

Municipal Streetlighting Technical Assistance Program

RFP Questions and Answers

- 1. Are there terms and conditions that will be included in the contract that can be reviewed prior to submitting the proposal?**

Yes, a sample boilerplate subcontract terms document is available by request by emailing pmarkowitz@veic.org. The final terms and conditions will be negotiated upon award of the contract.

- 2. Is there an estimated total budget for the work to be performed?**

No. Proposing consultants are expected to provide a budget for the project.

- 3. Will servicing this contract with out of state staff negatively effect proposal consideration?**

No. Proposals will be evaluated based on responsiveness to RFP (40%), demonstrated experience and qualifications (40%), and cost (20%). So long as the full scope of work can be met, and details are provided as to how the proposing contractor will complete the scope of work, the geographic location of the proposing contractor will not negatively effect proposal consideration.

- 4. The RFP states “Proposals should be no longer than 6 pages, not including attachments.” Can background, introduction, qualifications, resumes, budget, sample materials, cover letter, table of contents, etc. be included as an addition to the six page limit?**

The background, introduction, and qualifications section should be included within the limit – while resumes, budget, cover letter, table of contents, and sample materials would not be.

- 5. The Scope of Work states that the selected contractor is only responsible for content – actual formatting and content to be the responsibility of VEIC. However, it also states that the Guide will be delivered to all communities and town energy committees. Who is responsible for the distribution costs?**

It is expected that the distribution will be primarily electronic mail and web-based. VEIC is responsible for material distribution costs.

- 6. Town Meeting Day 2011 is referenced. Can you provide more information on the date, and the process?**

Town Meeting Day in Vermont is the first Tuesday in March of each year. At the meetings, Vermonters come together to vote to elect local officers and vote on local budgets. For a budget item to be voted on, it must be listed in the Town Warning at least 30 days before Town Meeting Day. This is important because it is expected that many large street and parking lighting projects will require voter approval on Town Meeting day. Therefore the goal of the contractor should be to get the projects developed and listed in the Town Warning, so that they can be voted on and approved by voters on Town Meeting Day.

For more information on Vermont Town Meeting Day, see http://www.sec.state.vt.us/townmeeting/citizens_guide.html

7. Will VEIC be providing a list of all the municipalities and town energy committees with appropriate contact information? Or does the contractor have to develop their own list?

VEIC will provide contact information for all of the town energy committees through the Vermont Energy and Climate Action Network (VECAN). VEIC will also provide contact information for the Vermont League of Cities and Towns (VLCT). VLCT maintains a mailing list of contacts with municipalities.

8. How does VEIC envision the Regional Planning Commissions (RPCs) being involved?

VEIC envisions the RPCs as working with their member towns to make sure they are aware of the program and take advantage of what it offers, if applicable.

9. How will the 10 municipalities be chosen?

The 10 municipalities will be chosen on a first come, first serve basis as evidenced by signing of the memorandum of understanding (MOU). VEIC will require a time and resource commitment and a comprehensive project scope from the municipalities that sign the MOU. Should more than 10 municipalities be interested in committing to the effort and signing the MOU, VEIC's preference is to also serve those municipalities as budget allows. Further information regarding additional municipalities will be available once the contract is awarded and the actual costs of supporting the municipalities is determined.

10. In Task 2, there is a reference that "Efficiency Vermont staff will assist in the workshop delivery." What are the specific elements of this workshop delivery support? Will the bidder be responsible for promotion/advertising, registration and confirmations, etc.; or is the Task mainly to develop and present training materials for the workshop?

The bidder is responsible for promotion, registration and confirmations, as well as developing and presenting training materials for the workshop. Efficiency Vermont will attend the workshop and provide limited assistance.