

CITY of NOVI CITY COUNCIL

Agenda Item C
September 28, 2009

SUBJECT: Approval to award the Energy Efficiency Consulting Services Contract to AKT Peerless in the amount of \$60,475.00.

SUBMITTING DEPARTMENT: Green Venture Team – Finance/Grant Compliance Subcommittee

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$ 60,475
AMOUNT BUDGETED	Off set by grant proceeds (\$533,100)
LINE ITEM NUMBER	101-299-00-816-020

BACKGROUND INFORMATION:

At the May 18, 2009 meeting, City Council approved a Resolution to submit an Energy Efficiency and Conservation Block Grant Application (copy attached) to the federal Department of Energy. The Resolution included a draft project list (final list to be approved by City Council after the City's required Energy Efficiency and Conservation Strategy is complete). The initial project list included:

- The development of an Energy Efficiency and Conservation Study
- DPS Facility mechanical upgrades
- Non-motorized Pathway/Sidewalk Master Plan
- Develop Combined Heat and Power (CHP) and/or solar energy applications for the Civic Center, Library and High School
- Energy Efficient Data software for multiple Civic Center Buildings
- Police Station no-break power system, replace or retrofit existing emergency generator
- Retrofit boilers at multiple Civic Center Buildings

The EECSBG Application was submitted on June 19, 2009 to the Department of Energy. On September 9, 2009, we were notified that the City received its first grant allocation of \$80,000 to be used towards the development of the required Energy Efficiency and Conservation Strategy (EECS) document.

The City's Finance/Grant Compliance Subcommittee (including representatives from the City Manager's Office, Police, Finance, Public Services, Facility Operations, Information Technology and Community Development) assisted with the preparation of a Request for Proposal (RFP) for Energy Efficiency and Conservation Block Grant Consulting Services. The RFP Scope of Work consisted of working with the Green Venture Team to develop a comprehensive EECS, provide technical expertise, facilitate goal and strategy development, complete technical documentation, develop the EECS document and final grant submission (including cost and budget justification), as well as on-going reporting to the DOE. The RFP was issued on July 6, 2009. The City received 23 proposals in response to the RFP.

The Team evaluated the proposals using the Qualifications Based Selection (QBS) process and interviewed the top 7 scoring firms. Based on their proposal, responses to the interview questions, and project cost, AKT Peerless is the recommendation of the committee.

Interview Rating Points	Firm	Project Cost
35	AKT Peerless	\$ 60,475
30	Michigan Suburbs Alliance **	\$ 53,310
23	Conestoga-Rovers Associates	\$ 79,336
15	Environ International	\$ 63,449
15	Novi Energy	\$ 78,840
15	Shepherd Advisors	\$ 78,847
7	Superior Integrated Energy Solutions	\$ 97,000

** The majority of the City's approved upgrades are technical or mechanical; this firm does not have technical and mechanical staff under contract at this time. Following the completion of the EECBG projects within the next 24 months, we will revisit the possibility of working with Michigan Suburbs Alliance.

RECOMMENDED ACTION: Approval to award the Energy Efficiency Consulting Services Contract to AKT Peerless in the amount of \$60,475.00.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Burke				
Council Member Crawford				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

RESOLUTION

Approving the 2009 Energy Efficiency and Conservation Block Grant Application

WHEREAS, the City of Novi is eligible to receive Energy Efficiency and Conservation Block Grant (EECBG) funds in the amount of \$533,100, and

BE IT RESOLVED, that the City of Novi hereby authorizes the submission of the 2009 EECBG application to the Department of Energy requesting the total available funding to be used for the projects outlined below, pursuant to the program guidelines; and

Eligible Activity	Description	Estimated Program Cost
<u>Development of an Energy Efficiency and Conservation Strategy</u>	Energy Efficiency & Conservation Strategy – Entities may use a grant to develop and/or implement a strategy for energy efficiency and conservation and to carry out activities to achieve the purposes of the program. All entities receiving direct formula grants from the DOE are required to submit a proposed strategy for approval.	\$ 80,000
<u>Energy Efficiency Retrofits</u>	DPS Facility – mechanical needs include replacing the garage make-up air unit, the furnace and exhaust fans for the workshop, furnaces and air conditioning and exhaust fans for the Administrative offices.	\$ 225,000
<u>Development and Implementation of Transportation Programs</u>	Non-Motorized Pathway/Sidewalk Master Plan – To identify through a Master Plan approach a program to link current and future pathways, sidewalks and trails in the City.	\$50,000
<u>Energy Distribution Technologies</u>	Civic Center Campus – Use of consultant to develop Combined Heat and Power (CHP) Application and/or solar energy for Civic Center, Library and School District (High School) and/or solar energy.	\$55,000
<u>Renewable Energy Technologies on Government Buildings</u>	Multiple Civic Center Buildings – Software to capture energy efficiency data continuously to use for reporting to state and federal regulatory agencies	\$30,100
<u>Energy Efficiency Retrofits</u>	Police Station – No-break power system; retrofit or replace existing emergency diesel generator.	\$53,000
<u>Energy Efficiency Retrofits</u>	Multiple Civic Center Buildings – Retrofitting boilers with economizers to capture the heat from boilers exhaust and use it for boiler feed water heating.	\$40,000
	Total	\$533,100

BE IT FURTHER RESOLVED that the City of Novi hereby authorizes the City Clerk and Mayor to execute said application and any related documents.

CERTIFICATION

I, Debra Blashfield, the duly appointed Deputy City Clerk of the City of Novi, Oakland County, Michigan, hereby certify that the above is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on May 18, 2009 at which time a quorum was present.



