



Vermont Municipal Streetlighting Technical Assistance Program

Request for Proposals

Introduction

The Vermont Energy Investment Corporation (VEIC), a non-profit corporation, requests proposals for the Vermont Municipal Streetlighting Technical Assistance Program to be completed and presented to VEIC by 5:00 pm on August 9, 2010. All proposals should be submitted electronically to Paul Markowitz via email to pmarkowitz@veic.org. Proposals should be no longer than 6 pages, not including attachments. This RFP, questions and responses regarding the RFP, and another further information can be found on VEIC's website at: <http://www.veic.org/rfp>.

Vermont Energy Investment Corporation (VEIC) was founded in 1986 and is a non-profit corporation that provides energy conservation and renewable energy programs and projects, nationally and internationally. VEIC includes one division that administers the Efficiency Vermont (EVT) contract with the state of Vermont. This program is funded by electric ratepayers in the form of a surcharge on their electric bills. VEIC also has a separate division that provides consulting, program development, evaluation, viability analyses, and other expert technical services nationally. VEIC employs over 180 employees in four states, the majority of whom are in Vermont. Further information about VEIC can be found on our website: www.veic.org.

Background

LED applications for streetlighting have made significant strides over the past few years. EVT is currently providing favorable financial incentives to municipalities to convert to LEDs street and parking lot lighting. Interest among Vermont municipalities has increased significantly; however, municipal staff have minimal knowledge about the complexities surrounding the technology, ownership issues, and process for converting to LED streetlighting. This increased interest and relative lack of knowledge among municipal staff is causing a significant demand for EVT technical staff services in this area.

Meanwhile, Vermont has over 140 town energy committees and town-appointed energy coordinators who work as volunteers to promote energy efficiency and renewables at the local level. Working loosely under the banner of the Vermont Energy and Climate Action Network, these volunteers could play an important role in helping municipal staff improve efficiency in municipal parking lot and street lighting. Experience has shown that providing these volunteers with some guidance and a framework for action can go a long way toward helping to leverage their assistance at the local level.

The goals of this scope of work are to:

- Achieve cost-effective electrical savings in municipal parking lots and streetlighting;
- Provide guidance and training to Vermont municipal staff and volunteer town energy committees to help municipalities reduce unnecessary streetlighting and convert parking lot and street lighting to LEDs; and,

- Work with Vermont municipalities to provide one-on-one technical assistance in improving streetlighting/parking lot efficiency.

Consultant will reach out to a range of potential partners at the local level, including selectboards, public works directors, municipal and coop utility staff, town energy committees, and conservation commissions, among others to share guidance documents and resource materials, invite them to participate in workshops, and encourage them to move toward action. Target audiences for this project include, among others:

- *Towns with municipal utilities:* which includes the towns of Barton, Enosburg, Hardwick, Hyde Park, Jacksonville, Johnson, Ludlow, Lyndonville, Morrisville, Northfield, Orleans, Readsboro, Swanton
- *Electric coops:* which includes Washington Electric Coop, Vermont Electric Coop
- *Towns that own their streetlights, are interested in purchasing their streetlights or own/lease parking lot lighting:* many towns already own some or all of their parking lot lighting or streetlights. The lights are not subject to special utility rate tariffs.

This project will provide guidance to municipalities and town energy committees on:

- *Eliminating unnecessary lighting:* This component involves conducting an inventory of municipal streetlighting to determine which streetlights are needed and evaluating lighting requirements related to safety, security, and other factors. Those streetlights determined to be unnecessary would be removed or shut off.
- *Converting to LED lighting:* It is critical that municipal staff and volunteers gain a basic understanding of LED technology, including standards and specifications, as well as energy saving control technologies, including night time turn off or dim down and motion detectors; and,
- *Ownership versus leasing:* This involves current options available to municipalities for employing LEDs, including leasing versus town ownership and a sampling of Vermont utility ownership structures and fees.

Proposed Scope of Work

Consultant will implement the following scope of work:

Task 1: (September 1 – September 30, 2010)

- *Develop step-by-step guidance document:* Consultant will prepare an introductory guidance document that will provide a step-by-step process for both reducing the number of municipal streetlights and improving streetlighting efficiency. The guide will be written in layperson terms and will be distributed to all interested municipalities, utilities, and local energy committees. Consultant will prepare and solicit comments from VEIC on a detailed outline and a final draft of the guide. Consultant will solicit input from electric utilities on tariff-related information. At a minimum, the guide shall include:

- Overview of LED street/parking lot lighting technology and potential savings
 - Basic information on choosing and sizing LED products
 - Basic information on eliminating unnecessary lighting
 - Basic information on LED Street/Parking Lot lighting controls, including night time turn off or dim down and motion detectors.
 - Basic Information on Ownership vs. leasing, and utility tariffs
 - Case-study of a Vermont municipality that has already converted. (Case study information provided by Efficiency Vermont)
 - Step-by-step simple guide for developing and completing a Street or Parking Lot LED Lighting Conversion Project.
- Consultant is only responsible for content of guide. Formatting and final printing by VEIC.

Task 2: (October 1, 2010 – October 31, 2011)

- **Conduct workshops:** Based upon the guidance document, Consultant will develop and deliver 2 workshops for town energy committees, municipal staff, and other interested individuals on reducing the number of municipal streetlights and converting to LED streetlighting. The workshop will also guide participants to available Efficiency Vermont incentives for streetlight conversions. Consultant will prepare a PowerPoint presentation and conduct two workshops geographically dispersed throughout the state. Consultant will explore making one or more the presentations available on Vermont Interactive Television. Efficiency Vermont staff will assist in the workshop delivery. Consultant will ensure that drafts of the training presentation and materials are sent to Efficiency Vermont for review prior to finalization.

