

**REQUEST FOR
QUALIFICATIONS**

RFQ #EP1516-11

CITY OF EAST PROVIDENCE, RI

STREETLIGHT MANAGEMENT SERVICES

BID OPENING: WEDNESDAY, MARCH 30, 2016 at 2PM

I. Introduction

The City of East Providence, RI (City) is seeking qualification statements from qualified service providers to assist in the purchase of streetlights (transition from utility ownership to municipal ownership) and conversion of those streetlights to LED technology. Other services to include field demonstrations, determining appropriate LED street lighting, mapping, and, retrofitting those systems to LED technology, and maintaining those streetlights, including decorative streetlights, parking lot lighting, lighting controls, other related items, coordination with utility staff, and application for available rebates/incentives. Service providers shall also have the ability to assist the City in financing the initial purchase of the streetlights as well as the capital required for the purchase and installation of LED streetlights.

Based upon an inventory provided by National Grid there are approximately 5,000 streetlights within the City of East Providence.

All firms submitting qualifications must have a history of demonstrated knowledge, experience and expertise in conducting a municipal street light purchase and in implementing the conversion of the street lights to LED technology, along with the financial capabilities to assist the City.

II. Objective

The main objective of this request is to pre-qualify professional firms for the described services so as to facilitate the City's selection process. It is the City's intention to review the submitted Statements of Qualifications, identify the most qualified firms, and subsequently request formal, written proposals from these most qualified firms. Only those firms evaluated by the City as most qualified will be eligible to submit written proposals for the provision of the requested services. The

requirements of the written proposal and the details of the selection process will be outlined in the Request for Proposal (RFP) document that the City will issue to the pre-qualified firms.

It is the City's expectation and requirement that firms submitting their Statement of Qualifications will have demonstrated capabilities and recent experience in streetlight conversion projects and have exhibited successful implementation for communities with facilities of similar size and complexity as the City of East Providence.

III. Anticipated Scope of Services

Item 1. Prepare Cost/Benefit Analysis for the Potential Purchase and Retrofit of Street lights

Firms shall have the ability to provide financial analyses that shows the cost benefit of both purchasing the street lights from National Grid and the retrofitting of said lights to LED technology. The Financial Analysis will include all present and future costs, lost revenues, new revenues', savings, avoidance costs and other cost and benefits associated with both the purchase and retrofitting. A present worth analysis or other ROI/ business decision analysis method (approved by the City) will be used to determine if the remainder of the scope below is continued.

The Firm shall also have the ability to provide financing options (lease, purchase, grants, etc.) as part of said Financial Analysis.

Item 2. Assist in the Street Light Acquisition Process

If the City determines the purchase and retrofitting to be a viable business decision then the Firm shall be able to assist the City in the acquisition of its street lighting system from National Grid. This includes assisting in the negotiations, verifying inventories and audits, etc., for the final acquisition of the streetlights and assisting in financing options.

Item 3. LED Retrofit

The Firm shall be able to assist the City in the final selection/design of LED and other energy efficient street and outdoor lighting equipment and purchase of same. This includes assisting in the lighting design, testing, pilot program(s) etc., for replacement fixtures and the purchase of same to replace fixtures identified in the inventory.

Item 4. Routine and Emergency Maintenance

Firms shall have the ability to provide as a minimum for an initial Five (5) year period with an option to renew for an additional five (5) year period: ongoing maintenance and repairs to street light poles/equipment; for responding to outage calls from City residents and businesses.

IV. Response to Request for Qualifications

Five (5) copies of the qualification statements shall be submitted to the office of the City Manager, City Hall- Room 102, 145 Taunton Avenue East Providence, R.I. 02914 by 2:00PM on March 30, 2016.

Responses to this solicitation should at a minimum include the follow

A. Company Overview

1. Description and brief history of firm;
2. List of References, specifically recent government clients. Include names and contact information of references;
3. Listing of a minimum of three (3) streetlight management projects where the firm provided similar services to this project
4. List of key personnel who will be assigned to the project;
5. Overview of financial strength and ability to finance projects with 100% bonding capability.
6. Any other information the firm deems pertinent in assisting the City in adequately reviewing their capabilities and qualifications with respect to the provision of the requested professional services.

B. Professional Experience and Staffing

1. Identify the management staff that would be assigned to this project, provide resume showing relevant past experience, education, training, etc.
2. Describe management staff's participation on similar type projects;
3. Listing of subcontractors to be used and their relevant qualifications;

C. Project Approach

1. Describe in detail the services to be offered in accordance with Anticipated Scope of Services stated above;
2. Description of approach to equipment selection, specifically in determining manufacturer and fixture type,

3. Description of approach to field testing of equipment
4. Description of approach to and experience with street lighting design, and pre-installation lighting audits (include a sample municipal streetlight audit and/or design)
5. Description of ability to work with State, Municipal, and Utility agencies, negotiating with utility agencies, obtaining utility rebates and incentives,
6. Description of ability to provide complete turnkey streetlight management services, including operation and maintenance services,
7. Description of ability to provide project financing, including examples of past projects,
- 8 Any other information that may be pertinent but not specifically requested in this RFQ.

V. Selection Process and Criteria

Responses to this Request for Qualifications will be reviewed by a panel of City Staff. The statements will be evaluated on the basis of the relative merits of the qualifications presented. The following criteria will be used to evaluate the responses:

1. Demonstrated successful project experiences of the firm submitting the qualifications, including all references.
2. Relevant experiences and qualifications of proposed staff to be assigned to the project.
3. Relevant experience of the proposed project manager.
4. Demonstrated successful experience in implementing similar type projects for other municipalities.
5. Demonstrated understanding of the Scope of Services required for this project.

VI. General Conditions

The City reserves the right to reject any or all firms, to waive any informality in the qualification statements, and to pre-qualify any firm based on what the City considers to be in the best interests of the City. The decision of the City shall be final with regard to these matters.

Any questions regarding this Request for Qualifications should be directed to Stephen H. Coutu, P.E., Director of Public Works, (401) 435-7701.