

**Request for Proposals
2P10-109**

The City of Bristol, Connecticut is accepting Proposals for the following:

**Comprehensive Energy Audits for
City-Owned Buildings and/or Facilities**

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010



Submissions will be received until **11:00 am, June 3, 2010.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>



City of Bristol, Connecticut
Request for Proposals 2P10-109
Comprehensive Energy Audits for
City-Owned Buildings and/or Facilities

The City of Bristol, Connecticut is seeking proposals from qualified individuals or firms with expertise in energy auditing to conduct a comprehensive energy study of 63 of the City of Bristol's municipal buildings and/or facilities.

The scope of services and proposal submission documents are available from
the City of Bristol Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the Purchasing Department until **Thursday, June 3, 2010 at 11:00 am**; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and seven copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P10-109 Comprehensive Energy Audits " delivered to the address noted above.

Equal Employment Opportunity - Executive Order 11246 and 41 CFR Part 60: The successful Bidder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

Roger D. Rousseau, Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

r/a May 3, 2010

RFP 2P10-109

INDEX

	Page number
I. Project Specifications	
1. Introduction	1
2. General Information	1
3. Scope of Services	3
4. Resources Available	4
5. Project Schedule	4
II. Submission Requirements	
1. Submission Due Date	5
2. Directions for Written Submission	5
3. Vendor Information	6
4. Addenda	6
5. Evaluation Criteria	7
III. Contract Considerations	
1. Equal Opportunity – Affirmative Action	8
2. Indemnification	8
3. Insurance	8
4. Invoicing and Payment	8
5. Award Considerations	9
IV. Forms and Attachments	
1. Submission Form	
2. Acknowledgement Form	
3. Proposal Check List	
4. Non-Collusion Affidavit	
5. Employment Information Form	
6. Attachment A List of Buildings and/or Facilities	
7. Attachment B Project Description (as listed in EECBG grant application)	



REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P10-109

Comprehensive Energy Audits for City-Owned Buildings and/or Facilities

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The purpose of this RFP is to solicit proposals from qualified individuals or firms with expertise in energy auditing to conduct a comprehensive energy study of 63 of the City of Bristol's municipal buildings and/or facilities. The outcome of this study will be a Comprehensive Energy Audit Report that will provide recommendations, options and specifications that will assist the City in reducing overall energy costs, lowering harmful building emissions, and becoming as energy efficient as possible. The City is interested in exploring a full range of energy services, contracts, alternative energy solutions, energy-related capital improvements and Energy Conservation Measures (ECMs).

The City has been awarded a grant for the completion of this study through the Energy Efficiency and Conservation Block Grant ("EECBG") program, as administered by the United States Department of Energy. A portion of these funds has been dedicated toward the completion of this study.

2. GENERAL INFORMATION

The City owns and operates a number of buildings and/or facilities; the buildings relevant to this study are defined in greater detail in Attachment A. The Public Works Department is responsible for the maintenance and upkeep for buildings, with the exception of those operated by the Bristol Water Department, as a separately operated enterprise fund, and those operated by the Parks and Recreation Department.

Board of Education buildings and/or facilities are not included within the scope of this RFP.

It is understood that in the course of preparing comprehensive energy audit proposals, it may become necessary for the firm or individual responding to the RFP to gain access to the various buildings to gather information, inspect, take measurements, etc. Site representatives will be available by appointment to answer questions about the operation of facilities being inspected. Site visits will be subject to number of requests, and building and personnel availability.

The City has performed a series of energy efficiency measures within the past fifteen years. Representative examples are:

- Replacement of boilers in City Hall (2009)
- Replacement of chiller at Police/Court Complex (1997)
- Various lighting upgrades and improvements (2006)
- Motor replacements in City Hall (1997)

The City is currently in the process of replacing pump and drive equipment at its Broad Street Pump Station. The selected firm's role at this facility will be limited to efficiency of the building envelope and general lighting.

The City is currently in the process of designing upgrades and improvements to mechanical systems at the Beals Senior Community Center. The selected firm's role at this building will be limited to potential reductions in energy consumption and/or efficiency that are separate from mechanical heating and/or cooling systems.

The Water Pollution Control Facility participates in a demand response program, in which certain facilities are operated via diesel-powered generators at times of high electricity consumption.

The City is committed to the purchase of electricity to TransCanada Power Marketing through December 2014, with administration assistance by the Connecticut Conference of Municipalities ("CCM") and Bay State Consulting.

