

Request for Proposals (RFP):

Energy Auditing and Energy Modeling Services for Three (3) Multifamily Properties across New Jersey

RFP No.: 2026-033

Issuing Entity: Resource Smart LLC ("Resource Smart")

Client/Program Context: New Jersey Board of Public Utilities (NJBPU) – U.S. Dept. of Energy (DOE): Inflation Reduction Act (IRA)-funded Home Energy Rebates Programs (HOMES/HEEHR)

RFP Release Date: 09-28-2026

Revised: 10-05-2026

Questions Due: 10-07-2026

Proposals Due: 10-09-2026

Submit Responses to: njdoerebates@resourcesmart.net, and maxw@resourcesmart.net along with subject line "Proposal for Energy Auditing and Energy Modeling Services".

Place of Performance: New Jersey, multiple locations: Irvington, Union, and Union City.

RFP Contact:

Name: Max Wilkinson

Title: Training Manager

Email: MaxW@resourcesmart.net

1. Purpose and Background

1.1. Resource Smart is soliciting proposals from qualified firms to provide ASHRAE Standard 211-2018 (Level II) energy audits and reports for a portfolio of three (3) multifamily properties in the state of New Jersey. Resource Smart is also soliciting proposals from qualified firms to provide unique building energy models using one of the DOE-approved modeling tools listed below. Auditing and modeling services will be performed in support of New Jersey's DOE IRA-funded Home Energy Rebates (HOMES/HEEHR) programs.

2. Procurement and Federal Award Compliance

2.1. Offerors must be capable of performing under federal award "flow-down" requirements. At minimum, the selected Contractor will be required to support the program's compliance posture by:

- Maintaining eligibility (including not debarred/suspended) and currently registered in SAM.gov
- Avoiding conflicts of interest and adhering to written standards of conduct and procurement procedures applicable to the award (including 2 CFR 200.317–200.327 concepts referenced in DOE program guidance).
- Supporting required "flow-down" provisions into any subcontracting, as directed by Resource Smart/NJBPU.
- Must not be barred from conducting business with Federal dollars and cannot be in the Do Not Pay listing maintained by the U.S. Dept. of the Treasury.

3. Scope of Work

3.1. Offers will provide pricing for the following services:

- ASHRAE Standard 211-2018 (Level II) Energy Audits and reports on three (3) multifamily properties.
 - Conduct energy efficiency (EE) audits in coordination with the property owners of the multifamily properties that meet ASHRAE Standard 211-2018 requirements.

- Provide recommendations for EE upgrades in a report that meets ASHRAE Standard 211-2018 requirements.
- Building Energy Models for each building. Models must be created using one of DOE's approved tools listed later in the RFP.

4. Property/Project Location

4.1. The three (3) project locations are:

1. Daynur Apartments

Address: 2703 Central Ave., Union City, New Jersey 07807

Buildings: 1

Apartments: 28

2. Schafer Gardens

Address: Schaefer Gardens, 35 W. Sumner Ave., Union, New Jersey 07083

Buildings: 1

Apartments: 156

3. 1342 Springfield Ave.

Address: 1342 Springfield Ave., Irvington, New Jersey 07111

Buildings: 1

Apartments: 4

5. Deliverables

5.1. The selected Contractor shall provide:

- Reports documenting ASHRAE Standard 211-2018 (Level II) Energy Audit and recommended EE upgrades in a ASHRAE Standard 211-2018 compliant report, for each multifamily building. Additionally, the Audit data must be populated in DOE's Audit Template tool to generate a [BuildingSync XML](#) file that will be submitted to the program portal for rebate reservation.
- Building Energy Models of the existing building conditions and the

recommended EE upgrades produced with DOE-approved modeling software. Modeling results will also be populated in DOE's Audit Template tool to be added to the BuildingSync XML submission. Models to be produced with DOE-approved modeling software and results to be provided in BuildingSync XML format. The BuildingSync file is a non-negotiable requirement.

