



Andrew M. Cuomo, Governor

**Homes and
Community Renewal**

RuthAnne Visnauskas, Commissioner/CEO

Request for Information for Monitoring and Analysis of Energy Usage for the Asset Management of Properties in Portfolios

Request for Information Issuance Date:

June 11, 2020

Response Submission Deadline:

July 23, 2020 12 PM, EDT

HOUSING TRUST FUND CORPORATION

641 Lexington Avenue | New York, NY 10022

www.nyshcr.org

RFI Submission Coversheet

Attach this form to the top of your submission.

DATE: _____

GENERAL INFORMATION ON FIRM:

Legal Name of Firm:

Mailing Address:

Website:

Main Telephone Number (including area code):

MAIN CONTACT INFORMATION FOR THIS SUBMISSION:

Please list the individual that will be the main contact *regarding this RFI submission*:

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

HOUSING TRUST FUND CORPORATION

REQUEST FOR INFORMATION

FOR

MONITORING AND ANALYSIS OF ENERGY USAGE FOR THE ASSET MANAGEMENT OF PROPERTIES IN PORTFOLIOS

NOTE: THIS IS A REQUEST FOR INFORMATION AND IS NOT A SOLICITATION FOR THE PROCUREMENT OF GOODS AND/OR SERVICES.

THE HOUSING TRUST FUND CORPORATION RESERVES THE RIGHT TO USE INFORMATION RESULTING FROM THIS REQUEST FOR INFORMATION PROCESS TO DEVELOP A FUTURE SOLICITATION.

1 INTRODUCTION

In addressing New York's plans to fight climate change, Governor Cuomo has set goals for low carbon emissions (see <https://www.governor.ny.gov/news/governor-cuomo-executes-nations-largest-offshore-wind-agreement-and-signs-historic-climate>). The Housing Trust Fund Corporation (HTFC) has responded by updating its program guidelines for financing affordable housing projects and by launching a benchmarking initiative to collect, analyze, monitor and compare the energy and water usage of properties in the various existing multi-family housing portfolios of New York State Homes and Community Renewal.

HTFC now seeks to improve and expand its benchmarking initiative. **The purpose of this Request for Information (RFI) is to gain knowledge of the latest technology, innovation and expertise in HTFC's evaluation of properties for energy efficiency and resiliency.**

2 OVERVIEW

[New York State Homes and Community Renewal](http://www.hcr.ny.gov) (HCR) consists of all the major housing and community renewal agencies of the State of New York (State) including the Housing Trust Fund Corporation (HTFC or Agency). Other HCR agencies (Affiliates) include the New York State Division of Housing and Community Renewal (DHCR), New York State Housing Finance Agency (HFA), State of New York Mortgage Agency, New York State Affordable Housing Corporation, State of New York Municipal Bond Agency and Tobacco Settlement Financing Corporation. HCR is charged with carrying out Governor Cuomo's 5-year, \$20 billion Homelessness and Housing Plan to create or preserve more than 100,000 affordable homes and 6,000 supportive homes for New Yorkers. Additional information about HCR can be found at <http://www.hcr.ny.gov>.

The [Housing Trust Fund Corporation](https://hcr.ny.gov/housing-trust-fund-corporation) was established as a subsidiary public benefit corporation of HFA. HTFC’s mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities. For further information regarding HTFC and its programs, visit HTFC’s website at <https://hcr.ny.gov/housing-trust-fund-corporation>.

2.1 SUSTAINABILITY

HCR aims to improve the energy efficiency and affordability in the State’s housing stock, reducing carbon emissions, decreasing the impacts of climate change, and increasing the resilience of tenants and communities to same. Sustainability in affordable housing improves tenant safety, health and comfort, allows projects to maintain high occupancy levels, reduces operating costs, lowers the risk of mortgage defaults and promotes more effective property management. Together, these factors have positive benefits for the resilience of buildings, their tenants, and their communities.

In 2015, consistent with its sustainability objectives, HTFC initiated an “energy performance benchmarking program” to assist its owners and property managers in collecting, monitoring analyzing and comparing energy and water usage at their projects. To date, the benchmarking program has been instituted in nearly all of HCR’s Mitchell-Lama projects and a subset of HTFC projects. As further described below, HTFC is in the process of expanding the program and is seeking input on the best methods to accomplish that.

