

Patricia A. Peshka
Purchasing Agent



City of Warwick

Scott Avedisian
Mayor

Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2000 Ext. 6240
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Tuesday, August 2, 2016.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

**RFP2017-082 Professional Consulting Firm to Assist with the Development
of a Renewable Energy Strategy**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, August 2, 2016. Please note that our offices will be closed on Monday, August 8, 2016.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Monday, August 15, 2016. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive proposal price. Please note that no proposals can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, extension 6241 at least 48 hours in advance of the proposal opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE SUBMIT THIS PAGE WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____ *

*Please include your email address. Future proposals will be emailed, unless otherwise noted.

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II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____
RFP2017-082 Purchasing Agent

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

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If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals shall be accepted via facsimile or email.

The opening of proposals shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and two (2) copies and an electronic version placed on a flash drive in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2017-082 Professional Consulting Firm to Assist with the Development of a Renewable Energy Strategy."

Should you have any questions, please contact Bruce Keiser, Director of Administration, 3275 Post Rd., Warwick, RI at 401-738-2000, extension 6410.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The IRS Form W-9 attached should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

When a bid is awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a Certificate of Good Standing dated no more than thirty (30) days prior to the date upon which the bid award was made.

The successful bidder will provide said Certificate of Good Standing within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

The Certificate of Good Standing may be emailed to bids@warwickri.com. Please refer to the bid number on your response.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of

the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the proposal specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

Request for Proposals

Seeking the professional services from qualified professional consultants to assist with the development of a renewable energy strategy that will lead to the identification and pursuit of the design, financing and installation of one or more renewable energy projects that will provide long-term energy savings for the City of Warwick

**City of Warwick, RI
RFP2017-082**

Section 1. Notice of Request for Proposal (“RFP”)

The City of Warwick (the “City”) recognizes the benefits and value of renewable energy as a means of stabilizing and reducing its long-term electricity costs; reducing its dependence on fossil fuels and slowing the effects of climate change. Further, the City recognizes that the state of Rhode Island has made significant improvements in the number and types of incentives and related policies that support the development new municipal renewable energy projects, including projects that benefit the State’s municipalities through public-private partnerships.

Given this, the City has a goal of developing and incorporating a renewable energy strategy that will result in upwards of 100% of the City’s electricity to be procured from cost-effective, renewable energy projects. In order to most effectively achieve this goal, the City is issuing this Request For Proposal (“RFP”) to partner with a qualified professional consulting firm (the “Consultant”) who will assist the City in identifying renewable energy opportunities projects that will stabilize and reduce the long-term electricity costs for the City. It is anticipated that the Consultant will assist with the identification, procurement, underwriting and selection of both on-site (projects to be installed on City-owned facilities) and off-site (remote net metering) renewable energy options.

Section 2. Overview, Objectives and Project Information

The objective of this RFP is to identify and select a professional consulting firm that has expertise in partnering with municipalities and assisting them with identifying and executing renewable energy opportunities from start to finish. Evaluation of Proposals will include the consideration of experience and expertise in local renewable energy planning and management. The City will select a professional consultant who provides a response that best:

1. Provides a scope of work that will best meet the City’s objectives of this RFP;
2. Clearly identifies how the resulting renewable energy plan will provide actual long-term energy savings for the City;
3. Demonstrates the Consultant’s experience with Rhode Island based municipal renewable energy projects, financing and public-private partnerships;
4. Demonstrates the Consultant’s experience working within the State policies, programs and incentives that support municipal renewable energy development.

This RFP is for renewable energy consulting services only, and not for any design, development or installation of any renewable energy project(s). As part of this RFP, the City anticipates it will publish an additional RFP for the actual design, development and installation of renewable energy projects. The selected consultant for this current RFP will not be allowed to bid on any subsequent RFPs for the actual design, development and/or installation of any renewable energy projects the City may choose to pursue.

