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Village of Newark, NY

Request for Qualifications - Acquisition of utility owned street light system to Village owned and maintained, and conversion of street light system to LED fixtures.

April 19, 2017

I. GENERAL

A. Project Background

The objective of this **Request for Qualifications (RFQ)** is to solicit proposals from qualified service providers to assist the Village of Newark in improving the Village's street lighting system. The Village incurs significant annual costs related to street lighting. The Village believes from preliminary review of its NYSEG utility bills and the current condition of the existing system that buying back the system from NYSEG and converting the lamps to LED, would substantially improve lighting quality for its residents and businesses, improve public safety, save 50 – 65% per year on its street lighting costs and reduce its carbon footprint. This RFQ is being issued to select a qualified service provider to audit, design, assist in the buyback of the system from NYSEG, and implement a street light improvement project to achieve the above goals. The Village, at this time anticipates funding the acquisition of the system and implementation of the LED conversion through traditional municipal borrowing (bonding).

B. Scope of Services

The proposal from qualified service providers, should be comprehensive that includes: providing an IGA (Investment Grade Audit) of the street lights and their attributes, performing a lighting design analysis which includes a design using RP 8-14 standards as a guideline; providing a comprehensive financial analysis to indicate ROI (Return On Investment), savings and payback period; completing all applicable incentive applications; carrying out all procurement requirements; applying on behalf of the Village for all available grants and rebates relating to the LED conversion project; performing project management functions; overseeing the LED luminaire installation and the recycling/disposal of all waste material; and identifying any Financing Options that the supplier can provide. The service provider must also demonstrate experience in negotiating with, and performing street light acquisitions from electric utilities, and or submit a detailed approach to how best perform an acquisition, and the options associated with an acquisition.

II. PROPOSAL FORMAT

Proposals must be submitted in the following format using the numbering sequence outlined below. This is the minimum information to be provided and will be used in the evaluation process. Proposals are to be limited to a maximum of 25 pages excluding addendums.

A. Cover Letter

A cover letter signed by an authorized representative of the company of Proposer shall outline the intent of the response and will state that the information contained in the Proposal accurately describes the services to be provided.

B. Company Profile

- Provide a description of the Proposer's company or business, purpose, history, including the number of years in LED street lighting business and major successes.
- List any similar projects, the client/owner, and the approximate value of the work.
- Demonstrate knowledge of relevant legislation, tariffs, standards, including the knowledge of available grants and rebate programs
- Describe any unique technologies pertinent to improving street lighting projects.
- Knowledge of local municipal operations and maintenance requirements
- Experience in assisting municipalities with evaluation and acquisition of their streetlights from electric utilities.

C. Key Personnel

Identify key personnel that would be employed for this program and provide a detailed resume of their relevant experience, education & successes. Key personnel should demonstrate ample experience in managing comprehensive street lighting projects.

D. References

Include a minimum 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 and municipalities/organizations that engaged the Proposer. By submitting a proposal, the Proposer consents to the Village contacting these references, and consents to Village also contacting any other organization for the purposes of evaluating the Proposal.

E. Project 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. Also provide a project plan that reflects your proposed approach/process and demonstrates your ability to meet the milestones.

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

1. Audit

The provider will determine the existing street and outdoor light inventory via a Geographic Information Systems (GIS) inventory assessment of all the streetlights and outdoor lights included in the project. The provider should list the attributes that they collect and describe how they relate to the design process.

During the inventory assessment, the provider will report and review all issues with the Village weekly so that the Village may begin to address them to minimize any delay on the eventual conversion.

The proponent 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
- Estimated sources of funding including rebates
- Calculation providing a comprehensive financial analysis to indicate ROI (Return On Investment) of estimated conversion cost (remaining design tasks, product, and installation), energy reduction, and simple payback.

The Village seeks Proposers who can provide the strongest case for why their Audit will be most accurate and support approval by the Village.

2. 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 Village recognizes that existing pole placement may limit the degree to which IES standards may be met. The Village will look favorably upon proposals that use design methodologies that will best deliver adequate lighting through the Village for the expected life of the products, taking into consideration the Village's local conditions.. IES standards may not be the standard selected by the Village. Additionally, the designer, where applicable, should incorporate an analysis of the following potential 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 approach/process, including how actual light levels are measured before & after the conversion, and how designs are modified for unique or local street characteristics.

3. Acquisition of Streetlights

The Proposer will describe their experience and methodology for assisting municipalities in acquiring their streetlights.

4. Project Management

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

- Qualifications and experience of Project Team
- 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
 - Describe coordination and communication with sub-contractors, equipment vendors, utility staff and Village staff.
 - Describe general approach to managing safety and traffic control/management.
 - Any anticipated risks and assumptions that may be part of completing the Project
 - Any special challenges or considerations foreseen by the Proposer and proposed solutions for each.

