REQUEST FOR PROPOSAL (RFP) No. ES2010

Issue Date: January 22, 2010

COMPREHENSIVE ENERGY STUDY OF SCHOOL AND MUNICIPAL FACILITIES
For The
Ridgefield Public School District and Town of Ridgefield
Ridgefield, CT 06877

Joint Energy Committee

Town of Ridgefield
400 Main Street – Ridgefield, CT 06877

Ridgefield Board of Education
70 Prospect Street – Ridgefield, CT 06877
I. Statement of Purpose

The purpose of this RFP is to solicit proposals from qualified individuals or firms with expertise in energy auditing to conduct a comprehensive energy study of the Ridgefield Public School District’s ten (10) school facilities and the Town of Ridgefield’s six (6) municipal buildings. The outcome of this study will be a Comprehensive Energy Audit report that will provide recommendations, options and specifications that will assist the District and Town in reducing overall energy costs while becoming as energy efficient as possible. Both the Ridgefield Public School District and Town of Ridgefield are interested in exploring a full range of energy services, contracts, alternative energy solutions, energy-related capital improvements and Energy Conservation Measures (ECMs).

II. General Information

This RFP package will provide the following: the general scope of work to be provided, instructions for submitting proposals, the procedure and criteria by which the successful respondent will be selected and the contractual terms by which the Ridgefield Public School District and Town of Ridgefield will govern this relationship.

It is anticipated that the energy study will commence as soon as possible after the awarding of the RFP and will be completed with recommendations and specifications within thirty (30) days following the start of the study. The successful respondent will be required to present their energy strategies and recommendations in a Comprehensive Energy Audit report before the Joint Energy Committee. The presentation meeting will be scheduled with the Joint Energy Committee following the completion of the study and the successful respondent will be notified two (2) weeks prior to the scheduled meeting.

III. Scope of Work

The successful respondent will be required to undertake a technical field study of each school district and municipal facility as described herein. The field study will identify the most effective measures that can be taken to reduce overall consumption and long-term costs for heating, cooling, ventilation, lighting, water heating and other energy uses within each building. The field study should address consumption of all current energy sources (#2 Fuel Oil, Electricity, and Natural Gas). Measures may involve controlling, modifying, adding or replacing equipment and/or systems. The following list of measures is intended to be illustrative and not prescriptive and is presented to assist respondents in understanding the District and Town’s expectations and intent of this study:

1. All major heating, cooling and ventilation systems.
2. Lighting and lighting controls, including fixture upgrades and occupancy sensors.
3. Installation or integration of computerized energy management systems.
4. Improvements to building envelope components such as windows, doors, insulation, window films, roofing systems.
5. Demand limiting strategies, including alternative energy generation, or cogeneration infrastructure.
6. Assistance in securing incentives as well as brokering and procurement of electricity, natural gas, oil and other utility contracts where applicable.
III. Scope of Work (Continued)

Each school district and town building are identified in the following tables (Table I, II) and must be evaluated for any potential long-term energy and cost savings, improvements, conservation measures and/or feasibility for alternate energy generation sources where applicable.

Upon request, the District and Town will provide copies of electric, oil or other utility bills as needed. For proposal preparation, this may require up to two years of billing data. Respondents are expected to prepare their baseline and usage profiles from this information.

Whenever possible, the District and Town will make copies available of any mechanical and/or electrical drawings of the facilities (if such exist).