Section 3. Submission Requirements

Respondents shall submit three (3) paper copies and an electronic version placed on a flash drive must be submitted to the office of the City Purchasing Division, Warwick City Hall, Lower Level, 3275 Post Road, Warwick, RI 02886 on or before 11:00 AM, August 15, 2016. Responses to this RFP must include a transmittal letter indicating that the Respondent has carefully read and understands all of the provisions of this RFP. An individual who is authorized to negotiate and execute binding agreements with the City must sign transmittal letter.

Section 4. Applicant Response: Proposal and Scope of Work

The City is seeking a Consultant who can outline and execute a scope of work that will allow for the City to achieve its goal of procuring upwards of 100% of the City's electricity from cost-effective renewables. As part of this RFP response, the City requests that Respondents provide a scope of work, which shall include, but not be limited to:

- Predevelopment activities needed upon project start
- Process for identifying and recommending potential projects
- The role of State incentives with respect to recommended projects

Section 5. Qualifications and Experience

Information provided in response to this RFP shall be used to determine the Consultant that can most effectively deliver the goals of this RFP. Respondents are required to provide detailed responses to the following:

1. Transmittal letter: A letter indicating that the Respondent has carefully read and understands all of the provisions of this RFP, and is bound to all the commitments made in the Proposal.
2. Statement of Qualification: Respondents should provide a summary description of the firms expertise and qualifications. This should include, but not necessarily be limited to:
 - a. Company Information: Description of the company, including the name of all firms (if a joint venture is being proposed), and the principals comprising the development team.
 - b. Project Lead: Identification of experience of lead project manager for this assignment.
 - c. Rhode Island project experience: Provide a description of Respondents' experience with Rhode Island based municipal renewable energy projects.
 - d. Any other additional information Respondent wishes to provide.
3. Project References: Please provide at least three (3) references from similar municipal projects that Respondent has completed. By providing this information the Respondent agrees to allow the City to contact each of the references for verification.
4. Contractual Defaults: If the Respondent, or any member of its proposed team, has ever defaulted on a contract, please provide details of such default including date, location, type of project and reason for default.

Section 6. Cost Proposal

Respondent shall submit its cost proposal for completing the RFP scope of work.

Section 7. Evaluation and Selection

The City shall collectively utilize the information provided within responses in evaluating and making an award under this RFP. The City will pay particular attention to:

1. Demonstrated understanding and responsiveness of the RFP;
2. Qualifications of Respondent, including references;

3. Specific experience with Rhode Island based municipal renewable energy projects and public-private partnerships;
4. Specific experience with Rhode Island state policies, programs and incentives that support municipal renewable energy development.

Section 8: Contract Negotiations

In evaluating responses, the City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate an agreement with the Consultant that is in the best interest in the City.

Section 9. General Conditions

1. The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate renewable energy contract agreement(s) that are in the best interest of the City.
2. The City reserves the right to accept all or any part of a response to this RFP.
3. Compliance with Law: The selected Consultant shall comply with all applicable laws, regulations, ordinances, codes and orders of the United States, the State of Rhode Island and the City of Warwick, as related to its proposal and the performance of the work described in providing renewable energy projects and their correlating PPA, or similar long-term financing option.

Section 10. Contact

Any questions regarding this RFP may be directed to:

Bruce R. Keiser
Director of Administration
Warwick City Hall
3275 Post Road, Warwick, RI 02886
401-738-2000 x 6410
bruce.keiser@warwickri.com

Section 11. Miscellaneous

1. RFP Costs: Costs incurred in developing a response to this RFP are its sole responsibility of the Respondent, and the City shall have no liability for such costs.
2. Ownership of Proposals: All proposals submitted become the City's property and will not be returned to Respondents.
3. The City will not award the proposal to any business, that or person who, is in arrears or in default to the City with regard to any tax, debt, contract, security or any other obligation.

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2017-082 Professional Consulting Firm to Assist with the Development of a Renewable Energy Strategy

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications.

Total Cost \$_____

Additional Fees (if necessary)
