Cities of Rockland, South Portland and Biddeford, and Town of Falmouth, Maine

Request for Qualifications - Conversion of community street light system to LED fixtures and from utility owned to municipally owned and maintained fixture on utility owned poles.

January 28, 2016

The four communities are inviting qualified companies to submit proposals for the design and implementation of community-wide street light enhancements and conversions to LED fixtures. **Proposals must be submitted no later than 2:00 PM on February 25, 2016.**

I. GENERAL

A. Project Background

Maine's municipalities incur significant annual costs related to street lighting. Through this RFQ, the participating municipalities "PM" are interested in selecting a service provider to assist them in reducing streetlight costs by retrofitting their streetlights to LED technology. The PM anticipate that the scope of work may include street lights mounted to utility owned poles, decorative streetlights, parking facility lighting, lighting controls, etc., in the LED conversion process. A profile of each participating municipality is included in Attachment A. Detailed billing for all street lights attached to utility poles is also attached.

B. Scope of Services

PM are seeking proposals from qualified service providers (referred to variously as "proposer", "firm", or "contractor") This proposal is to be a turn-key proposal that includes: undertaking an IGA (Investment Grade Audit) of the street lights and their attributes, performing an independent and certified lighting design analysis which includes designing each unique street to either an RP 8-14 standards where applicable or at a standard to be specified; providing a comprehensive financial analysis to indicate ROI (Return On Investment), savings and payback period; completing all applicable incentive applications; carrying out all procurement requirements; applying on behalf of the PM for all available grants and rebates relating to the LED conversion project; performing project management functions; undertaking or overseeing the LED luminaire installation and the recycling/disposal of all waste material; and identifying any Financing Options that the supplier can provide. The service provider must also demonstrate experience in performing street light acquisitions from Electric Utilities or submit a detailed approach to how best perform an acquisition and the options associated with an acquisition.

C. Non-Compete

PM plan to select a firm that will provide the services requested in this RFQ, including but not limited to LED streetlight conversions and streetlight maintenance services for public entities in Maine. If selected, the firm shall agree to provide such services to Maine municipalities, individually or collectively.

D. Conflict of Interest

PM seek to work with firms that represent consumers, not suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of proposal submission, will be grounds for termination of any resulting contract

II. PROPOSAL FORMAT

Proposals must be submitted in the following format using the numbering sequence outlined below. This is the minimum information to be provided and will be used in the evaluation process. Proposals are to be limited to a maximum of 25 pages excluding addendums

A. Covering Letter

A covering letter signed by an authorized representative of the company of Proposer shall outline the intent of the response and shall state that the information contained in the Proposal accurately describes the services to be provided

B. Company Profile

- Provide a description of the Proposer's company or business, purpose, history and successes, including the number of years in LED street lighting business and major successes.
- List any similar projects, the client/owner, and the approximate value of the work.
- List similar partnerships with municipalities including collaborations with groupings of municipalities to carry out LED lighting upgrades
- Extensive knowledge of relevant legislation, standards, including the knowledge of available grants and rebate programs
- Describe any unique technologies pertinent to improving street lighting projects
- Knowledge of local municipal operations and maintenance requirements
- Experience in assisting municipalities with evaluation and acquisition of their streetlights from electric utilities.

C. Key Personnel

Identify key personnel that would be employed for this program and provide a detailed resume/CV of their relevant experience, education & successes. Key personnel should demonstrate ample experience in managing turn-key street lighting projects.

D. References

Include a list of at least three (3) projects that the Proposer has successfully completed an LED retrofit and provide associated references and contact information for the persons or organizations

that engaged the Proposer. By submitting a proposal, the Proposer consents to PM contacting these references, and consents to PM also contacting any other organization for the purposes of evaluating the Proposal.

E. Approach

Describe the approach and/or process proposed to address the project requirements. Include any notable methodologies, tools and techniques, and their respective suitability to this project. Also provide a project plan that reflects your proposed approach/process and demonstrates your ability to meet the milestones.

The following key components must be included in the approach description:

1. Audit

The provider will determine the existing street and outdoor light inventory via a Geographic Information Systems (GIS) inventory assessment of all the streetlights and outdoor lights included in the project. The provider should list the attributes that they collect and describe how they relate to the design process.

During the inventory assessment, the provider will report and review all issues with the PM weekly so that the PM may begin to address them in order to minimize any delay on the eventual conversion.

The proponent must produce an electronic inventory file suitable for use in common GIS software (e.g. ESRI ArcMap), as well as Microsoft Excel, that contains the required attributes.

