

Request for Proposal #2018-01 Energy Efficiency Program Development

System-Wide Energy Strategies and Program Development

Background

The Frankfort Plant Board (FPB) provides electric, water and cable/telecom services to customers in the city of Frankfort and Franklin County, KY. The electric department serves approximately 21,400 electric customers, consisting of 17,000 residential, 4,000 commercial and 400 large power customers. Forty four percent of residential housing in the city and thirty seven percent in the county are renter occupied and thirteen percent of households are below the poverty level. These are all critical groups to be addressed in any final proposal.

FPB is currently accepting proposals from qualified firms regarding expertise in developing the guidelines for energy efficiency programs that will be offered to electric customers, as well as conservation programs that may be implemented on FPB's distribution system. Qualified firms will be asked to demonstrate experience in energy efficiency program development for municipal utilities, joint action agencies, and creating metrics to evaluate the performance of each program.

A selection committee consisting of FPB staff members will review and evaluate all written proposals based on the criteria identified in this solicitation.

Energy Efficiency Program Overview

FPB is requesting proposals from qualified firms regarding expertise in developing system-wide energy strategies designed to boost efficiency and help minimize the lifecycle costs associated with energy production, distribution, and use. Preference will be given to vendors who demonstrate a broad range of experience with a diverse range of energy programs. FPB is seeking experts that can provide:

- A holistic approach to efficiency, providing both the quantitative rigor and the policy-level insights that allow FPB to make investments with confidence.
- Assistance and guidance in developing potential options, arrive at the best solution, and effectively communicate with stakeholders.
- Program design and implementation through integrated services.
- Consumer engagement strategies that effectively manage public expectations, keep customers informed, and help change behaviors.
- Proven financing tools that deliver measurable results.

1. SCOPE OF WORK

The Scope of Services shall include but are not limited to:

- a. Conduct and attend meetings with FPB staff to establish the goals and objectives of the project.
- b. Advise FPB staff on the potential efficiency programs and best practices for program success.
- c. Prioritize and rationalize energy efficiency solutions for the most effective use of financial resources.
- d. Assist FPB in the development and implementation of consumer engagement strategies.
- e. Establish metrics and tools for evaluating program success or failure, including methods for savings calculations.
- f. Review program results to determine value and future improvement and future critical review of programs.
- g. Provide technical assistance regarding loan loss reserves, interest rate buy downs and revolving loan funds, as well as the mechanics of setting up and administering these program elements.
- h. Develop education and outreach materials for prospective customers to help them assess the economics of energy investments.
- i. Prepare and present materials for the FPB Board of Directors.

Project Deliverables

Detailed and comprehensive report of project recommendations including but not limited to efficiency program options matrix, possible phased implementation timetable, budgetary program component costs, industry best practices and desired outcomes.

Program evaluation, measurement and verification tools to assist with ongoing program direction and modification as needed.

Customer engagement strategies, supporting materials and stakeholder meeting facilitation.

Presentation and related materials for the FPB Board of Directors to be presented at a public Board meeting.

Project Schedule

The Frankfort Plant Board anticipates that all services and deliverables will be completed not later than 180 days from issuance of a contract with the selected vendor. The selected vendor will be expected, upon award, to develop a detailed schedule of all activities and tasks necessary to perform the services within this timeframe. It is expected that these tasks will involve both on-site work with FPB, but that there will likely be some tasks that may be accomplished remotely. On-site work will be accomplished at FPB's offices located in Frankfort, KY.

The selected vendor will rely on FPB's designated Project Manager to facilitate on-site work group meetings and other interactions with FPB as may be required therein. FPB will provide the successful vendor with work space as required at its designated office.

2. Vendor Qualifications

The following qualifications of the vendor have been identified as being critical to the success of this work:

- a) Experience with municipal electric utility operations.
- b) Experience developing energy efficiency programs for municipal electric utilities.
- c) Experience developing energy efficiency programs which partner with federal, state, local and non-profit agencies.
- d) Experience integrating energy efficiency programs while working and coordinating with joint action type agencies.
- e) Experience developing energy efficiency programs benefiting diverse customer groups including lower income, renters, commercial, home owners and landlords.

- f) Experience with a diverse range of energy efficiency programs.
- g) Experience developing and executing communication, education and consensus building programs.
- h) Experience defining stable funding programs for energy efficiency programs.
- i) Experience developing qualitative metrics for program evaluation.

