

**READVERTISEMENT WITH EXTENDED DEADLINE
FOR THE COMPLETION OF THE PROJECT
TOWN OF HARPSWELL, MAINE
REQUEST FOR PROPOSAL
LIMITED COMMERCIAL ENERGY AUDIT**

November 17, 2022

- I. Intent of this document: The Town of Harpswell, Maine is seeking proposals from qualified companies (Contractor) to perform services as described in the following document. The services shall consist of providing the Town, through its Energy and Technology Committee, with the equivalent of an ASHREA Level II Commercial Energy Audit focusing on the building envelope and related issues of the Town Office building

By submitting a response to this document, the Contractor is stating it has read the entire document and fully understands the content, purpose, and requirements hereof. This document sets minimum guidelines.

- II. Submission of proposals: To submit a proposal, the Contractor should be aware of the requirements contained in this Request for Proposals and make every attempt to submit a proposal meeting all requirements as set forth.
- III. Format of proposals submitted: The Contractor shall provide three (3) hard copies to: Kristi Eiane, Town Administrator, Town of Harpswell, P.O. Box 39, Harpswell, Maine 04079. The proposals may be delivered to the Town Office at 263 Mountain Road, Harpswell.

Proposals must be properly sealed and marked: "Harpswell Town Office Energy Audit" and must be received no later than 4:00 p.m. on Monday, December 5, 2022, at which time the proposals shall be opened and read. The submittal shall include an electronic version of the proposal either on a portable storage device such as a "thumb drive" or as a link to the file online. No proposal submitted shall be further altered in any way after the bid opening, but the Town reserves the right to talk with the companies submitting proposals for clarification on the proposals submitted before forwarding a recommendation to the Harpswell Board of Selectmen.

Proposals must include a price for all requested services. A project work schedule and plan must also be submitted, and any dependencies on availability or contribution by Town Staff should be included.

All proposals must be signed by the Contractor's authorized representative and must include: name, position, and signature of that representative. The contents of the submission of the successful Contractor shall be considered a contractual obligation. Failure to meet these obligations may result in violation of the contract and/or other appropriate action.

The Town of Harpswell reserves the right to reject any or all responses to this document, or to waive minor irregularities in the responses. The Town of Harpswell reserves the right to accept any proposal that will in its opinion best serve the interest of the Town of Harpswell, regardless of whether that bid is the lowest submitted.

- IV. Questions: Contact Kristi Eiane, Town Administrator, in writing at keiane@town.harpswell.me.us. Questions must be submitted no later than Monday, November 28, 2022, by close of business, 4:30pm. Responses will be posted as an addendum on the homepage of the Town's website: www.harpswell.maine.gov where other addenda issued by the Town will be posted.
- V. Walk Through: Any consultant desiring to do a walk-through of the building prior to submitting a proposal must contact Kristi Eiane via email at keiane@town.harpswell.me.us by Friday, November 25, 2022 to schedule the walk through. . This is not a mandatory requirement, but will enable those attending to see current conditions. Documents made available at the previous walk-through will be available for viewing at the Town Office by all interested parties, and to the extent possible, the Town will post those documents on its website, if feasible.
- VI. Proposal format:
- a. Cover letter: A cover letter signed by an authorized representative of the Contractor 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:
 - I. i. Provide a description of your company or business, its purpose, history and successes in assisting smaller communities identify needed energy efficiency improvements to wood frame structures.
 - ii. Provide evidence of prior experience in working with Efficiency Maine on commercial energy audits
 - c. Key personnel: Identify the key personnel that will be employed for this program and provide a detailed resume of their relevant experience, education and successes. The project manager must be a Professional Engineer or Licensed Architect or someone who is CEA or CEM accredited by the Association of Energy Engineers or holds BEAP certification from ASHRAE. Professional Engineers and Licensed Architects must have demonstrated energy auditing experience. Any staff shall work directly under the supervision of the project manager.

