



## *City of Rochester, New Hampshire*

Office of the Mayor

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

**DATE:** April 3, 2014  
**TO:** Finance Committee  
(Councilors Varney, Larochele, Walker, Keans, Lauterborn & Torr)  
**FROM:** Mayor Thomas J. Jean, Chairperson  
**RE:** Finance Committee Meeting

There will be a Finance Committee Meeting on Tuesday, April 8, 2014 at 7:00 P.M. in Council Chambers.

### **AGENDA**

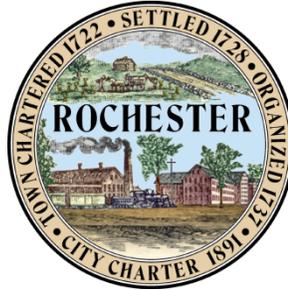
1. Call to Order
2. Public Input
3. Old Business
  - 3.1 Fire Department Overtime Expense Report - Page 2
  - 3.2 Police and Dispatch Overtime Expense Report - Page 3
  - 3.3 125 Charles Street Land Sale - Page 6
4. New Business
  - 4.1 Arena Financial Analysis and Director Updates - Page 14
  - 4.2 Building and Grounds Contract Management - Page 15
  - 4.3 Roberge Center - Page 16
  - 4.4 Crosspoint Church Lease at Community Center - Page 23
5. Finance Director's Report - Page 26
6. Monthly Financial Statements - Page 29
7. JBC Solar Sub-Committee RFQ Discussion - Supplemental
8. Other
9. Adjournment

TJJ: sam

Enclosure

cc: Mayor and City Council  
Mr. Daniel Fitzpatrick  
Mr. Blaine Cox

# Rochester School Department



## Request for Qualifications

for

Energy Efficiency Systems to include assessment and consulting, system design and development, financing and procurement, installation, and maintenance of potential energy efficiency systems, as well energy procurement, for

**2014**

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## I. INTRODUCTION

The Town of Durham, New Hampshire is soliciting qualification-based proposals (RFQs) for a firm or firms to assist the municipality in providing assessment and consulting, system design and development, financing and procurement, installation, and maintenance of potential energy efficiency systems, as well energy procurement, for all aspects of its municipal infrastructure utilizing best available technologies to meet desired outcomes.

In summary, Durham desires to:

- Reduce total energy use and fossil fuel emissions within municipal infrastructure;
- Improve energy efficiency in buildings, infrastructure, and other areas as determined by the community;
- Procure energy commodities as cost effectively as possible.

RFQ proposals must be received by Todd I. Selig, Town Administrator, at ADDRESS ***no later than TIME and DATE***. Finalist(s) will be invited to review their proposals in a meeting with the Town Administrator and other representatives of the Town.

## II. BACKGROUND

In March of 2007, the Town of Durham adopted the New Hampshire Climate Change Resolution which in part urged effective actions locally to address the issue of climate change which is increasingly harmful to the environment and economy of New Hampshire and to the future well being of the citizens of Durham.

While much headway has already been made by the Durham Energy Committee and Town departments in pursuit of this goal, the Town hopes at this time to develop additional technologies, techniques, and tools for making buildings and infrastructure more energy efficient, productive, and affordable. The Town also desires to implement strategies to procure energy over time at the most cost effective price possible.

Renewable energy technologies produce sustainable, clean energy from sources such as the sun, the wind, plants, and water. According to the United States Energy Information Administration, in 2007, renewable sources of energy accounted for about 7% of total energy production and 9.4% of total electricity generation in the United States. Renewable energy technologies have the potential to strengthen our nation's energy security, improve environmental quality, and contribute to a strong energy economy.

The Town is interested in exploring high- and low-tech solutions in order to make buildings and municipal infrastructure, new and old, more efficient to potentially include any of the following technologies/sources which may be applicable:

- Biomass
- Geothermal
- Combined heat and power
- Hydrogen
- Hydropower
- Ocean
- Solar
- Wind

The Town of Durham desires to become a leader within the State of New Hampshire in utilizing affordable and meaningful energy solutions to achieve sustainability over the long-term.

