

Request for Proposal
Department of Energy (DOE) Energy Efficiency and Conservation Block
Grant (EECBG) Consulting Services
City of Scranton
Office of Economic and Community Development
Scranton, Pennsylvania

Sealed Proposals will be received by the City Controller, 2nd floor, 340 North Washington Avenue, Municipal Building, Scranton, Pennsylvania until 10:00 a.m., Friday, November 20, 2009 for Energy Efficiency Conservation Block Grant (EECBG) Consulting Services for the City of Scranton's Office of Economic and Community Development (OECD). Sealed Proposals will be opened at 10:00 a.m., Friday, November 20, 2009 in City Council Chambers, Municipal Building, 340 North Washington Avenue, Scranton, PA 18503.

Introduction

The Office of Economic and Community Development ("OECD"), of the City of Scranton ("City"), is seeking proposals from an Energy Consultant to assist the City of Scranton by expanding the approved Energy Efficiency and Conservation Strategy ("EECS"), which shall include a facility-specific Energy and Sustainability Plan ("ESP") and implementation of the EECS programs.

The City of Scranton seeks to use the approved EECS and funding from the Department of Energy's ("DOE") Energy Efficiency Conservation Block Grant ("EECBG") to advance the City of Scranton's energy conservation and environmental sustainability goals.

At this time, the EECBG / EECS had been approved by DOE on October 13, 2009.

The Firm will work collaboratively with the Office of Economic Development's staff, and representatives of other City of Scranton departments. The City of Scranton will convene an EECS Project Team to guide the project and work with the Consultant. The City of Scranton will administer the grant upon award of the funds from DOE.

Scope of Work

The Firm will work with the City of Scranton and the EECS Project Team to expand on the approved Energy Efficiency and Conservation Strategy, which shall include a facility-specific Energy Sustainability Plan and implementation of the EECS programs. The firm should have experience with EECBG as well as sufficient professional experience in the field of energy conservation, renewable energy, and environmental sustainability to assist the City of Scranton by identifying projects with the greatest possible return on investment.

The Firm should have experience in the EECBG / EECS submissions and approval process along with experience in related grant submissions. The firm should be experienced in researching other grant opportunities.

Scope of Services

The responsibilities of the Firm(s) will include, but not be limited to provision of professional services, advice and technical assistance of the following:

Energy Sustainability Plan: The Firm shall develop an Energy Sustainability Plan as an appendix to the approved EECS and shall include, at a minimum the following components:

- Introduction of the ESP including inventory, goals, milestones and implementation schedules.
- Building Energy Audits: The Firm shall provide a building energy audit of selected facilities in order to create a baseline inventory and recommended energy conservation measures (ECM's).

The selected facilities shall include the following:

1. City Hall, 340 North Washington Avenue
2. Fire Headquarters, 530 Mulberry Street
3. Rescue #1 - Fire, 940 Wyoming Avenue
4. Engine #2 – Fire, 2101 Pittston Avenue
5. Engine #7 – Fire, 1919 Luzerne Street
6. Engine #8 – Fire, 205 West Market Street
7. Engine #9 – Fire, 1049 North Main Avenue
8. Engine #10 – Fire, 1900 East Mountain Road
9. Engine #15 – Fire, 1409 Ash Street
10. Weston Field ,960 Providence Road
11. DPW Complex, 101 Poplar Street
12. Police Station, 101 South Washington Avenue

Development of an Energy Efficiency Policy to be adopted by the City of Scranton that includes the following components:

- Employee Best Management Practices to be followed to maximize energy savings by utilizing common operating procedures. The City anticipates adopting these BMP's as policy to be incorporated into the existing Personnel Policy for the City of Scranton.
- Employee Best management Practices to purchase Energy Star rated electrical equipment when practical. The City anticipates adding the BMP's and language into its existing purchasing policy.
- Contracting Best Management Practices to be utilized during MEP renovation projects to research and implement energy efficient technology prior to release of bid documents.
- An emissions inventory / baseline energy audit for each of the facilities identified in the building energy audit.
- General assessment of MEP condition for each facility indicated.
- Historic utility / energy costs for each facility indicated.
- Ranking of each facility based on the building assessments indicating highest priority first.
- Identification of current, reliable technology available to reduce carbon emissions / energy costs to be applied for each facility indicated.
- Estimation of project cost to carry out the findings for each facility indicated.
- Identification and ranking of alternative energy opportunities within the City including types, locations and potential generated savings.

Project Implementation: The Firm shall provide the necessary management to implement the defined projects within the approved EECS. The management shall include the development of bidding document(s), providing assistance to the OECD to bid the project(s), provide a review of the submitted bids and recommendation to OECD, provide construction administration to OECD during the project(s) implementation and provide assistance to OECD with the project(s) closeout. The ESCO will also include professional services such as design and specifications needed to start/complete specific project(s), advice and technical assistance with each and all projects chosen to be completed.