Debra Blashfield
Deputy City Clerk



August 6, 2009

Maryanne Cornelius
City Clerk, City of Novi
Office of the Clerk
45175 W. Ten Mile Road
Novi, Michigan 48375-3042

Subject: Proposal for Energy Efficiency and Conservation Block Grant Consulting Services
Proposal No. PF-10031

Dear Ms. Cornelius:

AKT Peerless Environmental & Energy Services (AKT Peerless) and J.S Vig's Project Green (together referred to as The Project Green Team) are excited about the prospect of working with the City of Novi. We value the opportunity to help shape strategies and develop recommendations that will create a more sustainable, energy-efficient, and economically-viable city for current and future generations.

The Project Green Team is pleased to present our proposal to the City of Novi in response to the Request for Proposals for **Energy Efficiency and Conservation Block Grant (EECBG) Consultant Services (RFP)** which links sustainability, economic development and social well-being through the development of a comprehensive Energy Efficiency and Conservation Strategy (EECS).

The Project Green Team provides a dynamic skill set. As a firm, AKT Peerless is viewed as an expert in the energy industry and has assisted multiple municipalities similar to the City of Novi to identify and execute energy efficiency strategies. Complimenting AKT Peerless, J.S. Vig Construction provides seasoned technical construction experience. The addition of its new Project Green division adds to the team's dynamic expertise surrounding energy efficiency and sustainability.

Included in our proposal you will find our recommendations regarding your requested scope of work. In addition, we have formulated potential strategies for achieving energy efficiency, identified potential building retrofits, and opportunities to leverage multiple funding resources to provide a comprehensive EECS that extends beyond the three year funding period for the EECBG program.

The Project Green Team maintains the insurance requirements specified in the RFP. We agree to complete all the services included in the following proposal (proposal number PF-10031) for the lump sum amount not to exceed the total cost provided in Section 6.0. We have also included an additional budget for continued consultant services to implement the EECS and provide continuing grant administration activities. This proposal remains valid for 120 days from August 7, 2009.

We look forward to working with you on this project. If you have any questions or require additional information, please contact Tony at (248) 615-1333.

Sincerely,

Tony R. Anthony, CPG/CHMM, LEED AP
Principal
AKT Peerless Environmental & Energy Services

Joshua Brugeman, LEED AP
Director, Project Green
J.S. Vig Construction Company



1.0 STATEMENT OF QUALIFICATIONS AND EXPERIENCE

We are pleased to have an opportunity to provide information on our local, Michigan based companies; sustainability, energy and incentives team; and experience in sustainable energy planning, energy audits, grant administration and building retrofits.

1.1 The Project Green Team

As a team, the combined skill set of AKT Peerless and J.S. Vig Construction will provide the City of Novi with a dynamic group of professionals focused on approaching energy efficiency and sustainability from a comprehensive perspective and ensuring the development of an effective Energy Efficiency and Conservation Strategy which meets EECBG program requirements and the City of Novi's goals. The Project Green Team provides a complete package from Energy Efficiency and Conservation Strategy (EECS) development, completion of the EECBG application materials and EECBG grant administration to project and strategy implementation. The Project Green Team can develop and implement a sustainable program which provides a more energy-efficient and economically-viable city.

AKT Peerless maintains a strong background in federal/state grant/loan administration, incentive leveraging, economic development and environmental and energy planning. AKT team members are experienced professionals that have assisted municipalities with EECS development, the EECBG application process and federal/state grant/loan administration activities. Aside from providing comprehensive planning capabilities, AKT also has the technical experience and expertise to conduct energy audits and modeling, while many staff members maintain LEED accreditation. AKT's diversity of talent and range of services will help provide the city with a dynamic set of solutions and a seasoned team to manage the ongoing EECBG process.

Building on AKT's services and skill set, J.S. Vig Construction offers experienced construction management and implementation expertise. In addition, J.S. Vig's Project Green division adds a dynamic dimension of approaching building sustainability and energy-efficiency with full-spectrum solutions. Aside from thermal imaging and energy auditing capabilities, J.S. Vig develops comprehensive sustainability solutions for buildings and facilities – all aimed at reducing overall operating costs. In addition to focusing on typical lighting and HVAC retrofits, J.S. Vig approaches building performance by evaluating all building performance items ranging from landscape irrigation to HVAC to daylighting and computer plug-in load. Similar to AKT, J.S. Vig offers a team of seasoned professionals that will help the City of Novi identify and implement energy-efficiency solutions.

AKT Peerless and J.S. Vig's Project Green partnership offers an unmatched combination of talent with experience and expertise in municipal and sustainability planning, energy audits,



energy retrofits, green building, grant management, incentive leveraging and brownfield redevelopment. Together, we look forward to utilizing our expertise, developing innovative strategies, and implementing cost-effective solutions that will benefit the City and community of Novi.

1.2 Company History - AKT Peerless Energy and Environmental Services

AKT Peerless is a full service energy and environmental consulting firm headquartered in Farmington with offices located in Detroit, Lansing, and Saginaw, Michigan and Chicago, Illinois. AKT Peerless Environmental Services was created by the merger of two leading brownfield redevelopment consultants – AKT Environmental Consultants and Peerless Environmental Services – in 2001. In 2008, AKT Peerless completed the acquisition of the commercial and industrial services division of Informed Energy Decisions, located in Chicago, IL, our leading energy management and auditing firm. In 2008, Informed Energy Decisions was inducted into the National and Illinois Environmental Hall of Fame for innovative work on improving energy efficiency in buildings. Informed Energy Decisions had been an Energy Star Partner since 2003 and in 2009 Earl “Cappy” Kidd, Director of AKT Peerless’ Energy Division, received an Energy Star Leadership Award.

