

# **Town of Waldoboro, Maine**

## **Request for Proposals – Conversion of Town Street Lights to LED Fixtures**

The Town of Waldoboro, Maine is inviting qualified companies to submit proposals for the design and implementation of Town-wide street light enhancements and conversion of the existing conventional leased street lighting to Town-owned LED fixtures. Proposals must be submitted no later than **3:00 p.m. on Monday, October 15, 2018**. Late, unsigned bids or bids submitted electronically shall not be accepted. Three (3) complete hard copies of your proposal, including any descriptive literature, shall be submitted on the forms provided, and in an envelope plainly marked on the outside with the RFP's title and number along with one (1) digital copy on a flash drive.

### **GENERAL**

#### **Project Background**

The Town of Waldoboro (Town) incurs significant annual costs related to street lighting. Through this RFP, the Town is interested in selecting a service provider to assist it in reducing street light costs by retrofitting these street lights to LED technology and enhancing their functionality by implementing advanced controls. The Town anticipates the scope of work to include upgrading the pole mounted street lights as well as lighting in Town parking facilities. The Town also wishes to explore the deployment of environmental sensors and other “Smart City” elements and technologies in the LED conversion process.

The Town seeks to build a network of LED streetlights with advanced controls that can serve as the backbone on which to deploy “Smart City” technologies that offer increased functionality of infrastructure, innovative services to residents and visitors, and opportunities for public/private partnerships that may expand services while providing revenue streams to the Town. Firms are invited to describe how elements of this vision may be incorporated into this project.

Inventories of utility owned street lights and Town owned streetlights are included in this document.

#### **Scope of Services**

The Town is seeking proposals from qualified service providers (hereinafter referred to variously as “proposer”, “firm”, or “contractor”). This proposal is to be a turn-key proposal that includes: undertaking an IGA (Investment Grade Audit) of the Town's existing street lights and their attributes, performing an independent and certified lighting design analysis which includes designing each unique street to either RP 8-14 standards, where applicable, or to a standard to be specified; providing a comprehensive financial analysis to indicate ROI (Return On Investment), savings, and payback period; completing all applicable incentive applications; carrying out all procurement requirements; applying on behalf of the Town for all available grants and rebates relating to the LED conversion project; performing project management functions; undertaking or overseeing the LED luminaire installation and the recycling/disposal of all waste material; and identifying any Financing

Options that the supplier can provide. The service provider must also demonstrate experience in performing street light acquisitions from Electric Utilities or submit a detailed approach to how best to perform an acquisition and the options associated with an acquisition. The service provider must also have experience implementing advanced lighting controls to increase the functionality of the lighting system as well as experience deploying environmental and other sensors that can provide data to support a variety of “Smart City” technologies including advanced traffic signal controls, parking control and enforcement, pedestrian and traffic counts, and other public safety functions. The Town may also consider additional functionality to include public Wi-Fi, public information kiosks, and electric vehicle charging as part of this project.

### **Conflict of Interest**

The Town seeks to work with firms that represent primarily consumers, not suppliers, avoiding both the appearance of a conflict of interest, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of proposal submission, will be grounds for termination of any resulting contract

### **General**

It is the custom of the Town of Waldoboro, Maine to pay its bills 30 days following equipment delivery and acceptance and following the receipt of correct invoices for all items covered by the purchase order. The Town is exempt from the State's sales and use tax as well as all Federal excise taxes.

All materials and equipment used as well as all methods of installation shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations.

### **Insurance Requirements**

The successful bidder shall agree to defend, indemnify, and save the Town harmless from all losses, costs, or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the Town of coverage for General Public and Automobile Liability insurance in amounts not less than \$400,000 per person, for bodily injury, death and property damage, protecting the contractor and the Town, and naming the Town as an additional insured from such claims, and shall also procure Workers' Compensation insurance.

### **Equal Employment Opportunities**

Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37 and all other applicable laws, including the Maine Human Rights Act, ordinances and regulations regarding equal opportunity and equal treatment.

## **PROPOSAL FORMAT**

Proposals must be submitted in the following format using the numbering sequence outlined below. This is the minimum information to be provided and will be used in the evaluation process. Proposals are to be limited to a maximum of 25 pages excluding addendums.

### **A. Cover Letter**

A cover letter signed by an authorized representative of the company of Proposer shall outline the intent of the response and shall state that the information contained in the Proposal accurately describes the services to be provided.