- d. Pricing requirements: The proposal shall include a fixed price for all material and labor necessary to complete the audit. The proposal should identify any exceptions to the scope of work not included in the price as well as any alternate proposals.
- e. Timing: The proposal must identify when the contractor will be available to start the audit and include a schedule indicating the number of weeks from contract execution for delivery of the completed audit. Please describe any cooperation and support needed from Town Staff.
- f. References: Please include a list of at least three (3) projects where the Contractor has successfully completed a similar energy audit for a municipality or other quasi-public or non-profit organization, preferably in Maine. Provide associated references and contact information for the persons or organizations that engaged the Contractor. By submitting a proposal, the Contractor consents to Town contacting these references, and consents to Town also contacting any other organization for the purposes of evaluating the Proposal.

VII. Project Description:

- a. Project Background: The Town of Harpswell's adopted Sustainability Plan identifies the Town's priorities for actions to address climate change. The Town's first priority is to reduce the carbon footprint of the Town Office building. The Plan proposes a three part approach for accomplishing this objective:
 - 1. Update the building's HVAC system using heat pumps to reduce the use of fossil fuels while increasing the overall efficiency of the system
 - 2. Improve the energy efficiency of the building envelop to reduce the heating and air conditioning loads
 - 3. Replace the existing fluorescent lighting throughout the building with LED lighting to reduce the electric use of the facility

The Town has designed the improvements to the HVAC system and has a Town Facilities reserve account that can be used to fund the HVAC project. Implementation of the upgrade is waiting for the extension of three-phase power past the site. The Town anticipates that will occur by the end of 2022.

While the Town has an idea of the necessary building envelop improvements, the Town needs to undertake a limited Level II Commercial Energy Audit to identify the most beneficial and highest priority improvements and to potentially participate in Efficiency Maine programs. With this information the Town can then move forward with the design and funding of those improvements.

The Town has developed a program to convert the lighting in the building to LED fixtures and has applied for a GOPIF Community Action Grant for this purpose.

The Town Office building was originally built in the 1973 and was a two-story structure incorporating 6,891 sq. ft. In 2003 a two story 4,200 sq. ft. addition was built. At the same time renovations to the existing building took place. The standards used for the original section of the building and the addition are below current practices. There have been ongoing complaints from staff about feeling drafts and cold.

In March of 2009 a Small Business walk-through Energy Audit was conducted through Efficiency Maine. A portion of the Audit included some building envelop issues. The audit recommended weather stripping doors and adding insulation to the attic. Some improvements to the building were made under the 2012 Energy Efficiency & Conservation Block Grant Program. This included some air sealing and insulating access hatches.

The 2009 audit was not an in-depth audit of the type that needs to be conducted such as an ASHRAE Level II Audit. Further, more recent walk-throughs of the building by members of the Town's Energy & Technology Committee who work in the field have observed the need for other possible improvements in the building envelop.

- b. Scope of Work: The Energy Audit will be a focused audit on the Building Envelope as describe below.
 - i. The Building Envelope will be the primary focus.
 - ii. Lighting will be limited as a recent assessment of the lighting has taken place and information regarding that assessment will be provided as an attachment to the RFP.
 - iii. HVAC will be limited as a recent assessment of the HVAC systems has taken place and information regarding that assessment will be provided as an attachment to the RFP. Determining set points, equipment efficiencies, etc. is not necessary.
 - iv. Domestic hot water, conveyance and plug loads will be limited for the purpose of data collection to complete a component use electrical breakdown.
 - v. Indoor air quality is to be assessed.
 - vi. General Procedures
 - 1. Present questions to and gather data and information from the town prior to the survey to be familiar with the building and energy use.
 - 2. Conduct a site visit to survey, take measurements, gather data, review available documents and interview appropriate town personal to analyze the building and systems to produce the audit report.
 - 3. As part of the focused building envelope audit, conduct an infrared scan of the building envelope for air infiltration and insulation anomalies. As an alternate, in lieu of the infrared scan, conduct a combination blower door test and infrared scan.
 - 4. Conduct all calculations, research and analysis to prepare a written energy audit report. The report should identify all no cost, low cost and capital cost Energy Efficiency Measures (EEMs).
 - 5. Prepare a written energy audit report to include the following;