Task 3: (October 31, 2010 – March 1, 2011)

Technical assistance: Consultant will select and provide technical assistance to at least 10 Vermont communities to assist them in the process of developing a community-wide project to reduce municipal streetlighting and convert to LED streetlighting. Consultant will prepare MOU to be signed by Efficiency Vermont and selected communities to commit to working together in developing large potential projects for 2011 funding approval. Once the MOU is signed, consultant will work with community to prepare package that will be used to secure funding on Town Meeting Day 2011. The package will include a Scope of Work, energy, and financial information for the project. The scope of work should be complete enough that it can be used by communities for funding approval, as well as by Efficiency Vermont for estimated energy savings and incentives. However, it is not required to be complete design and specifications. Good engineering estimates, and general product specifications that will result in the stated energy and financial benefits are acceptable. Many communities will require bidding of the project once it is approved. VEIC will look favorably on proposals that seek to leverage local resources to complete the scope of work and take advantage of economies of scale.

The ultimate goal of this overall streetlighting project is to move beyond voter approval and complete the projects. VEIC will look favorably on consultants that propose additional and/or creative methods to help communities obtain voter or funding approval. A performance bonus is offered to the consultant for savings resulted from completed projects.

Deliverables

The project is expected to result in the following deliverables:

- Step-by-step guidance document on LED streetlight conversion and reduction of unnecessary streetlighting distributed to every Vermont municipality and regional planning commission;
- Representatives from 60 Vermont municipalities trained on basics of reducing unnecessary streetlighting and LED streetlighting conversion; and,
- 10 signed MOUs from Vermont Municipalities committed to developing a town-wide street or parking lot LED conversion projects for voter or funding approval in 2011.
- Scope of Work, Energy and Financial package for each of the 10 municipalities that sign the MOU, including but not limited to:
 - Scope of Work description
 - Estimated Project Cost
 - Energy savings in kwh
 - CO2 Reduction
 - Energy and Maintenance Cost Savings
 - Efficiency Vermont incentives
 - Project payback and Return on Investment

Payment Schedule

As noted above, VEIC is interested in this proposal achieving demonstrable savings. We believe that municipalities will benefit from consultants working with them throughout the process of exploring options, developing a plan, securing budget approval from voters and/or town officials, and actual implementation. Thus, VEIC is proposing a two-part payment schedule:

- Flat fee for delivery of Tasks 1-3 described above;
- Incentive bonuses of \$10 per MWh paid to consultant for actual delivery of savings from resulting projects if project is completed by December 31, 2011.

VEIC encourages consultants to submit proposals that specify how consultant will perform work to achieve actual savings.

Proposal Requirements

The consultant shall have knowledge and skills sufficient to be conversant in outdoor lighting products, outdoor lighting design, and utility lighting tariffs. Experience in lighting design and lighting system specification is required. A Professional Engineering License (PE) or Lighting Certification (LC) through the National Council on Qualifications for the Lighting Professions (NCQLP) is preferred.

Proposals should include the credentials and experience of the persons who would be designated to conduct the required services. Alternative approaches and tasks are acceptable as well, understanding that the respondent should explain how the approach will meet the objectives of the scope in different ways.

Please supply at least three (3) references which have used your professional services for a similar project. Include a contact name, address, and a contact phone number. The proposal should specify the name of the person(s) assigned to stated tasks. Please provide information on qualifications of project personnel in the form of CVs or resumes.

When submitting a proposal, include the following information:

- **Company name:**
- **Primary address:**
- **Principle contact name, phone, and email:**
- **Project work plan:** Describe how you propose to complete the work identified in the scope of work, described above. Identify the number of hours dedicated to each task and identify who will complete each task.
- **Name, title, and contact information for project implementation personnel.** Describe their roles and qualifications. Identify all subcontractors that will be involved in this project. Provide the name, title and contact information for primary subcontractor personnel and describe their role and qualifications.
- **Project budget:** Provide a project budget for Task 1, 2, &3 that describes associated hourly fees for personnel and anticipated expenses.

Evaluation of Proposals

Proposals will be due on August 9nd at 5:00 pm. Proposal selection will be qualification based. VEIC will intend to negotiate contract terms with the most qualified vendor. If unsuccessful, VEIC would intend to then negotiate with the next most qualified vendor, until reaching satisfactory contractual arrangements. VEIC reserves the right to not award a contract should none of the proposals adequately address the requirements outlined in the RFP.

Proposals will be evaluated on the following criteria:

- **Responsiveness to the scope of work:** Quality of the proposal in terms of demonstrating a plan for completing all work products in a timely manner and in a cost-effective manner, and the degree of completeness of the consultant's response to the specific requirements of the RFP. (40%)
- **Demonstrated experience and qualifications:** The qualifications and experience of the consultant and team members proposed to be assigned to the project. Experience and a record of recent past performance with implementing similar projects of similar scope with respect to factors such as costs, quality of work, and ability to meet schedules. (40%)
- **Cost:** Overall cost of the proposal. (20%)

RFP Schedule:

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| • RFP issued: | July 19, 2010 |
| • RFP questions must be submitted by: | August 2, 2010 |
| • Answers to questions posted: | August 3, 2010 |
| • Proposals due: | August 9, 2010 |
| • Consultant selected: | August 20, 2010 |
| • Contract awarded: | September 1, 2010 |

Questions regarding this RFP should be submitted in writing to pmarkowitz@veic.org. All questions should be submitted by 5pm, August 2 and answers will be posted to <http://www.veic.org/rfp> by 5pm, August 3.