

**REQUEST FOR PROPOSAL
(RFP)**

for

Professional Services for Consulting

**To Develop and Prepare an Energy Efficiency and Conservation Strategy for
the City of Flint**

Presented By:

**MICHAEL K. BROWN
MAYOR**

CITY OF FLINT, MICHIGAN

And the

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

**Municipal Center
1101 S. Saginaw Street
Flint, MI 48502
Phone: (810) 766-7436
Fax (810) 766-7351**

May 9, 2009

**REQUEST FOR PROPOSAL
(RFP)**

**City of Flint
Department of Community and Economic Development**

**Professional Services
To Develop and Prepare an Energy Efficiency and Conservation Strategy**

The City of Flint, through its Department of Community and Economic Development, invites sealed proposals from qualified firms or individuals for professional consulting services to assist the City develop and prepare a Energy Efficiency and Conservation Strategy.

EQUAL EMPLOYMENT OPPORTUNITY: Contractor will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws.

INELIGIBLE BIDDERS: All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Contractors. All respondents must also remain current and not be in default of any obligations due the City of Flint including, but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to the City of Flint.

Proposals will be accepted at the City of Flint, Department of Community and Economic Development, 1101 S. Saginaw Street, North Building, Flint, Michigan, 48502. **Proposals must be submitted in a sealed envelope and shall be labeled: Professional Services for Consulting Assistance to Develop and Prepare a Energy Efficiency and Conservation Strategy.** The Department of Community and Economic Development requests a digital version to be available.

The City will receive proposals until 5:00 p.m., local time on **Monday, May 18, 2009 at 5:00 P.M.**

PROPOSAL OPENING MEETING: Sealed proposals will be opened at 8:00 a.m., local time, on **Tuesday, May 19, 2009 at 8:00 A.M.**, at the City of Flint Department of Community and Economic Development, City Hall, North Building, 1101 S. Saginaw St., Flint, MI 48502.

The City of Flint is an Equal Opportunity Employer. TDD – 766-7120

BACKGROUND

The purpose of this Request for Proposal (RFP) is to obtain proposals for consulting services to assist the City of Flint in the development of an Energy Efficiency and Conservation Strategy (EECS).

On March 26, 2009 Vice President Joe Biden and Energy Secretary Steven Chu announced plans to invest \$3.2 Billion in energy efficiency and conservation projects. The Energy Efficiency and Conservation Block Grant program, funding by President Obama's American Recovery and Reinvestment Act of 2009, Public Law 111-5, appropriates funding for the Department of Energy (DOE) to issue/award formula-based grants to states, U.S. territories, units of local government, and Indian tribes under the Energy Efficiency and Conservation Block Grant (EECBG) Program. The Department of Energy's authorization for this program is set forth in Title V, Subtitle E of the Energy Independence and Security Act (EISA) of 2007.

Projects under this announcement will be funded, in whole or in part, with funds appropriated by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, (Recovery Act or Act). The Recovery Act's purposes are to stimulate the economy and to create and retain jobs. The Act gives preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds made available by it for activities that can be initiated not later than June 17, 2009. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the Act, especially job creation, preservation and economic recovery, in an expeditious manner.

The City of Flint was allocated \$1,147,900 in funds for local energy efficiency improvements. The uses of the Energy Efficiency and Conservation funds include:

- Energy audits and retrofits of residential and commercial buildings;
- The development and implementation of advanced building codes and inspections;
- The creation of financial incentive programs for energy efficiency improvements;
- Transportation programs that conserve energy;
- Projects that reduce and capture greenhouse gas emissions;
- Renewable energy installation on government buildings;
- Energy efficient traffic signals and lights; and
- Deployment of Combined Heat and Power and district heating and cooling systems.

The distribution and uses of the Energy Efficiency and Conservation Block Grant funds must meet the reporting requirements of Attachment C of the U.S. Department of Energy; including

1. Jobs created and /or retained;
2. Energy saved;
3. Renewable energy capacity;
4. GHG emissions reduced; and
5. Funds leveraged.

The City of Flint must submit an application for funding from a Recovery and Reinvestment Act Energy Efficiency and Conservation Block Grant before June 25, 2009. The City is requesting consultant assistance to develop its Energy Efficiency

and Conservation Strategy and prepare a funding application to the U.S. Department of Energy.

