

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
ENERGY ADVISORY SERVICES
RPGL-2017-12**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide Energy Advisory Services. Interested individuals and firms should obtain the complete RFQ and related information from Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at www.glastonbury-ct.gov.

Proposals must be submitted to the Purchasing Agent no later than **September 29, 2016 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town. All Sealed proposals must be submitted to the Office of the Purchasing Agent no later than the time and date indicated.

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone
Purchasing Agent

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SECTION I – GENERAL INFORMATION

- The Town of Glastonbury is interested in retaining **Energy Advisory Services** for purchases on behalf of the Town of Glastonbury and the Glastonbury Board of Education. The advisory services will focus on the purchasing of energy, including but not limited to electricity, natural gas, unleaded gasoline, diesel and bio-diesel and other fuels as required. Additional services include but are not limited to advisory services on State, Federal and other cooperative and market based programs and opportunities available to the Town. The information provided herein will summarize Town requirements and assist qualified firms in responding to this request for qualifications.

SECTION II – CONSULTANT’S SERVICES

- The Respondent shall assist the Town in purchasing utilities through the most advantageous manner to the Town in accordance with instructions received from the Town. The Respondent’s services shall include all incidental services.
- Duration of this contract shall be for three (3) years, with the possibility for extensions on an annual basis for an additional two (2) years based on satisfactory performance by the selected Respondent.
- The Respondent shall provide regular periodic and event specific data with regards to market trends, projections and opportunities in the energy markets and if required assistance with commodity bidding.
- Services may also include: Market research and intelligence, Strategic Risk Management, Education, data management, rate analysis, and best practice solutions.

SCOPE OF WORK

The Town intends to contract with an energy advisory firm to:

- Meet with Town staff to determine requirements and explain alternatives and concepts. Existing contracts including utility billing will be examined as available.
- Become familiar with Town purchasing requirements to best apply energy purchasing programs that relate to Town needs including reviewing utility rates for relevant applications.
- Advise Town staff on wholesale energy markets, prices and information.

TIME FOR COMPLETION

It is the Town's intention to access energy advisory services on an ongoing basis.

PROJECT COORDINATION

The Respondent will work closely with the Town of Glastonbury Building Superintendent and Purchasing Agent through duration of the contract. The Town/Board of Education will provide access to historical utility data and billing and other related information as required.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Respondent shall submit detailed resumes for any proposed Energy Advisor assigned as project manager to oversee this work and act as liaison to the Town as well as any other member of the energy team including sub-consultants.
- Respondent shall demonstrate sufficient staff resources that would be available to assist the Town with limited notice. Respondent shall list all proposed staff.
- Respondent shall have demonstrated experience with similar energy advisory services within the past five (5) years.
- Respondent shall be authorized to perform requested services in the State of Connecticut.

PROPOSAL INSTRUCTIONS

- By submitting a Qualifications Statement, Respondent represents that he has thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit one (1) clearly marked original and six (6) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked with the firm's name and address as well as the following:

**SEALED REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
ENERGY ADVISORY SERVICES
RPGL- 2017-12
SEPTEMBER 29, 2016
TIME – 11:00 A.M.**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract. Awarded supplier shall also extend services to the *Glastonbury Housing Authority* should they elect to use the services.
 3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
 4. A background statement including a description of the firm/individual submitting the proposal.
 5. A list of staff members, including resumes, who would be involved with the project, including their assigned roles and a description of their background and experience.

Staff Experience: With respect to each individual comprising its proposed staff, Respondents shall provide:

- a. Information demonstrating the experience of that individual in providing services comparable to the Scope of Work; including experience with energy programs and grant opportunities in the State of Connecticut as applicable.
 - b. Resumes shall be submitted for each individual comprising a respondent's proposed staff.
6. List of similar assignments completed over the past five (5) years with the contact names, addresses and telephone numbers of the owners' representative in each assignment. Including for each such assignment a statement of the successes and savings achieved on behalf of the client.
 7. Overall approach to addressing the needs of the Town for Energy Advisory Services.
 8. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
 9. Provide a sample of a typical fee structure. There will be no shared savings as part of this work.
 10. Proposal Response Form (**ATTACHMENT A**).

11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & Proposals** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal
12. Statement of Non-Collusion (**ATTACHMENT A**).
13. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFQ responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFQ for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
14. Any technical questions regarding this RFQ shall be made in writing and directed to David Sacchitella, Building Superintendent, 2143 Main Street Glastonbury, CT 06033 or by email at Dave.sacchitella@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588, or by email at purchasing@glastonbury-ct.gov.

All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

- The following factors will be considered when evaluating proposals:
 - a) Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
 - b) The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
 - c) Demonstrated successful performance of similar work.
 - d) Ability to provide energy advisory services and expertise in a broad range of programs and commodities used by the Town and the Board of Education.
 - e) Overall approach to providing the services requested.

SELECTION PROCESS

- This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all submittals received for completeness and the respondent's ability to meet all requirements as outlined in this RFQ. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.
- Top rated firms will be asked to submit a specific Scope of Services and associated fee proposal. The Town Manager shall review said proposals and negotiate an agreement based on those discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	September 15, 2016
RFQ Due Date	September 29, 2016 @ 11:00 A.M.
Shortlist of Proposals Received	October 3, 2016
Interviews with Top Respondents	TBD
Fee Proposal and Scope of Services	TBD
Contract Effective Date	TBD

INSURANCE REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the contract the following insurance coverage covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Glastonbury and its employees and agents as an Additional Insured on a primary and non-contributory basis to policies except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation in favor of the Town. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and Board of Education and their employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and Board of Education and their employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and Board of Education and their employees and agents

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.
- The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation of any insurance policy. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and the Board of Education and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

ATTACHMENT A
PROPOSAL RESPONSE PAGE

BID / PROPOSAL NO: RPGL-2017-12 DATE DUE: 09-29-16

DATE ADVERTISED: 09-15-16 TIME DUE: 11:00 AM

NAME OF PROJECT: Energy Advisory Services

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

NON-COLLUSION STATEMENT:

By submission of this proposal, the Respondent certifies that it is being submitted without any collusion, communication, or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

(Seal – If proposal is by a Corporation)

Attest