



CITY OF MANCHESTER

Public Works Department

475 Valley Street, Manchester NH 03103

REQUEST FOR QUALIFICATIONS

The City of Manchester, New Hampshire (City) through its Public Works Department is soliciting written qualifications from qualified firms or individuals (Entity) for services related to the conversion of existing High Pressure Sodium and Metal Halide Street lights to Energy Efficient Light Emitting Diode (LED) Street Lighting Fixtures. As a Request for Qualifications (RFQ) this is not an invitation to bid and although price is very important, other Qualifying factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFQ (attached). **Qualifications must be received at The City of Manchester Department of Public Works 475 Valley Street Manchester, NH 03103 no later than 2:00 pm, on Thursday, July 24th, 2014.** All responses must be in a sealed envelope and be clearly marked on the **outer most mailing envelope.**

“FY14-210-67 2014 LED STREET LIGHTING CONVERSION PROJECT”

Please submit three bound original copies along with an electronic version of the file in standard .pdf format.

Qualifications will not be accepted after the date and time stated above. Incomplete submittals that do not conform to the requirements specified herein may not be considered. Issuance of the RFQ does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of qualifications for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting is a declaration that the Entity has read the RFQ and understands all the requirements and conditions.

For questions concerning the qualification process, anticipated work, or scope of the project, please email Christopher Proulx at cproux@manchesternh.gov. No later than **close of business (5:00 p.m.) on Thursday, July 17th, 2014**. Answers to questions will **not** be provided by telephone. Rather, answers to all questions or any addenda will be **posted** on the City of Manchester's site www.Manchesternh.gov/bids it is the vendor's responsibility to check this site regularly.

We look forward to receiving and reviewing your qualifications.

Sincerely,

Kevin A. Sheppard
Director of Public Works
City of Manchester, NH

475 Valley Street Manchester, NH 03103 Tel: 603.624.6444 Fax: 603.624.6487
E-mail: cproux@Manchesternh.gov Website: <http://www..Manchesternh.gov>

INTRODUCTION

The City of Manchester (City) is soliciting qualified Entities to convert street lighting to Light Emitting Diode (LED) equivalents. The Entity will be expected to produce a turnkey project by implementing the conversion of all existing street lighting in the City, estimated at approximately 9,000 units, to equivalent LED street lights. The Entity will provide labor, materials, supplies, equipment, facilities, disposal, photometric analyses, digital reports, and processing of all utility rebates and the filing of all utility company documentation for the processing of utility bills under the new LED rate.

OBJECTIVES

- Convert approximately 9,000 existing “Metal Halide and High Pressure Sodium” (HID) “See Attachment A” street lights to equivalent LED technology compatible with the attached specification;
- Prepare a Photometric Analysis of the City of Manchester and all existing HID Street Lights compared to the Proposed LED Street Light equivalents. To develop a consistent illumination standard for the City while maximizing energy savings;
- Minimize future maintenance costs by replacing existing HID Street Lighting with long life LED street lights with a wireless network monitoring control system.
- To create accurate digital GIS asset data for all LED street lighting fixtures using GIS and GPS technology;
- Expedite the installation of approximately 9,000 LED Fixtures to maximize potential project incentives and produce a positive cash flow from the electrical savings during the first 9 months of the installation and all subsequent years of the project;
- To encourage the use of local labor and vendors to stimulate the local economy.
- To establish safe street lighting standards while reducing the City’s energy consumption with energy efficient LED Lighting.
- Completing the project, including receipt of all incentive rebates and acceptance of new monthly electricity rates from Public Service of New Hampshire within 12 months of execution of the contract. .
- It is the City’s intent to finance the cost of the project through a bond.

ENTITY QUALIFICATION SUBMISSION REQUIREMENTS

All submissions shall include the following information, organized as tabbed sections of the proposal. The submission should be concise and to the point. Provide three (3) copies of the following information, bound and tabbed according to the following sections along with an electronic version of the submission in standard .pdf format.

I. INTRODUCTORY LETTER

The letter shall include the Entity’s name, contact names, mailing address, telephone number, fax number, email address. The letter will address the understanding of the service being requested and any other pertinent information the proposer believes should be included. The letter shall be signed by the individual authorized to bind the Entity to the proposal.

II. ENTITY INFORMATION, QUALIFICATION, AND EXPERIENCE

The City will only consider submissions from Entities that demonstrate they meet the following criteria.

SECTIONS

- A. The Entity must be licensed to do business in the State of New Hampshire at the time of the conversions/installations;
- B. Provide at least three (3) examples of similar type turnkey comparable projects, converting HID street lighting to LED street lighting. Include references: name and telephone number of owner/client. Provide project details including: scope of the work, number of luminaires replaced, direct responsibility, duration/timeframe of project, total project cost.
- C. Demonstrate your ability to provide qualified professionals for the project, such as Electrical Engineers, Installers, 24 hour service and support and the ability to perform all work within the specified budget; and within the required time frame. Installers shall have all requisite training, certifications and insurance to safely perform the installations.