AKT Peerless maintains expertise in government grant/loan program administration and oversight, energy planning, energy audits, energy-efficient retrofits and new construction, real estate due diligence, leveraging financial incentives and brownfield redevelopment. AKT Peerless’ employees maintain several certifications and credentials, such as, LEED-accredited professionals, Professional Engineers (PE), Building Operator Certification (BOC), State licensed mechanical contractor (HVAC), RESNET auditors, and urban planners. AKT Peerless offers a comprehensive package of Environmental, Engineering, Energy, Community Outreach and Grant Administration services designed specifically for local units of government. Our major client base is made up of local units of government, developers, retailers, and financial institutions. The company mission is to be the most dedicated leader in energy and environmental needs. AKT Peerless is committed to providing our communities and clients with the most professional, ethical, cost-effective, and timely approach to meet the complex issues of energy efficiency. Working for the City, AKT has a successful track record of success managing Federal and State government monies. AKT Peerless has assisted its local government clients in securing and/or managing over \$49,000,000 in state and federal grants and loans since 1996. Please refer to Section 1.6.1 for more detailed information.

1.3 Company History - J.S. Vig Project Green

Building on J.S. Vig’s proven construction expertise, Project Green is a division of the J.S. Vig Construction company focused on implementing the best practices in sustainable, commercial construction. Its mission is to develop and implement simple, relevant, and practical sustainable building strategies for new construction and existing building projects. Project Green’s “Best



Practices” reduce carbon emissions in addition to improving energy efficiency, water efficiency and the workplace environment – all focused on reducing overall operating costs. Project Green helps clients realize the environmental and economical benefits of practical green building solutions, prescribed for their particular needs.

After decades of steady growth, J.S. Vig has emerged as a trusted and reliable construction firm with a strong track record of more than 1,500 successfully completed projects. Its compelling combination of professional flexibility, high quality service and outstanding work product have helped J.S. Vig establish not only a trusted reputation, but also a network of strong and enduring professional relationships throughout the region.

In addition to Project Green’s offerings of sustainability consulting, thermal imaging, energy auditing, retrofit implementation, commissioning, and LEED administration, J.S. Vig offers a comprehensive suite of related professional services that includes Project Feasibility, Site Selection, Zoning, Planning Approvals and Permitting, Design/Build, Construction Management, Cost Estimation/Budgeting, Project Scheduling and Cost Segregation.

By focusing on both the large and small things that it does to make the planning process and construction experience better and smoother, J.S. Vig ensures that accountability, responsibility and clear, consistent communication are top priorities. This emphasis on teamwork, focus on service over volume and its commitment to ensuring that all parties look at each project from an ownership perspective has helped J.S. Vig establish a number of long-term client relationships.

Driven by the understanding that buildings are built in the field, not in the office, J.S. Vig upper-level management frequently gets hands-on with visits to jobs sites. Project managers work shoulder to shoulder with field supervisors and subcontractors to assure quality control and project compliance. J.S. Vig personnel have an average experience level of 20 years in the construction industry and understand how to add the extra value that clients expect.

1.4 The Project Green Team Contacts, Roles and Resumes

The Project Green Team proposes to manage the City of Novi’s EECSBG project from AKT Peerless’s office located in Farmington, Michigan. As necessary, The Project Green Team will draw staff and technical resources from its offices in Farmington, Detroit, and Lansing, Michigan, or Chicago, Illinois and JS Vig’s Offices in Ann Arbor and Taylor, Michigan. The organizational structure proposed for City of Novi is based on creating project-specific teams best suited to meet the needs of the City and the specific project type. The Project Green Team is committed to assigning its most experienced staff for City of Novi projects as shown in the table below.

Table 1 – Project Green Team Key Personnel

STAFF	EDUCATION	POSITION	PROFESSIONAL REGISTRATIONS or equivalent	AREA OF CONTRACT RESPONSIBILITY	CONTACT INFORMATION
AKT Peerless Staff					
Tony R. Anthony	MS Environmental Engineering	Principal	LEED-AP, CHMM, REPA, CPG	Energy Auditor and Strategic Planning	anthonyt@aktpeerless.com 248-615-1333
Jeremy McCallion	BS Environmental Studies; Master of Urban Planning	Senior Project Manager & Incentive Specialist	LEED-AP and Urban Planner	Strategic Planning, Incentive Specialist, and Municipal Planning Integration	mccallionj@aktpeerless.com 248-615-1333
Earl "Cappy" Kidd	AAS Environmental Control Technology	Director of Energy Services	LEED-AP BOC Instructor, RESNET auditor; SEDAC audits	Head Auditor and Strategic Planning	kidde@aktpeerless.com 312-564-8488
Carlos Mercado	BS Mathematics	Building Energy Analyst	BOC SEDAC audits	Energy Auditor	mercadoc@aktpeerless.com 312-564-8488
Aaron Lund	BA Political Science	Building Energy Analyst	BOC, RESNET auditor. SEDAC audits	Energy Auditor	lunda@aktpeerless.com 312-564-8488
J.S Vig Construction / Project Green Staff					
Joe Vig	BS Business Administration	CEO, J.S Vig Construction	LEED AP	Strategic Planning Project Implementation	joe@jsvig.com 313-477-1060
Joshua Brugeman	Master of Urban Planning; Real Estate Development Certificate	Director, Project Green	LEED AP and Urban Planner	Strategic Planning Sustainability + Energy Audits	josh@jsvig.com 248-705-8879
Steve Farsakian	BS Construction Management	Chief Estimator	LEED AP	Estimating	sfarsakian@jsvig.com 734-283-3002
Justin Barringer	BS Construction Engineering	Project Engineer	LEED AP	Project Implementation Sustainability + Energy Audits	justinb@jsvig.com 734-283-3002

BOC – Building Operator Certification; SEDAC-Smart Energy Design Assistance Center, LEED AP – Leadership in Energy and Environmental Design Accredited Professional

Mr. McCallion and Mr. Brugeman will lead the projects and will be responsible for all aspects of the projects, including project tracking and reporting, budgeting, planning, and site-specific project management. Mr. Anthony and Mr. Vig will provide direct oversight, project and community leadership, and resource planning for Novi. Mr. Kidd will be responsible for all technical energy auditing and retrofit recommendations.

