

**Request for Proposals for an
Energy Efficiency Study for
Beloit City Hall**

May, 2010

A. Introduction:

The City of Beloit is seeking the services of an Environmental Engineering Consultant to study and determine the feasibility of utilizing alternative energy sources for City Hall and possibly other municipal facilities. The number of facilities other than City Hall to be studied will be determined jointly by the City and the consultant based on estimated cost, information provided by the City and the experience of the consultant on similar sized buildings.

B. Background:

The current City Hall building was constructed in 1983 and contains four floors and an annex area that serves as the location of the Police Department. In 2009, the City received \$157,500 in Energy Efficiency and Conservation Block Grant funds. The purpose of the EECBG grant is to assist entities to:

- 1). Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practical, maximizes benefits for local and regional communities;
- 2). Reduce the total energy use of eligible entities; and
- 3). Improve energy efficiency in the building sector, the transportation sector and other appropriate sectors.

One of the eligible activities that the City intends to undertake falls under the category of Energy Efficiency and Conservation Programs for Buildings and Facilities.

The City of Beloit intends to hire an environmental consulting firm to analyze, develop and then help in the implementation energy efficiency and conservation measures for at least one, and maybe more, municipal facilities. The primary focus will be on alternative energy solutions to reduce dependency on fossil fuels for electrical and heating/ cooling needs.

In 2008, the City contracted with Honeywell to perform an energy audit of most City facilities. The purpose of that study was to identify steps the City could take immediately that would yield energy savings. Examples of what was completed include items such as installation of energy efficient boilers, motion detection switches, and replacement of incandescent light bulbs. The City would like to expand on this initiative to include the exploration and possible installation of alternate

energy options for City Hall and possibly other municipal buildings (e.g. public works maintenance facilities, fire stations, ice arena).

The City has consulted with our utility provider, Alliant Energy, to review possible options. As a result of those discussions, it appears that solar and geo-thermal energy hold some promise as alternative energy sources. The purpose of the study will be to determine the feasibility of these options and to complete the necessary technical analysis. The purpose of this Request for Proposals (RFP) is to solicit bids for professional and technical services and detailed cost/benefit analysis. All bid specifications/design/engineering documents would be part of Phase II of this project along with bidding of construction/installation activities.

C. Scope of Services:

- 1). Review the Honeywell report and other available energy usage data. Determine if there are other energy saving measures to implement.
- 2). Conduct an on site review of City Hall, and other facilities as selected.
- 3). Conduct an analysis of alternative energy options for City Hall and other sites as selected. Provide preliminary cost estimates, energy savings, and implementation timelines.
- 4). Review draft findings and recommendations with City staff.
- 5). Prepare a final report in both hard copy and electronic form.
- 6). Assist the City with the bid development and the bid evaluation process.

D. Consultant's Qualifications

- 1). Provide information on your background and expertise with applicable projects of similar scale and complexity. Clearly present why your firm is capable of assisting the City and County with this merger study.
- 2). Provide proposed cost information , including detail regarding any optional costs, units costs for including additional facilities, and/or unit prices such as meeting attendance, etc.
- 3). Provide a list of references who have used your services, including the name, address, phone number and e-mail address (if available) of a contact person for each reference.
- 4). Provide any other information which you feel might enhance the ability of the City of Beloit to evaluate your proposal and reach a decision on a contract award.

E. Budget/Grant Requirements:

The City of Beloit does not have a pre-conceived opinion as to the appropriate cost for these services. If the available funding for the selected consultant should exceed the City's expectation, an effort will be made to reduce the scope of services. The exact payment schedule will be negotiated and determined as part of the contract.

Since Energy Efficiency Community Development Block Grant funds will be used to implement this project, recommendations will need to comply with the requirements found in Appendix A. In addition, a list of guidelines that the U.S. Department of Energy will consider in their NEPA review of Geo-Thermal installations is attached in Appendix B.

F. Evaluation Criteria:

The City will be solely responsible for the selection of a consultant to conduct the desired work. The selection process will be comprised of two steps:

1. A screening of all proposals by an in-house team of employees to determine at least two finalists.
2. An interview process which will allow the firms chosen as finalists to make brief presentations and allow interview team members to ask questions of the consultants.

Consultants should submit four (4) copies of the proposals with a maximum sheet size of 8 1/2 X 11 inches and one electronic copy. **Responses are due by 5 p.m. on June 14, 2010.** Pre-submittal questions may be submitted to:

Larry N. Arft, City Manager
City of Beloit
100 State Street
Beloit, WI 53511
608-364-6614
arftl@ci.beloit.wi.us

All responses should be mailed or delivered to:

City Hall Energy Efficiency Study
City Manager's Office
City of Beloit
100 State St.
Beloit, WI 53511

The City of Beloit reserves the right to reject any or all responses if it deems them unsatisfactory.