### **III. RFQ PROPOSALS**

RFQ Proposals must include the following:

1. The ability to provide a complete analysis of the Town of Durham's facilities and municipal infrastructure as needed;
2. A demonstrated understanding of the challenges and opportunities for municipalities and school districts with respect to energy and sustainability;
3. A demonstrated understanding of public policy and the sustainable energy industry throughout the United States allowing the company to develop projects and access Federal, state, and non-profit financial incentives which may or may not be available to the public sector;
4. The ability to provide an integrated turnkey system to the municipality, including renewable resources, high efficiency and biomass heating, combined heat and power, power storage, and energy efficiency measures to save costs and reduce the carbon footprint of the Town of Durham;
5. The ability to deliver as a consultant or financial partner an energy efficiency system that can operate in parallel with the regional electrical grid or completely independently;
6. The ability to develop a tailored solution for the Town of Durham that brings all aspects of potential enhancement projects into alignment with the Town's energy and financial goals;
7. The ability to track and understand local, regional, and state financial incentives that can leverage the economics of a particular energy efficiency project;

### **IV. RFQ PROPOSAL SUBMISSION**

All responses to this RFQ must be received in a sealed envelope and clearly marked "*Request for Qualifications for Energy Efficiency Systems to include assessment and consulting, system design and development, financing and procurement, installation, and maintenance of potential energy efficiency systems, as well energy procurement, for the Town of Durham*" by 4:00 PM on Friday, May 25, 2012 to be eligible for consideration. Proposals shall be submitted to:

Office of the Town Administrator  
ATTN: Todd I. Selig  
Durham Town Hall  
15 Newmarket Road  
Durham, NH 03824

Please submit ten (10) copies of the RFP.

## **V. REVISIONS TO THE REQUEST FOR QUALIFICATIONS**

If it becomes necessary to revise any part of the RFQ, an addendum will be sent to all those who received the original document.

## **VI. LIMITATIONS OF LIABILITY**

The Town of Durham assumes no responsibility or liability for costs incurred by proposers in responding to this RFQ or in responding to any further request for interviews, additional data, etc.

## **VII. RFQ PROPOSAL PREPARATION**

In order to facilitate evaluation of the proposals, the proposer is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered as unresponsive proposals. Additional detailed information may be annexed to the proposal.

## **VIII. FORMAT FOR RFQ PROPOSALS**

RFQ Proposers are requested to be concise and proposals should include, in order, the following:

- A. Letter of Transmittal;
- B. Executive Summary;
- C. Brief organizational profile, including background and experience of the firm;
- D. Previous project summaries, including reference contact information, that are similar in scope to the project described herein which demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included. (The Town reserves the right to contact any references provided herein or otherwise obtained).

## **IX. SIGNATURE**

The RFQ shall be signed by an official authorized to bind the proposal and shall contain a statement to the effect that the RFQ is a firm proposal for a one hundred-twenty (120) day period from opening. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

## **X. NATURE OF RFQ PROPOSAL AND ELIGIBILITY**

The determination of whether a RFQ may be withdrawn is solely at the discretion of the Town Administrator. However, in no event shall a RFQ be withdrawn unless the request for withdrawal is filed within five (5) days of the date of the opening and the proposer establishes that the RFQ contains a material mistake and the mistake occurred despite the exercise of reasonable care.

## **XI. RIGHT TO REJECT RFQ PROPOSALS AND WAIVE INFORMALITIES**

The Town reserves the right to reject any or all RFQ proposals for any reason, to waive any nonmaterial irregularities or information in any RFQ, and to accept or reject any item or combination of items.

## **XII. RFQ PROPOSAL EVALUATION AND SELECTION**

The Town will evaluate each RFQ based on the documentation requested herein, utilizing criteria, which includes, but is not necessarily limited to or in the order of, the following:

- A. The proposal's responsiveness to the RFQ (format, capabilities, approach, clarity, etc.);
- B. How well the RFQ matches the needs of the Town of Durham;
- C. The qualifications and experience of personnel committed to the project.

Once the best RFQ(s) have been identified, the staff will contact and schedule interviews with selected firm(s). Ultimately the Town Administrator may make a recommendation to the Town Council regarding the highest ranking firm for selection as an energy efficiency partner. The Town reserves the right to hold additional interviews with firms to discuss terms and to negotiate if applicable the price and terms with prospective firms prior to making a final determination relative to RFQ proposals received.