As specific project tasks are assigned, a field manager specialized in the appropriate task discipline will be assigned to complete field work, compile and evaluate data, and prepare reports. To complete the project management team, the field manager will be supported by technical and administrative personnel. The result of this team approach is that multiple projects and complex tasks can be completed in an efficient, cost effective, high quality, and timely

Table 4 – AKT Peerless Recent Energy Audits

Building Type	Project-Client-Cost Name/City	Building Size	Audit Level	Objectives of SOW
Factory Warehouse	Spoco-SEDAC-\$10,000 Chicago, IL	150,000 sq. ft. / 3 floors	1	Day-lighting Analysis
	Label Master-SEDAC-\$12,000 Chicago, IL	80,000 sq. ft. / 1 floor	2	Energy analysis and savings potential
	Horween Leather-SEDAC-\$5,000 Chicago, IL	400,000 sq. ft. / 6 floors	2	Lighting Analysis
	E&J Electric-E&J Electric-\$5,000 Solon, IA	10,000 sq. ft. / 2 floors	2	Certification for Federal Energy Tax Deduction
Office Buildings	Imperial Realty-SEDAC-\$9,000 Skokie, IL	100,000 sq. ft. / 8 floors	2	All electric office building with aging equipment
Municipal Buildings	Community Center: Park-SEDAC-\$9,500 Ridge, IL	50,000 sq. ft. / 1 floor	2	Multi-use field house: 3 pools, basketball courts, gym
	Library-SEDAC-\$8,000 Fox River Grove, IL	20,000 sq. ft. / 2 floors	2	Energy analysis and savings potential
	Field House-SEDAC-\$9,000 Chicago Ridge, IL	50,000 sq. ft. / 1 floor	2	Multi-use field house
University	University Plaza Dormitory-Crane Development Co-\$38,500 DeKalb, IL	350,000 sq. ft. / 9 floors	2	Devised 5-year program for energy efficiency
	Vadalabene Center-SEDAC-\$7,500 Edwardsville, IL	200,000 sq. ft. / 4 floors	2	Study for solar thermal pool heating
Hotel	InterContinental Hotel-InterContinental Hotel-\$8,500 Chicago, IL	770,000 sq. ft. / 77 floors	2	Energy Star™ Certification (the first hotel in Chicago)
	Homewood Inn-Homewood Inn-\$4,500 Evanston, IL	100,000 sq. ft. / 10 floors	1	Emergency boiler evaluation and replacement
High-Rise Residential	3300 North Lake Shore Drive-Wolin-Levin Property-\$11,500 Chicago, IL	170,000 sq. ft. / 18 floors	1	Evaluation of 90 year old steam system
	1242 North Lake Shore Drive-Wolin-Levin Property-\$9,500 Chicago, IL	150,000 sq. ft. / 20 floors	1	Energy analysis and savings potential
Military	Fort Sheridan Naval Base RedSeal Construction-\$25,000 Housing: Highland Park, IL	300 new homes	NA	Energy Star™ Certification
Retrofits of Existing Housing Stock	Commonwealth Edison Care Program-Commonwealth Edison \$6,000	Community energy outreach program	NA	Consultant for utility's home retrofit program
	Westchester Place-Weschert Place Assc-\$8,000 Westchester, IL	250 existing townhomes	NA	Energy Retrofit Feasibility Study
Nuclear Power Plant	Nuclear Power Plant-Lockhead Martin-\$20,000 Braidwood, IL	Confidential	2	Energy audit of support buildings and exterior lighting

1.6.2 J.S. Vig Project Green Project Experience

Beyond the normal general contracting and construction management activities of J.S. Vig Construction, J.S. Vig has expanded its operations through the development of Project Green. Project Green focuses on implementing sustainable building practices both in new building construction and existing building retrofit projects. Its goal is to identify and implement both practical and relevant efficiency solutions – all designed to lower operating costs for building

owners. Please refer to Appendix C for sample work products. Below is a list of recent clients Project Green has worked with:

Table 5 – J.S. Vig Recent Projects

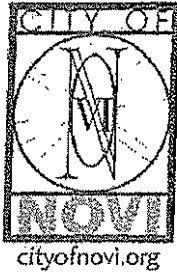
Building Type	Project Name/City	Building size	Work Product
Athletic Center	Romulus Athletic Center Romulus, MI	88,396 sf	<ul style="list-style-type: none"> • Thermal Imaging • Sustainability Audit + Recommendations
	Taylor Sports Plex Talylor, MI	146,960sf	<ul style="list-style-type: none"> • Thermal Imaging • Sustainability Audit + Recommendations • Retrofit Implementation
Office	Blue Cross Blue Shield Southfield, MI	180,291 sf /	<ul style="list-style-type: none"> • LEED Certification Analysis • Sustainability Audit + Recommendations
Industrial	Private Building Owner Southgate, MI	38,000 sf	<ul style="list-style-type: none"> • Thermal Imaging • Sustainability Audit + Recommendations
	Inland Water Abc town, MI	43,340 sf	<ul style="list-style-type: none"> • Sustainability Audit + Recommendations
Lab	Michigan Life Sciences Institute (Ann Arbor Spark) Plymouth, MI	57,601 sf	<ul style="list-style-type: none"> • Sustainability Audit + Recommendations