### **B. Company Profile**

- Provide a description of your firm's company or business, its purpose, history, and major successes, including the number of years in LED street lighting business.
- List any similar projects completed or underway, the client/owner, and the approximate value of the work.
- Describe your firm's experience developing projects that conform to relevant state laws, local standards, and State Public Utility Commission rules.
- Provide examples where the firm has successfully assisted municipalities with evaluation and acquisition of their street lights from electric utilities.
- Describe the firm's experience deploying Smart City and IoT (Internet of Things) technology as part of LED street lighting projects.
- Describe partnerships with vendors, technology providers, or service providers and describe how these have added value to previous projects.

### **C. Key Personnel**

Identify key personnel that would be employed for this program and provide a detailed resume of their relevant experience, education, and successes. Key personnel should demonstrate ample experience in managing turn-key street lighting projects.

### **D. References**

Include a list of at least three (3) projects where the Proposer has successfully completed an LED retrofit and provide associated references and contact information for the persons or organizations that engaged the Proposer. By submitting a proposal, the Proposer consents to the Town contacting these references, and consents to the Town also contacting any other organization for the purposes of evaluating the Proposal.

## **E. Approach**

Describe the approach and/or process proposed to address the project requirements. Include any notable methodologies, tools and techniques, and their respective suitability to this project. Also provide a project plan, including a project timeline with milestones, that reflects your proposed approach and demonstrates your ability to meet the milestones.

The following key components must be included in the approach description:

### **1. Audit**

The provider will determine the existing street and outdoor light inventory via a Geographic Information Systems (GIS) inventory assessment of all the street lights and outdoor lights included in the project. The provider should list the attributes that they collect and describe how they relate to the design process.

During the inventory assessment, the provider will report and review all issues with the Town weekly so that the Town may begin to address them in order to minimize any delay of the eventual conversion.

The Proposer must produce an electronic inventory file suitable for use in common GIS software (e.g. ESRI ArcMap), as well as Microsoft Excel, that contains the required attributes.

Based on the inventory, utility bill analysis, and consultation on controls and/or other products, the Proposer will develop an Audit Report which will include:

- Deficiencies in the current street lighting network
- Baseline energy use, energy cost, and operations & maintenance costs
- Estimated retrofit energy use and operations & maintenance costs
- Estimated sources of funding, including rebates
- Calculation of estimated total conversion cost (remaining design tasks, product, and installation), energy reduction, and simple payback

The Town seeks Proposers who can provide the strongest case for why their Audit will be most accurate and will foster Town approval

Pursuant to Paragraph G below, the audit should include a survey of non-profits and private companies that wish to tag along on the project at their own expense.

### **2. Financial stability and capability**

- Proposer should demonstrate the capability to finance street lighting projects by having financed or been part of a financing project using an Energy Savings Performance Contract (ESPC).

- Should the Town opt for this type of financing, the Proposer must produce an ESPC contract at the time the Town opts in.
- Proposer must have experience with a range of financing mechanisms in order to advise the Town on the most advantageous approach to financing the project.

### **3. Design**

The design of an LED network will have a measurable impact on both the life cycle savings as well as overall light quality. Proposers must include a design component in the scope of work.

The determination of adequate light levels for safety of pedestrians, cyclists, and vehicles is guided by the Illuminating Engineering Society (IES) Standard for Roadway Lighting (RP-8-14). The Town recognizes that existing pole placement limits the degree to which IES standards may be met. The Town will look favorably upon proposals that use design methodologies that will best deliver adequate lighting throughout the Town for the expected life of the products and the Town's desire to accomplish specific goals associated with customized lighting levels. IES standards may not be the standard the Town ultimately selects. Additionally, the designer should incorporate an analysis of the following data points to identify target areas that may need special consideration:

- Pedestrian/vehicle and bicycle/vehicle crash data for the last 5 years to identify areas where light levels and/or spacing have affected public safety.
- Important localized land uses (e.g. parks, schools, hospitals, etc.)
- Relative volumes of pedestrian and bicycle activity
- Unique neighborhood characteristics
- Street lighting spill reduction and night sky glare reduction or elimination

The provider should describe their design process, including how actual light levels are measured before & after the conversion, and how designs are modified for unique street characteristics.

### **4. Project Management**

Proposers shall describe their approach to Project Management and how this will impact cost, quality control, and timing of the project.

- Qualifications and experience of Project Team
- Experience in projects managing multiple projects simultaneously
- Experience in projects managing LED retrofits of similar scale
- Detailed description of how the project will be managed including:
  - A description of the methods to be employed in the performance and coordination of the work that will control the scope, quality, schedule, and cost of the Project
  - The anticipated risks and assumptions that will be part of completing the Project

- Any special challenges or considerations specific to this Project, as foreseen by the Proposer, and proposed solutions for each.

