



November 4, 2009

REQUEST FOR PROPOSALS (RFP)

**American Recovery and Reinvestment Act
Energy Efficiency and Conservation Block Grant Program
Award Number: DE-EE0000668
CFDA Number: 81.128
Technical Assistance to Communities**

**THE NEW HAMPSHIRE OFFICE OF ENERGY AND PLANNING
REQUESTS PROPOSALS FOR SERVICES TO PROVIDE TECHNICAL ASSISTANCE
TO NEW HAMPSHIRE MUNICIPALITIES AND COUNTIES FOR
ENERGY INVENTORIES AND ENERGY PLANNING**

To Prospective Bidder:

The New Hampshire Office of Energy and Planning (OEP) is seeking an Administrator or Administrators to assist in providing technical assistance to New Hampshire municipalities and counties as part of New Hampshire's Energy Efficiency and Conservation Block Grant Program (EECBG). Technical assistance will take the form of inventories, planning, education, grant writing assistance, and other technical services that will direct communities towards energy efficiency and sustainability. The intent of the EECBG Technical Assistance funding is to develop a strong foundation to provide long-lasting technical assistance on energy services to municipalities.

The chosen Administrator or Administrators (hereafter referred to as the "EECBG Technical Assistance Coordinator") will:

- Process requests from municipalities and counties for technical assistance and create a system to match the communities with the most appropriate set of technical assistance components;
- Deliver to New Hampshire municipalities and counties a broad array of technical assistance components that will advance community energy efficiency and energy sustainability;
- Provide inventories of municipal energy use to New Hampshire municipalities and counties;
- Assist communities to find and hire qualified energy professionals including auditors and contractors;
- Oversee the program's progress and compliance with all associated requirements, and
- Collect and report upon jobs created and retained, energy saved, emissions reduced, funds leveraged and other relevant information, as outlined in this RFP.

Through this RFP process, OEP plans to select one or more entities to manage the EECBG technical assistance program. One of the following three scenarios will likely result:

1. OEP will select a proposal from a single entity to manage all elements of the technical assistance program.
2. OEP will select a single proposal from a collaboration of entities to manage the elements of the technical assistance program. Under this model, there would be one administrator overseeing the program with program managers implementing the technical assistance.

3. OEP will select from multiple proposals—creating a collaboration through which various entities will manage different elements of the program.

In the interests of maintaining the autonomy necessary to best serve New Hampshire’s communities, OEP will reserve the right to negotiate with consultants toward the expansion, streamlining and/or reconfiguration of any proposals.

Pertinent dates and information:

1. Proposals must be received by OEP by 4:00 PM on Monday, November 30, 2009.
2. Submit proposals to:
Dari Sassan, EECBG Coordinator
NH Office of Energy and Planning
4 Chenell Drive, Second Floor
Concord, NH 03301
dari.sassan@nh.gov
3. Questions about this RFP from bidders should be addressed to kathleen.vattes@nh.gov. They will be posted anonymously to the OEP-ARRA website with answers following a Frequently Asked Questions format. Questions regarding this RFP will be accepted until November 20, 2009.
4. An evaluation team consisting of OEP staff and other qualified personnel will evaluate proposals submitted in response to this RFP. The scoring sheet that accompanies this RFP may provide additional guidance to bidders.

I. Background

The New Hampshire Office of Energy and Planning (OEP) is coordinating New Hampshire’s Energy Programs under the American Recovery and Reinvestment Act (ARRA) of 2009 including not only the Energy Efficiency and Conservation Block Grant Program (EECBG), but also Weatherization for low-income homes, the State Energy Programs (SEP) and the Appliance Rebate Program.

The goals of the American Recovery and Reinvestment Act are to:

1. Preserve and create jobs and promote economic recovery;
2. Assist those most impacted by the recession;
3. Provide the investments needed to increase economic efficiency by spurring technological advances in science and health;
4. Invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits, and
5. Stabilize state and local government budgets to minimize/avoid reductions in essential services and counterproductive state and local tax increases.