2.0 APPROACH TO DEVELOPING THE ENERGY EFFICIENCY AND CONSERVATION STRATEGY (EECS)

The timing of this funding is critical given that energy prices are rising and will continue to rise. We have reached peak oil and peak coal is expected to be reached in the next 15-20 years. We also see significant movement from the White House and the Environmental Protection Agency to regulate carbon dioxide emissions. The commercial building sector is steadily moving toward Net-Zero Energy for new commercial buildings through the Department of Energy Commercial Building Initiative and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Net-Zero by 2030 initiative. In addition, the American Society for Testing and Materials (ASTM) has created the E50 Executive Committee to develop a standard on *Energy Performance Disclosure for Buildings Involved in Real Estate Transactions*. The City of Austin, Texas (a leader in the area of energy planning and sustainability) approved an ordinance in 2008 requiring all real estate transactions (commercial, multi-family and single family facilities) include an energy audit before the real estate transaction is complete.

Table 3 – AKT Peerless Federal Grant Administration

PROJECT	USEPA Assessment Grants	USEPA RIF Grants	MDEQ Grants	MDEQ Loans	Total
Allegan	\$450,000	\$250,000			\$700,000
Arenac County	\$400,000				\$400,000
Artspace Projects Inc., Jackson	\$200,000				\$200,000
Bay City	\$400,000				\$400,000
Birmingham			\$700,000	\$300,000	\$1,000,000
Branch County	\$400,000				\$400,000
Bridgeport Charter Township	\$200,000				\$200,000
Detroit/Wayne County Port Authority	\$1,200,000				\$1,200,000
Downriver Area Brownfields Consortium	\$1,750,000	\$5,000,000	\$4,250,000	\$1,300,000	\$12,300,000
East Lansing	\$200,000				\$200,000
Eaton County	\$400,000				\$400,000
Ecorse	\$600,000		\$100,000		\$700,000
Genesee County/City of Flint	\$200,000	\$2,000,000			\$2,200,000
Grand Traverse County	\$200,000				\$200,000
Gratiot County	\$200,000				\$200,000
Grayling			\$200,000	\$80,000	\$280,000
Ingham County	\$200,000				\$200,000
Ionia County	\$400,000				\$400,000
Jackson County	\$950,000	\$1,000,000	\$720,000		\$2,670,000
Lake County	\$400,000				\$400,000
Lansing BRA	\$600,000	\$850,000			\$1,450,000
Little River Band of Ottawa Indians	\$250,000				\$250,000
Macatawa Area Coordinating Council, Holland	\$400,000				\$400,000
Macomb County	\$600,000				\$600,000
Monroe		\$1,000,000			\$1,000,000
Mt. Pleasant			\$378,000		\$378,000
Northern Lakes Economic Alliance	\$200,000				\$200,000
Oakland County	\$200,000	\$1,000,000			\$1,200,000
Osceola County	\$400,000				\$400,000
Saginaw	\$950,000		\$5,586,000	\$50,000	\$6,586,000
Saginaw County		\$1,000,000	\$67,000	\$572,000	\$1,639,000
Sanilac County	\$200,000			\$138,000	\$338,000
Schoolcraft County	\$400,000				\$400,000
St. Louis	\$400,000				\$400,000
Sturgis			\$500,000		\$500,000
Taylor		\$1,000,000			\$1,000,000
Three Rivers	\$200,000				\$200,000
Walker				\$1,000,000	\$1,000,000
Washtenaw County	\$400,000	\$1,500,000			\$1,900,000
Wayne County	\$900,000	\$1,500,000	\$650,000	\$250,000	\$3,300,000
West Branch Township			\$425,000	\$325,000	\$750,000
Wyandotte		\$1,000,000			\$1,000,000
Total:	\$14,850,000	\$17,100,000	\$13,576,000	\$4,015,000	\$49,541,000



CITY OF NOVI
PROPOSAL FORM

ENERGY EFFICIENCY AND
CONSERVATION BLOCK GRANT
CONSULTING SERVICES

We the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, conditions and instructions attached hereto and made a part thereof :

A. Lump Sum (Not-to-Exceed) \$ 47,945.00
(A detailed break-down of cost is to be included within your proposal)

We acknowledge receipt of the following Addendums: 2
(please indicate numbers)

