

# REQUEST FOR PROPOSALS



**Alabama Department of Economic and Community Affairs**

**Energy Division**

**State Energy Program**

Issue Date: **July 8, 2010**

Proposal Due Date: **August 19, 2010**

## TABLE OF CONTENTS

<b>OVERVIEW .....</b>	<b>3</b>
<b>PART I – FUNDING OPPORTUNITY DESCRIPTION.....</b>	<b>4</b>
A.    SUMMARY.....	4
B.    PROJECT GOALS.....	4
<b>PART II – AWARD INFORMATION.....</b>	<b>5</b>
A.    ESTIMATED FUNDING .....	5
B.    ANTICIPATED NUMBER OF AWARDS .....	5
C.    PERIOD OF PERFORMANCE .....	5
D.    METHOD OF PAYMENT .....	5
E.    PROHIBITED EXPENDITURES .....	5
F.    COST MATCHING.....	5
<b>PART III – PROGRAM DESCRIPTION .....</b>	<b>6</b>
<b>PART IV – PROPOSAL CONTENTS.....</b>	<b>7</b>
A.    LETTER OF TRANSMITTAL .....	7
B.    PROPOSAL NARRATIVE .....	7
C.    ATTACHMENTS.....	8
D.    ADDITIONAL INFORMATION .....	9
<b>PART V – PROPOSAL EVALUATION .....</b>	<b>10</b>
<b>PART VI – AWARD ADMINISTRATION INFORMATION .....</b>	<b>11</b>
A.    PROGRAM ACTIVITY METRICS .....	11
B.    CRITICAL QUARTERLY METRICS.....	11
C.    ANNUAL REPORT .....	12
<b>PART VII – OTHER REQUIREMENTS FOLLOWING AWARD.....</b>	<b>13</b>
A.    NEPA.....	13
B.    HISTORICAL PRESERVATION .....	13
C.    FEDERAL, STATE AND MUNICIPAL REQUIREMENTS.....	13
<b>PART VIII – OTHER INFORMATION .....</b>	<b>14</b>
A.    RIGHT TO REJECT.....	14
B.    PROPRIETARY INFORMATION .....	14
<b>ATTACHMENT A .....</b>	<b>15</b>

## OVERVIEW

### Eligible Applicants

All types of domestic entities are eligible to apply, except other Federal agencies, Federally Funded Research and Development Centers (FFRDC) Contractors, and nonprofit organizations described in section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995.

### Proposals

Each proposal submitted must contain one (1) original and two (2) copies.

### Submission Information

All proposals must be received no later than 5:00 p.m., **August 19, 2010**, at:

**By Mail:**

ADECA - Energy Division  
P.O. Box 5690  
Montgomery, AL 36103-5690

**By Courier:**

ADECA - Energy Division  
Mailroom 404  
401 Adams Avenue  
Montgomery, AL 36104

### Late Proposals

Proposals submitted after the due date will not be considered. The Energy Division reserves the right to reject any incomplete proposals without review.

### Questions

Questions pertaining to this RFP may be submitted by email or fax to the designated program manager listed under the category description.

**Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.**

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon state receipt of federal funds awarded.

## **PART I – FUNDING OPPORTUNITY DESCRIPTION**

### **A. Summary**

The Alabama Department of Economic and Community Affairs (ADECA) - Energy Division manages the State Energy Program (SEP) for Alabama by authority of the U.S. Department of Energy (DOE). Each year the Energy Division develops and implements an energy efficiency plan that will reduce projected energy consumption in Alabama.

The project under this Request For Proposals (RFP) will be funded, in whole or in part, with funds appropriated for SEP. SEP is a formula grant used to promote the conservation of energy, to reduce the rate of growth of energy demand, and to reduce dependence on imported oil through the development and implementation of a comprehensive State Energy Program and the provision of Federal financial and technical assistance to States in support of such program. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the SEP.

