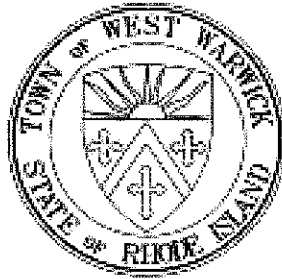


Town of West Warwick
Office of the Sustainability Business Group

August 2010

Request for Proposals



Streetlight Study

I. Invitation for Proposals

The Town of West Warwick (Town) is seeking proposals from highly qualified firms to provide services to the Town for energy-efficient streetlight conversion and deactivation as specified herein. Submission of proposals from qualified professional advisors are requested that may form the basis for the negotiation of a service contract. Specific terms and requirements in this RFP may be waived or modified by the Town as it deems necessary or appropriate. The Town is not liable for any costs incurred by a prospective provider for the preparation and production of a proposal or for any work performed prior to the issuance of a contract.

II. General Information

The Town has received an Energy Efficiency and Conservation Block Grant (EECBG) from the U.S. Department of Energy, funded by the American Recovery and Reinvestment Act of 2009 (ARRA) to conduct a comprehensive lighting study which seeks to provide energy efficient lighting for the Town that ensures monetary savings to taxpayers and minimizes public safety concerns. The plan must strategically identify how to proceed with energy saving measures implemented over the next ten years with no additional cost to the Town through its partnership with National Grid. The final report of the study shall contain specific recommendations including a schedule of costs such as materials and labor associated with various options. The recommendations must utilize a cost/benefit analysis of installing new, more energy efficient lighting, deactivation of specific street lamps or any other energy saving techniques.

Proposals must be submitted by September 16, 2010 at 10:00 AM. For information regarding this RFP, please contact Christina Palazzolo, cpalazzolo07@gmail.com

III. Project Description

The Town is soliciting proposals from qualified offerors to develop a Streetlight Study that will identify 1) which street lamps can be retrofitted with more energy efficient lights (LEDs) 2) which should be shut off with the greatest possible return in energy savings with a minimum increase in public safety concerns. National Grid, the energy provider for our street lamps will deactivate up to 5% of the total street lights per year, and retrofit a maximum of 5% of lights per year at no charge.

The Streetlight Study will serve as the “Plan of Protection” for the Town to direct National Grid on how to strategically identify how to proceed with energy saving measures implemented over the next ten years at no additional cost to the town so as to maximize the rebate. The Streetlight Study should include a breakdown into segments that can be measured both in costs and savings.

Administrative costs will cover the building inspector’s time spent providing information and on-site work related to the lighting study.

The project will encompass the eight square mile area of the Town and includes the needed assessment of approximately 3,000 street lamps. The report shall also contain a written assessment of the current condition of West Warwick’s street lights to be used by the Town for further evaluation and maintenance planning.

IV. Qualifications

The consultant should be able to demonstrate experience with similar types of assignments. Professional licensure (e.g. Professional Engineer – P.E.) in assessing streetlights is required and peer endorsement is preferred. Provide acceptable evidence of the organization, experience, qualifications, skills, and capabilities of the offeror to perform the services requested in this RFP. The offeror should be professional engineer licensed in the state of Rhode Island with the discipline of electrical engineering.

Provide brief resumes and statements of qualifications describing previous experience of the organization and personnel that will be implementing the Streetlight Study. Include contact information for the project manager. Please provide as well two references from related services, preferably from services done on behalf of other municipalities.

V. Key Tasks

A) Review and update the lighting inventory excel file (provided by the Town) for street lights in West Warwick. A GIS map should be created which indicates the location of all street lights.

B) Photometric Analysis – based on the existing streetlight placement, height, posted speed limit and street width, nighttime photometric analysis shall be done of the proposed replacement lights to show safe and adequate lighting levels per listed standards. Survey should plot brightness and delineate dark areas. This information shall be submitted to the Town in both digital and hard copies as part of the requirements from the offeror.

C) Evaluate the energy and maintenance bills. Examine the current National Grid energy/maintenance bills and provide an analysis on how recommended changes to specific light fixtures will impact Town energy costs.

D) Recommendations on how changes can be made to provide efficient lighting. Recommendations should take into account, but should not be limited to, the following factors: traffic patterns, time of day, glare reduction, minimizing light trespass onto adjacent properties (consider reflectivity), minimizing direct upward light emission, and safety and security.

E) Submit a final report that contains the current conditions of all street lights and recommendations for change. Successful proposer shall provide to and assist the Town with all data gathering and documentation required for ARRA and EECBG reports and other documentation and reporting as required by the funding agencies or the Town.

VI. Reporting Requirements & Duration of Project

- Specify your strategic approach with two-week progressive milestones (every other Friday).
- Project to be completed by October 30, 2010. (4 to 6 weeks)

VII. Submittable Requirements

- A. Letter of Transmittal
- B. Cover Page
- C. Proposal Narrative

The narrative statement must detail the estimated schedule for completing the key tasks delineated in section V. Furthermore, the narrative statement must set out the methodology the offeror intends to employ and illustrates how this methodology will serve to perform the described key tasks.

D. Tasks Statement and Timeline

Outline major tasks and services to be provided. Include a timeline for task completion within the allocated time and budget.

E. Project Budget

The Project Budget should outline the expenditures for the project. This should exclude proposal preparation costs. They are not reimbursable.

F. Schedule, Terms, and Fees

- Please provide a firm, fixed price quote for services as described herein, as well as hourly rates and charges for any additional work that may be authorized, along with your payment terms.
- Please state when you anticipate being able to begin work and when you expect the work to be completed.

All documents (three copies) outlined in this section must be submitted to:

Town of West Warwick

Attn: Christina Palazzolo, Sustainability Business Fellow

1170 Main Street

West Warwick, RI 02893

These documents must be received by 10:00 AM September 16, 2010

VIII. Selection Process

Initial evaluation of offerors will be conducted on three functional dimensions:

- 1) The offeror's score on a scale from 0-100 points as derived from the possible points outlined.
- 2) The total cost of execution of the contract.
- 3) The consensus of the approval committee of five internal decision makers.

	Criteria	Possible Points
1.	Offeror's work experience, past job performance, and estimated project cost.	45
2.	Comprehensiveness of the Proposal Narrative and adherence to the specifications of the key tasks.	25
3.	Overall project management plan for the Streetlight Study.	30
	Total Possible Points	100

Once the initial evaluation is completed, the Town may interview no more than the top three scoring offerors based on the criteria mentioned in the above paragraph.

IX. Terms and Conditions

A. The Town reserves the right to reject any and all proposals, to waive irregularities in any proposal, to issue additional RFPs, to modify or terminate the project at any time prior to final execution of a contract; and to generally act in the best interest of the Town.

B. The Town shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or to the interview process.

C. Nothing contained herein shall require the Town to enter into exclusive negotiations and the Town reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.

D. All amounts submitted in the proposal shall be considered firm and fixed, and will remain in effect for ninety days following submission of the document.

E. The Town reserves the right to request clarification of information submitted and to request additional information from a respondent.

F. The qualifications of each member of the team are important criteria in the selection process. The selected consultants will not be allowed to substitute any members without prior approval by the Town. The Town, at its sole discretion, reserves the right to accept or reject proposed changes to the team.

G. The offeror shall make no claims against the Town on the basis of any errors, misstatements, or claims offered in this RFP. Further, the offeror shall make no claims against the Town on the basis of any errors, misstatements, or claims offered by the Town staff regarding this RFP.

H. The requested services consist of furnishing all labor, materials, equipment, and liability to perform the scope of work. The Town shall not be responsible for any costs incurred by the offeror during the study.