Comments: _____

Company (Legal Registration) AKT Peerless Environmental and Energy Services

Address 22725 Orchard Lake Road

City Farmington State Michigan Zip 48836

Telephone (248) 615-1333 Fax (248) 615-1334

Agent's name (printed) Tony Anthony

Title: Principal

E-mail anthonyt@aktpeerless.com

Signature  Date 8/7/2009

Table 7 – Proposed Cost Budget

Activity	Title	Hours	Hourly Rate	Subtotals	Task Total
Initial Scoping Meeting	Principal	3	\$ 140.00	\$ 420.00	\$ 1,110.00
	Sr. Project Manager	3	\$ 115.00	\$ 345.00	
	Sr. Project Manager	3	\$ 115.00	\$ 345.00	
Preliminary Energy Use Analysis (Up to 12 Buildings)	Head Energy Auditor	12	\$ 115.00	\$ 1,380.00	\$ 6,780.00
	Energy Auditor	48	\$ 90.00	\$ 4,320.00	
	Administration	24	\$ 45.00	\$ 1,080.00	
Energy Use Analysis Meeting	Principal	3	\$ 140.00	\$ 420.00	\$ 1,110.00
	Sr. Project Manager	3	\$ 115.00	\$ 345.00	
	Sr. Project Manager	3	\$ 115.00	\$ 345.00	
Level I Energy Audit (4 buildings)	Head Energy Auditor	12	\$ 115.00	\$ 1,380.00	\$ 8,400.00
	Energy Auditor	72	\$ 90.00	\$ 6,480.00	
	Administration	12	\$ 45.00	\$ 540.00	
Level II Energy Audits (Civic Center, Police, DPW)	Head Energy Auditor	40	\$ 115.00	\$ 4,600.00	\$ 19,740.00
	Sr. Project Manager	8	\$ 115.00	\$ 920.00	
	Energy Auditor	154	\$ 90.00	\$ 13,860.00	
	Administration	8	\$ 45.00	\$ 360.00	
Retrofit, Goals and EECS Meeting	Head Energy Auditor	3	\$ 115.00	\$ 345.00	\$ 1,035.00
	Sr. Project Manager	3	\$ 115.00	\$ 345.00	
	Sr. Project Manager	3	\$ 115.00	\$ 345.00	
Draft Goals, EECS Eligible Activities and EECS Strategies	Sr. Project Manager	20	\$ 115.00	\$ 2,300.00	\$ 2,660.00
	Energy Auditor	4	\$ 90.00	\$ 360.00	
Community Outreach Meetings (2)	Sr. Project Manager	8	\$ 115.00	\$ 920.00	\$ 920.00
Community Outreach Conference Call	Sr. Project Manager	2	\$ 115.00	\$ 230.00	\$ 230.00
Draft EECS and EECS Application	Sr. Project Manager	16	\$ 115.00	\$ 1,840.00	\$ 2,200.00
	Energy Auditor	4	\$ 90.00	\$ 360.00	
Finalize EECS and EECS Application	Sr. Project Manager	12	\$ 115.00	\$ 1,380.00	\$ 1,560.00
	Energy Auditor	2	\$ 90.00	\$ 180.00	
Tracking and Administrative Reporting	Sr. Project Manager	16	\$ 115.00	\$ 1,840.00	\$ 2,200.00
	Energy Auditor	4	\$ 90.00	\$ 360.00	
TOTAL LABOR COST					\$ 47,945.00

Table 8 – Anticipated Effort for Energy Audits

Activity	Title	Hours
Preliminary Energy Use Analysis (per building)	Head Energy Auditor	1
	Energy Auditor	4
	Administration	2
Level I Audit	Head Energy Auditor	3
	Energy Auditor (field)	10
	Energy Auditor (report)	8
	Administration	3
Level II Audit – Civic Center	Head Energy Auditor (field)	4
	Energy Auditor (field)	4
	Energy Auditor (report)	24
	Energy Auditor (modeling)	30
	Engineering Analysis	12
	Administration	4
	Senior Project Manager	4
Level II Audit – Police Department	Head Energy Auditor (field)	4
	Energy Auditor (field)	4
	Energy Auditor (report)	20
	Energy Auditor (modeling)	24
	Engineering Analysis	8
	Administration	2
	Senior Project Manager	2
Level II Audit – DPW Building	Head Energy Auditor (field)	4
	Energy Auditor (field)	4
	Energy Auditor (report)	20
	Energy Auditor (modeling)	24
	Engineering Analysis	8
	Administration	2
	Senior Project Manager	2

6.1 CONTINUED CONSULTANT SERVICES BUDGET

Table 9 - Continued Consultant Services Estimated Budget

Activity	Title	Hours	Hourly Rate	Subtotals	Task Total
Implementation of the EECS	Principal	n/a	\$ 140.00	\$ 140.00	n/a
	Sr. Project Manager	n/a	\$ 115.00	\$ 115.00	
	Energy Auditor	n/a	\$ 115.00	\$ 115.00	
	Administration	n/a	\$ 45.00	\$ 45.00	
Measuring Progress and Administrative Reporting for One Year	Sr. Project Manager	40	\$ 115.00	\$ 4,600.00	\$ 6,265.00
	Energy Auditor	16	\$ 90.00	\$ 1,440.00	
	Administration	5	\$ 45.00	\$ 225.00	

Table 6 – Proposed Order of Activities and Schedule

ACTIVITY	RESPONSIBILITY	GOALS	WEEK NO.
Initial Scoping Meeting	NET and PGT	Discussion of Eligible Activities Preliminary discussion of vision, goals and objectives EECS elements Data gathering for all municipal buildings Energy bill information All appropriate contact information for City Staff	1
Preliminary Energy Use Analysis	PGT Energy Analysts	Complete Energy Use Analysis of all municipal buildings Identify most energy intensive buildings	2
Energy Use Analysis Meeting	NET and PGT	Provide results of Energy Use Analysis Target Buildings for Level I Audits	3
Level I Energy Audit	PGT Energy Analysts	Conduct audits and prepare list of low cost/no-cost measures Identify UOG savings	4
Level II Energy Audit	PGT Analysts	Conduct a Level II Energy Audit of the Civic Center, Police Department and DPW Building	5-6
Retrofit, Goals and EECS Meeting	NET and PGT	Discuss results of Level I Audits, retrofit opportunities and UOG savings Refine draft goals and objectives based on project list Discuss EECS eligible activities, EECS strategies and implementation schedule	7
Draft Goals, EECS Eligible Activities and EECS Strategies	PGT	Based on meeting with NET prepare a draft vision and goals statement, potential EECS eligible activities, EECS strategies and implementation schedule for review by community.	8
Community Outreach Meeting	NET, City Staff, Community Organizations and PGT	Receive feedback from public and community stakeholders about draft goals, eligible activities and EECS strategies Record and document feedback on website Provide information to NET	9
Community Outreach Conference Call	NET and PGT	Discuss results of community outreach to determine if modifications are necessary	9
Draft EECS and EECS Application Material	PGT	Provide Draft EECS and EECS application material to NET for review.	10
Community Outreach Meeting	NET, City Staff, Community Organizations and PGT	Receive comment on Draft EECS, EECS Application materials and implementation schedule	11
Finalize EECS and EECS Application Materials	PGT	Provide final versions of EECS, EECS application material and implementation schedule to NET Assist City Staff with EECS application submittal	12
Tracking and Administrative Reporting	NET and PGT	Method to measure progress and templates to meet EECS and ARRA reporting requirements.	12
Continued Consultant Services	PGT	Continued services for implementation of EECS, measuring progress and quarterly and annual reporting.	To be determined

