



CITY OF DAVIS

REQUEST FOR PROPOSALS

DOWNTOWN CORE LIGHTING RETROFIT

DAVIS, CALIFORNIA

Issue Date: July 12, 2010

Proposal Due Date: July 22, 2010 at 5:00pm Pacific Standard Time

Location: City of Davis
Community Development and Sustainability
1818 Fifth Street
Davis, California 95616

This RFP will remain open until the Proposal Due Date indicated above however, proposals may be submitted any time before this RFP closes.

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SECTION 1: INTRODUCTION

BACKGROUND

The City of Davis (“City”) intends to improve the energy efficiency and light quality of its downtown core parking areas through the use of emerging technologies such as bi-level induction and LED lighting. The City identified seven parking areas in the downtown core area and the Central Park Pavilion as ideal candidates for energy savings measures. The seven parking areas include the Regal Cinema parking garage at 1st and F Street, E Street Plaza, Boy Scout Cabin parking lot, Davis Ace Lumber and Housewares parking lots, the Amtrak parking depot, and the FedEx parking lot. See Exhibit A for a map of the selected areas.

The project advances the City’s overall goal of reducing energy usage and is consistent with specific implementation actions included in the City’s recently adopted Climate Action Plan.

PURPOSE OF RFP

This purpose of this RFP is to solicit proposals from qualified contractors to design, recommend and install energy efficient lighting solutions, according to provided specifications, for the downtown core parking areas and Central Park Pavilion.

KEY ACTIVITIES AND DATES

Key activities and dates for this RFP are presented below. This is a tentative schedule and is subject to change per the discretion of the City.

ACTIVITY	DATE
RFP Release	July 12, 2010
Deadline to request escorted site visit (5:00 p.m. PST)	July 14, 2010
Proposals due (5:00 p.m. PST)	July 22, 2010
Notice of Contractor Selection	July 29, 2010
Contract Start Date (contingent on City Council Action)	August 9, 2010
Project Implementation Deadline	September 30, 2010

AVAILABLE FUNDING

The General Facilities Development Impact Fees are proposed to provide initial funding for this project, to be repaid through energy savings realized by the project. In February 2010,

the California Energy Commission (CEC) awarded American Recovery and Reinvestment Act (ARRA) funded State Energy Program (SEP) funding to Energy Solutions for its Energy Technology Assistance Program (ETAP). The City of Davis is listed as a participating municipality in the program and is entitled to a portion of the proceeds toward implementing advanced energy efficient technologies, including bi-level parking lot and parking garage lighting fixtures controlled by occupancy sensors. Funds awarded to the City through this program may be used to fund a portion of this project, at the discretion of the City.

FEDERAL AND LOCAL LAWS, REGULATIONS AND GUIDELINES

Because of the potential use of Federally awarded funds for a portion of this project, proposers responding to this RFP should be familiar with Federal and Local laws, regulations and guidelines that apply to ARRA, including but not limited to the following:

Federal

- The American Recovery and Reinvestment Act of 2009
<http://www.recovery.gov>
- Davis-Bacon Act (40 U.S.C. 3141, et. seq.)
- Energy Efficiency Conservation Block Grant (EECBG) Program
<http://www1.eere.energy.gov/wip/eecbg.html>

City of Davis

- City Municipal Code Section 8.14.120 Exterior security numbering and lighting
<http://cityofdavis.org/cmo/citycode/printarticle.cfm?chapter=8&article=2476>
- City Municipal Code Section 8.17.0 Outdoor Lighting Control
<http://cityofdavis.org/cmo/citycode/printsection.cfm?chapter=8§ion=17>

SUBMITTAL INSTRUCTIONS

Completed packages and applications MUST be received by 5:00 p.m. PST on Thursday, July 22, 2010. Completed packages must be delivered to the below address:

City of Davis
Community Development and Sustainability Department
Downtown Lighting Retrofit RFP
1818 Fifth Street
Davis, California 95616

At the proposal closing time, a representative of the Parks and General Services Department will announce publicly only the names of those firms or individuals submitting a proposal. No other public disclosure will be made until after the award and execution of the agreement.