3 OBJECTIVES AND PURPOSE

The purpose of this RFI is to gain knowledge from qualified firms or individuals (“Respondents” or “Firms”) regarding the full range of potential options and strategies currently available for monitoring, collecting, analyzing and comparing the energy and water usage of its multifamily residential properties (the “Project”). Respondents should also address the provision of technical assistance associated with any services for the Project.

Respondents to this RFI will **not** be precluded from responding to any future request for proposal (“RFP”) process and will not be given any additional consideration over respondents who have not submitted a response to this RFI. Contact information received from parties interested in this RFI will be retained to inform said interested parties regarding any information with respect to a potential future RFP process. All materials submitted in response to this RFI shall become the property of the Agency.

The Agency will not be liable for any costs incurred by any Respondent in connection with the preparation and submittal of any written response or for participation in a demonstration in response to this RFI. RFI Submissions are subject to disclosure under the Public Officers Law Section 87 (Freedom of Information Law Act).

Since this RFI is not a procurement, the restricted period under State Finance Law Sections 139j and 139k (the Procurement Lobbying Law) is not applicable. However, any future solicitation process resulting from this RFI will be subject to all applicable Agency requirements.

Participation in this RFI, or any communication with State or HTFC Staff involved in this RFI, will in no way constitute a commitment by the Agency to award a future contract.

4 CALENDAR OF EVENTS AND MILESTONES

The RFI timeline is indicated in the below table.

Event	Date
Issuance of RFI	June 11, 2020
Question Submission Deadline	July 10, 2020, 12 PM, Eastern Daylight Time (“EDT”)
HTFC Responses to Questions	July 15, 2020
RFI Response Submission Deadline	July 23, 2020, 12 PM, EDT
Interviews/Demonstrations (To be held at the discretion of the Agency)	To be determined

Respondents submitting a response to this RFI may be invited for an interview and/or to provide a demonstration of their solution to HTFC staff. As this RFI is not a solicitation, demonstrations are not scored, but rather are used to gather a general understanding of capabilities and functionality of solutions in the industry.

The Agency reserves the right to modify this schedule at its discretion. Notification of changes in connection with this RFI will be made available to all interested parties via the Agency’s web page: <https://hcr.ny.gov/procurement-opportunities> . It is the responsibility of the Respondent to check the web site for updates, questions and answers, and other notifications relating to this RFI.

5 ADDITIONAL INFORMATION AND FOLLOW-UP

5.1 QUESTIONS AND ANSWERS

Any questions or requests for clarification regarding this RFI must be submitted via email to hcr.sm.benchmarking.RFI.questions@hcr.ny.gov , citing the RFI page and section, no later than

the Question Submission Deadline indicated in the Calendar of Events and Milestones section in this RFI. The “Subject” line of the email should indicate “Questions – 2020 RFI for Energy Monitoring Services.”

Questions will not be accepted orally, and any question received after the deadline may not be answered. The list of questions/requests for clarifications and the official HTFC responses will be posted on HCR’s Procurement Opportunities’ webpage at <https://hcr.ny.gov/procurement-opportunities> .

The Agency also reserves the right to modify this RFI at any time, as necessary. Therefore, prospective RFI Respondents are strongly encouraged to check HCR’s Procurement Opportunities’ webpage regularly for updates throughout the RFI period.

6 PROJECT CONTEXT

Scope of HCR Benchmarking Program

In 2016, HTFC initiated an “energy performance benchmarking program” to assist its owners and property managers in collecting, analyzing, monitoring and comparing energy and water usage at their projects.

To date, the program has been instituted in nearly all of HCR’s Mitchell-Lama projects. Recently, HTFC has expanded the benchmarking program to include all properties larger than 25,000 square feet and located outside of New York City that have received funding from HTFC as well other types of HCR-supervised projects.

A list of all the types of projects subject to the HCR benchmarking program can be found at:

<https://hcr.ny.gov/steps-hcr-benchmarking-program>

Current Process

The Agency currently works with an energy consulting firm (the “HTFC Consultant”) to assist with outreach to HCR’s benchmarking-eligible properties, as well as the management of the benchmarking program’s data. Starting in January each year, HTFC informs owners/agents about HCR’s benchmarking program by various methods including emails, bulletins, webinars, and telephone calls from staff dedicated to this program in an effort to ensure project compliance.