The City purchases natural gas through participation in a regional consortium called the Capitol Region Council of Governments ("CRCOG"). A reverse auction for the period July 1, 2011 through June 2013 is scheduled to occur in the coming months.

The City purchases heating fuel #2 and diesel fuel annually, with commitments to estimated consumption volumes.

3. SCOPE OF SERVICES

The scope of services is generally defined as noted below. Firms submitting qualifications are required to include information on how this scope of services will be addressed, including a timeline relative to the tasks defined.

The successful respondent will be required to undertake a technical field study of each building and/or facility as described in Attachment A. The field study will identify the most effective measures (in context of cost, energy efficiency, and emissions reductions) that can be taken to reduce overall consumption and long-term costs for heating, cooling, ventilation, lighting, water heating and other energy uses within each building and/or facility. The field study should address consumption of all current energy sources (e.g. #2 fuel oil, electricity, and natural gas). Measures may involve controlling, modifying, adding or replacing equipment and/or systems. The resultant Comprehensive Energy Audit Report shall prioritize future City of Bristol building and/or facility energy efficiency and/or renewable energy projects based on cost effectiveness, energy savings, and emissions reductions. The following list of measures is intended to be illustrative and not prescriptive and is presented to assist respondents in understanding the City's expectations and intent of this study:

1. Evaluate all major heating, cooling and ventilation systems.
2. Evaluate lighting and lighting controls, including fixture upgrades and occupancy sensors.
3. Evaluate potential for installation or integration of computerized energy management systems.
4. Review and recommend improvements to building and/or facility envelope components such as windows, doors, insulation, window films, roofing systems.
5. Review and recommend strategies relative to demand limits, including alternative energy generation, or cogeneration infrastructure.
6. Assist in securing incentives as well as brokering and procurement of electricity, natural gas, oil and other utility contracts where applicable.
7. Perform preliminary investigations to determine which City buildings and/or facilities can support and benefit from the installation of renewable sources of energy such as solar photovoltaic and solar thermal panels, wind power turbines, and methane-to-energy systems.
8. Identify grant or other funding sources for potential energy efficiency initiatives that are outlined in the Comprehensive Energy Audit Report.
9. Identify and coordinate audit-related services offered gratis through utility providers, and incorporate findings into the Comprehensive Energy Audit Report.

In addition, the selected firm shall provide any and/all data necessary for completion of quarterly EECEBG grant reporting.

It is the intent of this Request for Proposals to provide complete, detailed, timely, professional services for the completion of the project. Incidental items necessary to complete this work shall be considered included in the respondent's proposal whether or not such items are specifically listed in the scope. The selected firm and the City shall, if necessary, execute a final, mutually agreed Scope of Services Agreement prior to Notice to Proceed. Fees for substantial additional work items not listed in the final Scope of Services shall be negotiated.

4. RESOURCES AVAILABLE

The City has made available to all interested firms the following information as it relates to the project:

Attachment A List of buildings and/or facilities

Attachment B Project description as listed in EECEBG grant application

The City will make available to the awarded firm the following information as it relates to the project:

Known energy consumption data currently in possession (i.e. invoices and/or reports)

As-built drawings for buildings and/or facilities

The City will provide other additional information in its possession as may be needed by the consultant, if such information is currently and readily available.

5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

RFP Issuance	May 3, 2010
Submittals Due	June 3, 2010
Interviews Conducted	June 21, 2010
Recommendation for Award	July 13, 2010
Contract finalized	July 30, 2010

It is anticipated that proposals will include a project timeline relative to the completion of services outlined within this RFP.

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, June 3, 2010**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have Monday, June 21, 2010 available if selected for an interview.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and seven (7) copies as well as one copy via compact disk or USB drive (PDF or similar readable format)** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the Comprehensive Energy Audit Report within an appropriate timeline.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2P10-109 Comprehensive Energy Audits for City-Owned Buildings and/or Facilities".