The US Department of Energy’s (DOE) EECBG program, established as a component of the 2007 Energy Independence and Security Act, remained unfunded until ARRA allocated \$3.2 billion nationally toward the program.

EECBG was established to assist eligible entities in implementing strategies relating to:

1. Reduction of fossil fuel emissions;
2. Reduction of total energy use, and
3. Improved energy efficiency in transportation, building, and other areas.

Of New Hampshire’s \$17.3 million dollar allocation, \$2.9 million has been issued directly from DOE to New Hampshire’s ten most populous municipalities and \$4.7 million has been issued directly to the State’s ten

counties. The remaining \$9.6 million has been granted to OEP for implementation of the State's EECBG program.

EECBG program principles, as established by DOE, are to:

1. Prioritize energy efficiency and conservation first as the cheapest, cleanest, and fastest ways to meet energy demand;
2. To maximize benefits over the longest possible terms, entities should look for ways to link their energy efficiency efforts to long-term priorities (especially community economic development, community stabilization and poverty reduction efforts);
3. Invest funds in programs and projects that create and/or retain jobs and stimulate the economy while meeting long term energy goals;
4. Target programs and projects that will provide substantial, sustainable and measurable energy savings, job creation and economic stimulus effects;
5. Give priority to programs and projects that leverage federal funds with other public and private resources, including coordinated efforts involving other Federal programs targeting community development funded through the Recovery Act such as the Community Development Block Grant program, HOME, and job training programs;
6. To the extent possible, develop programs and strategies that will continue beyond the funding period;
7. Ensure oversight, transparency, and accountability for all program activities;
8. Enact policies that transform markets, increase investments, and support program goals, and
9. Develop comprehensive plans that benchmark current performance and set aggressive goals.

Desired outcomes of the EECBG program, as established by DOE, are:

1. Increased energy efficiency, reduced energy consumption and reduced energy costs through efficiency improvements in the building, transportation and other appropriate sectors;
2. New jobs and increased productivity to spur economic growth and community development;
3. Accelerated deployment of market-ready distributed renewable energy technologies, including wind, solar, geothermal, hydropower, biomass and hydrogen technologies;
4. Improved air quality and related environmental and health indicators associated with the reduction of fossil fuel emissions;
5. Improved coordination of energy-related policies and programs across jurisdictional levels of governance and with other local and community level programs in order to maximize the impact of this program on long-term local priorities;
6. Increased security, resilience, and reliability of energy generation and transmission infrastructure;
7. Leveraging of the resources of federal, state and local governments, utilities and utility regulators, private sector and non-profit organizations to maximize the resulting energy, economic and environmental benefits; and
8. Widespread use of innovative financial mechanisms that transform markets.

Additional Federal approvals may be required for some projects:

1. Though National Environmental Policy Act and Davis Bacon Act conditions are unlikely to be triggered within this scope of work, the administrator must be prepared to achieve compliance with any federal and state requirements that apply; and.
2. All provisions of the Equal Opportunity Act apply.

Other important conditions:

1. Buy American provisions apply for all iron, steel, and manufactured goods used in public facilities. Waivers for exemptions are available but must be approved by DOE in advance;
2. OEP, the NH Office of Economic Stimulus (OES), and DOE, and the Office of Management and Budget (OMB) reserve the right to inspect all project sites, interview workers, and publicize projects;

3. OEP, OES, DOE and OMB reserve the right to inspect and monitor financial and payroll records and transactions;
4. Reasonable access must be provided to OEP, OES, and DOE for all administrators, vendors, facilities, work sites, employees of the contractor(s), financial or other records, and assistance to ensure the safety and convenience for the performance of site visits and evaluations;
5. OEP reserves the right to approve RFPs for subrecipients, and to provide input on project types funded by this program;
6. OEP reserves the right to issue periodic notices, memos, and updated reporting forms, and information, and
7. OEP requests notification about media inquiries, responses, and published clippings.

