

City of Portsmouth, NH

SCHOOL DEPARTMENT

RFQ #25-13

Request for Qualifications
for Energy Efficiency Systems Consultant

January 2013

City of Portsmouth, NH

School Department

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Request for Qualifications

Energy Efficiency Systems Consultant

Sealed statements of qualifications, plainly marked "RFQ 25-13, "Request for Qualifications for Energy Efficiency Systems Consultant" for the Portsmouth School Department addressed to Finance/Purchasing Department, 1 Junkins Ave., Portsmouth, NH 03801 will be accepted until **3:00 PM on Wednesday, February 20, 2013.**

Scope of Work: The City of Portsmouth's School Department is soliciting qualification statements from a firm or firms interested in assisting the School Department with system assessment, design and development, financing and procurement, installation, and maintenance of potential energy efficiency systems, as well as energy procurement, for all aspects of its municipal infrastructure utilizing best available technologies to meet desired outcomes.

Submittal requirement may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm>. Requests for additional information should be directed to Stephen Bartlett, School Business Administrator at (603) 610-4161 or by e-mail at sbartlett@portsmouth.k12.nh.us. The deadline for questions and requests for additional information is **4:00 PM on Monday, February 11, 2013**. Addenda to this RFQ, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The City reserves the right to reject any or all submittals, to waive technical or legal deficiencies, and to accept any submittal that it may deem to be in the best interest of the City.

I. INTRODUCTION

The Portsmouth School Department located in Portsmouth New Hampshire, hereafter referred to as SAU # 52, is interested in improving its long-term sustainability as well as reducing energy expenses throughout the district. The variability of energy expenses adds additional financial burden to the budgeting process and SAU # 52 would like to investigate projects that help mitigate unforeseen energy costs. SAU # 52 desires to become a leader within the State of New Hampshire in utilizing affordable and meaningful energy solutions to achieve sustainability over the long-term.

To this end, SAU # 52 is seeking to engage a firm or firms to assist it with system assessment, design and development, financing and procurement, installation, and maintenance of potential energy efficiency systems, as well as energy procurement, for all aspects of its municipal infrastructure utilizing best available technologies to meet desired outcomes.

In summary, SAU # 52 desires to:

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

The successful firm will have a demonstrated ability to:

- successfully structure and maintain a renewable energy project that meets the terms and objectives of this RFQ;
- provide ongoing promotional and education sessions to students and the general public, and
- secure the most competitive alternative financing mechanism.

II. ANTICIPATED SCOPE OF WORK MAY INCLUDE:

1. Analysis of SAU 52's facilities and infrastructure as needed;
2. Development of projects and accessing Federal, state, and non-profit financial incentives which may or may not be available to the public sector;
3. Providing an integrated turnkey system to SAU # 52, including renewable resources, high efficiency heating, combined heat and power, power storage, and energy efficiency measures to save costs and reduce the carbon footprint of SAU # 52;
4. Delivering as a consultant or financial partner an energy efficiency system that can operate in parallel with the regional electrical grid or completely independently;
5. Developing a tailored solution for SAU # 52 that brings all aspects of potential

enhancement projects into alignment with the School Department's energy and financial goals;

6. Track and understand local, regional, and state financial incentives that can leverage the economics of a particular energy efficiency project;

III. QUALIFICATION SUBMITTALS:

All responses to this RFQ must be received in a sealed envelope and clearly marked "*Request for Qualifications for Energy Efficiency Systems Consulting*" by 3:00 PM on Wednesday, February 20, 2013 to be eligible for consideration.

Proposals shall be submitted to:

Finance/Purchasing Department
1 Junkins Avenue
Portsmouth, NH 03801

Submit five (5) copies of the Qualifications Submittals.

IV. SUBMISSION, QUESTIONS and ADDITIONAL INFORMATION

Requests for additional information should be directed to Mr. Stephen Bartlett, School Business Administrator at (603) 610-4161 or by e-mail at sbartlett@portsmouth.k12.nh.us. The deadline for questions and requests for additional information is 4:00 PM on Monday, February 11, 2013. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth website under the project heading in the form of an addendum. If it becomes necessary to revise any part of the RFQ, an addendum will be posted to the City's website. Proposers are responsible for checking the website for updates.

The City assumes no responsibility or liability for costs incurred by firms in responding to this RFQ.

IV. CONTENT FOR QUALIFICATION SUBMITTALS

Firms shall provide the following in their submittal:

- A. Letter of Transmittal including contact information;
- B. Executive Summary outlining the firm's ability to meet SAU 52's goals and anticipated scope of work;
- C. Brief organizational profile, including background and experience of the firm;
- D. Resumes of key personnel who will be assigned to this work; and
- E. Previous project summaries, including reference contact information, that are similar in scope to the project described herein which demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included.

In order to facilitate evaluation of the proposals, firms are instructed to be concise and to follow the outline in responding. Submittals that do not follow the outline, or do not contain the required information, may be considered as unresponsive proposals. Additional detailed information may be annexed to the submittal.

V. SUBMITTAL EVALUATION AND SELECTION

Firms will be evaluated and ranked based on:

- A. The firm's responsiveness to the RFQ (format, capabilities, approach, clarity, etc.);
- B. The qualifications and experience of personnel committed to the work;
- C. Demonstrated understanding of public policy and the sustainable energy industry throughout the United States allowing the company to develop projects and access federal, state, and non-profit financial incentives which may or may not be available to the public sector;
- D. The firm's demonstration of the ability to successfully structure and maintain a renewable energy project that meets the terms and objectives of this RFQ;
- E. The firm's ability to provide ongoing promotional and education sessions to students and the general public.

The highest ranked firms (2 – 5 firms) may be invited to interviews and/or to submit proposals based on a defined scope of work.

VII. RESERVATION OF RIGHTS

The City reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the School Department.

The City further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the firm and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City.