The Energy Division is soliciting proposals for the installation of Smart Meters in State Agencies. This area is described in detail in **Part III – Program Description**.

### **B. Project Goals**

Proposals submitted in response to this solicitation should, to the maximum extent feasible, incorporate the goals and objectives of the SEP. Each goal or objective area should be addressed and briefly discussed as it relates to proposed activities.

Specific SEP goals or objectives addressed by a proposal warrant a broader discussion of how the proposed project will impact such goals or objectives and produce outcomes that can be reported using recommended metrics.

Proposals should be developed with thoughtful consideration being given to the applicable quarterly and annual reporting requirements contained in Part VI.

The goals established for the SEP are:

1. Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government.
2. Reduce reliance on imported energy.
3. Improve the reliability of electricity and fuel supply and the delivery of energy services.
4. Reduce the impacts of energy production and use on the environment.

## **PART II – AWARD INFORMATION**

### **A. Estimated Funding**

Approximately \$270,000 will be available for award through Alabama's State Energy Program this program year.

### **B. Anticipated Number of Awards**

One subgrant award is anticipated through this solicitation.

### **C. Period of Performance**

The Energy Division intends to award the grant to begin October 1, 2010 and to terminate no later than September 30, 2011 for an amount not to exceed the amount requested by the Offerer or that which is negotiated between the selected Offerer and the Energy Division.

### **D. Method of Payment**

Payments shall be made on a cost-reimbursement basis over the course of the grant.

### **E. Prohibited Expenditures**

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction; such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures; or
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

### **F. Cost Matching**

25% cost match is required for grants made with SEP funds.

### PART III – PROGRAM DESCRIPTION

#### Advanced Metering / Smart Meters

The Energy Division is seeking proposals from a qualified organization to install Smart Meters with end to end IP-based communication solutions on State owned buildings. Smart Meters must be capable of receiving, processing, and reporting digital inputs for all utilities supplied to building. Meter reporting capabilities must include the ability to report actual versus benchmark for energy consumption (BTU/SF) and track and measure energy efficiency gains. Any qualified applicant must have five (5) years of prior Smart Meter services, and must be in good standing with federal, state, county and participating municipal governments. The successful proposer will coordinate with the ADECA Energy Division on prioritizing and the selection process of state agencies to receive smart meters. The primary goal is to sub meter state agency facilities to provide information about the individual buildings to better analyze energy consumption and identify opportunities for savings.

**The following information should be provided in addition to the information requested in Part IV.**

1. A plan for accomplishing this task, including technical approaches and an explanation of why the proposed approach is superior to other approaches.
2. Smart Meter description:
  - a. Meters must provide end to end IP-based communication solutions on State Agencies;
  - b. Must be capable of receiving, processing, and reporting digital inputs for all utilities supplied to building;
  - c. Meter reporting capabilities must include the ability to report actual versus benchmark for energy consumption (BTU/SF); and track and measure energy efficiency gains;
  - d. Monitoring interface and analytical capabilities; and,
  - e. Data collection techniques and all technical requirements needed to ensure accurate, secure and timely collection of data.
3. Identify all persons that will be employed during the proposed project and provide a resume for each.
4. Indicate the number of hours allocated to each task for each project and which individual will complete the tasks. Also include an explanation of why the number of hours proposed is both necessary and sufficient to complete the task.
5. If applicable, all subcontractors must be listed, including the firm name and address, contact person, and a complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities. References for the lead contractor and any subcontractors included in the proposal should be provided.
6. Provide statements and discussion of anticipated major difficulties and problem areas, with potential or recommended approaches for their solution.
7. Include a timeline and work plan specifying the date upon which the applicant would be ready to commence work, and any other appropriate scheduling of specific tasks. Also provide an explanation of all known or probable scheduling constraints, or limitations on staff availability, within timeframe of the project.