Prohibited projects or activities include:

1. Creation or enhancement of swimming pools, golf courses, aquariums, casinos, and zoos;
2. Projects that would have been funded in the absence of ARRA funds (i.e. ARRA funds cannot supplant other funds), and
3. Other prohibitions may apply.

II. Scope of Services

Services will be provided for an approximate 3-year period ending September 9, 2012. With oversight from the OEP Director and designated OEP staff, the EECBG Technical Assistance Coordinator will be responsible for the following key tasks:

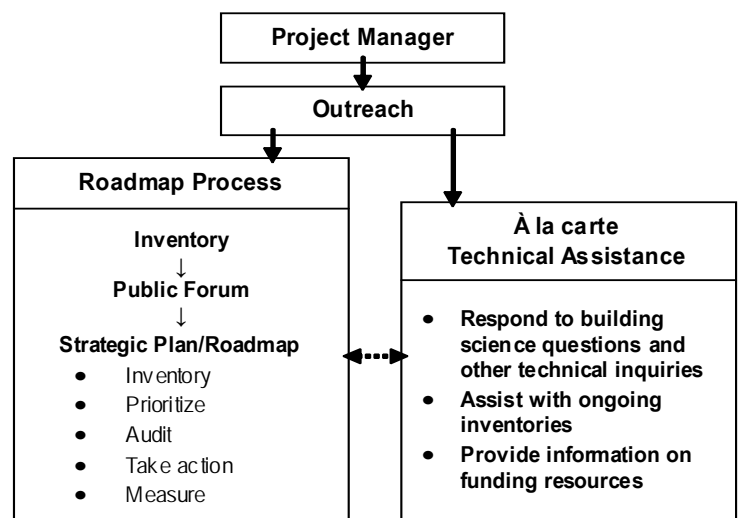
Task 1:

Develop the EECBG Technical Assistance Program

Building upon basic guidelines provided by OEP, the EECBG Technical Assistance Coordinator shall develop a **process** and **timeline** for completion of all subsequent tasks. The EECBG Technical Assistance Coordinator shall also develop a proposal for program administration and an implementation schedule that complies with Federal requirements.

The basic guidelines for the EECBG Technical Assistance Program include:

- As indicated in the diagram to the right, the program will offer not only a sequentially structured inventorying and roadmapping service, but also an “à la carte” technical assistance component. While the former will serve to generate momentum in communities that may be in the early stages of their energy planning, the latter will allow for multiple entry points into the program and will provide technical assistance that is tailored to the specific needs of each community.
- Program services shall be made accessible to all New Hampshire municipalities and counties.



- Energy inventories of all government operations shall be generated for all communities that request them with the intent that the communities will continue with inventories in future years.. Inventory shall be defined as the collection of at least 12 months of municipal energy data including: electric, natural gas, propane, oil, transportation fuels and other energy sources used to power municipal operations. Please discuss in detail how the inventory will be conducted including collection of data, entry of data and quality assurance controls.
- Proposals that include a plan to achieve automatic downloads of energy data into the inventory database will receive special consideration.
- Create a roadmap process that includes the following elements:
 - Education of energy planning principles and processes;
 - Community forums to evaluate perceived needs and priorities;
 - Assessment of community capacity and ability to implement selected actions;
 - Financial planning for future grants, projects and initiatives, and
 - Publication of a Community Energy Efficiency and Conservation Strategy that sets priorities and makes recommendations for implementation.
- The program should affect the following outcomes:
 - Assist municipalities to the greatest extent possible to inventory municipal energy use, prioritize the action items and implement successful measures to reduce energy consumption;
 - Quantify number of towns that have developed roadmaps;
 - Coordinate technical assistance and collaborate with other existing programs including the EECBG subgrants administrator and successful RGGI applicants;
 - Develop a central statewide database of municipal energy use;
 - The database must accommodate existing data previously collected that has been compiled through proprietary inventory tools such as EPA’s Portfolio Manager, Clean Air- Cool Planet’s Small Town Carbon Calculator, ICLEI’s inventory tool, and NH Municipal Association’s municipal database (upon receiving appropriate permissions).
 - The central database must be able to benchmark the energy performance of buildings to comparable building types within the database.
 - Lead to gains measurable by DOE metrics for EECBG Program
 - Jobs created
 - Greenhouse gas emissions reduced
 - Energy saved
 - Renewable energy generated
 - Funds leveraged
- A la Carte technical assistance services may include but not be limited to:
 - Grant writing assistance;
 - Energy savings measurement and verification ;
 - Ongoing energy monitoring, inventorying;
 - Financing mechanisms;
 - Hiring energy consultants and contractors, and
 - Community outreach and education.
- Any other criteria determined by OEP to be necessary and appropriate toward maintaining the intent of the New Hampshire EECBG program.