PGT= Project Green Team

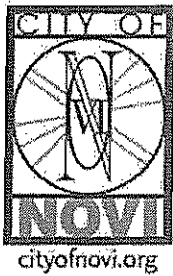
NET=Novi's Energy Team

UOG = Utility Optimization Grant

5.2 Initial Scoping Meeting

The first meeting with the NET and the Project Green Team will include the following:

- 1) Discussion of the City of Novi's initial vision, goals and objectives
- 2) Discussion of the high priority projects currently identified by the City of Novi
- 3) Discussion of additional EECS eligible activities to develop a comprehensive and sustainable EECS
- 4) Discussion of each element of Attachment D (refer to Section 3.1 above) and the



CITY OF NOVI

ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT CONSULTING SERVICES

SPECIFICATIONS

INTRODUCTION

The City of Novi is seeking proposals from qualified consulting firms or teams (Consultant) to assist the City of Novi by developing an Energy Efficiency and Conservation Strategy (EECS) for the City of Novi, as required by the U.S. Department of Energy (DOE), and the development of the City's final application for Energy Efficiency and Conservation Block Grant (EECBG) funding. Under the EECBG, DOE has announced an allocation to the City of Novi of \$533,100.

The City of Novi seeks to use the required EECS and funding from the EECBG to identify and develop the City's energy conservation and environmental sustainability goals to reduce fossil fuel emissions, decrease energy consumption and promote energy efficiency.

For more information about the EECBG, see <http://www.eecbg.energy.gov/> and <https://www.fedconnect.net>

The Consultant will work collaboratively with City staff to develop the EECS. The City of Novi will convene an EECBG Project Team to guide the project and work with the Consultant. **The EECS must be completed and submitted to the DOE within 120 days of the grant award date.** Consultants that cannot comply with the schedule should not respond to the RFP. The schedule is not flexible and cannot be modified. The firm awarded the bid will also administer the grant upon award of the funds from DOE.

SCOPE OF WORK

The Consultant will work with the EECBG Project Team to develop a comprehensive Energy Efficiency and Conservation Strategy (EECS) for the City of Novi, including providing technical expertise, facilitating goal and strategy development, creating any necessary technical documentation, creating the final Energy Strategy document and final grant submission, including budget/cost justification, working with City staff to ensure the successful acceptance of the Energy Strategy and EECBG by the Department of Energy and the ongoing administration/reporting to the DOE.

Actions and strategies included in the plan can be eligible activities for use of the City of Novi's formula grant funds under EECBG as well as activities that are not eligible; comprehensive planning is encouraged and critical to the success of the overall plan.

The eligible activities should be marked as such. The City of Novi envisions using the EECS as the energy conservation component to the City's overall comprehensive plan. Therefore, the consultant should identify ongoing energy efficiency conservation policies, projects, and programs that will be sustained beyond the EECBG.

The Consultant should have sufficient professional experience in the field of energy conservation, renewable energy, and environmental sustainability to assist the City by identifying projects with the greatest possible return on investment. Additionally, the Consultant will facilitate public comment and participation on the EECS and EECBG application. The Consultant will assist by analyzing, designing, and prioritizing initiatives that efficiently and effectively meet the overall purpose of the EECBG which is to assist with the creation and implementation of strategies to:

- Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities;
- Reduce the total energy use of the eligible entities; and
- Improve energy efficiency in the building sector, the transportation sector, and other appropriate sectors.

The EECBG Project Team will identify City priorities and strategic goals among potential investments. The Consultant will evaluate potential activities, outline potential projects, identify partnerships and other strategic opportunities that strengthen the City's overall Strategy and EECBG submission in accord with the guidance provided by DOE. A critical element of the EECBG program is meeting the goal of timely investment of allocated funds. Local entities, including the City of Novi, are required to obligate/commit all funds within eighteen (18) months from the effective date of the award. In the event funds are not obligated/committed within eighteen (18) months, DOE reserves the right to de-obligate the funds and cancel the award.

DOE has identified the following as among the eligible activities:

- Residential and Commercial Building Energy Audits.
- Financial Incentive Programs and Mechanisms for energy efficiency improvements such as energy savings performance contracting, on-bill financing, and revolving loan funds.
- Grants to nonprofit organizations and governmental agencies for the purpose of performing Energy Efficiency Retrofits.
- Energy Efficiency and Conservation Programs for Buildings and Facilities.
- Development and Implementation of Transportation Programs to conserve energy.
- Building Codes and Inspections to promote building energy efficiency.
- Energy Distribution Technologies that significantly increase energy efficiency, including distributed resources, combined heat and power, and district heating and cooling systems.

- Material Conservation Programs including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency.
- Reduction and Capture of Methane and Greenhouse Gases generated by landfills or similar waste-related sources.
- Energy efficient Traffic Signals and Street Lighting.
- Renewable Energy Technologies on Government Buildings.
- Any Other Appropriate Activity that meets the purposes of the program and is approved by DOE.

