



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

**Solicitation Information
April 15, 2015**

ADDENDUM # 1

RFP # 7549498

TITLE: Energy Efficient Lighting at RIDEM Facilities

Submission Deadline: Friday May 8, 2015 at 11:00 am (Local Time)

Notice To Vendors:

-Attached is corrected RFP

**Tom Bovis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.



Solicitation Information

April 14, 2015

Solicitation

RFP # 7549498

TITLE: Energy Efficient Lighting at RIDEM Facilities

Submission Deadline: Friday May 8, 2015 at 11:00 am (Local Time)

PRE-BID CONFERENCE: No

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than **4/24/2015 at 5 PM (LT)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: Yes

**Thomas Bovis
Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov**

NOTE TO VENDORS:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1.1) INTRODUCTION

The Rhode Island Department of Administration (“Department”), Division of Purchases (“Division”), on behalf of the Rhode Island Department of Environmental Management (“DEM”), is soliciting proposals from qualified vendors to provide lighting upgrades. The lighting upgrades will include a lighting audit to verify the RIDEM scope of work; identification and payback analysis of energy efficiency measures; recommendation of appropriate lighting energy efficiency measures, installation services, material and labor warranties; and appropriate reporting and facilitating of National Grid (Utility) or other available incentives or rebates. This RFP is designed to support energy efficiency projects which leverage existing Utility and other available incentives and services. In particular, qualified vendors are expected to demonstrate their understanding and utilization of Utility-administered incentive offerings.

Firms will be ranked according to their technical evaluation scores.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which are available at www.purchasing.ri.gov. To access the State’s General Conditions of Purchase, enter the website, click on “RIVIP”, then click on “General Information,” then click on “Rules and Regulations.” Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on “Appendix A,” which contains the State’s General Conditions of Purchase.

1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division’s website at www.purchasing.ri.gov and under the heading “Vendor Registration Information”.
- c) All proposals shall include the Respondent’s FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division’s website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail raymondI@gw.doa.state.ri.us

- n) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.
- o) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- p) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.

SECTION 2 – PROJECT DESCRIPTION

The RIDEM requests proposals for a vendor to plan, permit, and install, LED lighting at the following 6 facilities that were chosen for a combination of need, existing electrical demand, and installation feasibility. Please refer to the following listing of the existing lighting that we propose to replace with LED fixtures and controls. We expect that the vendor will review and confirm the RIDEM listing of lighting that we expect would be replaced and advise if there should be any changes. We anticipate that the project will be funded by 57% owner funds, 40% National Grid Rebates, and 35% on-bill 5-year or less financing using standard National Grid terms:

Site #1: Fort Adams State Park, Newport: In 2012, RIDEM installed new LED street lighting along the entrance road and some of the parking areas in the park in anticipation of the America's Cup World Series Race. With this project, we would like to replace existing lighting in buildings and site lighting in and around the historic fort with new LED bulbs and/or fixtures and controls. The budget for this site is to replace the following existing fixtures/bulbs with new LED bulbs and fixtures:

Mule Barn	Workshop	Visitor's Center	Fort Adams Trust	Waterfront Center	Parade Field
4-75W Incandescent	14- 4' 72W T12's	6- 60W Incandescent	2- 120W Incandescent	3-295W Metal Halide	4- 500W Halogen
5-100W Metal Halide	1- 60W Incandescent	3- 120W Incandescent	12- 60W Incandescent	5-134W 8' T12's	15- 150W Floods
46- 4' 72W T12's	3- 46W 4' T12's	1-205W Metal Halide	7- 40W CFL's	3- 45W CFL's	21- 100W High Pressure Sodium
19- 4' 46W T12's	2- 150W Incandescent	48- 60W 4' T8's	9-54W CFL's	8- 72W, 4' T12's	36- 150W Metal Halide
2- 100 W			14- 4' T8's,	153 100W	3- 100W

Incandescent			60W	Incandescent	Incandescent
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Site # 2: Pier 9, Newport: This pier provides berthing, parking, storage, and retail sales space for local fishermen and is operated and maintained by RIDEM. We propose to replace the site lighting at the facility with new LED light fixtures and controls. The budget for this site is to replace the following existing bulbs/fixtures with new LED bulbs/fixtures:

Pier 9
16- 205W Metal Halide
10- 120W Metal Halide
1- 190W Metal Halide
1- 1,085W High Pressure Sodium

Site # 3: Fort Wetherill Marine Fisheries, Jamestown: This is the RIDEM Division of Fish and Wildlife’s headquarters for marine fisheries management. We propose to install new LED interior and exterior lighting in building “A” which is the main office building. The budget is to replace the following existing bulbs/fixtures with new LED bulbs/fixtures to replace the following existing bulbs/fixtures with new LED bulbs/fixtures and controls:

Fort Wetherill Marine Fisheries
36- 72 W 2’ T8/T12
13- 72W, 4’ T12
1- 130W, 4’ T12
21- 134W, 8’ T12
11- 100W Incandescent
1- 120W Metal Halide
3- 109W 8’ T8

Site # 4: Lafayette Fish Hatchery, North Kingstown: We propose to replace the lighting in the main hatchery house with new LED lighting fixtures for this site to replace the following existing bulbs/fixtures with new LED bulbs/fixtures and controls:

Lafayette Fish Hatchery
21- 60 W 4’ T8
2- 88W, 4’ T8
3- 40W CFL
4- 112W, 4’ T8
12- 152W CFL
1- 32W 4’ T8/T12
4- 36W CFL
60- 120W Incandescent
3- 295W Metal Halide