Part I CONSULTANT REQUIREMENTS

I-A. Purpose:

The City of Flint (hereinafter referred to as the "City"), a Michigan Municipal Corporation, is seeking proposals from qualified firms or individuals to provide professional services to assist the City with preparation and submission of its Energy Efficiency and Conservation Strategy to the United States Department of Energy hereinafter referred to as the "Project". In order to expedite this process, this RFP is being faxed and emailed to qualified consultants.

I-B. Scope of Services:

The scope of services for the Project is outlined below. However, respondents should note that these work items are the basis for the technical assistance and are not intended to be inclusive of all of the tasks required to prepare a complete proposal. Respondents should expand and modify these items, as needed; to assure a complete, comprehensive proposal for the technical assistance required to deliver the work products in the Project.

It shall be noted that all work products for the Project and its scope of services shall be provided to the City in hard copy form. The City shall own all work products and documents resulting from this RFP and shall approve consultant's choice of software utilized for this Project.

The scope of services for the Project is:

- Development of a strategy for the implementation of energy efficient Programs and Projects.
- Collect and analyze data that will prioritize energy efficiency and conservation projects for the fastest, cleanest, and cheapest ways to meet demand, have long term benefit, and link efforts to long terms priorities in areas of economic development, community stabilization, and poverty reduction.
- Design Programs and Projects for investment that creates and/or retains jobs, stimulates the economy, and meets long term energy goals.
- Evaluate programs and projects that will provide substantial, sustainable, and measurable energy savings, job creation, and economic stimulus effects.
- Develop a clear, concise work plan to carry out the activities and objectives detailed in the applicant's proposal and any subsequent grant agreement.
- Coordinate to every extent possible with local government and other organizations involved in similar initiatives to expand the potential for the completion of a successful Project.
- Prepare Budget with justification.
- Identify alternative public and private funding sources for the Project.
- Ensure that the City of Flint NSP program meets all requirements of Recovery and Reinvestment Act of 2009.

- Assist in the preparation of all required components of the City's Energy Efficiency and Conservation Strategy and Block Grant Application.

I-C. Contract Time Frame

The contract time frame for this project will be for a period of one (1) year from the date of contract award.

I-D. Type of Contract

It is proposed that, if a contract is entered into as a result of this RFP, it will be a time and materials contract based on a fixed price contract. Negotiations may be undertaken with those consultants whose proposals, as to price and other factors, as determined by the City, show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be one most advantageous to the price and other factors considered. The City reserves the right to consider proposals or modifications thereof received at any time before award is made, if such action is in the best interest of the City. The determined price of contract shall be adhered to and at no time will the contractor be allowed to bill for work not agreed upon.

I-E. Rejection of Proposals

The City reserves the right to reject all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City.

I-F. Incurring Costs

The City is not liable for any costs incurred by consultants prior to issuance of a contract.

I-G. Inquiries

Questions that arise prior to submission of bids must be directed to Carol Freeman, Grant Development Coordinator, at (810) 766-7436 extension 3004 or fax (810) 766-7351.

I-H. Addenda to RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all consultants who receive the RFP.

I-I. Response Date

To be considered, proposals must arrive at the address designated by the City on or before the date and time specified in the cover letter. Consultants mailing proposals should allow normal delivery time to ensure receipt of their proposal. All proposals shall be received by the Department of Community and Economic Development by 5:00 p.m., local time, on **Monday, May 18, 2009**.

I-J. Proposals

To be considered, consultants must submit a complete response to this RFP using the format provided in Part II. One original and four copies of the proposal must be submitted to the Department of Community and Economic Development, Department of Community and Economic Development, 1101 S. Saginaw Street, Flint, Michigan 48502. Proposals must be signed by an official authorized to bind the consultant agency to its provisions. Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, this period must be at least thirty (30) days.

I-K. Acceptance of Proposal Content

The contents in the proposal of the successful bidder may become contractual obligations if a contract is issued. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

I-L. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of this RFP.