## **5. Technology Procurement**

### **a. Fixtures**

Describe the process for selecting appropriate fixtures.

The Proposer should develop complete and detailed specifications for LED Luminaires, or suitable alternatives, to replace existing lighting fixtures. The specifications will be non-proprietary performance specifications describing all relevant photometric, electrical, physical, durability, and warranty characteristics of the luminaires.

The Proposer should provide details of their method of developing specifications and how it ensures that appropriate quality and durability standards are met.

### **b. Smart Controls, IoT, and other Smart City solutions**

The Proposer will advise the Town on the use of controls in terms of impact on safety, standardization, and energy and cost savings. The Proposer should present analysis of how advanced controls could impact the total life-cycle costs of the system. The Proposer should also propose to the Town other value-added systems and discuss with the Town their financial impacts, commercial readiness, and alignment with utility policies. These systems include environmental sensors that can generate data to support additional functionality in allied infrastructure and services including traffic controls, parking, public safety, and electronic communication.

The Town will require open APIs in all control systems in order to ensure functionality across platforms and to ensure our ability to expand the system.

## **6. Installation & Maintenance**

Based on the finalized design, the Proposer will describe their approach to installation and maintenance, and Project oversight as an owner representative. The following elements should be covered:

- Description of Work
- Required installation schedule
- Reference standards
- Submittals
- Quality Assurance and Warranty
- Installation
- Field Quality Control
- Adjusting and Cleaning
- Disposal

## **7. Construction Administration**

The Proposer will describe its approach to Construction Administration including the following:

- Perform spot-checks on installed lights to ensure proper installation procedures are being followed-
- Manage data of installations and provide a weekly status update of the project.
- Confirm satisfactory installation completion by install contractor.

## **8. Acquisition of Street Lights**

The Proposer will describe their experience and methodology for assisting municipalities in acquiring their street lights from current utility owners.

## **9. Rebates/Incentives**

The Proposer will describe their experience and approach to managing rebates/incentives for street lights on behalf of municipalities.

## **F. Value Added Services**

The Town seeks opportunities to provide the public with enhanced services and to make management of municipal infrastructure more efficient. Proposers should describe how they can leverage the functionality of an advanced LED streetlight network to offer value added services. These may include public facing elements such as Town-wide Wi-Fi, electric vehicle charging, and public information kiosks as well as operational functions such as advanced traffic and parking management, public safety applications, and location analytics. Each Proposer should describe services or products it can provide and detail what the Proposer is prepared to supply as part of a contract. The Town is open to collaborations with third parties; discussion may include opportunities for the Town to monetize elements of the infrastructure through public/private partnerships.

## **G. Leveraging the Town's Investment**

Proposers are encouraged to provide additional information regarding how the Town might offer similarly efficient and cost-effective LED lighting solutions to those proposed, to residents, businesses, and non-profits in Town, so that they might upgrade and/or replace their conventional exterior lighting systems. While such upgrades would be exclusively at the homeowner's or business' expense, taking advantage of the potential purchasing scales of economy resulting from responses to this RFP would obviously be in the best interests of the Town.

Additionally, the Town anticipates engaging local municipalities to take part in a larger regional opportunity to make use of the responses to this RFP. Accordingly, Proposers are encouraged to

consider how to make their proposals both attractive and easily available to a larger regional group of municipalities, and both public and private institutions.

#### **H. Additional Information**

The Proposer may provide other information that may be relevant for the review and evaluation of the prospective vendor's experience or capabilities.

#### **I. Project Schedule**

The selected Proposer shall begin work immediately upon contract signing and complete the tasks in their entirety within a reasonable yet aggressive schedule, as specified in the Proposal.

#### **J. Submission**

Six (6) paper copies and one (1) digital copy of the proposal must be submitted. No faxed or e-mailed submissions will be considered. Please submit the electronic copy on a thumb drive in PDF format and enclose with your paper copies.

#### **K. Proposer Selection**

At its discretion, the Town may select a firm outright or select a finalist(s) for further discussions of their respective proposals. The Town reserves the right to negotiate directly with the firm selected for additional project work at a negotiated contract price for services. The Town reserves the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm, and to select one or more of the proposals. Attachment B includes a table that identifies the selection criteria which the Town will use to rank proposals.

