



# **REQUEST FOR PROPOSALS**

## **Energy Efficiency & Conservation Energy Auditor**

to

**perform energy audits of local government buildings in Manistee County  
and provide reports with recommendations that can be implemented to  
reduce energy consumption, increase energy efficiency and reduce  
governmental operating utility costs**

funded by a grant from the Michigan Department of Energy, Labor & Economic Growth

**March 22, 2010**

**Coordinated by**

**Alliance for Economic Success**

**1361 US 31 South**

**Manistee, Michigan 49660**

**231-723-4325**

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## **I. Summary and Purpose**

This Request for Proposals (RFP) seeks responses by Monday, April 28, 2010 from qualified organizations to complete Energy Audits (the “Project”) in one or more publicly (local government in Manistee County, Michigan) owned/operated facilities. Facilities may include institutional structures such as a hospital, clinic, school, local correctional facility, or, library, or an office building. This project is funded under a grant from the Michigan Department of Labor, Energy, and Economic Growth (MDLEGE) using block grant funds from the American Recovery and Reinvestment Act. The project is being coordinated and administered by the Manistee-based Alliance for Economic Success (AES) on behalf of Manistee County, the grantee.

The primary purpose of this project is to perform energy audits of local government buildings in Manistee County and provide reports with recommendations that can be implemented to reduce energy consumption, increase energy efficiency and reduce governmental operating utility costs. At present, within Manistee County there is no systematic means to identify and attain energy efficiencies in governmentally owned and operated buildings.

Applicants are strongly encouraged to read the narrative for the grant application to the MDLEGE that is attached to this RFP.

## **II. Process**

The Alliance for Economic Success is administering the grant from the MDLEGE and will facilitate the review, screening and selection of a contractor to provide the services requested. The AES is performing this work under an agreement with Manistee County, applicant for the MDLEGE grant. A Leadership Team, consisting of representatives from Manistee County has been formed to review and approve this RFP, review proposals, select the energy audit contractor, and work with the contractor to facilitate local energy audits.

Once an energy auditor has been selected, the leadership team, with support from AES, will work with the auditor to develop and distribute a RFP to all eligible public entities in Manistee County that will seek proposals from them to fund and perform energy audits of their facilities. The leadership team and the auditor will also develop criteria for evaluation of proposals for local government facility energy audits. The leadership team and energy auditor will review, screen, rank and select proposals for funding according to established criteria and the availability of funds.

Audits will be performed in selected facilities. The auditor will provide reports with recommendations for energy savings for all audited facilities. The auditor will also give technical assistance to audited facilities, and will provide a one-day seminar on techniques and approaches for applied energy conservation and cost reduction for interested local government leaders and representatives of other public bodies in Manistee County.

The AES will be responsible for project management, records retention, project support, and the final report.

### **III. Submission and Contacts**

Only complete responses will be considered. A total of seven copies of the response must be provided in hard copy. Responses must be limited to no more than 30 pages, including attachments and cover letter. Responses must in a font size of not less than 11 point, with no less than a one inch margin at the top, bottom and side of each page. Responses to this application must be received by 5 p.m. on Wednesday, April 28, 2010, delivered by mail or in person to:

Alliance for Economic Success  
ATTN: Mr. Jim Drazo  
1361 US 31 South  
Manistee, Michigan 49660

For more information about this RFP, contact Jim Drazo at:

Alliance for Economic Success, 1361 US 31 South, Manistee, MI 49660

PH: 231-723-4325

Email: [jimdraz@gmail.com](mailto:jimdraz@gmail.com)

#### IV. **Schedule**

The estimated schedule is as follows:

<b><u>Milestone</u></b>	<b><u>Month &amp; Year</u></b>
RFP Completion	March 2010
RFP Review & Approval	March 2010
Issue auditor RFP	March 2010
Receive & Review Auditor Proposals	April 2010
Contractor Selection	May 2010
Contractor meets with Leadership Team; orientation on Energy Audit Project	May 2010
Create RFP for local governmental energy audits	May 2010
Review and approve RFP for local energy audits	May 2010
Issue RFP for local government energy audits	May 2010
Review proposals and select facilities – Leadership Team & Consultant	June 2010
Perform energy audits	July-August-Sept 2010
Receive and review energy audit reports	October 2010
Provide participating local government with energy audit reports and technical assistance	October-Nov-December 2010
Provide an “energy efficiency workshop”	January 2011
Project report to Manistee County & MDLEGE	February 2011

