

**REQUEST FOR PROPOSALS
TO CONDUCT
A COMPREHENSIVE FACILITIES ENERGY AUDIT
FOR THE
TOWN OF RYE, N.H.**

Introduction

The Town of Rye is requesting proposals for a Comprehensive Energy Audit for its Police and Fire Safety Building. The Town wishes to identify ways to reduce energy use and costs in this building through a wide range of energy projects.

Proposal Submission Time and Place

Five (5) copies of the proposal must be submitted in a sealed envelope marked "Town of Rye Energy Audit" to the address below by 2:30 p.m. on Wednesday, November 26, 2014. Proposals received after this time period will not be accepted.

All proposals must be submitted to:

Town of Rye
Attn: Board of Selectmen
10 Central Road
Rye, NH 03870
Phone: (603) 964-5523

Building Description

- **Address:** Rye Public Safety Building, 555 Washington Rd, Rye, NH 03870
- **Description:** 3 story, steel and wood framed building. Concrete foundation with basement.
- **Year Built:** 2006
- **Operational Hours:** 24/7, 365 days a year.
- **Annual Energy Cost:** \$40,208
- **Square Footage:** -19,800
- **Description of HVAC Systems/Units, Special Uses, Equipment:** The building houses full time police and fire operations, vehicles and related equipment; e.g. Plymovent system, compressors.

The police and fire station areas are conditioned by five small constant volume Carrier air handlers that employ hot water heating coils and DX - coils with remote condensing units. Four of the units are located in the basement mechanical room with the fifth unit in the ceiling of the second floor. The bays use radiant floor heating. Hot water is supplied by two oil-fired Burham 239 MBH sectional boilers. Domestic hot water is fired indirectly from the main boilers, requiring the heating plant to be active year-round. The boiler plant and domestic hot water system are controlled by a Tekmar controller.

Lighting is fluorescent T8. Most areas employ lighting motion controls. The exception is the main apparatus bay, which retains manual switching. The Town has made lighting upgrades through the PSNH Smart Start Program.

This facility uses electricity and No. 2 fuel oil for heating. Energy use has been benchmarked and tracked using EPA Portfolio Manager since 2008.

Detailed Proposal

Interested firms are asked to submit a detailed proposal which must include, at the minimum, the following:

- Description of services to be provided and method(s) of providing those services.
- Proposed time frames for beginning and ending the project.
- Fee schedule for the proposed service:
 - ❖ Flat fee price must be included;
 - ❖ Separate Fee for an optional Blower Door Test
 - ❖ Per-diem rate for all identified personnel who may be requested to provide additional services.
- Proof of insurance including a minimum of \$1,000,000 professional liability, including errors and omissions, workers' compensation, bodily injury and property liability coverage.
- Evidence of professional licenses and certifications relevant to energy auditing.
- Identify each person who will be assigned to the project and his/her role in the assignment.
- Any additional information that will assist the Town in evaluating the Firm's capability to perform the proposed services.
- One sample representative Energy Audit Report.
- Three Client References. Provide customer's full name, address, phone numbers and a brief description of work performed for each reference.
- Certified statement that the firm or any of its consultants are not debarred, suspended or otherwise prohibited from doing business by any federal, state or local governmental agency.

Scope of Services to Prepare Energy Audits

The Firm will conduct a comprehensive energy audit to thoroughly analyze facility elements and to suggest where improvements would save money and improve the functioning at the building.

- The audit findings will have examined and recommended action in the three (3) primary building systems:
 - ❖ Building envelope: insulation, air sealing, windows, etc.
 - ❖ Electricity use: including all lighting, motors, air compressors, refrigeration, plug loads, etc.
 - ❖ Heating, ventilating and air conditioning systems (HVAC), including boiler and distribution system, measuring HVAC supply and return air flow, heat recovery

ventilation opportunities, water consumption and hot water systems, alternative fuel sources, controls and commissioning.

❖ Other energy using systems, if applicable.

- The audit will include thermal imaging analysis, and an optional blower door test to identify weak or deficient areas of the building envelope.
- The firm will determine occupancy schedules and energy use patterns and make recommendations for optimum heating and cooling schedules and automatic temperature control system(s).
- The firm will identify economically feasible renewable energy opportunities at the facility.
- The Firm will provide a list of recommended projects based on the findings of the energy audit, a budget estimate for each of the recommendations, as well as the associated savings from implementing the recommendation and the payback period. Measures to be implemented will address the three (3) areas outlined above. The firm will provide documentation from research supporting the project proposals. Project phasing options must also be provided.
- The firm will recommend financing options to include such choices as regular bonding, use of energy performance contracts with energy service companies and lease/purchase agreements. The firm will also identify any applicable utility incentive programs, grant opportunities, rebates and any other means of defraying the cost of the project.
- The firm will present the report to the Board of Selectmen during one of their regularly scheduled meetings.

Fee Schedule

- The firm must submit a fee schedule that includes the following:
 - ❖ Fixed lump sum fee and a proposed payment schedule.
 - ❖ Separate Fee for an optional Blower Door Test.
 - ❖ Per-diem rate for all identified personnel who may be requested to provide additional services.

Proposal Validation Period

- Proposals must be valid for a period of sixty (60) days from the date of submission.
- Town of Rye reserves the right to reject any and all proposals and to negotiate with any firm providing a proposal and to waive any informalities or irregularities in a proposal.
- It is anticipated that the selected Firm will finalize this contract by producing the Energy Audit within 45 days of the awarding of the contract.
- It is anticipated that a firm will be selected and be notified by Tuesday, December 16, 2014.

Current Energy Suppliers

- The following companies provide energy to the Town of Rye:
 - ❖ Public Service of New Hampshire, Manchester, NH (electricity)
 - ❖ Hansom's Truck Stop, 500 Maplewood Ave., Portsmouth NH, 03801

Current Energy Data

- The Town can supply the successful proposer with the following information:
 - ❖ Energy use since 2008.
 - ❖ PSNH Smart Start Lighting Grant Information
 - ❖ Level I Decision Grade Energy Audit
 - ❖ Full set of Building Plans.

Contract Award

The contract shall be awarded to the proposer who satisfies the technical criteria, format, all administrative requirements and whose cost is acceptable to the Town.

Miscellaneous and Contacts

If you should have any question or concerns regarding this proposal or any portion of this proposal or if you would like to view the buildings prior to the submission of your proposal, please contact the DPW Director, Dennis McCarthy at 603-964-5300.