



SALEM CITY, UTAH
REQUEST FOR PROPOSAL

August 17, 2010

Salem City is now accepting Proposals for the development of an “Energy Efficiency and Sustainability Master Plan.” Consultants shall submit a statement of qualifications and proposal by 4:00 p.m., Thursday, September 9, 2010 at Salem City Offices located at 30 West 100 North, PO Box 901, Salem, UT 84653.

BACKGROUND

Salem City applied for and has received an Energy Efficiency and Conservation Block Grant from the Utah Department of Natural Resources. This money is to be used for the preparation of the above reference plan. The amount of the grant is \$40,000.00.

This is a Fixed Fee Proposal. The consultant will be selected based on the greatest value solution within a fixed budget of \$40,000.00.

GENERAL MASTER PLAN EXPECTATIONS

Salem City is interested in developing an Energy Efficiency and Sustainability Master Plan. Utilizing Technical Consultant Services these efforts will result in a written document or master plan that creates an energy sustainability vision suitable for Salem City. This plan will: establish goals and objectives for energy efficiency and conservation; identify opportunities for implementing energy efficiency and energy conservation measures through pursuing alternative and/or renewable energy sources, reduce fossil fuel consumption and greenhouse gas emissions, and encourage behavioral changes that results in energy reduction by the private sector; document an energy consumption and carbon production baseline for the community; delineate sustainable practices within the services provided by the City; recommend procurement of energy efficient assets owned by the City; quantify the costs associated with and the energy conserved by implementation of the activities identified throughout the document; and outline an implementation strategy for improving the energy profile and carbon footprint of the City through adoption of the concepts presented throughout the study.

Statement of Qualifications and Proposal:

Salem City is providing this information to assist in preparation of the consultant's Proposal. It is in the firm's interest to be innovative in the proposed Scope of Work. There is no page limit for the document, however, excess narrative should be avoided.

Items that must be included in the Proposal are as follows:

1. Business Organization:

- a. Name, address, telephone, FAX, e-mail of the firm's organization.
- b. Location of office where the majority of work will be performed and name of principle in charge of the project.

2. Detailed Scope of Work:

- a. Detailed proposed scope of work.
- b. A Gantt Chart outlining time for completion.
- c. Scope of work shall include coordination with the Department of Natural Resources including providing any required documentation or correspondence..

3. Project Team:

- a. Organizational listing of personnel anticipated to be used on this project.
- b. Qualifications of team members to include:
 - (1) Name, specialty, and job title.
 - (2) Brief resumes including; degrees, discipline, professional license and registration.
 - (3) Include office location of each team member.
 - (4) Listing of sub-consultants.

4. Firm's Relevant Experience:

- a. Provide a brief description of relevant project experience.
- b. Name, address, telephone, FAX, and e-mail of three references (with related projects).

CONSULTANT SELECTION:

The selection of the consultant will be done by a selection committee from members of Salem City staff and City Council. This committee will review all proposals. The committee will make their recommendations based on their review and information obtained from references.

Selection criteria:

Team Qualifications

Relevant Experience

Proposed Scope of Work

ADDITIONAL INFORMATION:

An officer of the firm empowered to bind the firm shall sign the Proposal and written responses if the City requires additional information. Upon receipt, the Proposal will become the property of Salem City, without compensation to the responding firms and will not be returned. Particulars in a Proposal will remain confidential.

CHANGES:

Firms will be notified in writing of any substantive changes in the RFP.

RESERVATION OF RIGHTS:

Salem City reserves rights to:

1. Reject any and all Proposals received in response to this RFP.
2. Waive or modify any irregularities in Proposals.
3. Request additional information or modifications to Proposals prior to award if such is in the best interests of Salem City.
4. Use any ideas submitted in the Proposals received, unless covered by legal patent or proprietary rights.

5. In the event of unsuccessful negotiations or contract termination, enter into contract negotiations with other qualified firms that submitted acceptable Proposals.

STATEMENT DEADLINE:

Proposal must be received by Salem City at the address below by Thursday, September 9, 2010 at 4:00 p.m. Five (5) copies of the Proposal shall be placed in a sealed envelope with the firm's name on the outside, clearly identifying the project as "Salem City Energy Efficiency and Sustainability Master Plan."

Proposals are to be delivered to:

Salem City Offices
Attn: Bruce R. Ward
PO Box 901
30 West 100 South
Salem, UTAH 84653

Proposals may be received by mail, but Salem City assumes no responsibility for deadline delivery.

FURTHER INQUIRIES:

Questions pertaining to this RFP should be directed to Bruce Ward, P.E., Public Works Director/City Engineer, by phone (801) 423-2770 ext. 207, or email: brucew@salemcity.org. Any question(s) requiring more than minor clarifications shall be submitted in writing via email so that information may be distributed to all interested firms if necessary.

Thank you for your interest in the project.