Task 2:

Conduct Outreach

It will be necessary for the EECBG technical assistance program to be publicized in such a way that stakeholders in every municipality and county are made of aware of the opportunity. Such outreach shall augment the outreach that OEP and other partners have conducted to date. The EECBG Technical Assistance Coordinator shall communicate with each New Hampshire municipality and shall also seek to engage other stakeholders in disseminating information throughout the stakeholders’ constituencies. Outreach will additionally include, but shall not be limited to, newsletter or newspaper articles, web site stories, tours or open

houses of sites where funds have been invested, appearances on television or radio, etc. Outreach should be conducted both from a grassroots perspective in support of Local Energy Committees and top down through municipal administrators and governing bodies. Outreach and education should include annual energy reports to municipal administrators and governing bodies. All such publications will include acknowledgment of the federal support and be accompanied by appropriate Recovery Act and State of New Hampshire logos, and disclaimers. OEP shall support outreach through supplemental media outreach and OEP website.

Task 3:

Develop a Means for Municipalities and Counties to Enroll in the Technical Assistance Program

Municipalities and counties expressing interest in receiving technical assistance should be matched with the most appropriate set of technical assistance components. The EECBG Technical Assistance Coordinator should utilize its expertise in advising potential registrants and ensuring that communities are provided technical assistance that incorporates any previous work that has taken place within the community. For example, a community that has already conducted comprehensive inventories and engaged in energy planning should likely be paired with certain elements of the à la carte options—while a community that has done no inventorying or planning should likely be advised to follow the more-defined roadmap process.

Task 4:

Deliver Technical Assistance to Municipalities and Counties

To be proposed by bidder with detailed descriptions of inventory system, roadmapping process, and deliverables to communities.

Task 5:

Reporting

The EECBG Technical Assistance Coordinator shall:

- Provide reporting data to OEP;
Reporting elements shall include but not be limited to:
 - NH Office of Economic Stimulus reporting (Section 1512 Federal Financial Reporting);
 - DOE programmatic reporting (jobs created/retained, energy saved, renewable energy capacity developed, greenhouse gas emissions reduced and funds leveraged), and
 - Davis Bacon Reporting

Please provide a plan on how the EECBG Technical Assistance Coordinator intends to meet the reporting requirements.

All elements of this Scope of Work are subject to OEP oversight. OEP reserves that right to alter the scope of work if said alterations are determined by OEP to be necessary and appropriate toward maintaining the intent of the New Hampshire EECBG program.

All materials and information generated through the implementation of this program shall be the property of OEP and the State of New Hampshire.

III. Components of the Proposal

Proposals should respond to all areas listed below, in the order listed, and conclude with a separate section on cost. Excepting the Cover Letter, Resumes, Reference Letters, and Statement of Disclosure, the proposal should not exceed nine (9) pages, single-spaced, ¾ inch margins, 12-point font. Please print and copy your proposal double sided.