**TABLE I**

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Year Built</th>
<th>Sq Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barlow Mountain Elementary School</td>
<td>115 Barlow Mountain Road</td>
<td>1970 (1)</td>
<td>85,000</td>
</tr>
<tr>
<td>Branchville Elementary School</td>
<td>40 Florida Road</td>
<td>1969 (2)</td>
<td>57,329</td>
</tr>
<tr>
<td>Farmingville Elementary School</td>
<td>324 Farmingville Road</td>
<td>1963/64 (3)</td>
<td>53,000</td>
</tr>
<tr>
<td>Ridgebury Elementary School</td>
<td>112 Bennetts Farm Road</td>
<td>1962 (4)</td>
<td>83,700</td>
</tr>
<tr>
<td>Scotland Elementary School</td>
<td>111 Barlow Mountain Road</td>
<td>1968</td>
<td>52,300</td>
</tr>
<tr>
<td>Veteran Park Elementary School</td>
<td>8 Governor Street</td>
<td>1955 (5)</td>
<td>51,690</td>
</tr>
<tr>
<td>East Ridge Middle School</td>
<td>10 East Ridge Road</td>
<td>1966 (6)</td>
<td>157,800</td>
</tr>
<tr>
<td>Scotts Ridge Middle School</td>
<td>750 North Salem Road</td>
<td>2002</td>
<td>140,010</td>
</tr>
<tr>
<td>Ridgefield Alternative High School</td>
<td>25 Gilbert Street</td>
<td>n/a</td>
<td>1,500</td>
</tr>
<tr>
<td>Ridgefield High School</td>
<td>700 North Salem Road</td>
<td>1971 (7)</td>
<td>322,000</td>
</tr>
</tbody>
</table>

**Notes:**

(1) Renovated in 2003
(2) Re-Opened as school facility in 1995
(3) Some renovations in 2000-2002
(4) Addition/renovations in 2003-2004
(6) Renovated in 2002
(7) Addition built in 2002
<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Year Built</th>
<th>Sq Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>Catoonah Street</td>
<td>n/a</td>
<td>35,164</td>
</tr>
<tr>
<td>Highway Department</td>
<td>60 South Street</td>
<td>n/a</td>
<td>70,819</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>193 Danbury Road</td>
<td>n/a</td>
<td>55,728</td>
</tr>
<tr>
<td>Town Hall</td>
<td>400 Main Street</td>
<td>n/a</td>
<td>21,100</td>
</tr>
<tr>
<td>Venus Building</td>
<td>66 Prospect Street</td>
<td>n/a</td>
<td>120,176</td>
</tr>
</tbody>
</table>

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IV. Proposal Evaluation Criteria

Proposals will be evaluated and rated on the basis of the following criteria:

1. Experience and Qualifications of the respondent

   Consideration will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP. Similar experience may be understood to include any recommended projects and measures that have furnished energy efficiency and/or cogeneration improvements in public schools or municipal and commercial facilities of similar size and conditions as found in the District and Town.

   The Joint Energy Committee will undertake any investigation that it may deem necessary to determine each respondent’s stated qualifications. The successful respondent must provide any and all information that it deems necessary to qualify for this project. The Joint Energy Committee will analyze all information to determine the successful respondent’s overall ability to fulfill the terms of these specifications and their decision shall be binding, conclusive and final. The Joint Energy Committee reserves the right to waive any informality in any proposal.

2. Technical Approach

   Respondents will be evaluated on the soundness and detail of their presentation of technical strategies proposed for meeting the District and Town’s energy efficiency goals and objectives. The proposal should include descriptions of any improvements both to the physical facility and to the integration of other relevant measures, services such as training, operations and maintenance practices, utilities procurement, and measurement and verification of potential energy savings.

   Respondent’s proposal must explain the full approach their organization will take in performing the comprehensive energy study, audits and assessments and the methods utilized in the preparation of any proposed energy efficiency improvements or measures.

In addition, it will be the intent of the Joint Energy Committee to award the Comprehensive Energy Study on the basis of the best interest and advantage to both the District and Town.

V. Proposal Format and Contents

Proposals must be submitted in the format outlined in this section. Each of the described parts and sections must be completed in full. Each proposal will be reviewed to determine if it meets these criteria prior to actual evaluation. The District and Town reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the requests for information contained herein.

1. The Ridgefield Public Schools (the “District”) and the Town of Ridgefield (the “Town”) are accepting proposals for the performance of a Comprehensive Energy Study for the District’s ten (10) school facilities and the Town’s six (6) municipal buildings until 1:00 p.m. on Friday, February 19, 2010.

