

[Redacted]

Steven Winter Associates, Inc.  
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307 Seventh Avenue  
Suite 1701

Re: Request for Proposal

The Board of Directors of [Redacted] an existing cooperative apartment building on the Upper West Side of Manhattan, wishes to engage the services of a qualified Consultant to audit the energy consumption of the building and recommend measures to reduce consumption and cost. The work should be performed in a manner that will enable the coop to benefit from financial assistance from NYSERDA under NYSERDA's Multi-family Performance Program (MPP) and EnergySmart Loan Program, if and when the MPP is restored.

Your company is invited to submit a proposal per the RFP attached. Upon your review of the RFP, please advise us as to whether you intend to submit a proposal. We request that all communication be conducted via email.

We look forward to hearing from you.

[Redacted]

On behalf of the Board

# Request for Proposal

## Background

██████████ is located on the north-west corner of 104<sup>th</sup> Street and Central Park West, and consists of 123 residential units, of which more than 80% are market rate co-op units, with the balance being rentals. The building was completed in 1930 and is some 223,000 gross sq.ft (heated), and nineteen stories tall, with roof terraces and a single basement level. Two-pipe steam central heating is provided from two large, #6 oil boilers in the basement. There is no central cooling, and most apartments have one or more through-window PTAC units, with some apartments having through-the-wall units. The Board has already obtained release forms for Con Ed data for common areas and for more than 25% of the units. A partial set of original architectural prints of the building exists, and will be copied and made available to the successful bidder on request.

The primary goal of the Board is to implement measures to reduce energy use and upgrade the building elevators, including adding a stop on one elevator to reach the roof. An elevator consultant has already selected the elevators, and the Board has identified a preferred vendor for the work and for ongoing maintenance. (See Appendix, below and separate attachment.) The Board may implement this work in phases: first, replacing the two passenger elevators and then upgrading the two service elevators.

## Proposal Requirements

Prospective consultants are invited to submit a proposal for services in the following format:

A. Basic Services, such as:

1. Conduct a comprehensive energy assessment of the building to identify cost-effective ways to save energy and reach the (A) 20% or (B) 25% energy reduction target, including implementation of the elevator upgrade.

B. Proposed Additional Services.

In addition to proposing the services listed above, prospective Consultants should separately list other services that they believe the building can benefit from.

The proposal must also include:

C. Proposed Project Schedule by Phase.

D. Fees, broken down by Services and Phase.

E. A company profile, bios of key personnel who will participate in the project, their roles, hourly rates, and a single point of contact for the project leader. (At minimum, provide their name, title, address, phone, and email.)

F. The names and contact information of at least three references who are recent or current clients of the company and who can easily be reached.

G. Miscellaneous (terms and conditions, etc.)

### **Proposal Submission**

Complete fee proposals must be addressed to:

[REDACTED]

and must be emailed as PDF documents by 6pm on Tuesday, October 20<sup>th</sup> to:

[REDACTED]

The Board reserves the right to reject any and all proposals.