



REQUEST FOR PROPOSAL (RFP)
for
ENERGY CONSERVATION AND AIR QUALITY IMPROVEMENTS

March 2013

The Town of Durham, New Hampshire **requests proposals** from interested parties for an **energy conservation and air quality improvement project** or projects. The selected energy services company shall be responsible for completion of all aspects of both the design and the work under a single contract (the "Contract"). The Contract shall include guarantees of performance and a Scope of Work as outlined within this document.

It is anticipated that the project may include energy conservation and air quality improvement projects at one or more Town-owned buildings (excluding the fire station, which is shared with the University of New Hampshire).

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I. INTRODUCTION. The Town of Durham, New Hampshire, is soliciting proposals for a firm or firms to assist the municipality in providing assessment and consulting, design and development, financing and procurement, installation, and maintenance of energy efficiency systems for all aspects of its municipal infrastructure, utilizing best available technologies to meet desired outcomes.

In summary, the Town of Durham desires to:

- Reduce total energy use and fossil fuel emissions within its municipal infrastructure;
- Improve energy efficiency in buildings, infrastructure, and other areas as determined by the community;
- Procure energy commodities as cost effectively as possible.

Proposals must be received by Todd I. Selig, Town Administrator, at 15 Newmarket Road, Durham, New Hampshire 03824, no later than 5:00 p.m. on Friday, April 19, 2013 . Finalist(s) will be invited to review their proposals in a meeting with the Town Administrator and other representatives of the Town.

II. BACKGROUND. In March of 2007 the Town of Durham adopted the New Hampshire Climate Change Resolution. The Resolution in part urged local effective action to address the issue of climate change, which is increasingly harmful to the environment and economy of New Hampshire and to the future well-being of the citizens of Durham.

The Town of Durham desires to become a leader within the State of New Hampshire in using affordable and meaningful energy solutions to achieve sustainability over the long term. The Town continues to seek strategies to procure energy over time at the most cost effective price possible. Today, it purchases its electricity supply on a competitive basis. It is currently working with a local renewable energy technology provider to produce sustainable, clean energy to strengthen the Town's energy security, improve its environmental quality, and contribute to a strong energy economy.

The Town is also interested in exploring high- and low-tech solutions in order to make buildings and municipal infrastructure—new and old—more energy efficient, productive, and affordable. While much headway has already been made by the Durham Energy Committee and Town departments in pursuit of this goal, the Town hopes at this time to pursue additional approaches toward this end. This interest prompts the issuance of this Request for Proposals.

III. QUALIFICATIONS AND BID REQUIREMENTS. Interested parties (“Candidates”) should submit qualifications and other material information in accordance with the following:

- a. A demonstrated *understanding of the challenges and opportunities* for municipalities and school districts with respect to energy conservation, efficiency, generation, and procurement;
- b. The ability to provide a *complete analysis* of the Town of Durham’s facilities and municipal infrastructure as directed;
- c. The ability to develop a *tailored solution* for the Town of Durham that brings all aspects of potential enhancement projects into alignment with the Town’s energy and financial goals;
- d. Demonstrated expertise and experience in *assessment, engineering, and* integration of energy efficient equipment and systems that will reduce energy consumption and costs associated with HVAC systems, building envelope, lighting, automation, commissioning and other energy strategies;
- e. Demonstrated expertise and experience in *implementation* of projects that may not reduce energy consumption *per se* but that will result in indoor air quality improvements, e.g., increased ventilation and space control, etc.;
- f. Demonstrated expertise and experience in *maintenance* of HVAC mechanical equipment and installed systems, the *retrofitting* of existing systems, and the *training* of currently employed Town personnel in the operation and maintenance of existing and new equipment installed under the project;
- g. Demonstrated record of *effectiveness of improvement measures*, as above;
- h. The ability to track and understand local, regional, and state *financial incentives* that can leverage the economics of a particular energy efficiency project;
- i. Experience with *guaranteed savings contracts* and other project financing options;
- j. Evidence from insurance provider of adequate insurance per the Town of Durham's Purchasing Policy generally described as follows: Workmen's Compensation (WC) Part One: (Statutory) & WC Part Two: Employers Liability (Bodily Injury by Accident - \$100,000 each accident, Bodily Injury by Disease - \$300,000 policy limit, Bodily Injury by Disease - \$100,000 each employee); General Liability (\$1,000,000 per occurrence, \$2,000,000 policy aggregate); Auto liability CSL (CSL Liability and Property Damage - \$1,000,000 per accident) and Uninsured Motorists (\$1,000,000 per accident); and Professional Liability (\$1,000,000 per claim). In addition, a performance bond for the total project may be required depending upon the type of project. A letter of credit may be substituted for the performance bond upon approval by the Town Administrator.

- k. Candidate's client reference list for contact by the Town;
- l. List of employees to be assigned to the project and professional references for each, along with a demonstrated record of those persons working together on past successful projects; and
- m. Fee structure for an investment-grade energy audit and hourly rate and materials schedule for employees to be assigned to the project.

Please submit any other information that you consider helpful to the Town in evaluating responses to this RFP by electronic copy (flash drive, website, etc.).