## V. Project Background

Manistee County has 14 townships, a city and 5 villages in addition to County government. The County is also the headquarters of the Little River Band of Ottawa Indians. All governmental units are making concerted efforts to reduce costs. For example, the City of Manistee has budgeted \$50,000 to complete an Operational Services Assessment to determine ways that City government can become more efficient. In another case, Filer Charter Township and the City of Manistee have just entered into an agreement to partner in a sewer connection to the Township from the City's wastewater treatment plant that will generate considerable savings and efficiencies through intergovernmental cooperation. Finally, the City of Manistee recently issued a Request for Proposals for refuse collection and disposal in collaboration with Manistee Area Public Schools and the Manistee Housing Commission, another collaborative effort to establish economies of scale for operational cost savings. However, cost saving initiatives to date have not focused on energy efficiency in government facilities to conserve energy as well as government expenses.

\*Structures owned and operated by Manistee County and its townships and municipalities include,

- A correctional facility – the Manistee County Jail and Sheriff's office; the jail is presently being considered for expansion and remodeling,
- A hospital, medical clinic, and a long-term care facility; the hospital has plans for expansion,
- A library system, with a historic main structure in Manistee along with 5 branch libraries,
- A historic, three story city office building in the City of Manistee,
- An office building in Manistee housing all county agencies,
- School buildings operated by four school districts within the Manistee County Intermediate School District, plus the Manistee ISD office building (school systems will be eligible to submit proposals,
- Offices for township and village governments

*\*Manistee County desires a competitive process for selection of facility audits. Using available funds, the county hopes to have several facility audits completed: those being facilities most able to implement energy saving recommendations, and likely to show the greatest energy savings.*

Manistee County expects there will be a considerable energy savings as a result of this project through implementation of recommendations resulting from audits as well as from learning that occurs through and after the audit process. The exact amount of savings cannot be precisely known until facilities are identified and prioritized for the energy audits and the energy audits are completed. Typically, we would expect energy use reduction of at least 20 percent. Realistically, the actual energy savings to be realized will be far greater since the vast majority of facilities are aged and known to be energy inefficient. Energy savings resulting from this project will be calculated as part of the project evaluation.

**Funds for this project come from an American Recovery and Reinvestment Act (ARRA) grant to the State of Michigan. All work under this project must comply with ARRA regulations and requirements, including "Made in America" provisions.**

This project will operate concurrently with:

- A \$48,000 grant being made available through the Northwest Michigan Council of Governments to Manistee County under a grant from the Public Service Commission to implement energy audit recommendations in one county structure.
- A grant application to USDA that is pending approval for \$80,000 that would support the activities proposed under this project at private facilities.

## **VI. The Project**

The Energy Audit project has three phases:

- 1) Selection of the energy auditor, and creation and distribution to eligible applicants of an RFP for local government facility energy audits. The selected energy auditor will be responsible for working with the leadership team and AES to help develop an RFP for local facility audits along with criteria for review of submitted energy audit proposals. The RFP will require that proposals provide enough information for the leadership team and consultant to determine whether facilities have an opportunity for energy and cost savings through increased energy efficiency and have the resources to implement energy audit findings so that proposals can be selected for funding that have the highest potential for energy savings and consequent cost savings. The leadership team will be provided with the guide *How to Hire an Energy Auditor to Identify Energy Efficiency Projects*, published by the California Energy Commission to aid them in the selection process.
- 2) Receipt and review of local government energy audit proposals and selection and funding of proposals to perform energy audits based upon the criteria to be established by the leadership team and energy auditor. The purpose of the selection process is to select proposals for the largest number of facilities that have the greatest potential for energy/cost savings and implementation.
- 3) Perform comprehensive energy audits, create audit reports with recommendations for energy savings, provide technical assistance for