CONTACT INFORMATION

Questions regarding this project or the RFP may be directed to:

Mitch Sears

Sustainability Program Manager
Community Development and Sustainability Department

msears@cityofdavis.org
530-757-5656

SECTION 2: PROPOSAL CONTENTS AND DETAILS

INSTRUCTIONS TO PROPOSERS

GENERAL. All responses to this Request for Proposal (RFP) should follow the format and order described in the sections below. This will allow a standard basis for evaluation. Failure to follow the instructions regarding format and order may result in rejection of the submittal.

DEFINITIONS.

"PROPOSER" AND "PROPOSAL": Wherever the word "proposer" is used in this RFP, it shall mean each or any of the firms, partnerships, or corporations submitting their proposal relative to providing the energy efficient lighting solutions specified in this RFP. Wherever the word "proposal" is used in this RFP, it shall mean the statement of proposal submitted by a proposer.

"VENDOR": Whenever the word "Vendor" is used in this RFP, it shall mean the successful proposer after award and execution of the contract with the City of Davis.

"CITY": Whenever the word "City" or "City of Davis" is used in this Request for Proposal, it shall mean the City of Davis, California.

DELIVERY OF THE PROPOSAL IN RESPONSE TO THIS RFP: Hard copy submittals only will be considered. Telegraphic, telephonic, telecopy (FAX), or emailed submittals or modifications of submittals will not be considered. Proposals submitted after the time set for receiving them will not be considered. Proposers are solely responsible for the delivery of their submittals to the above location by the time and date specified.

WITHDRAWAL OF PROPOSAL: Proposals may be withdrawn either personally or by written request any time before the scheduled date and time set for receipt.

ACCEPTANCE OF AGREEMENT TERMS AND CONDITIONS:

The successful Proposer will be required to enter into an agreement with the City. This agreement is intended to be beneficial to both parties. If agreement cannot be reached between the successful Proposer and the City within 30 business days of written notification

of the selected Proposer, the City may begin negotiations with the next highest rated Proposer.

THE REQUEST FOR PROPOSAL (RFP)

GENERAL. The Proposal should display clearly and accurately the capability, knowledge, experience and capacity of the Proposer to meet the requirements of this RFP. Submittal should consist of **one original and three (3) copies, and each marked as the original or copy respectively**. Proposals should be submitted on 100% post consumer waste material recycled paper and printed double-sided. Examples of prior work and portfolio material is acceptable, but should be submitted sparingly, and where possible should be printed double-sided. Proposers are encouraged to submit proposal packages that conserve resources and prevent waste.

SITE INSPECTIONS. Those firms that wish to have an escorted site visit before submitting their final proposal must submit that request by no later than 5:00 p.m. PST on Wednesday, July 14, 2010 to msears@cityofdavis.org. Proposers are asked to submit specific technical proposals that optimize energy savings based on applications in the specified areas. It is the proposer's responsibility to validate that light level requirements are met for each area based on the information provided.

SUBMISSION REQUIREMENTS

Each Proposal should provide a concise description of the Proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. Respondents to this RFP should provide a Proposal that is formatted in accordance with the following guidelines:

1. Cover letter.
2. Statement of Work/Approach – Explain how the Proposer will address the Scope of Services outlined in Section 4 of the RFP.
3. Qualifications – List a maximum of three (3) completed projects equal or greater in terms of project type, size, complexity, budget, and schedule where the Proposer's firm provided a similar or same type energy efficient lighting system. The listed projects must demonstrate that the firm, through previously completed work, has developed expertise to provide the equipment and services as required for this project.
4. Deliverable list – Describe each project deliverable and due date for each deliverable.
5. Project timeframe – Provide a timeframe for project completion, including critical

milestones.

