level II Energy Audit. Service Providers who can provide the following services are strongly recommended to apply.

1. General Contractors
2. Electricians
3. Plumbers
4. HVAC Installers
5. Weatherization Contractors (including Thermal Shell)
6. Controls Contractors (including Building Automation Systems)
7. Commissioning Agents
8. Refrigeration Contractors (including installation, leak detection, and repair).

#### **Qualifications:**

Service Providers interested in qualifying for AHRA Implementation Services will be required to meet the following qualifications:

1. Install a wide range of energy efficiency measures (e.g., **INSERT**) in affordable multifamily residential buildings in the District of Columbia per DCSEU Program protocols. The energy efficiency measures may be determined through the AHRA Auditing and Analysis Program (**Attachment 6**) and will vary by building. All energy efficiency measures are subject to DCSEU and DOEE approval. Service Providers will be required to submit “as built” documentation using forms provided by the DCSEU.
2. Provide highly qualified supervision and sufficient, qualified personnel to complete the installation services in a timely manner.
3. Conform all services and equipment to the standard of care and practice appropriate for the nature of the services, including but not limited to, the manufacturer’s recommendations, installation instructions, industry best practices.
4. Ensure all services and equipment are free from material defects, errors, and omissions.
5. Complete all installations in compliance with applicable laws, statutes, ordinances, rules, regulations, and orders enacted by or promulgated by federal, state, municipal, or other governmental authorities including but not limited to procuring all necessary permits, licenses, concurrences, other governmental approvals necessary to complete the installation.
6. Must receive a minimum score of 55 points under the RFQ (see VII. Evaluation Criteria)

### **Authorization of Services:**

All services provided under the Program will be authorized by the DCSEU through issuance of a subcontract and one or more Work Orders. Each Work Order will specify the energy efficiency measures to be installed, the pricing provisions, a schedule for performance of the installation services, and any other items deemed necessary by the DCSEU.

### **AHRA Implementation Projects:**

Service Providers deemed qualified by the DCSEU will be enrolled in the AHRA Implementation Services Program and provided opportunities to bid on specific installation projects. If a Service Provider chooses to respond to a bid request for an installation project, the DCSEU will provide the Service Provider with the following:

1. An audit report or a list of potential installation measures to be installed in the building (based on an ASHRAE Level II Audit, see **Attachment 6**). The installation work for the projects may include exterior parts of the building, common areas, and interior living units.
2. Access to the building to complete a site assessment to determine which measures from the audit report will be included in the Service Provider's installation bid. Service Provider shall include in their bid the following:
  - a. Any pre-construction services that will be required prior to installation of the measures with an estimate for the additional services (e.g., HVAC, DHW, or roof design studies, electrical load studies, or performance testing). If required, the DCSEU may issue a separate bid request for the pre-construction services.
  - b. The total costs to complete the installation project and a breakdown by measure category. Acceptable pricing provisions include fixed fee per unit or time and materials. If bidding on a time and material basis, Service Provider shall include a labor rate table. *Any customized, non-returnable equipment included in Service Providers bid shall be clearly identified in the bid.*
  - c. Proposed timeline for completion including a breakdown for equipment procurement and installation.
  - d. Any lower-tier subcontractors that Service Provider plans to utilize to complete the installation services.

If Service Provider's bid is selected, the DCSEU will issue a Work Order to Service Provider to complete the project. The Service Provider will serve as the principal point of contact with the customer on the installation timeline and will be responsible for scheduling, coordination, and managing the overall completion of the project per DCSEU program protocols.

If the Service Provider identifies additional energy saving opportunities not included in the audit report or list of potential installation measures, Service Provider shall submit a separate proposal that includes:

- e. A detailed list of the additional energy saving opportunities.
- f. A proposed scope of work and pricing provisions including a not-to-exceed amount for the project.
- g. A timeline for completion of the project.

**DSCEU Quality Assurance, Quality Control Inspections:**

Upon completion of projects, Service Providers will be required to pass a Quality Assurance, Quality Control inspection performed by the DCSEU to verify compliance with the DCSEU Program Protocols and Work Order unless otherwise waived in writing by the DCSEU.

**General Provisions**

Interested Potential Affordable Housing Retrofit Accelerator Program Service Providers are strongly encouraged to additionally apply to the DCSEU's Income Qualified Efficiency Fund-Multifamily, and the Commercial Direct Services Program based on similarities in the scopes of work and skill sets. **If interested in the other programs, Service Providers should apply by selecting "Affordable Housing Retrofit Accelerator /SETF Programs"** when submitting their response electronically via the online portal ([portal.dcseu.com](http://portal.dcseu.com)) and will be considered for the other offerings.