1. Cover Letter: The bidder will include entity name, responsible party, mailing and physical address, phone numbers and e-mail addresses.

2. **Approach:** The bidder must provide a detailed plan explaining how this technical assistance program will operate; an anticipated schedule based on approval by Governor and Executive Council in January of 2010; and how reporting requirements for the program will be met. The description should include details addressing the five tasks listed above, including information about what the roadmapping process would entail and what deliverables participating municipalities and counties would receive.
3. **Corporate/Company Information:**
 - The following should be detailed in the proposal:**
 - Information concerning the administrator’s corporate/company history, including number of years in business, corporate officers or company principals, location of branch offices, professional and business association memberships, and other pertinent information;
 - **Required Skills and Knowledge.** The entity or entities managing the EECBG technical assistance program shall exhibit the following knowledge, skills and abilities:
 - I. **Project Management:** Ability to oversee multiple dimensions of a project, coordinate with partners and facilitate community-building activities.
 - II. **Inventory Experience:** Working knowledge of energy inventory programs including but not limited to EPA Portfolio Manager. Please include skill level for:
 - a. Energy data entry
 - b. Merging and collating existing energy data into one centralized statewide database
 - c. Automation of data entry
 - d. Quality Assurance of data entry
 - e. Analysis and adjustment of data to better reflect actual energy usage
 - f. On-going monitoring of data entry
 - III. **Financial:** Working knowledge of funding sources, both private and public, for energy actions
 - IV. **Energy Building Science:** Working knowledge of how a building functions from an energy perspective.
 - V. **Education and Outreach:** Skills in communicating with municipal officials and boards, including governing bodies and local energy committees. Please also include supporting skills relevant to communicating with citizens and facilitating community building activities.
 - VI. **Land Use Planning:** Experience in land use planning, with a focus on energy efficient development patterns
 - VII. **Transportation:** Special consideration will be given to proposals with experience in improving the energy efficiency of vehicle fleets.
 - VIII. **Collaboration:** The EECBG Technical Assistance Coordinator must be prepared to collaborate with all parties currently providing technical assistance in New Hampshire including but not limited to non-profits, regional planning commissions, government agencies, and other stakeholders.
 - Describe the capacity of the bidder(s) to administer this/these program(s) including experience with federal awards and contracts;
 - Describe the capacity/ability of the bidder(s) to comply with ARRA Section 1512 job reporting; specifically, the bidder(s) ability to cumulate total hours worked for those employees paid with ARRA funding (jobs created/retained) on a monthly basis, no later than the 5th day following each month’s end, and
 - The capacity/ability to make these programs accessible and desirable to municipalities statewide; and
 - Please include a statement of assets and liabilities, financial audits from the prior three years, and proof of bidder’s financial stability.
4. **Personnel Assigned:** Bidders are asked to include a list of all personnel who will be assigned to this project, including resumes and the nature of their specific responsibilities. During the course of the program, OEP must approve changes in personnel assigned to perform the administrative work.

5. References: Bidders are asked to provide OEP with up to three Letters of Support for work performed which is similar in scope or content to the one being proposed.
6. Partners: OEP understands that some bidders may desire to partner with other entities that specialize in components to the program. This is allowed. All relevant information related to each partner's qualifications must be included in the proposal.
7. Statement of Disclosure: Any existing or potential conflicts of interest should be identified, including those that arise as a result of relationships or affiliations with potential grantees, borrowers, or members of the staff of OEP. A statement of how potential conflicts will be handled should also be included in the proposal.
8. Detailed Budget Proposal: Bidders must provide OEP with a detailed program budget; broken out annually that identifies the hourly rate for personnel, other administrative costs relative to this program, and other budgetary content. Budget for EECBG Technical Assistance Coordination shall not exceed \$2,000,000.