3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel on similar projects, with specific attention to comprehensive energy audits and energy efficiency improvements.
- b. The firm's understanding of and technical approach to the project.
- c. The firm's knowledge of energy systems.
- d. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the City staff.
- e. The firm's schedule, including milestones in the process.
- f. The firm's ability to perform the work in a timely manner.
- g. Clarity, organization, and effective presentation of submittal.
- h. Review of references listed.
- i. Proposed fee schedule or fee schedule methodology. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is a factor in the evaluation process. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have the date of June 21, 2010 available if selected for an interview.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Records provided to the selected firm, and any resultant reports or data provided through this contract, shall be the sole property of the City of Bristol.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**Comprehensive Energy Audits for
City-Owned Buildings and/or Facilities
2P10-109**

Due Date: 11:00 am, June 3, 2010

City of Bristol, Connecticut
Purchasing Office
111 North Main Street
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P10-109
Comprehensive Energy Audits for
City-Owned Buildings and/or Facilities**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: May 3, 2010

Date documents received: ____/____/____

Do you plan to submit a response? Yes ____ No ____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**



CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Reference Contract 2P10-109

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
--	----------------	--------------	------

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	

RFP 2P10-109
Attachment A - List of Buildings

Building Description	Year Built	Square Footage	Heating Source	A/C Source	Additional Energy Use/Equipment
----------------------	------------	----------------	----------------	------------	---------------------------------

BRISTOL CITY HALL					
City Hall Building: 111 North Main Street	1963	72,000	Oil	Chiller unit	Diesel powered backup generator
City Hall Annex Garage: 111 North Main Street	1965	2,250	Gas	--	--

BRISTOL WATER DEPARTMENT					
Main Office: 119 Riverside Avenue	1926	7,600	Oil	Central air unit	--
Garage: 119 Riverside Avenue	1991	4,300	Gas	--	--
Water Filtration Plant: 1080 Terryville Avenue	1988	31,420	Oil	Central air unit	--
High Service Pump Station 1080 Terryville Avenue	1966	576	Oil	--	Electric pumps
#1 Well House: Barlow Street	1948	252	Electric	--	Electric well pump
#2 Well House: Mechanic Street	2002	256	Electric	--	Electric well pump
#3 Well House: Mix Street	1965	257	Electric	--	Electric well pump
#4 Well House: Mix Street	1965	257	Electric	--	Electric well pump
#5 Well House: Mix Street	1965	257	Electric	--	Electric well pump
Chemical and Control Bldg: Mix Street	1965	551	Electric	--	--
Chemical and Control Bldg: Mechanic Street	1957	913	Electric	--	--
Generator Building: Mix Street	N/A	198	Electric	--	--
Pump and Control Building: Peck Lane	2001	864	Electric	--	Electric pumps
Pump and Control Building: Hill Street	1966	1,050	Oil	--	Electric pumps
Generator Building: Hill Street	1999	216	Electric	--	--
Pump and Control Building: Wolcott Street	2006	1,648	Electric	--	--

BRISTOL POLICE DEPARTMENT					
Police/Court Complex: 131 North Main Street	1979	36,000	Oil	Chiller unit	Two large backup generators
Parking Garage: 131 North Main Street	1979	48,360	--	--	Lighting

Building Description	Year Built	Square Footage	Heating Source	A/C Source	Additional Energy Use/Equipment
----------------------	------------	----------------	----------------	------------	---------------------------------

BRISTOL PARKS AND RECREATION					
Rockwell Park Service Bldg: Jacob Street / Muzzy Street	1950	1,200	Oil	--	Air compressor
Mrs. Rockwell Pavilion/Pool: 1 Dutton Avenue	1963/ 1968	900/600	Oil/ none	--	Pool filters
Bathhouse: 1 Rockwell Park Road	1921	1,000	Electric	--	--
Muzzy Field: Muzzy Street	1922	1,000 concession stand	Electric	--	Field lights, gas hot water
Ski Lodge: 1 Page Park Road	1960	400	Electric	--	--
Page Park Pool: 2 Page Park Road	1949	1,500	Oil	--	Pool filters
Page Park Pavilion: 1 Orchard Park Road	1963	400	Oil	--	Kiln
Recreation Building: 3 Page Park Road	1955	750	Gas	--	--
Dennis Malone Aquatic Center 325 Mix Street	1996	6,000	Gas	Central air unit	Pool filters

BRISTOL FIRE DEPARTMENT					
Fire Headquarters: 181 North Main Street	1963	17,880	Oil	Central air unit	Emergency generator fueled by diesel
Engine 2 Fire Station: 151 Hill Street	1968	3,826	Oil	Portable unit(s)	Emergency generator fueled by propane
Engine 3 Fire Station: 81 Church Avenue	1962	3,212	Gas	Portable unit(s)	Emergency generator fueled by propane
Engine 4 Fire Station: 17 Vincent P Kelly Road	1963	3,572	Oil	Portable unit(s)	Emergency generator fueled by propane
Engine 5 Fire Station: 285 Mix Street	1964	3,450	Oil	Portable unit(s)	Emergency generator fueled by propane