Based on the inventory, utility bill analysis, and consultation on controls and/or other products, the Proposer will develop an Audit Report which will include:

- Deficiencies in the current street lighting network
- Baseline energy use, energy cost and operations & maintenance costs
- Estimated retrofit energy use and operations & maintenance costs
- Estimated sources of funding, including rebates
- Calculation of estimated total conversion cost (remaining design tasks, product, and installation), energy reduction, and simple payback

The PM seeks Proposers who can provide the strongest case for why their Audit will be most accurate and support approval by the PM.

2. Financial stability

- Proposer should demonstrate the capacity to finance street lighting projects by having financed or been part of a financing project using an Energy Savings Performance Contract (ESPC).

- Should the PM opt for this type of financing, the Proposer must produce an ESPC contract at the time opt in.

3. Design

The design of an LED network will have a measurable impact on both the life cycle savings as well as overall light quality. Proposers must include a design component in the scope of work.

The determination of adequate light levels for safety of pedestrians, cyclists, and vehicles is guided by the Illuminating Engineering Society (IES) Standard for Roadway Lighting (RP-8-14). The PM recognizes that existing pole placement limits the degree to which IES standards may be met. The PM will look favorably upon proposals that use design methodologies that will best deliver adequate lighting through the PM for the expected life of the products and the PM's desire for specific goals associated with customized lighting levels. IES standards may not be the standard selected by the PM. Additionally, the designer should incorporate an analysis of the following data points to identify target areas that may need special consideration:

- Pedestrian/vehicle and bicycle/vehicle crash data for the last 5 years to identify areas where light levels and/or spacing have affected public safety.
- Important localized land uses (e.g. parks, schools, hospitals, etc.)
- Relative volumes of pedestrian and bicycle activity
- Unique neighborhood characteristics

The provider should describe their design process, including how actual light levels are measured before & after the conversion, and how designs are modified for unique street characteristics.

4. Project Management

Proposers shall describe their approach to Project Management and how this will impact cost, quality control and timing of the project.

- Qualifications and experience of Project Team
- Experience in projects managing multiple projects simultaneously
- Experience in projects managing large LED retrofits (over 1,000 fixtures)
- Detailed description on how the project will be managed including:

- A description of the methods to be employed in the performance and coordination of the work that will control the scope, quality, schedule and cost of the Project
- The anticipated risks and assumptions that will be part of completing the Project
- Any special challenges or considerations foreseen by the Proposer and proposed solutions for each.

5. Technology Procurement

a. Fixtures

Describe the process for selecting appropriate fixtures.

The Proposers should develop complete and detailed specifications for LED Luminaires to replace lighting fixtures. The specifications will be non-proprietary performance specifications describing all relevant photometric, electrical, physical, and durability characteristics of the luminaires.

The Proposer should provide details on their method of developing specifications and how that ensures that appropriate quality standards are met.

b. Smart Controls and other Smart City solutions

The Proposer will advise the PM on the use of controls in terms of impact on safety, standardization, and energy and cost savings. The Proposer should be able to present analysis of how controls could impact the total lifecycle costs of the system. The Proposer should also propose to the PM any other value-add systems and discuss with the PM their financial impacts, commercial readiness, and alignment with utility policies.

The Proposer will demonstrate their knowledge and ability to advise municipalities on different Smart City applications to add on to their existing street light infrastructure.

6. Installation & Maintenance

Based on the finalized design, the Proposer will describe their approach to installation and maintenance or oversight as an owner representative. The following elements should be covered:

- Description of Work
- Required installation schedule
- Reference standards
- Submittals
- Quality Assurance and Warranty
- Installation
- Field Quality Control
- Adjusting and Cleaning
- Disposal

7. Construction Administration

The Proposer will describe their approach to Construction Administration including the following:

- Perform a sampling of spot-checks on installed lights to ensure proper installation procedures are being followed, especially at the beginning of the project
- Manage data on installations and provide a weekly status update of the of the project
- Confirmation of satisfactory installation completion by install contractor

8. Acquisition of Streetlights

The Proposer will describe their experience and methodology for assisting municipalities in acquiring their streetlights.

9. Rebates/Incentives

The Proposer will describe their experience and approach to managing rebates/incentives for streetlights on behalf of municipalities.

F. Value Added Services

The Proposer has the opportunity to propose value added services or products and detail what the Proposer is prepared to supply as part of the contract.

G. Additional Information

The proposer may provide any other information that may be relevant for the review and evaluation of the prospective vendor's experience or capabilities.

H. Project Schedule

The selected Proposer shall be expected to begin work immediately upon contract signing and complete the tasks in their entirety within a reasonable yet aggressive schedule. The dates below indicate desired dates for the completion of project milestones however the PM anticipates guidance from the selected Proposer to refine the project schedule.