*Program Manager:* Ray Lockhart

*Email:* [ray.lockhart@adeca.alabama.gov](mailto:ray.lockhart@adeca.alabama.gov)

*Fax:* (334) 242-0552

## **PART IV – PROPOSAL CONTENTS**

### **Each proposal submitted must contain one (1) original and two (2) copies of the following documents:**

*Electronic Copies of the following attachments can be found on our website at:  
<http://www.adeca.alabama.gov/C7/FormsPubs/default.aspx>*

#### **A. Letter of Transmittal**

The letter of transmittal must include the following:

1. A brief statement of the work to be performed;
2. The total cost of the project; and,
3. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.

#### **B. Proposal Narrative**

##### 1. Title Page

Title of project, energy program area, name of Offerer's organization, local address, telephone number, email address, name of contact person(s), and date submitted.

##### 2. Proposal Narrative

The proposal should not exceed ten (10) pages in length. Attachments/forms are not a part of the 10-page limit. Be as concise and direct as possible by addressing key issues and information. The Offerer shall submit a written narrative outlining each of the following:

###### a. Project Strategy

Provide a detailed description of the proposed project and how the techniques, technologies and services will improve energy efficiency and reduce energy consumption.

###### b. Target Audience

Address the geographic area to be reached through the project and provide a description and estimated number of the target audience that will be reached.

Discuss methods for determining effectiveness, how results/information on project will be disseminated, and how target audience will be reached.

###### c. Scope of Work

Describe techniques, approach, technologies, major tasks and services to be provided.

How the technology, methodology and services from the proposed project will lead to major improvements, utilization of technology, lower costs, increase benefits, improve energy efficiency and reduce energy consumption.

Types of activities, estimated number of deliverables per milestone, approach and method of distribution of promotional/educational materials, and other methods to accomplish objectives as outlined in the program area while addressing improved energy efficiency and reduced energy consumption.

Anticipated benefits of the proposed work, such as cost savings, energy savings, economic benefits, environmental benefits and reduced energy consumption. Proposed tasks, scheduled milestones, task deliverables, timeline for completion of tasks and estimated budget amount for each task.

If equipment (property) with an acquisition cost of \$5,000 or more and a useable life of at least a year is to be purchased as a part of this grant, then the following information must be furnished:

- i. description of equipment
- ii. cost estimate
- iii. how equipment will be used to support this project

### 3. Offerer's Background and Experience

Give a brief description of the qualifications and experience of each staff member assigned to this project and briefly describe similar projects which your organization has developed and implemented.

## C. Attachments

### **Attachment A** - *Project Budget*

The Project Budget should outline the expenditures for the project. Please reference Attachment "B" for a description of budget categories. Proposal preparation costs are not reimbursable.

### **Attachment B** - *Budget Narrative*

The Budget Narrative is a detailed explanation of the expenditures outlined in the Project Budget.

### **Attachment C** - *State of Alabama – Disclosure Statement*

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated and notarized.**

**Attachment D - Offerer/Proposer Information**

The Offerer must submit an Offerer/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project.

**Attachment E - W-9 Request for Taxpayer Identification Number and Certification**

A completed and signed W-9 Request for Taxpayer Identification Number and Certification Form must accompany the proposal.

**Attachment F - Immigration Status**

A declaration that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

**Attachment G - Assurance of Compliance – Nondiscrimination in Federally Assisted Programs**

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the U.S. Department of Energy.

**Attachment H - Certifications**

This form certifies matters regarding lobbying, debarment, suspension and other responsibility matters including a drug-free workplace.

**Attachment J – Standard Form - LLL Disclosure of Lobbying Activities**

If applicable, complete Standard Form – LLL (SF-LLL). Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit SF-LLL "Disclosure Form to Report Lobbying."

**D. Additional Information**

Please reference the Program Description in Part III for specific additional information needed for your proposal.

## **PART V – PROPOSAL EVALUATION**

Proposals shall be evaluated on the following criteria; therefore a concise discussion of each of these areas as they are applicable to the proposal is warranted. Poor performance implementing prior Energy Division grants may disqualify potential applicants from this solicitation. The score sheet for this Program Area is attached to this solicitation as Attachment "A".