5. Technology Procurement

a. Fixtures

Describe the process for selecting appropriate fixtures.

The Proposers 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.

b. Smart Controls and other Smart City solutions

The Proposer will advise the Village 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 controls could impact the total lifecycle costs of the system. The Proposer should also propose to the Village any other value-add systems and discuss with the Village 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 to add on to their existing street light infrastructure.

6. 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
- Field Quality Control
- Adjusting and Cleaning
- Disposal

7. 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

8. Rebates/Incentives

The Proposer will describe their experience and approach to identifying, obtaining and managing rebates/incentives for streetlights on behalf of municipalities.

F. Project Fees

Include fees in proposal for each of the following components of the project:

- Investment Grade Audit - per fixture
- Design – per fixture
- Project management for public bidding, equipment procurement, implementation/construction administration, commissioning, incentive and rebate management and all other tasks required to fully complete project. (expressed as a percentage on the cost of publicly bid materials and labor as directly invoiced by install contractors)

G. Additional Information or Services

The proposer may provide any other information or potential value added services or products, that may be relevant for the review and evaluation of the prospective provider/firms experience or capabilities.

H. Submission

Five (5) paper copies and one (1) digital copy of the proposal must be submitted. No facsimile or email submissions will be considered. Please submit the electronic copy as a disc or thumb drive in PDF format and enclose with your paper copies. Submission delivery instructions – see Section K.

I. RFQ Issuance, Submittal, and Selection Schedule

- April 19-21, 2017 Issue RFQ
- May 1, 2017 – Dead line for questions submittal. All questions should be submitted in writing to Steve Murawski (smurawski@villageofnewark.com) 315 331 4770 ext. 103. Questions will be posted and answered on the Village of Newark website.
- May 17, 2017, 3:00 PM EDT - Deadline for submission of proposals.
- Potential interviews at Villages' discretion.
- The goal of the Village is to select a service provider/firm by May 31, 2017.

I. Proposer Selection

At its discretion, the Village may select a firm outright or select a finalist(s) for in-person interviews. The Village reserves the right to negotiate directly with the selected firm for additional project work at a negotiated contract for services. The Village reserves the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals. Attachment A includes a table that identifies the selection criteria which will be used to rank proposals.

J. Questions

The Village of Newark will administer all aspects of this RFQ. Questions regarding this RFQ may be directed, in writing, to Steve Murawski, Village Treasurer, Newark NY, via e-mail at (smurawski@villageofnewark.com). Phone: 315 – 331-4770; ext. 103. All submitted inquiries and responses will be posted and answered on the Village of Newark website. (<https://www.villageofnewark.com/clerk-treasurer.html>)

Deadline for Submissions: All responses to this Request for Qualifications must be received by the Village of Newark no later than May 17, 2017, 3:00 PM. Proposals should be sent to: Steve Murawski, Village Treasurer, Village of Newark, 100 East Miller Street, Newark, NY 14513. Proposals shall be labeled "RFQ – Street Lights."

ATTACHMENT A

The following table will be used to rank proposals in the selection process:

| RATING CATEGORY | WEIGHT |
|--|------------------|
| Company Capability & Experience | 25 points |
| <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 municipalities• Knowledge of municipal street light operations and maintenance requirements and approaches• Experience or demonstrated understanding of utility requirements• Experience in obtaining grants and incentives from agencies and utilities• Experience in assisting municipalities with evaluation and acquisition of their streetlight system• Experience and capability of providing financing• Possession of unique tools and technologies to improve system performance | |
| Project References | 25 points |
| <ul style="list-style-type: none">• For each of the minimum 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 development, delivery and the key project personnel. | |
| Qualifications & Experience of Project Team | 20 points |
| <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 commissioning)○ Experience on the projects listed as references○ Connections with the appropriate utility reps○ Experience managing a project in this region○ Appropriate training/certifications | |

Proposed Project Fees

15 points

- **Investments grade audit** – per fixture
- **Design** – per fixture
- **Project management** for public bidding, equipment procurement, implementation, commissioning, incentive and rebate management. (as a percentage on cost of publicly bid materials and labor as directly invoiced by vendors and install contractors)

Project Approach

15 points

- Describes a coherent, convincing plan to meet or exceed requirements of scope of work for all tasks
 - 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 project costs
 - Includes a design approach that will meet the Village's goals of public safety, standardization, and minimizing lifecycle costs
 - Includes a project management approach which demonstrates efficiencies in time and cost
 - Describes the Village's involvement and roles in all phases and describes an efficient use of staff time and resources (e.g. efficient plan for meetings, use of police details or avoiding them)