The project(s) shall include the following improvements projected at a cost of \$474,000, which are defined within the approved EECS:

- Improvements to Weston Field House, which shall include window replacements, HVAC upgrades and energy efficient lighting upgrades. Anticipated improvements are projected at \$309,000.
- Improvements to the Firehouses, which shall include energy efficient lighting upgrades. Anticipated improvements are projected at \$140,000.
- Improvements to the Silkman House Library, which shall include a boiler replacement. Anticipated improvements are projected at \$25,000.

The above items may be modified and / or changed pending the findings and recommendations of the building energy audits and the development of the Energy Sustainability Plan.

The timeline of the project implementation is that any project(s) being funded by part of the EECBG funding are **required** to be allocated and awarded within 18 months of the granted approval of the EECBG/EECS application submission to DOE but no later April 13, 2011. The project(s) completion and fulfillment must be **completed** within 36 months of the granted approval of the EECBG/EECS application submission to DOE but no later than October 13, 2012. It is the intent of the City to have sufficient time to incorporate the project(s) in a reasonable time frame without taking the project sequence to the last allowable date established by DOE.

Contract Award

The contract for this RFP is anticipated to be awarded prior to January 1, 2010. However, with the required readings and approvals by all parties of the City of Scranton, including the City Law Department, OECD's Legal Council and City Council, the award date may be extended beyond the anticipated date of January 1, 2010. **The completion of the project scope is still required to be completed within the designated time frames as outlined by the City of Scranton and DOE.**

Time of Performance

The services of the Firm will commence on or around January 16, 2010, and conclude 36 months from the date of award by DOE October 13, 2012, or date of the project(s) final close out, whichever is the earliest. In no manner, will a project(s) completion be extended beyond the time granted by DOE.

Information Required From Interested Firms

- Firm name and address.
- Name of Principal to contact, title, email and telephone number.
- Address of office to perform work if different than office submitting RFP response.

- Firm's Federal identification number.
- Provide resumes for key personnel who will be involved in provision of consulting services for this proposal. At a minimum, information shall include the name and title, project assignment and role, other experience and qualifications relevant to the proposed project.
- Provide description of projects that has been or in the process of being completed that similar in scope of work.
- Describe your proposed method for carrying out the requirements of this RFP within the time, schedule and budget constraints specified.
- If there are any areas of the requested scope of services which you are not able to provide, please explain.
- Define the level of availability of staff for performing the services contained herein, to insure timely provision of services to the City of Scranton.
- Provide a proposed total lump sum fee for the services requested and associated breakdown of each task contained in this RFP. All additional items of compensation should also be identified. Please note this is not a bid, it is merely an indicator of your compensatory expectations. Compensation for performance of services will be negotiated upon selection of the most advantageous proposal as well as determinations of the ESP and shall be finalized by official agreement award between the City and the Firm chosen.

General Information

- The RFP is not to be construed as creating a contractual relationship between the City and any firm submitting a response.
- The City shall have no obligation or liability to any firm responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
- The City may require follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.
- The City reserves the right to reject any / or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which the City deems to be in its or its employees best interest.
- By submitting this information the firm represents that it has examined and understands this RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by the City.
- By submitting a response, the firm represents that it has the ability to meet the requirements outlined herein.
- Firms should contact the Office of Economic and Community Development for information or questions concerning this RFP.
- After evaluation of the responses, the City will make its selection based on the response which best meets the needs of the City, in the sole discretion of the City. The Request for proposals is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated. The City reserves the right to reject any / or all responses.

RFP SUBMITTALS

Proposals must be received by 10:00 a.m. on Friday, November 20, 2009.

They shall be addressed to:

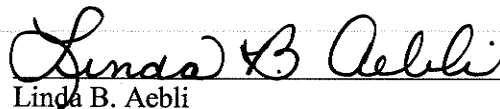
**Roseann Novembrino, City Controller
City of Scranton
Municipal Building
2nd Floor
340 North Washington Avenue
Scranton, Pennsylvania 18503
RE: EECBG Consulting Services RFP**

Submittals received after the above date and time will not be accepted for consideration.

Any questions or requests for clarification of this RFP may be made to:

Mr. Kevin Mitchell Jr.
Director of Finance and Compliance
City of Scranton
Office of Economic and Community Development
538 Spruce Street, Suite 812
Scranton, PA 18503
(570) 348-4216
(570) 348-4123 fax
Email: kmitchell@scrantonpa.gov

- All applicants must abide by the provision 24 CRF 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract.
- The City of Scranton reserves the right to reject any or all proposals or any part of any proposal in connection with the project. Proposals shall be submitted in compliance with Section 603 of the Administrative Code for the City of Scranton and the successful professional shall be an equal opportunity employer.
- All bidders must include qualifications and price for completion of identified services.
- Envelopes containing proposals shall be delivered or mailed to the City Controller, 2nd Floor, Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania 18503. The City of Scranton and the Office of Economic and Community Development encourages proposals from minority and women owned businesses.
- All sealed proposals will be evaluated by the following: The Office of Economic and Community Development (OECD) Solicitor and the Director of Finance of Compliance for the City of Scranton's OECD.



Linda B. Aebli
Executive Director
Office of Economic and Community Development