### **Technical Criteria (55 points possible)**

- Proposed plan to complete the project in an expeditious manner with a detailed description of deliverables and timelines for task completion
- How well the proposal addresses the goals and objectives of the SEP and the anticipated benefits in terms of:
  - Energy savings
  - Renewable energy development
  - Energy cost savings
  - Increased energy efficiency
  - Reduction of reliance on imported energy
- Discussion of and potential for sustainability
- Ability to extend the impact of funds provided
- Description of the target audience
- Proposed mechanism to reach audience
- Description of method(s) for measuring program effectiveness and disseminating results of program(s)
- Qualifications, training, educational background and experience of proposed project staff
- Experience conducting similar programs

### **Program Specific (30 points possible)**

- A plan for accomplishing this task, including technical approaches and an explanation of why the proposed approach is superior to other approaches
- Description of Smart Meter that provides the requirements listed in Part III of the Request for Proposals
- Identifies all persons that will be employed during the proposed project and provides a resume for each
- Provide statements and discussion of anticipated major difficulties and problem areas, with potential or recommended approaches for their solution

### **Cost Criteria (15 points possible)**

- Budget for proposed project is appropriate and reasonable
- Cost breakdown for each proposed task
- Degree of leveraging

## **PART VI – AWARD ADMINISTRATION INFORMATION**

### **A. Program Activity Metrics**

The key activities and outcomes to be reported by subgrantees will vary by program or project type. The Energy Division will provide additional information on reporting requirements for selected proposals. In addition to standard management and financial reporting requirements, the following information, by program type, will be required in quarterly program status reports as appropriate and applicable to the proposed project:

#### Building Retrofits

- Number of buildings retrofitted, by sector
- Square footage of buildings retrofitted, by sector

#### Building Energy Audits

- Number of audits performed, by sector
- Floor space audited, by sector
- Auditor's projection of energy savings, by sector

#### Government, School, Institutional Procurement

- Number of units purchased, by type (e.g., vehicles, office equipment, HVAC equipment, streetlights, exit signs)

#### Technical Assistance

- Number of information contacts (for example, webinar, site visit, media, fact sheet) in which energy efficiency or renewable energy measures were recommended, by sector

#### Workshops, Training and Education

- Number of workshops, training and education sessions held, by sector
- Number of people attending workshops, training and education sessions, by sector

### **B. Critical Quarterly Metrics**

#### Job Creation

- Full-time
- Part-time

#### Energy Savings (kWh equivalents)

- Reduction in natural gas consumption (mmcf), by sector
- Reduction in electricity consumption (MWh), by sector
- Reduction in electricity demand (MW), by sector
- Reduction in fuel oil consumption (gallons), by sector
- Reduction in propane consumption (gallons), by sector
- Reduction in gasoline consumption (gallons), by sector

#### Energy Cost Savings

- Dollars saved

#### Emissions Reductions

- Amount of green house gases reduced (CO<sub>2</sub> equivalents)
- Amount of criteria air pollutants reduced (tons)

## **C. Annual Report**

The key activities and outcomes to be reported by subgrantees will vary by program type. The Energy Division will provide additional guidance on reporting requirements. In addition to standard management and financial reporting requirements, the following information, by program type, will be required in an annual report as appropriate and applicable to the proposed project:

### Energy Savings (kWh equivalents)

- Annual reduction in natural gas consumption (mmcf)
- Annual reduction in electricity consumption (MWh)
- Annual reduction in electricity demand (MW)
- Annual reduction in fuel oil consumption (gallons)
- Annual reduction in propane consumption (gallons)
- Annual reduction in gasoline consumption (gallons)

### Emissions Reductions

- Amount of green house gases reduced (CO2 equivalents)
- Amount of criteria air pollutants reduced (tons)