- Post-installation Building Energy Asset Score using DOE's Asset Score/Audit Template tools.

6. Additional Information

6.1. Training resources for DOE's Audit Template Tool:

- M-RISE HOMES Program – Audit Template Training:
<https://www.youtube.com/playlist?list=PLAcUUFPeuN18>
- The M-RISE Auditor Guide can be accessed here:
<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fresourcesmart.net%2Fwp-content%2Fuploads%2F2026%2F09%2FM-RISE-HOMES-Auditor-Guide-1.0.docx&wdOrigin=BROWSELINK>

6.2. Training and Guidance Resources for HOMES Program Multifamily Energy Modeling:

- Home Efficiency Rebates (IRA Section 50121): Multifamily Requirements Guidance for Modeled Savings
https://www.energy.gov/sites/default/files/2025-01/home-efficiency-rebates-multifamily-requirements-guidance-for-modeled-savings_011725.pdf
- U.S. DOE's National Laboratory of the Rockies BuildingSync website:
<https://buildingsync.net>
- The full list of M-RISE Program Required BuildingSync XML fields can be found at the end of the [M-RISE Auditor Guide](#)

7. Proposal Instructions

- 7.1. Provide fixed total pricing for each project as a separate line item. Also provide separate pricing for ASHRAE energy audits and reports versus the Building Energy Modeling services. Include a timeline to complete each audit and associated energy models.
 - Applicants can choose to submit a response for one or both services, i.e., Audits and/or Modeling. Applicants may also choose to submit a response for one or all five of the properties.
- 7.2. Proposal should not exceed 15 pages, with 12-point font, and 1.15-line spacing and 1" margins. Resumes will not count towards page limits. The proposal should include the following sections:
 - Executive Summary
 - Technical Approach including Ability to Comply with Program Requirements (plus details on audit methodology, sampling rate, QA/QC approach)
 - Project Plan and Schedule to complete Audits and Models
 - Pricing

8. Pricing

- 8.1. Exceptions to Terms (if any)
- 8.2. Pricing thought process, i.e., how did you arrive at the price?
- 8.3. Project Pricing in the following format:

<u>Property</u>	<u>Auditing and Report</u>	<u>Modeling and Building Sync</u>
Daynur Apartments	\$	\$
Schaefer Gardens	\$	\$
1342 Springfield	\$	\$

9. Evaluation Criteria

- 9.1. Technical approach and understanding of requirements (25%)

- 9.2. Cost/price reasonableness (30%)
- 9.3. Schedule to complete projects (20%)
- 9.4. Relevant experience (25%)

10. Terms and Conditions

- 10.1. Resource Smart reserves the right to reject any or all proposals, waive informalities, and award in the best interest of the program.
- 10.2. This RFP does not obligate Resource Smart to award a contract or pay any costs incurred in proposal preparation.
- 10.3. Award is contingent upon execution of a mutually acceptable written agreement and satisfaction of all federal and state compliance requirements.
- 10.4. Any contract resulting from this RFP will incorporate applicable federal flow-down provisions, including those required by DOE and 2 CFR Part 200.
- 10.5. Offerors must disclose any actual or potential conflicts of interest, including prior or current relationships with contractors, retailers, manufacturers, or implementers participating in NJ HOMES/HEEHR programs.
- 10.6. All data, reports, inspection records, photographs, and work products generated under the awarded contract shall be considered by program records and owned by Resource Smart and/or NJBPU.
- 10.7. Contractors shall treat all participants and project data as confidential and use such data solely for purposes of performing services.
- 10.8. Any objections to the RFP must be submitted in writing by the Questions Due date. Failure to do so constitutes waiver of the right to object.
- 10.9. Resource Smart reserves the right, at its sole discretion, to award contracts to one or more qualified Offerors under this RFP, and to allocate work among selected Contractors by geography, service type, capacity, performance, or other program needs.

END OF RFP