

Request for Proposals Meredith, New Hampshire

2010 Professional Services- Building Energy Audits

1. General Information

The Town of Meredith seeks proposals from qualified individuals or firms to provide three (3) Building Energy Audits.

The Town of Meredith has been awarded from the NH Office of Energy and Planning (NHOEP) a grant under the American Recovery and Reinvestment Act (ARRA) Energy Efficiency and Conservation Block Grant Program to fund the requested services (Award # DE-EE0000668 and CFDA # 81.128).

Due to the federal source of project funding, the grantee (Town of Meredith) and its service providers and vendors are subject to special ARRA terms and conditions including reporting, insurance and procurement requirements. Additionally, the grantee and all contractors or service providers must adhere to all Federal, State and Local regulations and guidelines as it pertains to the activities of this project.

The Meredith Town Planner, Angela LaBrecque will be the primary point of contact for the town and will assist the consultant in providing the information necessary to complete the Building Energy Audits.

Contract awards will be made based on the qualitative aspect of the proposal as well as the cost. The Town of Meredith reserves the right to reject any and all proposals.

The Building Energy Audits shall be provided in an electronic format in addition to two (2) hard copies.

2. Scope of Professional Services Requested

Perform three (3) ASHRAE Level II Building Energy Audits in accordance with the attached Appendix K, Building Energy Audit Requirements. The municipal buildings to be audited are as follows:

1. Town Hall- Built in 1915, 5,839 square feet
2. Library- Built in 1900, 7,969 square feet
3. Water Treatment Facility- Built in 1988, 5,607 square feet

3. Statement of Qualifications

The proposal must include a statement of qualifications including but not limited to the following information:

1. Experience of the individual conducting building energy audits, specifically ASHRAE Level II.
2. List of related certifications held by the individual conducting the audits such as BPI, HERS, etc.
3. Familiarity with applicable NH State Energy Codes.

4. Proposal Content

The submittal shall include each of the following elements:

1. Identify a single individual who will serve as the point of contact for the duration of the project.
2. Names and resumes of all individuals that will be assigned to work on the audits.
3. A proposed schedule for completion.
4. Information and assistance needed from the Town of Meredith to complete the audits.
5. A sample Level II Building Energy Audit of a similar building type prepared by the individual identified in Section 3.
6. Include a proposed fee structure for professional services rendered.

4. Insurance Requirements

Certificates of Insurance are required and shall be provided on forms and endorsements approved for use in the State of New Hampshire by the Department of Insurance and issued by insurers licensed in New Hampshire. The insurance requirements as per the New Hampshire Energy Efficiency and Conservation Block Grant Agreement are and the Town of Meredith are:

1. General Liability- \$500,000 per occurrence and \$2,000,000 aggregate
2. Automotive Liability- provided for all owned, non-owned and hired vehicles used in performance of services
3. Workers' Compensation- the statutory requirements of RSA Ch. 281 must be met

The certificates referred to above are required prior to contract execution.

6. Instructions to Bidders

Questions regarding the Request for Proposals should be directed to: Angela LaBrecque, Town Planner at alabrecque@meredithnh.org or 677-4228.

Deadline for submittal: No later than 12:00 PM, Friday, August 27, 2010.

Proposals shall be clearly marked: **RFP 2010 Building Energy Audits.**

Submit proposals to: Meredith Town Hall, Administrative Services, 41 Main Street, Meredith, NH 03253 or to blvittner@meredithnh.org.

Proposals will be opened by the Administrative Services Department at 12:00 PM, Friday, August 27, 2010.

Proposals submitted via E-mail will be accepted provided they are received prior to the deadline.

Proposals submittal via Fax will not be accepted.

Appendix K

Building Energy Audit Requirements

Building energy audits must meet the following requirements:

Building energy audits must assess current energy usage and costs, and must identify, analyze and recommend energy efficiency measures, renewable energy systems, and strategies for the purchase of energy. The energy audit must include a complete inventory of meters and billing points for all sources of energy. The goal of the energy audit is to identify opportunities for reducing energy costs. The energy audit should be comparable to an ASHRAE Level II audit (investment grade for lighting) and must incorporate the following elements:

- Outline the location's historic energy consumption, include all fuels and uses (including process):
 - Compile energy usage and costs for each facility for the twelve months prior to the audit including kW, kWh, BTU's, therms, etc.; and
 - Identify the utility rate schedule under which services are provided to each meter.
- Describe the facility by characterizing building usage and occupancy profiles, facility size, construction features including an assessment of the building envelope (windows, doors, insulation, etc.) and equipment description and operations;
- Provide an equipment list that contains pertinent information for all energy consuming equipment including an estimate of equipment efficiency and remaining useful life. As an example, for lighting, in each area of each building, provide the existing fixture type, existing lamp type, existing lamp count and existing ballast type, and current watts per fixture. Similar detail should be provided for other equipment and should include, but not be limited to, building envelope, water heating, HVAC, plug load, etc.;
- Identify and recommend energy conservation measures by providing a narrative summary for each measure recommended. As an example, for lighting recommendations in each area of each building, provide the proposed fixture type, proposed lamp type, proposed lamp count, proposed ballast type, total watts per proposed fixture, projected energy savings per room, projected energy cost savings per room and before and after lighting levels. Similar detail should be provided for other measures;
- Clearly document the key assumptions made in analyzing each measure and describe the method of analysis, as well as any estimates made. Provide the following for each recommended energy conservation measure:
 - Description of energy conservation measure;
 - Estimated installation cost and source of cost estimate;
 - Estimated energy savings (kW, kWh, therms, etc.) including detailed calculations and methodology supporting savings;

- Estimated annual energy cost savings (including any assumptions regarding future energy costs, life of measure, etc.);
- Estimate of any rebates/financial incentives available through New Hampshire Core Energy Efficiency Programs or from other sources;
- Estimated annual operating cost savings;
- Estimated lifetime energy cost savings;
- Simple payback;
- Estimated return on investment; and
- Options for funding the installation of recommended measures.
- Provide a high-level assessment of renewable and distributed energy measures which:
 - Provides recommendations on the potential/viability of various renewable/distributed energy technologies;
 - Identifies available grants and incentives and sources of funding; and
 - Analyzes costs and savings comparing current and future costs of electric and thermal energy with and without each technology assessed.
- Identify energy purchasing and procurement strategies for each facility by:
 - Developing a load profile for each electric and natural gas account;
 - Providing an analysis of the utility tariff under which the facility is currently served; and
 - Assessing potential savings by purchasing from third party suppliers.
- Identify the method of analysis by providing a description of, documentation for, and tools used to perform energy use and energy savings estimates.