implementation of recommendations, and provide one education session on applied energy conservation practices and techniques for local governments and other public bodies. The energy auditor will use best practices to audit selected facilities. The auditor will create audit reports based on audit results; reports will contain objective recommendations for improvements to audited facilities. The auditor will establish a communication method with audited facilities and AES such that over a period of at least three months following receipt of reports by audited facilities, facility managers and/or AES can contact the auditor to obtain advice or clarification on audit reports and recommendations for energy efficiency. The three-month time period is necessary since most governmental legislative bodies meet monthly and will likely have to vote to accept audit recommendations, then establish methods to implement recommendations. The final on-site task for the energy auditor will be to provide a one-day energy savings seminar for local government leaders. Manistee County desires to share “lessons learned” from the energy audit process. By sharing lessons learned, Manistee County expects local government facilities can realize additional energy savings.

- 4) Finally, because of this initiative, the AES will lead an effort to evaluate the project to determine the costs, benefits and potential organizational alignment for sustaining an energy efficiency/cost savings support service for public entities in Manistee County. This evaluation will also consider potential regional alignments for providing this service.

## **VII. Submission Requirements**

Responses to this RFP must include the following:

- A. The Organization. The name, contact information and summary of the vision, mission and goals and objectives of the responding organization.
- B. History. A brief review of the history of the organization.
- C. Project Team. A review of all organizations, groups or institutions to be involved in the project, including contact information for each. An identification of the name

and qualifications of the project manager must also be provided, including enumeration of professional credentials.

- D. Project Experience. Detailed information about prior energy audit projects that illustrate the capability of the respondent to perform this project.
- E. References. At least three references for similar work or projects.
- F. Project Management. This includes: the project management approach; the proposed process and method for maintaining contact and accountability with AES, governmental units with audited facilities, and the Leadership Team; communications on progress; schedule management; quality control. Respondents should clearly describe their prior experience and how they will strategically approach providing energy audits and useful energy audit information involving a large number of diverse governmental offices and operations that may range from a one-person office in a Village to a much larger health care operation.
- G. Sample Report. Provide a sample report that illustrates the type and quality of work the firm will provide.
- H. Schedule. A schedule for project completion, including significant milestones that are included in the project description.
- I. \*Project Budget, including an estimated budget that encompasses costs included in:
  - 1. Personnel expenses
  - 2. Fringe benefits
  - 3. Contract services
  - 4. Supplies and materials
  - 5. Travel
  - 6. Indirect or overhead costs

\*Manistee County desires ***Comprehensive*** audits of facilities selected for this project. Accordingly, respondents to this RFP should quote expected audit costs in anticipated “***costs per square foot***” for various classes of facilities, i.e., hospitals, schools, office structures, municipal buildings, theaters, etc. The cost per square foot must include items 1 through 6 above.

The total budget for all phases of the project is \$55,000. Respondents should consider this in submitting their proposals and budgets in response to this RFP.

J. Proof of Insurance for the respondent as well as any subcontractors.

**VIII. Selection Process**

Proposals will be evaluated as follows:

<u>Factor</u>	<u>Points</u>
Qualifications of the respondent	30
Prior experience of the respondent	20
Project Management approach	30
Examples of previous work	10
Project budget and schedule	10
Total	100

**IX. Cancellation of RFP**

This RFP may be cancelled or any bids or proposals may be rejected in whole or in part. Proposals that do not comply with all criteria set forth in this RFP are subject to disqualification.

**X. Attachments**

Grant Agreement narrative.

ATTACHMENT  
Grant Agreement Narrative



**Grant Application**

Energy Efficiency and Conservation Block Grant Program  
Michigan Department of Energy, Labor & Economic Growth

October 20, 2009

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Note: We have not completed the National Environmental Policy Act Questionnaire since the activities proposed are unlikely to have a harmful environmental impact as established in Attachment A for the EECBG categorical exclusions.