## **PART VII – OTHER REQUIREMENTS FOLLOWING AWARD**

### **A. NEPA**

All Projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Most projects will be categorically excluded from environmental assessment. The Energy Division will notify you in the event your project will require a full environmental assessment. Proposals should include a discussion of anticipated environmental impacts as described online at [https://www.eere-pmc.energy.gov/NEPA\\_Act.aspx](https://www.eere-pmc.energy.gov/NEPA_Act.aspx)

### **B. Historical Preservation**

All Projects receiving financial assistance from DOE will be reviewed under the National Historic Preservation Act (NHPA) of 1966 – 16 U.S.C. Section 106. NHPA requires all DOE funded activities comply with the requirements under Section 106 prior to the expenditure of any federal funds to alter any structure or site. Please visit the Alabama Historical Commission website at <http://www.historical.alabama.gov/106program.aspx> for more information on NHPA Section 106 requirements.

### **C. Federal, State and Municipal Requirements**

Proposed projects must obtain any required permits and comply with applicable federal, state, and municipal laws, codes and regulations applicable to State Energy Program implementation.

## **PART VIII – OTHER INFORMATION**

### **A. Right to Reject**

The Energy Division reserves the right to reject any and all proposals submitted and to request additional information from all Offerers. The Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the Energy Division, is determined to be the best qualified and whose proposal best meets the needs of the Energy Division. The Energy Division reserves the right to negotiate with any Offerer(s). The Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

### **B. Proprietary Information**

The information contained in the proposals will be public information unless a specific request is made to keep specific information confidential. If a proposal contains any information that the Offerer does not wish to have disclosed to the public or used by the Energy Division for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to applicable state and federal laws. Proposals and supporting materials submitted shall become the property of the Energy Division.

# ATTACHMENT A

**SEP-ARRA Proposal Review Sheet**

Category: **Advanced Metering / Smart Meters**

Reviewer:

Proposer:

Date:

Requested Budget: \$

<b>I. <u>Technical Criteria</u> (55 possible points)</b>	Score	Possible
Extent of benefits and how well the proposal addresses the goals and objectives, and how well the proposal addresses the goals and objectives of the SEP. <i><b>SEP Goals:</b> energy savings, energy cost savings, increased energy efficiency, reduction of reliance on imported energy.</i>		<u>15</u>
Description of each element to be accomplished. Task elements should be quantifiable, clearly defined and measurable; clearly stated goals and objectives.		<u>15</u>
Proposed plan to complete the project in a timely manner. Detailed description of deliverables and a timeline specifying the date upon which the applicant would be ready to commence work, and any other appropriate scheduling of specific tasks.		<u>10</u>
Methods for measuring program effectiveness and benefits, disseminating results of program(s), target audience, and proposed mechanism to reach audience.		<u>5</u>
Discussion of and potential for sustainability and the ability to extend the impact of funds provided.		<u>5</u>
Qualifications and experience of Offerer in proposed project and experience conducting similar programs.		<u>5</u>

<b>II. <u>Cost Criteria</u> (15 possible points)</b>	Score	Possible
Appropriateness for project and cost breakdown for each proposed task.		<u>5</u>
Proposed budget includes narrative explanations and indicates a cost breakdown for each task.		<u>5</u>
Degree of leveraging for proposed project meets or exceeds the required 25%.		<u>5</u>

<b>III. <u>Program Specific</u> (30 possible points)</b>	Score	Possible
A plan for accomplishing this task, including technical approaches and an explanation of why the proposed approach is superior to other approaches.		<u>10</u>
Description of Smart Meter that provides the requirements listed in <b>Part III</b> of the Request for Proposals.		<u>10</u>
Identifies all persons that will be employed during the proposed project and provides a resume for each.		<u>5</u>
Provide statements and discussion of anticipated major difficulties and problem areas, with potential or recommended approaches for their solution.		<u>5</u>

Total Points: 

	<b><u>100</u></b>
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