



Haines Borough Request for Proposals Energy Audit

The Haines Borough, Alaska is requesting proposals for the delivery of professional energy auditing services for its Public Safety Building. The intent of this Request for Proposals (RFP) is the receipt of proposals to audit and assess current energy usage and costs, and to identify, analyze, and recommend energy conservation and efficiency measures with the ultimate goal of reducing the Borough's energy costs.

I. SCOPE OF WORK

- A.** Performance of an energy audit of energy usage of the Public Safety Building as specified in the attached schedule "A," to be completed within thirty days of contract execution.
- B.** Preparation and delivery of a report within thirty days of audit completion, identifying, discussing and recommending energy conservation measures and projects.

The report shall calculate:

1. The building's energy consumption (in kW, KWh, Btus, therms, etc...), energy costs as of the date of the report;
2. A projection of the building's energy costs without implementation of any project recommendations;
3. The building's energy costs assuming implementation of the five most cost effective projects; and,
4. The building's energy costs if all recommendations are implemented.

The required report must include a detailed economic analysis of the cost effectiveness of each recommendation, including total projected costs with return on investment time periods.

- C.** The report should include an assessment of the building envelope (windows, doors, insulation, etc.) for energy efficiency effectiveness and provide recommendations for any cost effective improvements that could be implemented by the Borough.
- D.** The report should include an assessment of interior and exterior building lighting for energy efficiency effectiveness and provide recommendation for any cost-effective improvements that could be implemented by the Borough.
- E.** The report should include an assessment of the building HVAC system for energy efficiency effectiveness and provide recommendations for any cost-effective improvements that could be implemented by the Borough.

II. Evaluation Criteria

All submissions will be evaluated based on: (1) price; (2) proven record of success in similar assignments; (3) qualifications by education and experience in the energy fields.

III. Required Terms and Conditions

Proposals shall be on a fixed fee basis only. Fees shall not be, in whole or in part, contingent on any other factors, such as shared savings, commissions, or percentages of project costs, nor shall fees be on an hourly basis or rate schedule basis.

IV. Qualifications

With respect to the evaluation of qualifications, all respondents shall submit the following information with respect to their qualifications to perform the scope of work:

A. Business Qualifications

- Office location from which the scope of work will be managed;
- Business presence in the local area, i.e., other customers in local area;
- Specific experience with projects of a comparable nature;
- Description of respondent's organizational structure and legal status, e.g., corporation, partnership, joint-venture for purposes of submission of proposal, etc.;
- Number of years respondent has been in business under current name;
- List any past or present litigation respondent has or is involved in arising from the provision of energy auditing and implementation services;

B. Personnel Qualifications

- Identification of the project manager for respondent, including number of years with respondent's company;
- Background and professional qualifications of all personnel to be involved in this assignment, including the project manager, who will be assigned to perform scope of work (include resumes), and educational degrees held;
- Identification of personnel responsible for technical matters;
- Identification of personnel responsible for economic analysis and financing alternatives analysis.

C. Experience

- Listing and narrative description of all work implementing energy auditing and implementation services for public sector and similar clients in Alaska and area;
- Narrative description of work on prior projects
- List three similar (preferably municipal or other public sector) assignments that the respondent has performed in the last three years.
- Provide an example of a recent completed energy audit for a similar client.

D. Other

- Current Haines Borough and State of Alaska business licenses.
- May NOT be an employee or officer of the Haines Borough (per HBC 2.62.030).
- Can demonstrate expertise to perform the scope of the project.
- Can comply with the following contract conditions.

CONTRACT CONDITIONS

- **PRODUCT**: All Plans, original drawings, electronic files, specifications, reports, photographs, and other documents relative to a project which the respondent prepares or causes to be prepared in connection with services performed shall be delivered to and become the property of the Borough.