I-M. Prime Contractor Responsibilities

The selected consultant will be required to assume responsibility for all services offered in his/her proposal, regardless of who produces them. Furthermore, the City will consider the selected consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

I-N. Contract Payment Schedule

Monthly invoices are submitted to the City of Flint Department of Community and Economic Development, Department of Community and Economic Development, to the attention of Nancy Jurkiewicz Rich, or designee. Payment for contract services entered into as a result of this RFP will be made within thirty (30) days of receipt of an invoice.

I-O. Independent Price Determination

By submission of a proposal, the offerer certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization in connection with this proposal that:

1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other offerer or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offerer and

will not knowingly be disclosed by the offerer or to any competitor;
and

3. No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
4. Each person signing the proposal also certifies that:
 - a. He/She is the person in the offerer's organization responsible within that organization for the decision as to the prices being offered in the proposal; and
 - b. He/She is not the person in the offerer's organization responsible within that organization for the decision as to the prices being offered in the proposal but that he/she has been authorized in writing to act as agent for the persons responsible for such decision.

I-P. Equal Opportunity Affirmative Action

The consultant shall adhere to all federal and state regulations in respect to equal opportunity, affirmative action and minority representations. Minority firms are encouraged to apply.

If the bidder is certified as a minority or female-owned business by the Michigan Department of Civil Rights pursuant to Public Act 428, then such documentation shall be included in the proposal.

I-Q. Ownership of Work Products

It is explicitly understood that all work products and documents resulting from this RFP and contract shall become the property of the City of Flint.

I-R. Liability Insurance

The selected bidder will be required to provide general liability, workmen's compensation insurance, and professional liability insurance coverage in the amount of One Million Dollars. Said proof of liability insurance shall be included as part of the contract document.

I-S. Contractor's Compliance with State and Federal Regulations

The selected bidder shall comply with all applicable state and federal regulations governing the contract that results from this RFP.

**PART II
INFORMATION REQUIRED FROM BIDDERS**

The content of the bidder's proposal shall include information for the items listed below:

II-A. Firm or Organization Identification

State the full name and address of your firm or organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work of the Project. Indicate whether you operate as an individual or partnership or corporation and include the state in which your firm or organization is incorporated. If a joint venture is contemplated, name the firms involved. Also, subcontractors to be used for the Project must be identified in a similar manner.

II-B. Statement of Understanding

State in precise terms your understanding of the scope of services presented in this RFP and your role in accomplishing these services.

II-C. Management Staffing

1. Staffing – Provide the names, qualifications, and background information (resumes) of your Project Team, including Project manager, and other professional staff who will be associated with the Project. Estimate the percent of the time each individual will devote to the work. Include a Project Organizational Chart.
2. Sub-Consultant – Discuss the nature and extent of sub-contracting other services pertinent to this Project.
3. Responsiveness – Discuss how your firm will respond quickly on a day-to-day basis to Project needs. Discuss how you will maintain close and effective communications with the City and its staff.

Bidder must be able to staff a project team that is experienced in community development and affordable housing projects.

II-D. Work Plan

Present in detail your proposed work plan for this project, including major tasks to be achieved and related work products. Also, present in detail any "Additional Recommended Items" that you deem appropriate to be included as part of the technical assistance. Provide a work schedule outlining the time frame for your firm to complete the work including "Additional Recommended Items" and the estimated time required for the completion of each major task.

Your work plan must also define what your firm will need from the City to complete the scope of services, work products, or documents, etc. for the Project.

II-E. Qualifications and Prior Experience

The qualified proposer needs to provide the following:

- ***Provide a description of the organizations experience in conducting the type of work proposed prior to submission of this proposal. Include a summary of any other involved organizations, funding sources, and accomplishments.***

Discuss your firm's experience in the provision of these types of services and provide examples of similar projects that your firm has (or major principals of your firm) been involved with. Include at least three (3) references, identifying the following information

- a. Client
- b. Contact person and phone number
- c. Services provided
- d. Original estimate or project costs
- e. Actual project cost

II-F. Authorized Negotiators

Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contracts with the City of Flint Department of Community and Economic Development, Department of Community and Economic Development.