A list of eligible activities for use of program funds is provided in Section 544, Title V, Subtitle E of the Energy Independence and Security Act (EISA). Additional details on eligible activities are in the Funding Opportunity Announcement. DOE is giving preference to projects that:

- Leverage other public and private resources.
- Enhance workforce development.
- Persist beyond the funding period.
- Promote energy market transformation such as revolving loans, low-cost loans, energy savings performance contracting, advanced building codes, building and home retrofit incentives and policies, and transportation programs and policies.

The Consultant will assist the City identify projects that meet these criteria, as well as others, and develop project proposals that achieve these goals for both the EECS and EECBG submission. The Consultant should have sufficient professional experience in the field of energy conservation, renewable energy, and environmental sustainability to assist the City by identifying projects with the greatest return on investment.

DOE has listed the following as its evaluation criteria for EECBG submissions. The Consultant will develop an EECS and final EECBG plan that meets these criteria:

1. Jobs created and/or retained
2. Energy savings on a per dollar invested basis
3. Renewable energy capacity installed
4. Greenhouse gas emissions reduced
5. Funds leveraged

Professional services are required to provide (at a minimum):

- Baseline inventories and forecasts of energy sources, energy uses, energy rates, GHG emissions, and other pertinent factors/indicators related to energy efficiency and conservation.
- Development of goals /objectives and strategies, as well as insight into obstacles to achieving goals and proposed strategies for removing barriers.

- Actions/plans/strategies and implementation schedule to meet goals.
- Actions and strategies in the plan can be eligible activities for use of formula grant funds under EECBG as well as activities that are ineligible; comprehensive planning is encouraged.
- Expected metrics, outcomes and benefits of policies, programs, and projects eligible for EECBG funding: jobs created and/or retained, energy saved, renewable energy capacity, GHG emissions reduced, and funds leveraged.
- Policies and/or administrative actions adopted or needed to support actions/plans/strategies/targets/schedule.
- A framework for evaluation, monitoring and verification of the plan.
- Formats for annual reports on implementation progress of EECBG and strategies consistent with requirements.
- Plan for how activities will be sustained beyond grant period.
- Plan for how these funds will be coordinated with leveraged funds, including other Recovery Act funds, to maximize benefits for local and regional communities.
- Complete all on-going grant reporting requirements and submit updates to the DOE on the implementation status of the Strategy as well as realized energy efficiency gains through-out the duration of the grant period.

Consultant shall comply with all applicable laws, ordinances, codes and regulations of the Federal, State and local governments and all grant requirements governing EECBG Programs.

Goals We Want to Achieve Through the Development of the Energy Efficiency and Conservation Strategy

- Develop a comprehensive plan for energy efficiency, reducing energy use, and reducing fossil fuels use.
- Organize, strengthen and build on existing city programs that contribute to these goals.
- Tap into new ideas that are working for other cities.
- Identify the most cost-effective opportunities to reduce energy use and improve energy efficiency (and ones that help achieve economic and environmental benefits).
- Leverage funding, as there are other federal, state, and private funds that can be combined with EECBG and which require plans.

- Identify and plan to pursue new economic development and job creation opportunities.
- Engage civic and business leaders and residents so that they bring their skills and resources to the table.
- Produce a roadmap for achieving these benefits and benchmarks that will help the city and its stakeholders stay on course.
- Put in place a means to track energy saved, renewable energy installed, greenhouse gas emissions reduced, funds leveraged, and jobs created, which cities and counties are required to do in their EECBG annual reports to DOE and the public.

CONSULTANT SUBMITTALS

Submittals shall include the following information, at a minimum:

1. Cover Letter: A letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal.
2. Statement of Qualifications and Experience, including:
 - a. Company/firm/team history.
 - b. Name(s), business address, phone number, email addresses of firms and individuals proposed to participate in all work efforts identified and needing to be performed to meet the intent of this project.
 - c. Background, education, and relevant experience of all firms and team members proposed to participate in all work efforts identified and necessary to meet the intent of the project. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
3. Proposed Approach to developing the EECS, the final EECBG submission, and grant administration, including how the firm will:
 - a. Collaborate with the EECBG Project Team, and other participants and volunteers.
 - b. Evaluate and recommend priority projects for the EECS and EECBG.
 - c. Identify and develop high-potential projects for the EECS and EECBG.
 - d. Budget development and cost justification
 - e. Comply with on-going reporting requirements through-out the duration of the grant period.
 - f. Provide a detailed bid for the not-to-exceed cost to complete the assignment.
4. Proposed Scope of Work, proposed budget, and official proposal form (included with this RFP document).

5. The City reserves the option to continue the contract with the selected bidder past the grant submission and award by DOE. Applicants should include a proposal for continuing consulting services through the period of grant administration, including, but not limited to:
- a. implementing the programs,
 - b. writing quarterly and other reports as required by DOE,
 - c. quantitative measurement of initiatives using metrics provided by DOE - Jobs created/Energy savings per dollar invested/Renewable energy capacity installed/Greenhouse gas emissions reduced/Funds leveraged

EVALUATION CRITERIA

All submittals will be evaluated by the EECBG Project Team review team. Consultants determined to be qualified may be interviewed. The EECBG Project Team will use the following evaluation criteria:

	<u>Maximum Weight</u>
1. Understanding of the Scope of Work	30
2. Schedule of Work	30
3. Experience / Performance History	20
4. Completeness of the Proposal	20

Any questions or requests for clarification of this RFP may be made to:

Marina Neumaier, Assistant Finance Director
mneumaier@cityofnovi.org