Vendors are also required to submit at least two (2) customer references who can attest to the above qualifications for the vendor.

3. CONTENT OF THE STATEMENT OF QUALIFICATIONS

Proposals will be evaluated on the criteria listed in this RFP. Submissions should be structured as follows:

A. LETTER OF TRANSMITTAL

Summarize in the Letter of Transmittal the reasons for which your firm or team should be selected. The letter should indicate the primary contact/project manager. This individual must have authority to negotiate all aspects of the scope of services and will be in responsible charge of, and serve, as the project manager throughout the study.

B. QUALIFICATIONS AND EXPERIENCE OF THE FIRM OR TEAM

Submissions shall include:

- Consultant's company profile.
- Contact person & title; contact address, phone number, email address.
- List of project team members including relevant work experience and resumes. Project team members whose qualifications are submitted as a part of the proposal shall be available to work on the project if vendor is awarded a contract.
- List of project assumptions.

- Budgetary man-hour estimates for the proposed “level of effort”, and proposed project schedule. Vendor’s rate card (pricing) for persons or positions typically involved with the execution of these services.
- Compliance or Redlines to the Frankfort Plant Board Terms and Conditions included in this RFP.

C. COMMENTS ON PROJECT CONCEPTS (IF ANY)

4. RATING CRITERIA

The Frankfort Plant Board intends to enter into negotiations for a contract for services with the vendor who, in the sole discretion of the Frankfort Plant Board, is most qualified to complete the services under this RFP and who is able to meet the required schedule. Such negotiations will include a consulting/professional services contract, FPB Terms and Conditions, a detailed Statement of Work (SOW), and finalized pricing based on the negotiated SOW. FPB will evaluate submissions based on the following list of criteria, which is not listed in any specific order:

- 1) Ability to meet FPB’s requirements, including but not limited to the schedule, as described above.
- 2) Successful energy efficiency planning experience, staffing depth/expertise, utility experience related to energy efficiency as stated in #2 “Vendor Qualifications”.
- 3) Quality and relevancy of the services and capabilities proposed.
- 4) Implementation understanding, methodology and experience.
- 5) Customer references.

5. SELECTION PROCESS

A selection committee consisting of FPB representatives will rate the submittals according to the criteria listed. The top ranked firms may be asked to make presentations to the selection committee. Selection will be based on both the proposals and the interview (if conducted) applying the criteria listed above. Following the presentation, project specific discussions relating to specific scope and fee will be conducted with the top ranked firm. Based on discussion with the top ranked firm, the committee will decide to either; (1) attempt to negotiate a professional services agreement with the top ranked firm, or (2) dismiss the top ranked firm and initiate discussion with the second ranked firm. This procedure may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory to both parties.

6. CONTRACTING ARRANGEMENT – INSURANCE REQUIREMENTS

The FPB expects to enter into one (1) agreement for the services listed in this RFP based on a lump sum fee.

Our contract requires that you return to us a signed contract and Certificate of Insurance showing professional liability, commercial general liability, business auto liability, and employer's liability insurance.

The policies should also:

Include at least \$1,000,000.00 limits for commercial general liability, business auto liability and employer's liability.

Be issued by an insurance carrier that maintains an A.M. Best's rating of "A-" or better, is duly admitted in the State of Kentucky and is reasonably acceptable to us.

Additionally, the FPB requires that your business will:

- Carry completed operations insurance for five years.
- Provide at least thirty (30) days' written notice prior to cancellation or termination of your commercial general liability, business auto liability employers liability and professional liability policies.
- The professional liability policy should:
 - Include limits in an amount equal to at least the value of this project with such limits applicable on a per project basis.

7. SCHEDULE

In order to be considered, **four (4) hard copies and one (1) electronic .pdf copy on a flash drive** of the Proposal must be received by the FPB on or before **Tuesday January 30th, 2018 by 2:00 p.m. local time**. All proposals should be in a sealed package marked:

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Energy Efficiency Program Development

After reviewing vendor submittals, the contract is tentatively scheduled to be presented to the Board of Directors for award at the March 20th, 2018 public meeting.

CONTACT FOR INFORMATION

Consulting firms responding to this solicitation should direct all inquiries to:

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