- **INSURANCE:** The professional services provider to whom a contract is awarded may be required to furnish to the borough evidence of insurance coverage(s) including general liability, professional liability, and workers compensation insurance, as appropriate.
- **INSURANCE NOT LIMITING CONTRACTOR'S LIABILITY:** The provisions of this contract requiring insurance shall not limit the liability of the Contractor or anyone acting on behalf of the Contractor.
- **INDEMNITY:** Contractor agrees to defend, indemnify and hold the Borough harmless from any and all claims, demands or liability for bodily injury or death of any person, or damage to property arising out of the Contractor's execution of the contractual duties of the Contractor, its agents, employees or assigns.
- **DAMAGE TO BUILDINGS OR EQUIPMENT:** Any problems, including building or equipment damage, caused by or discovered by the Contractor during the execution of the contractual duties of the Contractor should be reported immediately.
- **COMPLIANCE WITH LAWS:** The Contractor and all persons acting on behalf of the Contractor shall comply with all applicable laws and regulations of Federal, State or Local government agencies with respect to the activities of the Contractor or anyone acting on behalf of the Contractor.
- **LIENS AND ASSESSMENTS:** The Contractor agrees that it will pay all employment security contributions required to be paid as a result of any services performed for the Borough regardless of whether they are performed by the Contractor or someone engaged by the Contractor. The Contractor shall not allow any lien to be placed against the Borough by reason of non-payment of such contributions or any other reason, and shall indemnify the Borough against any such lien.
- **EXPENSES AND ATTORNEY'S FEES UPON DEFAULT:** Contractor agrees to pay all actual costs, expenses and actual attorney's fees incurred by the Borough upon an Event of Default.
- **DEFAULT:** The Contractor shall be declared in default of the contract if the Contractor fails to adequately perform the contract services. If, in the opinion of the Borough, the Contractor's services do not adequately fulfill the intent of the contract, the Borough Clerk shall notify the Contractor in writing of service deficiencies. If the Contractor fails to correct such deficiencies within ten days of receiving this written notice, or consistently fails to provide adequate services as documented in writing by the Borough, the contractor shall be in default of the contract and the Borough shall terminate the contract.
- **BILLING/PAYMENT:** Requests for payment for performed services shall be submitted to the Borough and will be processed for payment at the time of the next accounts payable check run.

PROPOSAL AND AWARD SCHEDULE

December 2, 2009 Publish Notice & Distribute Proposal Packets

January 13, 2010 Proposal Due Date

January 26, 2010 Contract Award by Borough Assembly

February 8, 2010 Notice to Proceed

The Assembly may require the Contractor to provide a performance bond on the services to be provided. The Borough Assembly reserves the right to reject any and all bids and to negotiate with the low bidder.

Response to this request for proposals should be delivered or mailed in a sealed envelope marked **Energy Audit** to:

Haines Borough
Attention: Borough Clerk
P.O. Box 1209
Haines, AK 99827

Responses will be accepted until 4:00p.m. on Wednesday, January 13, 2010. Receipt is made when delivered to the above address either in person or via mail. Postmark date does not constitute receipt. Email or fax responses will be accepted to jcozzi@haines.ak.us or 907-766-2716, but must be clearly marked "*CONFIDENTIAL*."

SELECTION PROCEDURE

The Borough Manager and Director of Public Facilities shall review all written proposals. Based on qualifications, compliance with RFP requirements, and the proposal amount, a contractor will be recommended to the Borough Assembly for their approval.

CONTRACT PERIOD

Following contract award, all parties shall negotiate and sign a contract, and the contractor will be given a Notice to Proceed. The contractor will be expected to immediately meet with the Director of Public Facilities to establish a schedule. Thereafter, the contractor will provide the required services as noted in the Scope of Services section of this document. This contract period will expire on or before April 30, 2010.

CONTRACT TERMINATION

Either party may cancel the written contract by giving a minimum 30-day notice, in writing, to the other party.

Energy Audit Specifications

SCHEDULE A

The energy audit shall be performed for the Haines Borough Public Safety Building, located at 213 Haines Highway, Haines, Alaska.

Building Description:

The Public Safety Building is a 12,000 square foot building housing the Haines Volunteer Fire Department, Police Department, public offices and meeting space. Also included within the building foot print are enclosed garage spaces for the fire engine fleet. The building is fully utilized and a vital part of the Borough infrastructure.

In general the structure was built in 1978, has a flat roof and is wood construction. 3,360 sq. ft. of the building foot print is a two story structure which houses all the activities and offices for a total of 6,720 sq. ft. of usable space. The building is constructed on pilings with a 4 to 6 foot crawl space. The remaining 5,820 sq. ft. is an open high bay garage used for fire engine and emergency vehicles. These vehicles are kept in a ready state at all times. The building is a wood addition with slab on grade and is fully insulated and heated.

The following work shall be performed:

1. Conservation and Energy Reduction Audit and Baseline Report

Audit all of the below systems to provide inventory information and baseline usage data:

- a. Building lighting
- b. HVAC systems
- c. Exterior lighting.

2. Mechanical Audit

- a. List all mechanical equipment (inventory) per facility
- b. Rate all existing equipment for efficiency, useful life, and cost reduction potential
- c. Calculate existing cost to run equipment per facility
- d. List proposed energy efficient equipment to be installed per facility
- e. List energy savings calculations (kW, Btu...) per facility
- f. List energy cost savings calculations based on current utility rates per facility.

3. Financial Analysis

- a. Total cost to implement proposed energy conservation measures per facility
- b. Total energy savings per facility
- c. Cost savings analysis comparing current and future cost of electric and thermal energy without new technology to the cost of power purchased with new technology