



Request for Proposals for Consultant Services: Strategic Plan for Energy Conservation

1. Purpose

The Town of Warren, RI is soliciting Proposals from qualified Consultants to develop a **Strategic Plan for Energy Conservation** for municipally-owned facilities consistent with the requirements of the federal ARRA Energy Efficiency and Community Block Grant Program (EECBG) administered by the State of Rhode Island Office of Energy Resources. The Strategic Plan must, to the extent feasible, meet the primary EECBG intent to:

- a) Prioritize energy efficiency and conservation methods as the cheapest, cleanest and fastest ways to meet energy demand;
- b) Maximize benefits over the longest possible term;
- c) Invest in programs and projects that create and/or retain jobs and stimulate the economy while meeting long term energy goals;
- d) Target programs and projects that will provide substantial, sustainable and measurable energy savings, job creation and economic stimulus effects;
- e) Give priority to programs and projects that leverage funds with other public and private resources;
- f) Develop, to the extent possible, programs and strategies that will continue beyond the ARRA funding period.

2. Response Requirements

The response (hereafter "Proposal") to this Request for Proposals shall be submitted in such form and quantity and at the location as provided in this Request. **The Proposal must be submitted no later than Friday, March 5, 2010 at 12:00 noon.**

3. Project Description

The Town of Warren primarily seeks to assess and plan for current and future energy needs at the Town's municipal buildings, including:

- (1) Town Hall (built in 1888),
- (2) the Government Center (the former Joyce Street School, built in 1903),
- (3) George Hail Library (built in 1889),
- (4) Community Center (the Mary V. Quirk School built in 1928),
- (5) the Main Street School (built in 1916),
- (6) Other municipal buildings as is feasible.

The Consultant must be prepared to address the historic aspects of these buildings in preparing the Strategic Plan. The Town has conducted various energy audits, but these efforts have not prioritized or integrated into a short and long term Strategic Plan. The Town desires advice on the identification, prioritization and funding of an initial set of energy conservation projects for Town buildings, including:

- a) Benchmarking of current energy performance and definition of energy goals and objectives;
- b) Identification of opportunities for energy efficiency improvements;
- c) Prioritization of energy projects;
- d) Procurement of funding for energy projects;

- e) Monitoring and control of energy projects;
- f) Verification and documentation of results;
- g) Defining roles and responsibilities;
- h) Outlining future energy efficiency and sustainability initiatives, including coordination and sharing of projects with other communities and assisting community residents with private energy projects.

The Town of Warren's the current Comprehensive Plan (2003) discusses municipal facilities in the Services and Facilities section, stating that the Town should "maintain, plan for and where needed expand Town-owned facilities." This element of the Plan does not offer policy guidance for energy resources for municipally owned buildings or the town as a whole. Warren is currently updating its Comprehensive Plan, however, and seeks to include this Strategic Plan for Energy Conservation in its Services and Facilities element as a means to communicate the Town's energy efficiency and sustainability goals.

4. Scope of Services

The Consultant will work with the Town Manager, the Town Planner, the Public Works Director and Building Official to develop a Strategic Plan to identify and implement ways to cut energy usage by municipal facilities through an initial set of energy conservation projects. A second task is to use this initial set of projects to leverage funds for additional energy conservation projects in town. Sub-tasks include:

- Provide an analysis of the Town's energy use for all municipal buildings. Collect additional data as needed to identify facilities with excessive energy use using factors such as building occupancy throughout the day, building/room size, and age of heating and cooling systems.
- Identify energy efficiency and renewable energy projects at specific sites based on solar orientation, energy demand, age and efficiency of existing systems and other factors.
- Include evaluation of pay-back, life cycle costs of conventional systems with renewable energy projects, including solar thermal, photovoltaic and geothermal systems.
- Establish 5 year, 10 year and 25 year energy reduction targets and strategies to achieve them for municipal and school facilities, with existing energy data serving as the baseline.
- Recommend a formula and other guidelines for establishing a municipal energy bank that banks a portion of energy savings resulting from energy improvements for future energy projects.
- Recommend strategies to encourage energy efficiency measures at homes and businesses in town, such as incentives, guidelines for residential and commercial projects, or an energy efficiency capital funding program.