IV. SCOPE OF WORK. The Scope of Work proposed to be undertaken by the winning candidate shall be subject to negotiation with the Town. It may include any or all of the following:

- a. Investment-grade energy audits at one or several Town facilities;
- b. Energy efficiency upgrades at one or several Town facilities;
- c. Related energy system capital improvements at Town facilities to be specified by the bidder;
- d. Consideration of alternative fuel technology;
- e. Monitoring and documentation of energy costs;
- f. Proposal for ongoing maintenance of new or existing equipment;
- g. Financing options for the project;
- h. Indoor air quality diagnostics and testing;
- i. Support with available funding grants and utility rebates;
- j. Water and sewer cost reduction initiatives, specifically related to energy use; and
- k. A description of the performance guarantee, should it be proposed.

Prior to executing a contract with the winning candidate, the Town may alter or amend the Scope of Work at its sole discretion. Once a contract is executed, the Scope of Work may be amended only in accordance with the contract documents.

V. PROPOSAL PREPARATION. In order to facilitate evaluation of the proposals, Candidates are instructed to be concise and to follow the outline provided. Proposals that do not follow the outline or do not contain the required information may be considered as unresponsive. Additional detailed information may be annexed to the Proposal.

VI. FORMAT FOR PROPOSALS. Proposals should include, in order, the following:

- A. Letter of Transmittal;
- B. Executive Summary;
- C. Brief organizational profile, including background and experience of the firm; and
- D. Response to Scope of Work (see part IV of this RFP)
- E. Previous project summaries that are similar in scope to the project described herein and that demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included. Please include reference contact information. (The Town reserves the right to contact any references provided herein or otherwise obtained).

Together, Parts B-D should not exceed 8 pages, double sided, single spaced with 12 point type. Part E should not exceed an additional 10 pages. The bidder may provide additional materials electronically by referencing websites or including on DVD, CD, or a flash drive.

VII. SIGNATURE. The Proposal shall be signed by an official authorized to bind the Proposal and shall contain a statement to the effect that the Proposal is a firm proposal for a one-hundred-and-twenty (120)-day period from opening. The Proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

VIII. PROPOSAL SUBMISSION. All responses to this RFP must be received in a sealed envelope and clearly marked “**Request for Proposal for Energy Conservation and Air Quality Improvements for the Town of Durham.**” Candidates shall submit ten (10) duplicate copies of their qualifications in accordance with this request to: Todd I. Selig, Town Administrator, at 15 Newmarket Road, Durham, New Hampshire 03824. Proposals may also be sent by email to <jberry@ci.durham.nh.us> to the attention of Todd Selig. Proposals must be received no later than 5:00 p.m. on Friday, April 19, 2013 to be eligible for consideration. Finalist(s) will be invited

to review their proposals in a meeting with the Town Administrator and other representatives of the Town.

Questions regarding submissions should be directed to the Town Administrator, as above.

IX. REVISIONS TO THE REQUEST FOR PROPOSALS. If it becomes necessary to revise any part of this RFP, an addendum will be sent to all those who received the original document.

XII. LIMITATIONS OF LIABILITY. The Town of Durham assumes no responsibility or liability for costs incurred by the Candidate in responding to this RFP or in responding to any further request for interviews, additional data, etc.

X. NATURE OF PROPOSAL AND ELIGIBILITY. The determination of whether a Proposal may be withdrawn is solely at the discretion of the Town Administrator. However, in no event shall a Proposal be withdrawn unless (a) the request for withdrawal is filed within five (5) days of the date of the opening and (b) the Candidate establishes that the RFP contains a material mistake and the mistake occurred despite the exercise of reasonable care.

XI. RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES. The Town reserves the right to reject any or all proposals for any reason, to waive any nonmaterial irregularities or information in any proposal, and to accept or reject any item or combination of items.

XIII. PROPOSAL EVALUATION AND SELECTION. The Town will evaluate each proposal based on the documentation requested herein, using criteria that includes, but is not necessarily limited to or in the order of, the following:

- A. The Proposal's responsiveness to the RFP (format, capabilities, approach, clarity, etc.);
- B. How well the Proposal matches the needs of the Town of Durham;
- C. The qualifications and experience of personnel committed to the project.

Once the best proposal(s) have been identified, Town staff will contact and schedule interviews with selected firm(s). Ultimately the Town Administrator may make a recommendation to the Durham Town Council regarding the highest ranking firm for selection as an energy efficiency

partner. The Town reserves the right to hold additional interviews with firms to discuss terms and to negotiate, if applicable, the price and terms with prospective firms prior to making a final determination relative to proposals received.

XIV. MISCELLANEOUS. The selection of an Applicant does not obligate the Town to enter into a contract, provided, however, that any contract entered into between the Town and a selected candidate shall be in a form entirely satisfactory to the Town in its sole discretion. The Town reserves the right in the sole discretion of the Town administration to accept or reject any candidate on the basis of the qualifications submitted and to exercise its judgment in evaluating qualifications. The Town reserves the right in its sole discretion to request additional information from any candidate.

Applicants acknowledge that the Town is a public entity, and any requests or agreements to maintain confidentiality of any proprietary information shall be limited to the extent required by public records and preservation laws.