6. Proposed Project Cost – Provide an all-inclusive, fixed-cost price for completing the Scope of Services, including professional fees, related costs, sales tax, and other expenses.
7. Licensing – Provide evidence of current licensing, insurance and registration to conduct business in the State of California.
8. Project Team: Prime – Provide the staffing plan of the Proposer’s individuals who will be assigned to the project. This listing should detail each individual’s specific experience on projects of this type. Also describe the ability of your firm’s principals and staff to work with governmental agencies in general and with City project staff in particular.
9. Project Team: Suppliers and Sub-contractors – If applicable, describe the experience of the Proposer’s suppliers and sub-contractors on comparable projects.
10. Davis-Bacon Act – Provide a list of all projects completed in the past 24 months that required Davis Bacon prevailing wage compliance. List customer and related contact information as well as copies of supporting documentation used to validate compliance.
11. ARRA Provisions – In the event the City decides to fund a portion of this project with ARRA funds, provide statement that the Proposer will comply with the Buy American Provision of ARRA.
12. Product Information – Provide manufacturer’s specification sheets and documentation detailing the product warranty for the proposed equipment to be used to comply with the product specifications listed in Section 4, along with certification that the products comply with the Buy American Provision of ARRA.
13. References – For each project listed in Item #3 (“Qualifications”) above, provide the name and current phone number of the Owner’s Project Manager. A higher evaluation weighting will apply to those Proposers providing letters of recommendations for the listed projects.
14. Additional information – Include any other information that is believed to be pertinent to the project, at a maximum of ten (10) pages, double sided. NOTE: The City does not welcome large volumes of generic boilerplate information about the Proposer’s firm, and will decrease weighting for irrelevant boilerplate during proposal evaluations.

SECTION 3: SELECTION PROCESS AND CRITERIA

GENERAL

QUALIFICATIONS: Proposals must provide information that clearly demonstrates the ability of the Proposer to fully deliver the scope of services outlined in *Section 4* below, *Scope of Services*. Given the City's long-term objectives and recently adopted Climate Action Plan, the City is interested in establishing a relationship with a firm or team of firms that has:

1. Demonstrated experience in the successful installation and management of multiple, small to mid-size commercial or public energy efficient lighting systems; and
2. Worked with a public entity on an energy efficiency project.

EVALUATION: An evaluation committee composed of City staff will review, screen, and evaluate all proposals. The City may choose to engage the services of a consultant to assist with the evaluation of the proposals. Based on initial review of proposals, the committee will select up to three (3) firms to move forward in the selection process (short-listed). The committee will select one firm from this short-list with which to enter into contract negotiations.

Proposals will be evaluated based on the following criteria:

1. Qualifications and experience developing, designing and implementing energy savings projects for commercial and public entities, specifically energy-efficient induction and LED lighting retrofit projects.
2. Cost effectiveness of the site-specific projects.
3. Implementation schedule.
4. Technical approach to the site-specific projects.
5. Project team's use of local C-10 contractors and other contractors during installation.
6. Locally based Vendor.

7. Project team and organizational approach.

SPECIAL CONDITIONS:

1. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a SOQ pursuant to this RFP, or to procure or contract for work.
2. All materials submitted in response to this RFP become the property of the City and public records, and as such may be subject to public review.
3. The City reserves the right to cancel or modify, in part or in its entirety, this RFP including but not limited to: selection schedule, submittals date, and submittals requirements. If the City cancels or modifies the RFP, all potential Vendors will be notified in writing by the City.
4. The City reserves the right to request additional information and/or clarifications from any or all Vendors to this RFP.