- January 28, 2016 Issue RFP
- February 8, 2016 11:00 AM EST - Pre-bid meeting *(Falmouth Town Hall, 271 Falmouth Road, Falmouth Maine or via conference call by dialing 207- 699-5399. All participants who plan to use the conference call to attend the meeting must pre register with Nathan Poore by e-mail at npoore@falmouthme.org.)*
- February 25, 2016 Deadline for Submission of Proposals
- March 1, 2016 Interviews with lead proposer(s)
- March 3, 2016 Select consultant
- March-May 2016 Meet with staff, utility and other stakeholders
- April 2016 Audit

- May-June 2016 Design and product selection
- July 2016 – Aug 2017 Installation

I. Submission

Nine (9) paper copies and four digital copies of the proposal must be submitted. No facsimile or e-mail submissions will be considered. Please submit the electronic copy as a disc or thumb drive in PDF format and enclose with your paper copies. Submission delivery instructions – see Section K.

J. Proposer Selection

At its discretion, the Municipalities may select a firm outright or select a finalist(s) for in-person interviews. The Municipalities reserve the right to negotiate directly with the firm selected for additional project work at a negotiated contract for services. The Municipalities reserve the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals. Attachment B includes a table that identifies the selection criteria which will be used to rank proposals.

K. Questions

The Town of Falmouth will administer all aspects of this RFQ. Questions regarding this RFQ may be directed, in writing, to Nathan Poore, Town Manager, Falmouth Maine via e-mail at npoore@falmouthme.org. All submitted inquiries and responses will be posted to the Town of Falmouth web site in an area dedicated to bids/RFP/RFQ http://www.falmouthme.org/current-bids-rfps/pages/current-bids-rfps

Deadline for Submissions:
All responses to this Request for Qualifications must be received by the Town of Falmouth no later than February 25, 2016, 2:00 PM. Proposals should be sent to: Nathan Poore, Town Manager, Town of Falmouth, 271 Falmouth Road, Falmouth, Maine 04105. Proposals shall be labeled "RFQ – Street Lights."

ATTACHMENT A – Participating Community Profile

COMMUNITY PROFILE	Approximate Units
Falmouth, Maine	
• Road Miles	78
• Street Lights attached to public utility poles and scheduled for replacement through this project	700
• Population	11,185
Rockland, Maine	
• Road Miles	57
• Street Lights attached to public utility poles and scheduled for replacement through this project	704
• Population	7,297
South Portland, Maine	
• Road Miles	153
• Street Lights attached to public utility poles and scheduled for replacement through this project	1,597
• Population	25,002
Biddeford, Maine	
• Road Miles	135
• Street Lights attached to public utility poles and scheduled for replacement through this project	2,325
• Population	21,277

ATTACHMENT B – Rating Categories

The following table will be used to rank proposals in the selection process:

RATING CATEGORY	WEIGHT

Company Capability & Experience
• Respondent demonstrates strong knowledge of streetlight technology, quality standards, and design requirements.
• Respondent has project experience
  o Managing or performing all aspects of the project
  o With large projects (1,000+ lights) in urban and suburban areas for a PM
• Knowledge of local municipal operations and maintenance requirements
• Experience with similar partnerships with municipalities and/or municipal collaborations
• Experience or demonstrated understanding of utility requirements and incentives.
• Experience in assisting municipalities with evaluation and acquisition of their streetlights
• Experience and capability of providing financing
• Possession of unique tools and technologies to improve system performance
	30

Project References
• For the three project references. Each should:
  o Demonstrate high degree of responsiveness to client needs
  o References speak highly of all aspects of the project and the key delivery personnel
	15

Qualifications & Experience of Project Team
• Sufficient staff to support project implementation
• Employees that will staff this project have:
  o Experience performing or managing all aspects of the project (i.e. audit through verification)
  o Experience on the projects listed as references
  o Connections with the appropriate utility reps
  o Experience managing a project in this region
  o Appropriate training/certifications
	25

Project Approach
• Describes a coherent, convincing plan to meet or exceed requirements of scope of work for all tasks
  o Includes a detailed schedule that accelerates implementation where possible
  o Includes a description of a rigorous Audit Report that can be used to support financing of the remaining project costs
  o Includes a design approach that will meet the PM's goals of safety, standardization, and minimizing lifecycle costs
  o Includes a project management approach which demonstrates efficiencies in time and cost
  o Describes the PM's involvement in all phases and describes an efficient use of their time and resources (e.g. efficient plan for meetings, use of police details or avoiding them)
	30