5. Deliverables

1. A Report identifying an initial set of energy project conservation measures
2. Draft Strategic Plan for Energy Conservation
3. Meeting summaries. Meetings will be kept to a minimum and comments on Drafts will be handled via email to the greatest extent possible. Expected meetings:

- a. Three meetings will be held with the Town staff (Town Manager, Planner, Public Works Director and Building Official) to review drafts and final plan.
 - b. One public workshop will be held to receive public input on proposals
 - c. Presentation of final plan to Town Council
4. Final Strategic Plan for Energy Conservation (consultant shall provide an outline of the Strategic Plan as part of this Request for Proposals)
5. Submittal and Presentation of the Strategic Plan to Town Council at a public hearing for approval. The Final Plan will be presented to the Town Council for adoption within 4 months of project initiation.

6. Responsibilities of the Town

The Town Planner will be the contact person to answer questions from the Consultant, help with data gathering, scheduling meetings and other tasks to keep the project on schedule. The Town Planner will also process requests for payment, signing off after confirming that the Consultant has achieved the benchmarks required for payment to be established in the contract.

7. Submittal Content

The following items must be addressed in all proposals:

1. A cover letter signed by a Principal Partner of each contractor committing to the proposal.
2. A Scope of Work. Respondents shall include a detailed outline providing further detail regarding specific approaches being proposed. The scope should be consistent with, but not necessarily identical to, the Scope of Services outlined above while staying within the anticipated project budget, not to exceed \$10,000. A detailed outline of the Strategic Plan, as recommended by the respondent, shall be provided. Proposals from more than one organization should specify clearly which respondent will serve as prime contractor and which firms will complete each aspect of the project.
3. Schedule and Deliverables. Provide a detailed outline of project deliverables including a proposed project time schedule. It is anticipated that the project will be completed within four (4) months.
4. Fee proposal. Provide a lump sum and fee breakout based on the proposed scope of services. Provide a per-meeting cost for meetings that may be needed in addition to those described under the Scope of Services. Include number of hours the project manager and other personnel will be assigned to the project, with hourly and total fee for each.
5. Qualifications. Proposal should indicate general qualifications of the respondent(s) as related to energy planning, as well as specific experience and qualifications applicable to this project. Proposals should also include the following:
 - a. Resumes of key personnel to be assigned to the project.
 - b. References

- c. Sample of previous work
- 6. Conflict of Interest Disclosure. Respondents should indicate whether they or their clients who might benefit financially, directly or indirectly, from the project.

8. Selection Criteria

The following criteria will provide a basis for Consultant selection:

1. Specialized experience and technical competence of the Contractor(s) and assigned staff relative to the task requirements outlined in this RFP.
2. Understanding of the nature of the project
 - a. Understanding of the proposed Scope of Work
 - b. Respondent's proposed methodology and approach, including the proposed outline for the Strategic Plan
 - c. General organization and clarity of the proposal
3. Assignment of sufficient staff to assure timely and satisfactory completion of the project.
4. References reflecting the previous work experience of the project team and satisfactory accomplishment of contract responsibility
 - a. Quality of final products
 - b. Ability to meet work schedules
5. Project Cost, schedule
 - a. Total project cost and proposed scope of work
 - b. Project schedule and timeliness of products
 - c. Total person-hour commitment
 - d. Total hours committed for the project manager

9. Selection Procedures

The Town of Warren intends to negotiate a single scope of services and contract for this proposed work. A contractor will be selected based on a recommendation from the interview committee, after analysis of all information provided in the Proposals. Respondents should be available for interviews prior to the selection of the contractor. The Town of Warren reserves the right to negotiate a contract, including the Scope of Work and the contract price, with any respondent or other qualified party.

10. Submittal Requirements

Five (5) bound copies of the Proposals, including attachments, are required. The envelope in which the Proposals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification "TOWN OF WARREN: Strategic Plan for Energy." Submittals shall be delivered to the location below at or before **12:00 NOON on Friday, March 5th, 2010**. Late submittals will not be accepted.

Town Manager's Office
Warren Town Hall, 1st Floor
Town of Warren
514 Main Street
Warren, RI 02885

11. Reservation of Rights

The Town reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional information, and to make inquiries as may be necessary to verify qualifications. Nothing in this document shall require the Town to proceed with Consultant services.

12. Additional Information

Questions should be addressed (preferably via email) to:

Caroline Wells, Director of Planning and Community Development
514 Main Street
Warren, RI 02885
Phone (401) 245-2469

Email: cwells@townofwarren-ri.gov