- a. Executive summary
 - i. Date of site visit, who the auditor met with, description of the building, summary of EEM's and a table listing the EEM's. The table should list each EEM, energy savings, EEM cost savings, capital cost of the EEM, incentives, simple payback, useful life of the EEM and return savings to investment ratio SIR. The table also should include the total estimated carbon saving.
- b. Historical Energy Use
 - i. A minimum of twelve consecutive months of utility data for electricity and heating oil shall be analyzed to benchmark the building. Twenty-four (24) months of data is preferred.
 - ii. Tables and graphs shall be used to show how the total energy is used for electricity and heating oil on an MMBtu and cost basis. The EUI of the building shall be calculated and compared to the most current EIA-CBECS for similar buildings in New England. A verbal review of findings should also be included.
 - iii. Tables and graphs for electrical and heating oil use shall be included. The Kwh/sq. ft. and the Btu/sq. ft. shall be calculated and compared to similar buildings in New England. An end use by category of electrical use shall be calculated and presented in a table showing item, Kwh, cost and %. A verbal review of findings should also be included.
- c. Building Envelope
 - i. Prepare a description of the building envelope including floors and underground walls, above grade walls, windows and doors and roof. Assign R or U values to these components based on the best information available and present it in a table. The insulation should be inspected where possible either visually or with an IR camera and R-values adjusted for the quality of insulation. Adjustments should be noted. The building air tightness shall be assessed and rated or if a blower door test is conducted, the air changes per hour (ACH) shall be determined and the building rated for tightness. The building tightness or ACH shall be compared to industry standards, such as ACCA or ASHRAE.
 - ii. Prepare EEMs for the building envelope including calculations for the savings (energy and cost) for each EEM by establishing the base and comparing it to the improved. Description of each EEM should include degree of improvement, materials, thickness, installation process and estimated capital cost.
 - iii. Side by side digital visible light photos and IR photos showing air infiltration, insulation anomalies and any other pertinent information and any stand-alone digital photos shall be included to illustrate current condition's and need for proposed EEMs.
- d. Lighting

i. Provide a brief description of the current lighting and proposed improvements. Include the expected savings in energy and cost based on the information provided by the Town.

e. HVAC

i. Provide a brief description of the current HVAC systems and proposed improvements. Include the expected savings in energy and cost based on the information provided by the town.

f. Domestic Hot Water

i. Provide a brief description of the current domestic hot water system and estimated Kwh and cost savings based on the information provided by the town.

g. Indoor Air Quality

i. Survey the building for indoor air quality issues including moisture and make recommendations.

h. Plug Loads

i. Survey the building for plug loads, wattage, hours of usage and estimated Kwh and cost.

i. Other

i. Note any other situations or issues of concern and report to the town any immediate items.

6. Post Site Visit and Report Preparation

- a. Submit the report to the town electronically on the prescribed date.
- b. Meet with the Town to review the report and specifically the EEMs.
- c. Assist the Town in pursuing any incentives or grants

a. Timescale:

- i. The Town anticipates entering into an agreement with the selected firm within 30 days of the receipt of proposals. **The Town anticipates that the project will be undertaken during the 2022-23 heating season and that the final report will be delivered to the Town by April 1, 2023.**
- ii.

VIII. Commercial Requirements

- a. Payment Considerations: It is the custom of the Town of Harpswell to pay its bills within 30 days following the receipt of correct invoices for all items covered by the purchase order. The Proposer must submit to the Town Treasurer a W-9 if there is not one on file. In submitting proposals under these specifications, contractors should consider all discounts; both trade and time allowed in accordance with this payment policy and quote a net price. The Town is exempt from the state's sales and use tax as well as all federal excise taxes.
- b. Insurance: The contractor and its sub-contractors shall maintain in full force and effect at all times, with companies licensed to do business in the State of

Maine, evidenced by certificates of insurance showing the necessary coverages and naming the Town as an additional insured as follows:

- comprehensive general liability insurance in an amount not less than \$1,000,000;
- motor vehicle liability insurance in an amount not less than \$400,000; and
- Worker's compensation insurance in statutory amounts.