BEALS SENIOR/COMMUNITY CENTER					
Senior/Community Center: 240 Stafford Avenue	1956	53,463	Gas	Chiller unit - gym only	Diesel powered backup generator

BRISTOL PUBLIC LIBRARY					
Main Public Library Building: 5 High Street	1907 (reno- vation2006)	40,000	Gas	Chiller	--
Manross Public Library: 260 Central Street	1976	12,846	Gas	Central air unit	--

YOUTH SERVICES					
Main Building: 51 High Street	1900	6,828	Oil	Central air unit	--

Building Description	Year Built	Square Footage	Heating Source	A/C Source	Additional Energy Use/Equipment
----------------------	------------	----------------	----------------	------------	---------------------------------

BRISTOL PUBLIC WORKS DEPARTMENT					
Animal Control Facility: 126 Vincent P Kelly Road	1978	1,800	Gas	Portable unit(s)	--
Community Services Storage Facility: 95 Vincent P Kelly Road	1959	600	--	--	No heating system; electricity used only for lighting
Hill Street Building: 165 Hill Street	1920	2,466	Electric	Portable unit(s)	Building currently used for storage
City Yard Complex: 95 Vincent P Kelly Road	1970	22,740	Gas	Portable unit(s)	Electric baseboards Diesel powered backup generator
Transfer Station Office and Scale House: 685 Lake Avenue	2004	300	Electric base-board	Portable unit(s)	
Transfer Station Quonset Hut: 685 Lake Avenue	2004	3,268	Waste oil	--	--

BRISTOL PUBLIC WORKS - WATER POLLUTION CONTROL					
Water Pollution Control Administration Building: 75 Battisto Road	1987	1,250	Electric heat pump	Portable unit(s)	--
Water Pollution Control Operations Building: 75 Battisto Road	1987	2,500	Natural gas	Central air unit	--
Headworks Process Building: 75 Battisto Road	1987	2,500	Natural gas	--	Raw wastewater screened using pumps
Primary Process Building: 75 Battisto Road	1987	2,500	Natural gas	--	Primary settling tanks and pumps
Secondary Process Building: 75 Battisto Road	1987	2,500	Natural gas	--	Secondary settling tanks with pumps
Air Blower Building: 75 Battisto Road	1987	2,500	Natural gas	--	Large compressors
Pump House Building: 75 Battisto Road	1987	2,500	Natural gas	--	Pumps used for waste streams
Sludge Thickening Building: 75 Battisto Road	1987	2,500	Natural gas	--	Holding tanks and pumps
Sludge Disposal Facility: 75 Battisto Road	1987	4,800	Natural gas	--	Filters extract remaining water
Broad Street Pump Station Broad St	1988	3,200	Electric	--	4 250-hp pumps
Cherry Hill Drive Pump Station Cherry Hill Dr	1979	<250	Electric	--	2 10-hp pumps
Cross Street Pump Station Cross Street	1990	<250	Electric	--	2 12.7-hp pumps 2 52HP pumps
Drayla Drive Pump Station Drayla Drive	1976	<250	Electric	--	1 1-hp pump

Building Description	Year Built	Square Footage	Heating Source	A/C Source	Additional Energy Use/Equipment
East Main Street Pump Station East Main Street	1986	750	Electric	--	2 40-hp pumps 2 15-hp pumps
Ivy Drive Pump Station Ivy Drive	1968	<250	Electric	--	1 5-hp pump
Julia Road Pump Station Julia Road	1968	<250	Electric	--	1 60-hp pump
Lake Avenue Pump Station Lake Avenue	1986	<250	Electric	--	1 15-hp pump 2 100-hp pumps
Lufkin Lane Pump Station Lufkin Lane	2000	<250	Electric	--	1 5-hp pump
Matthews Street Pump Station Matthews Street	1973	<250	Electric	--	1 25-hp pump
Middle Street Pump Station Middle Street	1978	<250	Electric	--	1 25-hp pump
Minor Road Pump Station Minor Road	1975	<250	Electric	--	1 40-hp pump
Boivin Street Pump Station Boivin Street	1971	<250	Electric	--	1 7.5-hp pump
Tyler Way Pump Station Tyler Way	1996	<250	Electric	--	2 25-hp each

