

**REQUEST FOR PROPOSALS (RFP) 132018
CONVERSION OF TOWN STREET LIGHT SYSTEM TO LED FIXTURES
AND FROM UTILITY OWNED TO MUNICIPALLY OWNED AND
MAINTAINED FIXTURES ON UTILITY OWNED POLES**

I. INSTRUCTIONS TO PROPOSERS

The Town of Scarborough is soliciting Requests for Proposals (RFP) for the design and implementation of Town-wide street light enhancements and conversions to LED fixtures.

Firms with relevant experience and qualifications to perform this consulting service and initiative are encouraged to submit. The purpose of the RFP process is to identify the most qualified respondents to support the Town in this important project. Following analysis of the responses to this RFP, a firm or firms will be invited for interviews conducted by an evaluation committee with a firm being selected for further negotiation. The firm ultimately awarded a contract by the Town will provide afore mentioned services as directed by the Town of Scarborough.

This RFP is available on our website (<http://www.scarborough.me.us>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207)730-4083, or kmorrison@ci.scarborough.me.us

Please continue below for the complete Request for Proposals document.

RESPONSES

The response to this RFP shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than **Friday, October 6, 2017 at 3:00 PM EST**. This will not be a public bid opening.

PROJECT/CONTRACT DEFINITION:

A. Project Description

The Town of Scarborough (Town) incurs significant annual costs related to street lighting. Approximately 1100 of the existing street lights in the Town are owned by the local investor owned utility, Central Maine Power. Through this RFP, the Town is interested in selecting a service provider to assist it in reducing street light costs by replacing these street lights to light-emitting diode (LED) technology and implementing Smart City and Internet of Things (IoT) technologies where practical. The Town anticipates that the scope of work may include street lights mounted to utility owned poles, decorative street lights, parking facility lighting, lighting controls, etc., in the LED conversion process. An inventory of utility owned street lights and an inventory of Town owned lights is included in this document in Attachment A.

In addition to transitioning existing street lights to LEDs, the Town of Scarborough wishes to explore global and individual light fixture control options. Each respondent shall provide past project examples of secure lighting control systems. The Town is also interested in exploring Smart City technologies that offer increased functionality of infrastructure, innovative services to residents and visitors, and opportunities for public/private partnerships that could offer revenue streams to the Town.

B. Project Schedule

Event Name	Event Due Date
Deadline for Written Inquiries/Questions	September 22, 2017
Response to Written Inquiries/Questions	September 29, 2017
Deadline for Proposal Submission	October 6, 2017
Respondent(s) Presentation/Interview	October 30-November 3, 2017
Award Announcement	November 6, 2017
Estimated Agreement Start Date	November 13, 2017

The Town is expecting to start implementation of the street lighting transition during the 2018 construction season.

SCOPE OF SERVICES

The Town is 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:

- Reviewing Town-assembled 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 RP 8-14 standards where applicable or at a standard to be specified;
- Proposing reductions of fixture where practicable;
- Providing a comprehensive financial analysis to indicate return on investment (ROI), savings and payback period;
- Completing all applicable incentive applications;
- Carrying out all procurement requirements;
- Applying on behalf of the Town 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 all 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. The service provider must also have experience implementing Smart City and IoT technologies that can enhance the functionality of existing urban infrastructure.

PROJECT PARTICIPANTS:

Members of the Public Works Department, Planning Department, and the Town Manager’s Office will be responsible for developing a short list of firms to be interviewed. Selected firms may be invited to make a presentation to selected staff. A recommendation to the Town Manager will be made after the information has been reviewed and interviews of the short-listed firms have been completed.

CONFLICT OF INTEREST

The Town seeks 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.

RESERVATION OF RIGHTS

- The Town of Scarborough reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
- Nothing in this document shall require the Town of Scarborough to proceed with planning and/or any of the identified services.

II. SUBMITTAL REQUIREMENTS:

Submittal Documents – Format

Follow these instructions carefully:

In total, five (5) hard copies of the Submittals, including attachments, are required as well as an electronic copy. Four (4) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction. The Town will not impose a limit to the number of pages in the submittal response.

In the four (4) bound copies, use a tabbed divider followed by a section cover page, to separate Sections A through H. The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "RFP- Conversion of Town Street Light System to LED Fixtures and from Utility Owned to Municipally Owned and Maintained Fixtures on Utility Owned Poles."

Submittals shall be delivered to the following addressee at or before Friday, October 6, 2017, 3:00 PM EST.

**Kim Morrison
Purchasing Specialist
Town of Scarborough
259 US ROUTE ONE
PO BOX 360
Scarborough, ME 04070-0360**

Late submittals will not be accepted.

Submittal Content: Each Submittal shall be organized in the following order:

A. Cover Letter:

A cover 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 your firm's company or business, its purpose, history and successes, including the number of years in LED street lighting business and major successes.
- List any similar projects completed or underway, the client/owner, and the approximate value of the work.
- Describe your firm's experience developing projects that conform to relevant state laws, local standards, and local Public Utility Commission rules.
- Provide examples where the firm has successfully assisted municipalities with evaluation and acquisition of their street lights from electric utilities.
- Describe the firm's experience deploying Smart City and IoT technology as part of LED street lighting projects.
- Describe partnerships with vendors, technology providers, or service providers and describe how these have added value to previous projects.
- Provide your firm's experience with obtaining grants and understanding rebate programs.