IV. Criteria for Selection

Administrative cost is a consideration, but may not be the determining factor in OEP's choice. Incomplete proposals will not be considered. A scoring sheet accompanies this RFP. OEP will consider the following criteria:

1. Overall responsiveness to the requirements of the RFP, including completeness, clarity, and quality of proposal;
2. The knowledge of and practical experience of the bidding firm/s and the staff assigned to the project. The quality and extent of the bidder's experience and expertise with similar programs;
3. Ability to report five (5) days after the end of each month and quarter. Reports will follow a pre-determined format including, but not limited to, funds expended, jobs created and retained, energy saved, emissions reduced, et cetera. A final report is due to DOE within 90 days after the expiration or termination of New Hampshire's EECBG award;
4. Existing resources (administrative, publicity, et cetera) that can be leveraged with these funds will add value to the proposal;
5. Ability to coordinate with external technical and financial resources;
6. Additional experience helpful for project administration includes awareness of energy projects and experience with federal requirements;
7. Cost of administrative services and expenses, including the competitiveness of the proposed hourly rates and any proposed discounts or other cost-effective benefits. OEP reserves the right to negotiate lower fees or a different fee structure than proposed;
8. Potential conflicts of interest, and how they will be addressed; and
9. Any other considerations OEP may deem appropriate in light of its objectives and review of proposals received.

V. General Bid Conditions

1. Original and 5 copies of the bid must be submitted, along with an electronic copy in PDF format. Bids that are incomplete or unsigned will not be considered;
2. The deadline for submitting bids is 4:00 p.m. on Monday, November 30, 2009. Originals and copies must be addressed to Dari Sassan, EECBG Coordinator, NH Office of Energy and Planning, 4 Chenell Drive, 2nd floor, Concord, NH 03301; Electronic PDF files may be sent in CD format or via email to dari.sassan@nh.gov;
3. OEP reserves the right to reject or accept any and all bids; to reject or accept all or any part of any bid; to determine what constitutes a conforming bid; to waive irregularities that it considers not material to the bid; to award the bid solely as it deems to be in the best interest of the State; to contract for any portion of the bids submitted; and to contract with more than one bidder if necessary;
4. All information relating to this bid, including but not limited to fees, contracts, agreements, and prices are subject to all federal and state laws regarding public information;

5. Any contract awarded from this Request for Proposals will expire within three years from the date upon which OEP receives DOE approval of New Hampshire’s EECBG program. OEP at any time, in its sole discretion, may terminate the contract or postpone or delay all or any part of the contract, upon written notice;
6. The selected EECBG Technical Assistance Coordinator must agree to maintain the confidentiality of all information to which it has access until it is instructed otherwise by OEP; and
7. Those who do not meet the guidelines or who prove incapable of expending funds in a timely manner may be required to return funds to OEP for redistribution.

VI. Certificates

Please note that the American Recovery and Reinvestment Act (ARRA) and the State of New Hampshire Governor and Executive Council process may have specific requirements and/or documents that must be in place for award/approval. As such, these requirements may necessitate “lead time” and/or have a cost associated with them. Please build that time and potential cost into your response. Items that may be required include, but are not limited to, obtaining a DUNS number, registering with the Secretary of State and obtaining a Certificate of Good Standing, or providing a Certificate of Insurance.

Bidders will be required to provide the following certificates prior to entering into a contract:

1. DUNS number for administrator/s and partner/s;
2. Secretary of State’s Office: Certificate of Good Standing;
3. Certificate of Vote/Authority; and
4. Certificate of Insurance: demonstrating insurance coverage required under the contract.

VII. Form of Contract

The terms and conditions set forth in Attachment 1: P-37 Contractor General Provisions agreement are part of the proposal and will apply to any contract awarded the bidder.

Any contract resulting from this RFP shall not be deemed effective until it is signed by OEP and approved by the Governor and Executive Council.