



November 12, 2009

**City of Campbell
Request for Proposals
Energy Efficiency and Solar Energy Feasibility Study**

Proposals Due: 4:00 p.m., Thursday, December 17, 2009

I. Overview

The City of Campbell (City) is requesting proposals from qualified firms for the provision of services for an energy efficiency and solar energy feasibility study. The preliminary scope of work includes a review of existing City facilities, analysis of current and historical energy use data, and development of recommendations for energy efficiency investments including consideration of possible installation of solar photovoltaic systems.

The study is expected to prioritize recommendations over a multi-year time frame, detailing initial costs, ongoing maintenance requirements, life-cycle costs, anticipated energy savings, Green House Gas (GHG) emissions reductions, available rebates and incentives, and financing options. An additional component of the study will be the development of a Climate Action Plan for the City, which would translate the energy savings and investment recommendations of the study into GHG reduction targets and projections.

II. Background

The City of Campbell is located in Santa Clara County, approximately 50 miles south of San Francisco, and is bordered on the north, east and west by the City of San Jose and on the south by the Town of Los Gatos. Campbell has a population of approximately 40,000 and occupies an area of just over 6 square miles. It has a mix of land uses, including single family residential, multi-family residential, retail, office, and light industrial uses.

The City owns approximately 388,000 square feet of buildings and structures and is responsible for maintaining approximately 325,000 square feet of these facilities. Major facilities maintained by the City include the Campbell Community Center, the Campbell Heritage Theatre, City Hall, and a 300-space downtown

parking garage. Minor facilities include park restrooms and storage buildings, the City's Service Center, the Campbell Historical Museum and Ainsley House, and several surface parking lots. The City's current fiscal year budget for energy is \$723,000, divided among facilities and systems as indicated in Table 1 below:

Table 1
FY 10 Energy Budget (Electric and Gas)

Facility	Budget
Community Center	\$283,000
City Hall	\$175,000
Street Lighting	\$171,000
Traffic Signals	\$ 41,000
Heritage Theatre	\$ 36,000
Other Facilities	\$ 17,000
TOTAL	\$723,000

Over the past 10 years the City has made significant investments in facilities and building systems in an effort to reduce energy use. This includes:

- Conversion of fluorescent fixtures to more energy efficient T-8 lighting
- Selective de-lamping of offices and hallways
- Installation of an energy management system at City Hall
- Upgrades to HVAC systems
- Use of solar hot water systems
- Window tinting
- LED traffic signal re-lamping.

Within the next 6-8 months, the City expects to install an energy management system at the Campbell Community Center and replace metal halide street lighting in the historic downtown with lower energy usage inductive lighting. Campbell has also received certification from the Bay Area Green Business Program for its environmental performance standards.

In October of this year the City Council approved a Green House Gas Emissions Inventory prepared for the City by ICLEI—Local Governments for Sustainability. The study calculated that for 2005, direct emissions, emissions from electricity consumption, and select indirect sources totaled 2,741 metric tons of CO₂e. Of the total emissions accounted for in this inventory, emissions from buildings and facilities were the largest (37 percent of total emissions). Consequently, the City

seeks an expenditure and investment strategy that would reduce energy consumption in facilities and generate the greatest return in GHG reductions. Tables 2 and 3 below provide summary information on GHG emissions and energy expenditures from the ICLEI Study. The full report is available for viewing on the City's website (www.cityofcampbell.com) by following the links to RFP/Project Information.

Table 2: 2005 Campbell Emissions by Sector (ICLEI Study)

Sector	Metric tons CO2e	% Total Emissions
Buildings and Facilities	1,023	37 %
Employee Commute	772	28 %
Vehicle Fleet	516	19 %
Public Lighting	349	13 %
Other	82	3 %

Table 3: 2005 Facility Energy Use and Costs (ICLEI Study)

Facility	Greenhouse Gas Emissions (metric tons CO2e)	Percent Emissions of All Facilities	Electricity Use (kWh)	Natural Gas Use (therms)	Total Energy Cost
Community Center	687	67%	1,639,180	59,708	\$293,907
City Hall	229	22%	640,200	15,964	\$107,108
Other Facilities	107	10%	261,724	8,399	\$ 49,179
TOTAL	1,023	100%	2,541,104	84,071	\$450,194

III. Preliminary Scope of Services

Following selection of a firm, the first item of work for the consultant will be to work with the City to develop a detailed scope of work and schedule. Anticipated components of the scope of work will likely include the following:

- Site survey of City facilities
- Review of existing energy audits and historical energy use data
- Review of current PG&E rate schedules, plans and tariffs
- Review of third-party natural gas purchasing agreement
- Inventory of current energy efficiency improvements
- Recommendations for future energy efficiency investments
- Evaluation of potential solar photovoltaic installations

- Financing recommendations, particularly as they relate to retrofits and solar installations
- Rate plan recommendations, if any
- Preparation of a Climate Action Plan with GHG reduction goals
- Periodic update meetings with City staff
- Draft and final report preparation
- Study Session presentation on report to the City Council

IV. Budget

The City has a not-to-exceed budget of \$40,000 for this study. The proposal should be structured such that the scope of work can be completed within the available budget. Funding for this study is from Campbell's allocation of Federal Energy Efficiency and Conservation Block Grant (EECBG) funds, and expenditures will be required to comply with applicable EECBG regulations and accounting procedures.

V. Proposal Format and Submission Requirements

To be considered for this assignment, three copies of the proposal must be received by the City of Campbell Public Works Department, 70 N. First Street, Campbell California, 95008 by **4:00 p.m., Thursday, December 17, 2009**. Proposals should be limited to 25 pages and should include the following information:

Cover Letter – Cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal.

Firm Background – Background on the firm, including areas of special expertise.

Sub-consultants – List any proposed sub-consultants and provide relevant summary background.

Relevant Experience – Provide information on the firm's directly relevant work experience, with current contact information and references.

Comparable Work Product Examples – On a supplemental CD or via web-links, provide examples of at least 2 comparable work products in .pdf format.

Project Approach and Scope Review – Describe the proposed approach to the feasibility study and identify any changes, additions or modifications to the key scope components listed in the RFP.

Proposed Personnel – Provide resumes for the proposed project manager and other key personnel that will be directly involved in the feasibility study.

Schedule – Provide a preliminary schedule of work, including milestones and deliverables (e.g., data collection, draft reports, final reports, etc.).

Cost Proposal – Provide a cost proposal for the work, including a current fee schedule with hourly rates for all personnel and classifications that will be performing work on this project, including any sub-consultants. Clearly identify what can be completed within the allocated budget.

References – A minimum of three references should be provided. Please provide the following information for each reference

Firm or Agency Name
Project Description
Contact Person (Name and Title)
Address
Telephone Number
Email Address

Insurance Coverage – List carriers, A.M. Best ratings, types and limits of insurance carried by your firm.

V. Selection Process

A selection committee will review the proposals and select the top ranked firms for interviews. Interviews are tentatively scheduled to take place on Wednesday, January 13, 2010 at Campbell City Hall, 70 N. First St. Campbell, California.

Any questions regarding this RFP should be directed to: Brett Stollenwerk, Facilities Manager, (408) 866–2195, or via email at Bretts@cityofcampbell.com.

The City of Campbell reserves the right to waive minor irregularities, reject all proposals and/or terminate or postpone the project or any part thereof.