SECTION 4: SCOPE OF SERVICES

PROJECT DESCRIPTION

The City seeks to obtain a turnkey proposal to design and install energy efficient lighting systems at the following eight sites in the downtown core area:

Parking areas

1. 101 F Street - Regal Cinema parking garage
2. 220 E Street - E Street Plaza
3. Boy Scout Cabin parking lot at 1st and F Street
4. 240 G Street - Davis Ace Housewares parking lot
5. 4th and G Street - Davis Ace Lumber parking lot
6. 840 2nd Street - City-owned portion of the Amtrak parking depot
7. 313 F Street - FedEx parking lot

Non-parking area

8. 401 C Street - Central Park Pavilion (covered Farmer's Market area)

It is the intent of the City to maximize energy savings at each of these facilities through the use of emerging technologies such as induction and LED lighting. The City would like to employ bi-level occupancy based controls whenever it is technologically and economically prudent to do so.

SUMMARY TABLE: DOWNTOWN CORE LIGHTING

The table below summarizes the existing fixture types and proposed fixture retrofit or replacement options. It is the responsibility of the Proposer to provide an all-inclusive price for the solution design, material procurement and installation of the proposed energy efficient lighting system. All exterior fixtures are controlled via photocell daylight sensors and are only on from dusk until dawn. A number of the interior garage fixtures at the Regal Cinema Garage are on continuously, while the remaining fixtures are controlled via timer to turn on in the evening (please see footnote below).

Location	Existing	Proposed	Qty
1 st and F Street Boy Scout Cabin parking lot	150W HPS Cobrahead Fixture	New 80W Induction Fixture	2
840 2 nd Street Amtrak Parking Depot	100W HPS Sternberg Fixture	New 40W Induction Fixture*	35
101 F Street Regal Cinema Garage (Roof parking deck)	70W HPS Post Top Shoebox Fixture	New 40W Induction Post Top Fixture	1
101 F Street Regal Cinema Garage (Roof parking deck)	400W HPS Pole Mount Shoebox	Retrofit 200W Induction Shoebox	5
101 F Street Regal Cinema Garage (Interior)	150W HPS Surface Mount Fixture	New 60W LED Bi-level Garage Fixture	38
101 F Street Regal Cinema Garage (Interior)	100W HPS Surface Mount Fixture	New 60W LED Bi-level Garage Fixture	25
220 E Street E Street Plaza	100W HPS King Luminaire Fixture	Retrofit 40W Induction Fixture*	8
313 F Street Fedex Parking Lot	150W HPS Canopy Post Top Fixture	New 80W Induction Post Top Fixture	9
240 G Street Davis ACE Housewares	150W HPS Canopy Post Top Fixture	New 75W LED Post Top Fixture	3
4th & G Davis ACE Lumber	100W HPS Canopy Post Top Fixture	New 40W Induction Post Top Fixture	4
403 C Street Central Park Pavilion	250W MH High Bay Fixture	Retrofit 120W Induction High Bay****	12

* Replacement fixtures must retain a consistent design style as the existing fixtures

** Ten (10) of twenty-five (25) 100W HPS garage fixtures are on continuously

*** Twenty-four (24) of thirty-eight (38) 150W HPS garage fixtures are on continuously

**** Retrofit lamps must maintain a high color rendering index (CRI) and sufficient light levels

ADD ALTERNATIVE OPTIONCity Hall

As an add alternative option, the City would also like to receive a separate attachment for a recommended LED turnkey solution for its exterior lighting at the City owned portion of its City Hall parking lot at 23 Russell Boulevard. Please see the table below for a list of the existing fixtures.

SUMMARY TABLE

Location	Existing	Qty
23 Russell Blvd City Hall Parking Lot	150W HPS Shoebox Fixture Single Head	20
23 Russell Blvd City Hall Parking Lot	150W HPS Shoebox Fixture Twin Head	5 sets
23 Russell Blvd City Hall Parking Lot	100W HPS Bollard Pathway Lighting	2
23 Russell Blvd City Hall Parking Lot	70W HPS Wall Lights	4

EXHIBIT A: SITE MAP