Projects participating in the program must hire a qualified benchmarking service provider (“Service Provider”). Working with their Service Provider, projects then complete standard HCR intake forms, which provide information about their physical plant, building systems, utility providers and payment methods. Both HCR Standard Intake Forms can be found here:

<https://hcr.ny.gov/steps-hcr-benchmarking-program>

The Service Provider also assists the project with obtaining its annual energy and water use data from their utility company and local water supplier. All energy and water use data must be submitted to HCR's account in the EPA's Energy Star Portfolio Manager (PM) by May 1st of each year.

This year, the May 1 submission rate for all eligible projects in both the Mitchell-Lama and HTFC portfolios was:

Intake Forms

- Mitchell-Lama: 96.33% (105 of 109 projects)
- HTFC: 65.04% (240 of 375 projects)

Energy/Water Use Data

- Mitchell-Lama: 80.73% (88 of 109 projects)
- HTFC: 46.34% (171 of 369 projects)

The HTFC Consultant then manages and analyzes the data submitted to the HCR PM account. This information and analysis are then shared with the projects and HCR staff in the form of reports and webinars. The HTFC Consultant also provides technical assistance to service providers and property owners/managers.

Additional information about the current HCR benchmarking process and system using EPA Portfolio Manager can be found at: <https://hcr.ny.gov/steps-hcr-benchmarking-program>

Benchmarking Objectives

The purpose of benchmarking is to enable the Agency and its projects to better understand their past and current energy and water usage and to determine whether certain energy efficiency measures have realized their expected energy savings. Benchmarking also helps HCR and its projects compare their energy usage to similar projects in their local area, across New York State, in different housing programs and in other states. Most importantly, the Agency uses this data and information on projects that have inefficient operations to identify resources to improve the energy and water efficiency.

In this context, HTFC is asking Respondents to this RFI to identify alternative systems, methods and/or products to improve HCR's current benchmarking program as the Agency expands the program to the remainder of HCR's portfolios.

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7 CONTENTS OF RFI SUBMISSION

The following sections outline HTFC’s submission requirements:

7.1 RFI SUBMISSION

The response to this RFI to include a completed RFI Submission Coversheet, Cover Letter and RFI Submission Narrative as indicated in the below section.

7.2 RFI SUBMISSION NARRATIVE

The Agency seeks, through this RFI, a full range of potential options and strategies for the provision of services to monitor, collect and analyze energy use data.

Respondents are requested to provide information that they believe may help the Agency: (i) gain knowledge about innovative approaches; and (ii) develop an RFP for services to monitor, collect, analyze and report energy usage for properties in the various HCR portfolios.

HTFC seeks to better understand the following:

- industry standards for energy data collection utilizing an automated system;
- available programs and processes for energy data analysis and reporting;
- availability of technical assistance to property owners/managers and Agency staff with regard to energy benchmarking;
- best practices for future expansion of the Agency’s Benchmarking initiative;
- requirements, impact and possible solutions to enhance the Agency’s portfolio’s compliance with:
 - “NYC Benchmarking Law of 2016” (LL84);
 - “NYC Energy Audits & Retro-commissioning of 2017” (LL87);
 - the “New York State Climate Leadership and Community Protection Act of 2019;” and
 - any other applicable legislation;
- develop a better understanding of vendor needs for the successful enhancement, maintenance and operation of the Agency’s benchmarking program;
- develop a better understanding of Marketplace modules and software solutions that vendors have successfully implemented for other customers;
- gather relevant information on barriers to competition;
- obtain a more comprehensive understanding of emerging trends;
- identify opportunities to mature the Agency and its services;
- the length of time needed to establish a robust system; and
- the level of interest of qualified and experienced firms to monitor, collect and analyze energy use data;

7.2.1 Market Information

1. Who are the most qualified and experienced vendors in the provision of services for collecting and managing energy use data?
2. What systems are most utilized to provide for the collection and management of energy use data?
2. What types of products already exist and are currently in use in the marketplace? What do you believe are the strengths and weaknesses of each type?
3. What types of information would best assist a firm in providing a comprehensive proposal to any future benchmarking solicitation? Please be as specific as possible, including the structuring of costs.

8 RFI SUBMISSION

RFI Submissions to be submitted by email via electronic email to hcr.sm.benchmarking.RFI.responses@hcr.ny.gov in searchable portable document format (“PDF”) compatible with Adobe Reader XI.

PLEASE NOTE: The Response to this RFI should not include costs or fees.

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