   Proposals received after the above date will be disqualified and returned unopened to the respondent.

   At this time, proposals will be opened in the administrative offices of the Board located at 70 Prospect Street, Ridgefield, Connecticut, where the names of respondents will be recorded.
V. Proposal Format and Contents (Continued)

2. Proposals must be submitted as follows: one (1) original and eight (8) copies. All proposals must be properly and completely executed.

3. All proposals must be clearly marked on the envelope: Comprehensive Energy Study – 1/22/2010 and should be sent to:

   Joseph Morits, School Facilities Manager
   Ridgefield Public Schools
   70 Prospect Street
   Ridgefield, CT 06877

4. RFP Timeline

   The schedule of key dates set forth herein represents the District and Town’s best estimate of the schedule that will be followed. Days are CALENDAR DAYS.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP emailed</td>
<td>Friday, January 22, 2010</td>
</tr>
<tr>
<td>RFP on <a href="http://www.ridgefieldct.org">www.ridgefieldct.org</a></td>
<td>Friday, January 22, 2010</td>
</tr>
<tr>
<td>Deadline for written questions</td>
<td>Friday, January 29, 2010</td>
</tr>
<tr>
<td>Appointments for site visits</td>
<td>February 10, 11, 12, 2010 - pending</td>
</tr>
<tr>
<td>Proposals due by</td>
<td>Friday, February 19, 2010</td>
</tr>
<tr>
<td>Review of proposals</td>
<td>February 23, 2010 - pending</td>
</tr>
<tr>
<td>Award of study</td>
<td>February 26, 2010</td>
</tr>
</tbody>
</table>

5. Proposal must include any and all costs associated with the performance of services as described herein. Any and all labor costs, direct and indirect, must be determined and included in the proposal cost.

   The Ridgefield Public Schools are tax-exempt. The proposal cost must include all labor costs and material costs, without tax, and is to constitute the exact amount that the Ridgefield Public Schools will be billed for the contracted services.

   Under no circumstances will the District or Town be responsible for any costs incurred by respondents in the preparation of a proposal in response to this RFP.

6. Proposals should contain a summary of procedures, formulas, and methodologies, including any special metering or monitoring equipment that the respondent will utilize to measure and calculate any and all energy data for this study.

   - Continued on next page -
V. Proposal Format and Contents (Continued)

7. Written answers to questions that may change or substantially clarify the RFP will be provided to respondents via email.

All questions regarding this Request for Proposal (RFP) must be directed in writing to, Joseph Morits, Facilities Manager, via e-mail at jmorits@ridgefield.org or fax number (203) 431-2811. The deadline for submission of questions for this project is 2:00PM, January 29, 2010.

8. References:

Each respondent is required to provide, as part of the RFP response, three (3) references. These references are to be current (no more than five years old), and must demonstrate a level of services, undertakings, measures, recommendations and implementations similar to the District and Town’s energy goals and objectives described in the RFP.

Respondents should also include the achieved savings attributable to the level of services, undertakings, measures, recommendations, and implementations of all similar projects.

VI. Site Visits

1. It is understood that in the course of preparing audit proposals it may become necessary for the firm or individual responding to the RFP to gain access to the various buildings to gather information, inspect, take measurements, etc. Site representatives will be available to answer questions about the operation of facilities being inspected. Appointments may be granted during the week of February 8, 2010 as referenced in RFP timeline section. Site visits will subject to number of requests, and building and personnel availability.

Any request for a site visit appointment must be directed in writing to, Joseph Morits, Facilities Manager, via e-mail at jmorits@ridgefield.org or fax number (203) 431-2811. Deadline for site visit requests is 3:00 PM Friday, January 29, 2010.

VII. Notification of RFP Award

1. The successful respondent will be notified immediately following selection.

2. The District and Town will reasonably notify each respondent of the successful responder.