

MAYOR

Frederic Hauser

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Ernie Lawrence
Jacquie Billings
Arlene Lapiana**ADMINISTRATOR/****TREASURER**

Samantha Pierce

VILLAGE CLERK/**DEPUTY TREASURER**

Christina Slusser

REQUEST FOR PROPOSALS

CLEAN HEATING AND COOLING TECHNOLOGY

Project Overview

The Village of Perry (Village) is seeking to implement clean heating and cooling technology in the Village Hall located at 46 North Main Street Perry, NY 14530. The goal of the project is to conserve energy and reduce energy costs. The Village is seeking to install air-source or ground-source heat pumps, or a solar hot water system.

The Village wishes to implement the project through a performance contract, on a guaranteed performance basis, under Article 9 of the New York State Energy Law. It is expected that the costs of the improvements will be paid for through reductions in the energy costs. In addition, the Village will consider other energy efficiency improvements Village-wide as permitted by Article 9 of the NYS Energy Law.

Upon review of the responses to this RFP, the Village may select a firm to provide clean heating and cooling technology and associated energy efficiency improvements. Under this solicitation, it is expected that only one energy performance contractor will be selected to perform all the work for the Village. The Village will consider energy performance contract proposals based on a guaranteed savings agreement.

It is currently planned that the Village will purchase, finance, and own any new equipment installed as a result of this project. Proposals are expected to include the Proposers services in connection with such arrangements. Proposers may wish to propose alternative arrangements, provided that the arrangements are permitted under New York State laws and regulations, for acquisition, financing, and ownership of such equipment.

Existing System

The existing heating system is a steam radiant system operating on the ground level of the Village Hall through a steam boiler. There are four steam radiators on the ground floor, seven radiators on the first floor, and twelve radiators on the second floor. The Village Hall is currently not equipped with a cooling system of any kind, the use of window units is the only method of cooling.

Evaluation

Proposals will be evaluated according to the following criteria:

Alignment of Approach with Project Goals: The Village is seeking to modernize heating and cooling in the Village Hall and to reduce its energy consumption, reduce greenhouse gas emissions, and reduce the costs associated with heating and cooling operations.

Firm Experience and Qualifications: Firms should provide a full overview of any similar project work and explicitly outline any experience with acquisition of heating and cooling technology and performance contracting.

Financial Capacity to Complete Project Deliverables: This project represents a significant investment by the Village of Perry. Firms must be able to demonstrate the financial capacity to complete all project elements.

RFP Response:

Responses to this RFP are due **no later than Noon on September 3, 2021**. Respondents must submit an electronic copy and five (5) hard copies to:

Samantha Pierce, Village Administrator
Village of Perry
46 North Main Street
Perry, NY 14530
585-237-2216
spierce@villageofperry.com

RE: Heating and Cooling Technology – Village Hall

All proposals received after the specified time and date will be rejected. Respondents are fully responsible for all aspects of proposal delivery and proposal production costs.

Response Format and Contents

Responses must be submitted in the format outlined in this section, with each of the described forms and sections completed in full (unless described below as optional). Respondents not utilizing this format can be deemed non-responsive. The Village reserves the right to disqualify any submittal deemed to be substantially or materially unresponsive in any of the areas listed below.

- Firm Background and Qualifications
 - General Information: This section should provide an overview of the firm, including firm name, address, principal contact for the proposal (including email and telephone information), lead staff person(s) for this project, firm incorporation year, number of years working with performance contracts, approximate number of performance contract projects implemented by the firm.

- Project Staff Experience: A resume for each staff person who will have significant responsibility for project management and/or implementation. Please draw special attention to staff experience with performance contracts and heating and cooling projects.
- Prior Relevant Firm Experience: A descriptive overview of up to five relevant projects executed by the firm. This should include customer name, project cost, contract type, contact information for references and a brief description of the project. Special attention should be drawn to heating and cooling projects and performance contract projects. For any projects in addition to these five, a bulleted list of project titles and locations should be used.
- Other Relevant Information (Optional): Respondents should feel free to include any information that may make their proposal more competitive given the project goals. The completed project must align with the stated goals of the Clean Energy Communities Program and the Climate Smart Communities Program and be designed to earn maximum credit.
- Scope of Services/Technical Approach to the Proposal
 - Description of the respondent's project design and development process, deliverables and typical schedule for a project of this scope.
 - Description of measures of performance and how they will be utilized
 - Description of method to be used to measure guaranteed project benefits to be achieved (including utility price fluctuations and other factors influencing performance)
 - Description of approach to any training Village staff and providing ongoing support for operations and maintenance of the system.
 - Most recent year ending statements of financial condition, certified by a public accountant, including balance sheet and income statement, dated within twelve (12) months of response. If there are other factors bearing on the financing of this project's execution, please note these factors.
 - Statement of bonding capacity and per project dollar/time limits.

Clarifications:

All requests for clarifications of this RFP must be submitted in writing to Samantha Pierce via email at spierce@villageofperry.com. Firms wishing to receive clarifications and updates may also submit that request via email. Clarifications will be provided in writing via email to all interested firms.

Right to Reject:

The Village reserves the right to accept any on-time response, to reject any and all responses and to waive any irregularities or informalities in a response when doing so is in the best interest of the Village.