#### **L. Questions**

All questions shall be directed in writing ONLY, and must be received at least five business days prior to the bid opening. The Town will not address questions received after this time. Please E-mail all questions to: [townmgr@waldo boromaine.org](mailto:townmgr@waldo boromaine.org)). Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum to all RFP respondents. Oral explanations or interpretations given before the award of the contract will not be binding.

**PROPOSAL FORM**

**Request for Proposals –  
Conversion of Town Street Light System to LED Fixtures  
and from Utility Owned To Municipally Owned  
and Maintained Fixtures on Utility Owned Poles  
RFP #2917**

**\*\* THIS SHEET MUST BE INCLUDED IN YOUR PROPOSAL \*\***

The undersigned hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same, and that no person acting for or employed by the Town of Waldoboro is directly or indirectly interested in this proposal, or in any anticipated profits which may be derived there from.

The undersigned hereby declare that they have read and understand all conditions as outlined in this Request for Proposals, and that the proposal is made in accordance with the same.

The bidder acknowledges the receipt of Addenda numbered: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

TYPE OF ORGANIZATION - PARTNERSHIP, CORPORATION, INDIVIDUAL, OTHER:  
\_\_\_\_\_

STATE OF INCORPORATION, IF APPLICABLE: \_\_\_\_\_

FEDERAL TAX IDENTIFICATION NUMBER (Required): \_\_\_\_\_

*NOTE: Proposals must bear the handwritten signature of a duly authorized member or employee of the organization submitting a proposal.*

**ATTACHMENT A – Participating Town Profile**

| <b>Town PROFILE</b>   | <b>Approximate Units</b> |
|---|--------------------------|
| <b>Waldoboro, Maine</b> <ul style="list-style-type: none"><li>• Miles of Road</li><li>• Street Lights attached to utility or decorative poles and scheduled for replacement through this project</li><li>• Population</li></ul> | 54.25<br>109<br>5,000    |

## ATTACHMENT B – Rating Categories

The following table will be used to rank proposals in the selection process:

| RATING CATEGORY  | WEIGHT |
|--|--------|
| <p><b>Company Capability &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Respondent demonstrates strong knowledge of street light technology, quality standards, and design requirements.</li> <li>• Respondent documents relevant experience:               <ul style="list-style-type: none"> <li>○ Managing or performing all aspects of the proposed project.</li> <li>○ With comparably sized projects in urban and suburban environment.</li> </ul> </li> <li>• Knowledge of municipal street lighting operations and maintenance.</li> <li>• Experience or demonstrated understanding of utility requirements and incentives.</li> <li>• Experience in assisting municipalities with evaluation and acquisition of their street lights.</li> <li>• Experience providing and/or recommending financing solutions for street light conversions.</li> <li>• Possession of unique tools and technologies to improve system performance.</li> <li>• Experience incorporating Smart Cities and IoT technologies into LED street light conversions.</li> <li>• Sufficient qualified staff to support project implementation.</li> </ul>  | 40     |
| <p><b>Project Approach</b></p> <ul style="list-style-type: none"> <li>• Describes a coherent, convincing plan to meet or exceed requirements of scope of work for all tasks:               <ul style="list-style-type: none"> <li>○ Includes a detailed project plan that accelerates implementation where possible.</li> <li>○ Includes a description of a rigorous Audit Report that can be used to support financing of the remaining project costs.</li> <li>○ Includes a design approach that will meet the Town’s goals of safety, standardization, and minimizing lifecycle costs.</li> <li>○ Includes a project management approach which demonstrates efficiencies in time and cost.</li> <li>○ Describes the Town’s required involvement in all project phases, and describes an efficient use of their time and resources (e.g. efficient plan for meetings, use of police details or avoiding them, etc.)</li> <li>○ Describes opportunities to implement Smart Cities and IoT technologies that enhance the capabilities of urban infrastructure and provide improved services to residents and visitors.</li> <li>○ Identifies opportunities for public/private partnerships that may provide services to the public and potentially generate revenue for the Town.</li> </ul> </li> </ul> | 60     |

## **ATTACHMENT C – Summary of Project Costs, Dates, and Additional Participants**

Proposers shall include the following cost and date information in their proposal:

1. Audit Fee, if applicable
2. Design Fee, if applicable
3. Costs of LED Luminaire, or recommended alternatives
4. Cost to purchase CMP fixtures
5. Cost of optional Smart Controls. Please list and price components separately
6. Cost of Installation, including removal of CMP fixtures
7. Other Costs not included above
8. TOTAL PROJECT COST
9. Anticipated Start and Completion Dates
10. List of interested tag-along businesses, non-profits, and residents