



VILLAGE OF NEWARK

REQUEST FOR PROPOSALS LED STREETLIGHTING CONVERSION AND DARK SKY PROGRAM

PROJECT OVERVIEW

The Village of Newark, New York is seeking to acquire all street lighting infrastructure and convert legacy fixtures to energy efficient, LED lighting technology. In addition to anticipated energy savings and carbon footprint reduction, the Village seeks to minimize the impact of our street lighting network on dark sky conditions in the region.

Scope of Services

The Village of Newark is seeking proposals from qualified service providers. This proposal is to be a turn-key proposal that includes: undertaking 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 RP 8-14 standards where applicable; identifying areas that are over or under-lit by way of utilization of GPS Vehicle Lux Mapping survey technology; 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 municipality for all available grants and rebates relating to the LED conversion project; performing project management functions; undertaking the LED luminaire installation and the recycling/disposal of all waste material; identifying any Financing Options that the supplier can provide. The service provider must also demonstrate experience in performing street light acquisitions from Electric Utilities.

Evaluation

The project will be evaluated according to the following criteria:

- *Alignment of Approach with Project Goals:* The Village is seeking to modernize its street lighting infrastructure and strategy to reduce energy consumption, reduce associated carbon footprint of street lighting operations, reduce the cost associated with street lighting operations, and eradicate light pollution associated with traditional street lighting strategies. Firms with approaches most closely aligning with these goals will receive the highest consideration for selection.
- *Firm Experience and Qualifications:* Firms should provide a full overview of any similar project work, and explicitly outline any experience with dark sky efforts, acquisition of street light infrastructure from utilities, and performance contracting. Firms with significant staff and institutional experience in these areas will receive the highest consideration for selection.

- *Financial Capacity to Complete Project Deliverables:* This project represents a significant investment by the Village of Newark. Firms must be able to demonstrate the financial capacity to complete all project elements. Firms with the highest credit rating and financial capacity will receive the highest consideration for selection.

RFP Procedure

Submittal Method and Due Date

Responses to this request are due no later than Noon on November 30, 2016. Respondents will deliver 5 copies via USPS, parcel service, or personal delivery to:

**Steven Murawski, Village Clerk
ATTN: Street Lighting Enhancement Project
Village of Newark
100 East Miller Street
Newark, New York 14513
(315) 331-4770**

All proposals not received prior to the specified time and date will be rejected. Respondents are fully responsible for all aspects of proposal delivery and proposal production costs.

Proprietary Information

If an award is made under this RFP, all information in proposal submittals becomes public unless otherwise protected by law. Firms should clearly identify any information in a project proposal that is proprietary so that it may be reviewed for disclosure requirements.

Right to Reject

The Village reserves the right to accept any on-time response, to reject any and all responses, and to waive any irregularities or informalities when doing so is in the best interest of the Village and the project.

Response Format and Contents

Responses must be submitted in the format outlined in this section, with each of the described forms and sections completed in full (unless described below as optional). Respondents not utilizing this format can be deemed non-responsive. The Village reserves the right to disqualify any submittal deemed to be substantially or materially unresponsive in any of the areas listed below.

Firm Background and Qualifications

- *General Information:* This section should provide an overview of the firm, including firm name, address, principal contact for the proposal (including email and telephone information), lead staff person (persons) for this project, and firm incorporation year.
- *Project Staff Experience:* A resume for each staff person who will have significant responsibility for project management and/or implementation. Please draw special attention to staff experience with street light projects.
- *Prior Relevant Firm Experience:* A descriptive overview of up to five relevant projects executed by the firm. This should include customer name, project cost, contract type, contact information for references, and a brief description of the project. For any projects in addition to these five, a bulleted list of project titles and locations should be used.
- *Other Relevant Information (Optional):* Respondents should feel free to include any information that may make their proposal more competitive given project goals.

Technical Approach to the Proposal

- Description of the respondent's project design and development process, deliverables, and typical schedule for a project of this scope
- Description of measures of performance and how they will be utilized
- Description of method to be used to measure guaranteed project benefits achieved in the Village's facilities through the efforts of the respondent (including utility price fluctuations and other factors influencing performance)
- Description of approach to training Village staff and providing ongoing support for operations and maintenance of the system.
- Most recent year ending statements of financial condition, certified by a public accountant, including balance sheet and income statement, dated within twelve months of response. If there are other factors bearing on the financing of this project's execution, please note that.
- Statement of bonding capacity and per project dollar/time limits

Clarifications

All requests for clarifications of this request for proposals must be submitted in writing to Steve Murawski via email at smurawski@villageofnewark.com. Firms wishing to receive clarifications and updates may also submit that request via email. Clarifications will be provided in writing via email to all interested firms.