## **V-A Identification of Organization**

Manistee County is the grant applicant:

Manistee County  
Contact: Tom Kaminski, Administrator  
415 Third Street  
Manistee, Michigan 49660

Federal Identification Number: 38-6005853

By resolution of the Manistee County Board of Commissioners (Page 3A), the Alliance for Economic Success (AES), the economic development organization for Manistee County (a Michigan nonprofit 501(c) (3) organization), will manage and coordinate all aspects of the work that would be performed under this grant application.

Alliance for Economic Success  
Contact: Cyndy Fuller, Executive Director  
1361 U. S. 31 South  
Manistee, Michigan 49660

Federal Identification Number: 20-8656518

**V-B Authorized Negotiators**

The person authorized to negotiate the proposed grant agreement with the State is:

Cyndy Fuller, Executive Director  
Alliance for Economic Success  
1361 U.S. 31 South  
Manistee, Michigan 49660  
PH: 231-723-4325  
Telefax: 231-723-3717  
Email: [tervin26@charter.net](mailto:tervin26@charter.net)

The person authorized to commit the organization to the project is:

Tom Kaminski  
County Administrator  
Manistee County  
415 Third Street  
Manistee, Michigan 49660  
PH: 231-398-3500  
Telefax: 231-723-1795  
Email: [tdkaminski@manisteecountymi.gov](mailto:tdkaminski@manisteecountymi.gov)

Signature: \_\_\_\_\_  
Tom Kaminski, County Administrator

\_\_\_\_\_  
Date

## V-C Management Summary

Personnel: Alliance for Economic Success (AES) personnel will manage this grant as follows:

- Cyndy Fuller, Executive Director, Alliance for Economic Success

Responsible for overall supervision and oversight of the AES, reporting to a Board of Directors.

- Jim Draze, Local Government Energy Efficiency Project Manager (hired by AES under contract)

Responsible for: contractor oversight and coordination; request for proposal development, review and contractor selection; local government coordination; and completion of all reports, energy audits and follow up steps required under the program, working in collaboration with the contractor.

Mr. Draze has over 30 years of management experience, including substantial experience in community public health programs.

- Mary Pitcher, Recycling Project Manager (hired by AES under contract)

Responsible for program development with townships and the City of Manistee; development of intergovernmental agreements with the County and participating local governments; development of requests for proposals for recycling contractors and coordinating review and selection of contractors; contractor oversight; recycling site monitoring and development and implementation of education and information programs, including staffing a Manistee County Recycling Leadership Team.

- Cathy Fairbanks, Administrative Assistant (AES employee)

Financial monitoring and tracking of all grants, consistent with AES policies and requirements of a 501(c) (3) nonprofit charitable organization.

Quality Assurances Measures: The AES has policies, procedures and by-laws that have been adopted by its Board of Directors that support quality assurance. They include provisions for:

- Controlling and tracking all expenditures
- Competitive bidding
- Processes for requests for proposals and review of proposals to ensure an open, transparent and accountable process in contractor selection
- Full disclosure
- Managing and acknowledging conflicts of interest
- A "360" process for employee evaluation
- Annual program and financial review, including an independent annual audit
- Code of ethics
- Equal employment opportunity
- Employee recruitment and compensation
- Contractual relationships

- Consultant fees, honoraria and gifts
- Fiscal agent services and fees

A copy of these policies, procedures and by-laws can be provided upon request.

Project Evaluation:

The evaluation of this project will be important to documenting impacts and demonstrating the value of the project. The project will be evaluated as follows:

■ Government Facility Energy Audits

- Number, scope and findings of energy audits
- Aggregate results of energy audits and recommended energy savings  
Number of energy audit reports formally adopted by local units of government
- Energy audits implemented and resulting energy and operating cost savings  
Number of local units of government with new operating procedures reflecting energy audit recommendations
- Funding allocated through operating budgets and/or grants to implement energy audits
- Training and education of local government representatives on energy efficiency practices

■ County-Wide Recycling

- Number of municipal units participating in county-wide program under Act 69
- Volume of material collected and processed compared with recycling volume baseline
- Overall energy savings and green house gas reduction realized through recycling as well as through more efficient transport and handling of recycled materials
- Number of participants in education and information programs

## V-D Statement of the Problem

As stated in the Request for Proposals (RFP), millions of energy dollars leave Michigan due to inefficiencies in our building, transportation and other sectors.