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 Town contacting these references, and consents to Town 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. Provide a project plan that reflects your proposed approach/process and demonstrates your ability to meet design and implementation milestones.

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

a. Audit

The Proposer will review the existing street and outdoor light Geographic Information Systems (GIS) inventory assessment previously performed by the Town. During the inventory assessment, the provider will report and review all issues with the Town weekly (or other mutually agreed upon timeframe) so that the Town may begin to address them in order to minimize any delay on the eventual conversion.

The proposer 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
- Reduction of existing fixtures where practicable
- Estimated sources of funding, including rebates
- Calculation of estimated total conversion cost (remaining design tasks, product, and installation), energy reduction, and simple payback

The Town seeks Proposers who can provide the strongest case for why their Audit will be most accurate and support approval by the Town. The proposer will indicate when their audit will be conducted (before [installation of new LED fixtures], during, or after).

b. 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)
- The Town may opt to finance this proposed LED Streetlight Conversion using ESPC and the Proposer must be prepared to produce an ESPC at the start of the contract period

c. 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 Town recognizes that existing pole placement limits the degree to which IES standards may be met. The Town will look favorably upon proposals that use design methodologies that will best deliver adequate lighting through the Town for the expected life of the products and the Town's desire for specific goals associated with customized lighting levels. IES standards may not be the standard selected by the Town. 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. The provider will also indicate how they will approach design changes or updates during the implementation process.

d. Project Management

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

- 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.

e. Technology Procurement

1. Fixtures

Describe the process for selecting appropriate fixtures.

The Proposer 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.

2. Smart Controls, IoT, and Other Smart City Solutions

The Proposer will advise the Town 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 advanced controls could impact the total life-cycle costs of the system.

The Proposer should also propose to the Town other value-add systems and discuss with the Town 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 that can enhance the value and functionality of the street light network.

f. 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

g. 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

h. Acquisition of Street Lights

The Proposer will describe their experience and methodology for assisting municipalities in acquiring their street lights. The proposer will also describe what approach will be taken when negotiating with the Town's local utility for the acquisition of street lights.

i. Rebates/Incentives

The Proposer will describe their experience and approach to managing rebates/incentives for street lights on behalf of municipalities (i.e. Efficiency Maine).

F. Value Added Services

The Proposer should describe value added services or products and detail what the Proposer is prepared to supply as part of a contract. The Town is interested in opportunities including, but not limited to, smart traffic and parking management, interactive electronic communication with

residents and visitors, advanced lighting controls, and opportunities to provide the public with enhanced services. The Town is open to collaborations with third party partners who may be able to offer revenue in support of such services.

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 Proposer shall suggest an expedient schedule that also allows for delays related to CMP negotiations.

III. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. This RFP including any attachments can also be obtained from the Town of Scarborough's web site at <http://www.scarborough.me.us/>

- The Town of Scarborough reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.
- Town welcomes questions on or before Friday, September 22, 2017, regarding this solicitation. Questions should be emailed to: Kim Morrison, Purchasing Specialist kmorrison@ci.scarborough.me.us . Official responses will be posted on our purchasing website for all prospective submitters to review.

IV. CRITERIA FOR SELECTION

The purpose of this RFP process, as previously stated, is to identify a qualified firm that is the most capable of providing the described services. Once identified, this firm will then be invited to take part in a competitive negotiation process with the Town for a contract. If an agreement can be reached with the selected firm, a contract will be awarded thereto. If an agreement cannot be reached, the Town will proceed with negotiations with the next most-qualified firm.

V. EVALUATION CRITERIA

RATING CATEGORY	WEIGHT
<p>Company Capability & Experience</p> <ul style="list-style-type: none"> • Respondent demonstrates strong knowledge of streetlight technology, quality standards, and design requirements • Respondent has project experience <ul style="list-style-type: none"> ○ Managing or performing all aspects of the project ○ 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 	<p>30</p>
<p>Project References</p> <ul style="list-style-type: none"> • For the three project references. Each should: <ul style="list-style-type: none"> ○ Demonstrate high degree of responsiveness to client needs ○ References speak highly of all aspects of the project and the key delivery personnel 	<p>15</p>
<p>Qualifications & Experience of Project Team</p> <ul style="list-style-type: none"> • Sufficient staff to support project implementation • Employees that will staff this project have: <ul style="list-style-type: none"> ○ Experience performing or managing all aspects of the project (i.e. audit through verification) ○ Experience on the projects listed as references ○ Connections with the appropriate utility reps ○ Experience managing a project in this region 	<p>25</p>
<p>Project Approach</p> <ul style="list-style-type: none"> • Describes a coherent, convincing plan to meet or exceed requirements of scope of work for all tasks <ul style="list-style-type: none"> ○ Includes a detailed schedule that accelerates implementation where possible ○ Includes a description of a rigorous audit report that can be used to support financing of the remaining project costs ○ Includes a design approach that will meet the PM’s goals of safety, standardization, and minimization of fixtures installed ○ Includes a project management approach which demonstrates efficiencies in time and cost • 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) 	<p>30</p>