- D. List all current work and project values including number of fixtures to be completed during the same time frame as the City of Manchester's Conversion.
- E. List Qualifications and Quantities of installers and equipment proposed to complete the LED conversion/ Installation within the specified time frame.
- F. References (For all Street Light Conversions/Installations completed in the last 3 years) shall include:
 - 1) Contracting Agency
 - 2) Contracting Agency Project Manager
 - 3) Contracting Agency contact information
 - 4) Contract amount
 - 5) Date of contract
 - 6) Date of completion
 - 7) Vendor Project Manager and contact information
- G. Recommendations on the best process to implement the HID Street Lighting Replacements in order to maximize utility savings immediately.
- H. If there are any additional contractual requirements required by your firm to follow your recommended approach they need to be outlined in this section
- I. Provide a chart showing all parties proposing, their roles/relationships and areas of responsibility. Describe the roles and organization of your proposed team for this project. Indicate the composition and number of project staff, facilities available and experience of your team as it relates to this project. The Entity is encouraged to utilize local labor and resources.
- J. Provide names of individuals who will be responsible for the project along with a description of their role, credentials, capabilities, past experience and a listing of projects similar to this project. Highlight the principal who will be responsible for the project along with the project manager. Provide at least four client references, if different than those listed on project references (include name and telephone number of client).
- K. Provide recommendations on how fees for service would be arranged
- L. Provide a conceptual schedule showing staffing, product procurement lead time, proposed monthly minimum installation quotas and network controls commissioning.
- M. The Entity shall provide a certified letter with a list of lawsuits with owners, suppliers, sub-contractors and utilities within the past 5 years.
- N. **If your organization has had a contract terminated in the last five years, describe such incident.** Termination is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either
 - 1) Not litigated due to inaction on the part of the vendor, or
 - 2) Litigated and such litigation determined that the vendor was in default.
 - 3) Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.
 - 4) If the firm has not experienced any such termination in the past five years, so indicate.
- O. Provide any additional information you feel beneficial to the qualification process.

SELECTION CRITERIA

In accordance with the City of Manchester, NH Procurement code Chapter 39 Section 39.20. The following criteria will be considered, although not exclusively, in determining which Entity is hired.

- I. SELECTION CRITERIA
 - (1) The ability, capacity, and skill to perform the contract or provide the service required.
 - (2) Whether the Entity can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 - (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - (4) The use of local labor and resources where possible.
 - (5) The quality of performance on previous contracts.
 - (6) Previous and existing compliance with laws and ordinances relating to the contract.
 - (7) The sufficiency of financial resources and ability to perform the contract.

- (8) The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
- (9) The ability to provide future maintenance and service
- (10) The ability to meet the City's bonding and insurance requirements.
- (11) Demonstrated experience in completing projects of a similar type.

A selection panel will evaluate proposals. Once the evaluations of the qualifications are completed, the City may conduct interviews. The City reserves the right to select a proposal without conducting interviews.

SCOPE OF SERVICES "FOR INFORMATIONAL PURPOSES"

The following project scope is subject to change with the Request for Proposals (RFP) but shall be used for informational purposes only:

I. SCOPE OF SERVICES

- A. Photometric Analysis – determine existing streetlight placement, height, and street width, and conduct an analysis of the proposed replacement lights to show minimum equivalent or improved lighting levels providing safe and adequate light.
- B. Luminance Standard- Assist the City with developing a Luminance standard to provide consistent safe street lighting level.
- C. Identification of infrastructure failure- Provide a list of equipment at risk for failure in need of replacement(Poles, Brackets, Underground Services, Service wires)
- D. Removal and Disposal – removal and disposal of existing luminaire heads. All materials shall be recycled properly, and any other materials shall be discarded compliant with all state and federal regulations.
- E. Maintenance- Existing HID Street Lighting Maintenance. The City reserves the right to require the Entity to provide an installation crew to preform individual fixture replacements of failed HID fixtures with new LED fixtures as needed throughout the city within a 10 business day window from the date the Entity is notified.
- F. Installation – Provide installation of new energy-efficient LED fixtures, or in the case of specific decorative LED fixtures, provide new fixtures or retrofit of the existing decorative fixtures as required and approved by the City.
- G. Traffic Control – Provide all appropriate temporary traffic control measures compliant with the City of Manchester Department of Public Works and the City of Manchester Police Department
- H. Notification and related work – Provide written and email notifications prior to the start of scheduled installations to the City and PSNH. Process all required paperwork, including GPS locations, PSNH Pole Number locations, and Inventory existing street lighting to update City's and PSNH GIS inventories, Provide PSNH weekly reports to revise the rate schedule for the newly install LED lights; and apply for appropriate rebates; and related work as necessary.
- I. Record Documents – Provide record ("as-built") documentation of installed LED luminaires including digital GIS data shape files including IP addresses for the network control modules. Provide all applicable warranties, service, maintenance and operations manuals, and similar information.
- J. Compliance with all laws – The Entity is responsible for compliance with all State and Federal laws and regulations including wage and labor, OSHA requirements, and appropriate safety measures.