This project will:

- Improve energy efficiency in the building sector of the community.
- Reduce greenhouse gas emissions.
- Reduce total energy use
- Stimulate the local economy through creation and retention of jobs.

This proposal consists of two projects:

### 1. Government Facility Energy Audits.

Problem: The absence of resources and a systematic approach to identify and attain energy efficiencies in local government buildings in Manistee County.

Project Goal: To perform energy audits of local government buildings in Manistee County that can be implemented to reduce energy consumption, increase energy efficiency and reduce governmental operating utility costs.

### 2. County-Wide Recycling.

Problem: The absence of a county-wide program to efficiently recycle materials, thereby diverting materials from the waste stream and landfills.

Project Goal: To expand participation in a county-wide program for recycling that will significantly increase the volume of materials recycled in a manner that is efficient, accessible and promotes energy efficiency, waste reduction and a reduction of recyclable materials in landfills. Further, to promote individual source reduction through community education and awareness raising efforts.

Both of the projects that would be performed under this grant application are recognized County priorities and are consistent with:

- Envision Manistee County, the first County-wide visioning initiative completed in 2006 that involved over 700 people in the County that has been the subject of implementation grants from the W. K. Kellogg Foundation, Michigan Economic Development Corporation, Michigan Department of Environmental Quality, U. S. Department of Agriculture, Oleson Foundation, U. S. Fish and Wildlife Foundation, and Great Lakes Fishery Trust.
- The Strategic Plan for the Alliance for Economic Success, the economic development organization for Manistee County.
- The Strategic Plan for the City of Manistee
- The Master Plan for Manistee County

- The Strategic Plan for the Manistee Area Chamber of Commerce
- The Solid Waste Plan for Manistee County

These projects are also consistent with the goals and objectives of the “Green Team” established by the Manistee County Board of Commissioners in January 2008. The Green Team is dedicated to promoting, encouraging and providing for County-wide energy efficiency and resource conservation. Green Team initiatives previously completed and those ongoing will be leveraged in this project.

The lack of Countywide recycling services has been identified a serious deficiency:

- Attendees at a county-wide summit of government, nonprofit and business leaders held in March 2009 voted the need for a county-wide recycling program as the highest priority for local government.

- A citizen survey administered in conjunction with a 2009 City of Manistee Operational Services Assessment identified recycling as the highest priority for additional City services.

## **V-E. Work Plan**

The work plan encompasses two projects that are covered in the following narrative:

- 1 - Government Facility Energy Audits
- 2 - County-Wide Recycling

### **1. Government Facility Energy Audits**

We are seeking \$75,000 in grant funds for this project.

Background: Manistee County has 14 townships, a city and 8 villages in addition to County government. The County is also the headquarters of the Little River Band of Ottawa Indians. Essentially all governmental units are making concerted efforts to reduce costs. For example, the City of Manistee has budgeted \$50,000 to complete an Operational Services Assessment to determine ways that City government can become more efficient. Cost saving initiatives have not focused on energy efficiency in government facilities to conserve energy as well as government expenses.

The work plan for this project is as follows (note: because the exact timing of the award of funds is not known, we are projecting a schedule based on the number of months from the date that funds are awarded and work can begin).

A. Leadership Team. We will form a leadership team consisting of diverse governmental units to develop a request for proposal for contractor services to perform energy audits and to guide the review and selection of the contractor and review and select facilities to be audited. The AES will staff and coordinate the work of the Leadership Team.

Schedule: Month 1

Hours: 30

B. Develop Request for Proposals (RFP) for contractor services to perform energy audits of public facilities. In preparing the RFP, the leadership team will consider the document entitled "How to Hire An Energy Auditor to Identify Energy Efficient Projects" prepared for the California Energy Commission. The RFP will ask respondents to submit proposals that include: