

## **Note to the Local Governments:**

The effort you put into drafting your RFP will be reflected in the proposals you receive. We provide you with a sample RFP to help guide you through the process, but many areas of the RFP are to be customized by you, the local government. We ask you to put in the time and effort to develop a complete RFP for your own benefit – it will help ensure that you receive high-quality proposals with a relatively small spread in costs. It should be a priority to clearly explain the facilities you wish to have audited, details about the systems within those facilities, and guidance about any uncommon or particularly energy-intensive system within those facilities.

Pay particular attention to the highlighted regions, as they **MUST** be customized by you, the local government. But the other portions of the RFP may also be customized by you, so please read them carefully.

If you have any particular energy projects that you wish to include within the scope of this audit, include it in an appropriate section of the scope, or create a new section. For instance, if you are particularly interested in having solar panels on the roof of your XYZ building, add to the “Renewable/Distributed Energy Measures” section that you are particularly interested in having solar panels installed on the roof of your XYZ building, and the auditing firm should perform a high level assessment on the practicality of that installation.

Please contact TRC with any questions about expanding upon the scope of work.  
Call Colleen Kling at 732-855-0033.

**Please delete this page before submitting your draft RFP for review.**

**City of Camden**  
[RFP]  
520 Market Street Camden NJ]

*Joe Thomas]*  
*Economic Development Rep*

Phone: 856-968-3531  
Fax: 856-968-4787  
E-mail: jothomas@ci.camden.nj.us

[September 6, 2012]  
[Insert Audit Firm Name][Insert Audit Firm Address]

Dear [Insert Name of Engineering Firm Recipient]

The City of Camden is requesting proposals from DOT prequalified audit firms to perform energy audits on our facilities in connection with the NJ Board of Public Utilities' Local Government Energy Audit Program ("Program"). The selected firm will work with us and TRC Energy Services to ensure all requirements of the Program are met.

Your proposal for energy audits shall be in accordance with the attached General Proposal and Scope of Work Requirements and fully comply with Section 3.3.3 of RFP 08-x-39537 dated December 7, 2007 issued by the NJ Department of Treasury.

Please provide proposed fixed price audit costs for each facility listed under List of Facilities in accordance with Section 1.2.1 of RFP 08-x-39537. Also, in the event you feel it may not be cost effective or it would be otherwise imprudent to perform an audit on one or more facilities, please provide an explanation.

Sealed proposals intended for the Purchasing Agent prior to the designated time of public opening should be delivered to the **Office of the Business Administrator, City Hall, Room 409**, Camden, New Jersey 08101  
Sincerely,

Proposals will not be accepted after the time specified for submission.  
Proposals received after the hour appointed will be deemed invalid and returned unopened to sender.

Any questions concerning this Request for Proposal, please contact City of Camden Purchasing Bureau at (856) 757-7159.

Deborah Beasley  
Purchasing Agent

Date: September 6, 2012

## General Proposal Requirements

Each audit firm shall respond to the Request for Proposals by the stated deadline with a comprehensive proposal and work plan, which shall include, but is not limited to, the following:

- A detailed proposal and Work Plan to perform the scope of work reflecting the requirements for competitive price quotes in accordance with the audit specific requirements of RFP 08-x-39537 dated December 7, 2007 issued by the NJ Department of Treasury.
- A proposed schedule identifying deliverable items to be submitted as evidence of completion of each task and/or sub-task
- The proposed hourly rate in addition to person-hour and/or labor category mix: A comprehensive chart showing the person-hours proposed to meet the requirements of the request for competitive quotes. The chart shall reflect the tasks, sub-tasks, or other work elements required by the request for competitive quote. The chart shall identify, for each task, sub-task, the total number of person-hours, by labor category, proposed to complete the engagement. The hourly rates used for each labor category shall be the all-inclusive hourly rates specified in the proposal.
- A firm, fixed price for the engagement based on the proposed scope of work, hourly rates and schedule, listed per each facility.
- In the event you deem it to be not cost effective or otherwise imprudent to perform energy audits on one or more facilities listed in the RFP, provide an explanation as to why for each such facility.

### Basis of Award:

Based on but limited to years Experience in Energy efficiency

Based on but limited pricing

Based on but limited to the ability to perform required task.

Based on but limited to past performance on government projects

Based on but not limited to job creation in the City of Camden

Based on the projected timer line

Total project cost not to exceed \$100,000.00 amount

\*\*\*\*\*All Applicants must adhere to affirmative action ordinance and guide lines

### Scope of Work Requirements

For each facility/building listed below under List of Facilities:

Historic Energy Consumption: 1) Compile historic usage and costs for all energy utilities including electric, natural gas, propane and fuel oil for the twelve months prior to the audit including kW, kWh, BTUs, therms, etc. according to actual billed meter readings that corroborate usage; 2) Identify the utility rate schedules under which services are provided to each meter; 3) Enter the required building and utility data into the U.S. Environmental protection Agency's (EPA) Portfolio Manager energy benchmarking system. Report the resulting EPA

score for each building, and provide the information necessary to access the Portfolio Manager account.

Facility or Measure Description: Provide a written characterization of other energy usage and occupancy profiles, facility size, construction features including an assessment of the building envelope (windows, doors, insulation, etc.) and operations.

Equipment list: Provide a detailed inventory of equipment containing pertinent information for all energy consuming lighting, HVAC, process and other equipment including estimate of equipment efficiency and remaining useful life. For example, for lighting, for each area of each building, provide existing fixture type, existing lamp type, existing lamp count and existing ballast type, current watts per fixture and current energy cost per room/building. Similar detail should be provided for other equipment, including process equipment in the case of process facilities such as sewage treatment plants.

Energy Conservation Measures: Provide a narrative summary for each energy conservation measure recommended. For example, for lighting recommendations, for each area of each building, provide proposed fixture type, proposed lamp type, proposed lamp count, proposed ballast type, total watts per proposed fixture, projected energy savings per room or area, projected energy cost savings per room and before and after lighting levels. Similar detail should be provided for other measures.

Clearly document the key assumptions made in analyzing each measure and describe the method of analysis. Provide the following for each recommended energy conservation measure:

- Description of energy conservation measure
- Estimated installation labor, material and total cost; along with source of cost estimate
- Estimated energy savings (kW, kWh, therms, etc.)
- Estimated annual energy cost savings (including any assumptions regarding future energy costs, life of measure, etc.)
- Estimate of any rebates/financial incentives available through New Jersey's Clean Energy Program or from other sources
- Estimated annual operating cost savings
- Estimated lifetime energy cost savings
- Simple payback
- Estimated return on investment
- Options for funding the installation of recommended measures

Renewable/Distributed Energy Measures: The contractor shall perform a high level assessment of renewable and distributed energy technologies which includes:

- Recommendations on the potential/viability of various renewable/distributed energy technologies
- Identification of available grants and incentives and sources of funding
- Analysis of costs and savings comparing current and future costs of electric and thermal energy with and without each technology assessed

Energy Purchasing and Procurement Strategies:

- Develop a load profile for each electric and natural gas account
- Provide an analysis of the utility tariff under which the facility is currently served
- Assess potential savings from purchasing from third party suppliers

Method of Analysis: Provide a description and documentation of the tools used to perform the energy analysis and calculate energy savings estimates.

- Clearly identify all assumptions and estimates used in the analysis

Audit Firm Requirements:

- The selected audit firm shall perform an energy audit of all agreed upon buildings and facilities within 60 days of the date of the engagement for energy audit services between the engagement entity or cooperative purchasing partner and the energy audit contractor.
- The energy audit shall assess current energy usage and costs, and identify, analyze and recommend energy efficiency measures, renewable energy systems and strategies for the purchase of energy. The energy audit shall include a complete inventory of meters and billing points for all sources of energy. The goal of the energy audit is to identify opportunities for reducing energy costs.
- Upon the award of the engagement, the contractor shall schedule and attend a meeting within five (5) business days with the engagement entity to discuss all pertinent items relative to the subject audit.

Scheduling

*All audit must be perform in a 3 week period*

Submittal Requirements:

- A draft of the final audit report including a summary of the audit process and all recommendations shall be submitted in accordance with the Work Plan (section 1.2.1 of RFP 08-x-39537 dated December 7, 2007 issued by the NJ Department of Treasury). After appropriate review and authorization by TRC, the contractor shall release the draft report to the engagement entity and/or any other party as determined by TRC for its review. The municipality or other local governmental entity's critique of the draft report shall be confined to factual discrepancies and communicated to TRC. Subsequently, TRC shall authorize the preparation of the final audit report. The engagement entity and/or any other party as determined by TRC will be permitted to comment upon the contractor's findings and recommendations after TRC has approved the final report for release. These comments shall be incorporated into the contractor's final audit report.
- Two (2) copies of final audit report shall be submitted: one copy to TRC and one copy to the engagement entity.

Copies of submittals, as outlined above, should be sent to each of the following addresses:

TRC Energy Services  
Attn: LGEA Program Manager  
900 Route 9 North  
Suite 404  
Woodbridge, NJ 07095

and  
City of Camden 520 Market Street Camden NJ 08104

Facility Descriptions

Property Location	Sq Ft	Building Desc	Facility Type	Utiity	yr. b	Boiler	central
1115 Kaighn ave	2325	Fire House	Garage	PSE&G	1909	no	yes
1140 Wright Ave	5962	Firehouse	Garage	PSE&G	1928	no	yes
Nw 8 th & Carl Miller	9936	Comm Center	Comm Center	PSE&G	1976	no	yes
2312 Mickle	1513	Comm Center	Comm Center	PSE&G	1948	no	yes
Se Morgan & Morgan	3,473	Fire House	Garage	PSE&G	1936	no	yes
121 - 145Marlton	4,751	Maintenance Building		PSE&G	1947	no	yes
SS Wright Ave 10 to 11	6,273	DPW Building	DPW Building	PSE&G	1939	2	yes
713-715 Broadway	2,880	Comm Center	Comm Center	PSE&G	1900	no	yes
418 Federal	11,062	Library	Library	PSE&G	1929	no	yes
1151 Haddon Ave	2,919	Comm Center	Comm Center	PSE&G	1970	no	yes
SS Carman 400 e 17th	1,500	comm center	comm center	PSE&G	1980	no	yes
449 Kaighn	2,520	Store/apt		PSE&G	1900	no	yes
So. Merrmiac & Mal Hal	21,000	Comm Center	Comm Center	PSE&G	1941	no	yes
NE River 29	1,075	Police Station		PSE&g	1983	no	yes
1170 n 2974 street	17,810	Comm Center	Comm Center	PSE&G	1983	no	yes

List of Facilities

Following is the list of facilities to be included in this study:

Facility Name

Facility Square Footage

**Attachment A**

**[Attach Facility Data Forms]**