Project Description

The City of Bristol proposes to hire an energy management consultant to perform investment grade energy audits on 63 municipal buildings and facilities. This activity is under #3 Residential and Commercial Building Energy Audits. The audits meet the EECBG Program goals of reducing fossil fuel emissions in a way that is environmentally sustainable and benefits the community; reducing total energy use of the eligible entity; and improving energy efficiency in the building sector. Investment grade energy audits differ from more traditional "preliminary" energy audits often performed by utility companies. Preliminary audits, also called walkthrough audits, involve minimal interviews with staff, a brief review of site utility bills, and identification of only the most glaring problem areas. The investment grade energy audits will produce a dynamic model of energy use characteristics of existing buildings/facilities and of all energy conservation methods identified. For instance, the audits will provide baseline energy use, energy cost, and greenhouse gas (GHG) emission data to use when setting measurable goals for percentage reductions in these areas. In addition to monitoring past utility data, the consultant will be expected to closely scrutinize major energy consuming systems and monitor system operating characteristics. The audits will present a list of all improvements that can be made to existing buildings/facilities to reduce energy use, lower energy costs, and limit GHG emissions. As part of the audit process, the consultant will complete preliminary investigations to determine which City buildings can support and benefit from the installation of renewable sources of energy such as solar photovoltaic and solar thermal panels, wind power turbines, and methane-to-energy systems. Finally, the investment grade energy audits will include an analysis of grant opportunities, utility rebates, and other sources of financing for which certain energy efficiency and conservation retrofit projects may be eligible.

When completed, the investment grade audits will enable the City to create a long-term building/facility energy efficiency and conservation retrofit project plan based on anticipated energy use/energy cost reductions, GHG emission reductions, and project cost payback. For instance, the audits will uncover simple, relatively inexpensive methods of conserving energy and reducing GHG emissions that the City can implement in the near term. The audits will also reveal more costly facility improvements that the City can begin planning to implement in the future. This staggered approach to energy efficiency installations will ensure long-term continuity in the City of Bristol Energy Efficient and Sustainable Buildings Program. For instance, the detailed data gained from the investment grade energy audits may help the City obtain grant funding and utility rebates for certain retrofit projects, and can be used when approaching an energy service company or other funding source to help install costly projects that the City cannot fund solely with municipal funds.

Measurable Outcomes

The City expects significant benefits from implementing the investment grade energy audits and associated energy efficiency and conservation projects within municipal buildings and facilities. The audits have the potential of conserving 4,008,787 kWh of energy per year. This figure was derived from a formula of 7.45 kWh saved per 1,000

2P10-109
Attachment B
Project Description as Listed in EECBG Grant Application

square feet as suggested in the study "Economic Energy Savings Potential in Federal Buildings" prepared for the U.S. Department of Energy. The energy audits have the potential of saving the City roughly \$445,481 per year in energy costs, leading to a GHG reduction of 2,697 tons of equivalent carbon dioxide annually. The formula for anticipated GHG emissions reductions - 1.346 pounds of equivalent carbon dioxide released per kWh - was derived from an April 2002 report, "Average Electricity Emission Factors by State and Region," from the Energy Information Administration.



City of Bristol
BRISTOL, CONNECTICUT 06010

**Request For Proposals 2P10-109
Comprehensive Energy Audits for
City-Owned Buildings and/or Facilities
Addendum # 01
May 11, 2010**

Bidders please note:

The American Society of Heating, Refrigerating and Air-Conditioning Engineers ("ASHRAE") has established three levels of energy audits; for the purposes of this RFP, the ASHRAE model for level 2 audit is considered to be appropriate for the work described.

For the purposes of this RFP, the City has committed to the completion of energy audits only; implementation of initiatives recommended through the audit process will be pursued independently from any resultant contract through this process. Fees for audits are intended to be paid via existing funding, and not through anticipated energy savings.

All other terms and conditions remain unchanged.

A handwritten signature in cursive script that reads "Roger D. Rousseau".

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171

RETURN THIS FORM IMMEDIATELY!

**City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents**

RFP Number: 2P10-109

Title: Comprehensive Energy Audits for
City-Owned Buildings and/or Facilities
Addendum 01

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all vendors have the opportunity to submit appropriate proposals.

Date Addendum 01 Issued: May 11, 2010

Date Addendum 01 received: ____/____/____

Do you plan to submit a proposal? Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
Fax (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES!**