Site # 5: Port of Galilee, Narragansett: We propose to replace the site lighting in two large parking lots and interior and exterior lighting at the RIDEM Coastal Office

with new LED lighting for this site to replace the existing bulbs/fixtures with new LED bulbs/fixtures and controls:

Port of Galilee
7- 144W, 4' T12's
4- 72W, 4' T12's
1- 46W, 4' T12
4- 75W Incandescent
31- 295W Metal Halide

Site # 6: Burlingame State Park: We propose to replace the interior and exterior lighting at the permit office and the maintenance garage buildings with new LED lighting for this site to replace the existing bulbs/fixtures with new bulbs/fixtures and controls:

Burlingame State Park: Maintenance Building and Permit Office
87- 80W, 4' T12's
6- 95W Mercury Vapor
8- 46W, 4' T12
4- 75W Incandescent
2- 205W Metal Halide
4- 455W Metal Halide
2- 295W Metal Halide
17- 144W, 4' T12
1- 72W, 4' T8/T12

At minimum, qualified vendors will be expected to perform the following functions:

- Conduct energy efficiency audits;
- Recommend appropriate energy efficiency measures;
- Provide analysis of project economics;
- Maximize benefits of incentive programs;
- Provide complete installation services;
- Provide extended material and labor warranties;
- Coordinate with the Utility on recycling ballasts when necessary;
- Supply required documentation in support of incentive application processing;
- Comply with any required reporting requirements; and

The Vendor will include the following specific deliverables:

1. Comply with all codes, regulations, ordinances, and statutes. The vendor will be responsible for all costs associated with code and ordinance compliance and to obtain a RI State Building Code Permit for each site. The vendor will be responsible to submit all required information, submittals, and reports to the RI Building Code office to obtain permits and approvals.
2. National Grid Rebate Forms filled out and submitted with copies to the RIDEM. All fixtures and bulbs shall be DLC approved and meet National Grid's Lighting Rebate Program standards.
3. A complete and proper installation of all fixtures and bulbs including mounting hardware, timers, controls, and/or photocell sensors on exterior lights.

4. Equipment including any lifts required to execute the work.
5. Coordination with National Grid and RIDEM staff including RIDEM maintenance staff on site to perform the work.
6. A report of the lighting audit showing all fixtures to be replaced. All costs associated with the lighting audit will be included in the price for the total project. All fixtures shall be Phillips or approved equal.

SECTION 3 - PROPOSAL REQUIREMENTS

Proposals must include the following:

Proposals shall contain the following information and shall be formatted as described below. Bidder adherence to these instructions for proposal format will be a factor in evaluation of proposals.

Application Summary Statement (2 pages maximum): Describe your company's capabilities to fulfill the scope of services described in SECTION - 2. This statement should emphasize the company's knowledge and understanding of Utility-administered energy efficiency programs. Provide a brief description of the history of the company.

Customer Projects: Provide detailed explanation of six (3) completed energy efficiency projects that your company has completed, including an example copy of audit reports and customer proposals. Projects located in NE-ISO region are preferred. Please include any projects that utilized "System Benefit Charge" funding, if available.

Business References: Five (3) public and/or private sector customer references. Rhode Island references are preferred.

Project Cost: Vendors must provide, **for each site**, a summary of the total installed cost, utility incentive, on-bill financing, up-front owner cost, and energy savings. The vendor must also provide a total project cost to perform all of the work as described in this solicitation and a detailed description of the lighting fixtures, bulbs, and controls to be replaced.

RIVIP: A completed and signed RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>)

W-9: A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should **only** be included in the **original copy**.

CD: In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, flash drive). Microsoft Word / Excel or PDF is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original".

Proposal Submission:

Proposals to provide the services set forth in this solicitation must be received by

the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (a clearly labeled **original** plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

Reminder: Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

SECTION 4 – EVALUATION AND SELECTION

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in **separate sealed envelopes**.

Part One – Technical Proposal Technical proposal will be evaluated on the criteria listed below (All Respondents must receive a minimum score of 55points on the Technical proposal, Respondents not scoring at least 55 points will not be considered for fee proposal evaluation).

Part Two – Professional Fee Proposal

Professional Fee proposal will be evaluated (if firm meets minimum of 55 points in Part One) on the following criteria (Will represent 30 points max):

The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.

Lowest cost proposal will receive 30 points. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula: x/n (y) = **points awarded**; whereas “ x ” = lowest opened bid, “ n ”= any bid under consideration and “ y ”= 30 points.

Proposals will be reviewed by a Technical Review Team. Points will be assigned based on the offeror’s proposal.

Notwithstanding anything above, the Division reserves the right to unilaterally: 1) cancel the solicitation at any time; 2) waive any technicality in order to act in the best interests of the State; and 3) to conduct additional negotiations as necessary.

Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not be considered further. The State, at its sole option, may elect to require presentation(s) by bidders in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete the anticipated projects.

The Division of Purchases reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the scope of work as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based on the following criteria:

<u>Criteria</u>	<u>Points</u>
<i>Types of projects - level of experience and expertise successfully recommending and implementing energy efficiency retrofit projects in the public sector that utilize utility incentives and achieve deep energy savings.</i>	40
<i>Capability and relevant experience of the vendor to provide the required services.</i>	25
<i>Customer references</i>	5
<i>Total Submitted Cost</i>	30
<i>TOTAL</i>	100

The ranked findings and selection recommendation will be submitted to the State Purchasing Agent, or her designee, who will make the final award decision(s).

The review team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made and a contract awarded, a notice will be posted on the Rhode Island Division of Purchases web-site.