II-G. Cost of Services Level of Effort

In this section of the proposal, provide an estimate of the total not-to-exceed cost for the Project. This cost shall also include a breakdown for labor, overhead rates, fringe benefits, profit and other pertinent costs. Demonstrate the level of effort for the Project by listing, by position, the number of hours necessary to complete this Project, including a detailed outline of professional personnel. The level of effort a subcontractor will provide, as well as any "Additional Recommended Items" the Consultant deems appropriate to be included in the technical assistance, shall also be represented in a similar format. Also, the Consultant shall submit its rate schedule. The rate schedule shall include your firm's rates (including labor, overhead, fringe benefits and profit) for each position that will be assigned to the Project as well as any other costs related to the provision of these services. The Consultant will be reimbursed on a time and materials basis with a not to exceed cost presented as an upper limit for the Project.

The information requested in this section is required to support the reasonableness of your quotation. The data will be held in confidence and will not be revealed to or discussed with competitors until after a contract is awarded to successful bidder(s). After contract award, all bids are subject to the Freedom of Information Act. This portion of the proposal must be bound and sealed separately from the remainder of the proposal.

Use the following format:

1. Itemize so as to show the following for each category of personnel with a different rate per hour:
 - a. Category: e.g., project manager, senior architect, draftsman, etc.
 - b. Estimated number of man hours

- c. Rate per hour
 - d. Total cost of each category and for all labor needs
2. Fringe Benefit Costs – ITEMIZE
 3. Cost of supplies and materials – ITEMIZE
 4. Other direct costs – ITEMIZE
 5. General and administrative burden of overhead – Indicate percentage and total
 6. Transportation costs – Show travel costs and per diem separately
 7. Printing costs – State separately the price for printing work products or documents
 8. Profit
 9. Overhead Rates – (or any other type of cost plus percentage of cost) shall only be allowed if bidder uses an overhead or indirect cost rate for its firm that has been approved by a federal agency. Such documentation must be included in the bid package.
 10. Total price quote for project

PART III EVALUATION CRITERIA OF PROPOSALS

The criteria that will be considered in the evaluation of the proposals for this RFP shall include, but not necessarily be limited to, the following factors:

III-A. Price

Analysis of cost, including level of effort allocated to each major task.

III-B. Prior experience and familiarity with the topic

This refers to the nature and extent of prior experience, including the years that the firm or organization has been in business, level of experience in community-based planning relating to Energy Efficiency Programs/plans and project development and management. Also, a past record of performance on similar projects, including such factors as control of cost, quality of work and ability to meet schedules urban, economic, commercial, residential, industrial and other related development projects, project management, etc.

III-C. Capability and Qualifications

This criterion includes consideration of bidder’s capability and ability to meet the terms of the RFP. Emphasis will be placed on the soundness of the bidder’s approach

to carrying out all tasks as presented in the scope of services and bidder's ability to perform the work within the required time limits as stated in Part 1-A.

III-D. Understanding of the nature of work to be performed and perception of issues to be addressed

This refers to proposer's understanding of the scope of services presented in this RFP and selected firm's role in accomplishing these services.

III-E. Professional Personnel

This refers to the competence of the professional personnel who would be assigned to the job by the consulting firm or individual consultant. Qualifications of professional personnel will be measured by education and experience, with reference to experience on projects similar to that described in this RFP. Emphasis will also be placed upon the qualifications of the project manager and the amount of dedicated management planned for this project by the contractor. Past record of performance on similar projects including such factors as control of cost, quality of work, and ability to meet schedules, project organization and management, including staffing, management control, and subcontractor utilization.

III-F. Local Preference

All respondents shall be advised that the City of Flint Code, Article 4 Section 18-21.5 gives a five (5) percent advantage of bidders located within the corporate City limits of Flint, Michigan. For example, if the lowest qualified bid represents a City of Flint non-resident business and the second higher lowest qualified bid represents a City of Flint resident business whose bid is up to 5 percent higher than the lowest qualified bid, then the contract can be awarded to the second lowest qualified bidder whose business is located in the City of Flint.

III-G. Other Factors

The criteria that will be considered in the evaluation of the Proposals shall include, but not necessarily be limited to, the following:

1. Avoidance of personal and organizational conflicts of interest.
2. Responsiveness to RFP requirements - quality of the information submitted in the proposal based on completeness, relevance, conciseness and organization of material presented.
3. The perception of the Project and your firm's expertise for the Project.
4. Extent of utilization of local firms and types of work to be performed.
5. Compliance with equal opportunity and affirmative action regulations.

