



## **REQUEST FOR PROPOSALS**

### **CITY OF ROYAL OAK**

## **DEVELOPMENT OF ENERGY EFFICIENCY & CONSERVATION STRATEGY**

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The City of Royal Oak, Oakland County, Michigan, is seeking proposals from qualified firms to prepare an Energy Efficiency and Conservation Strategy as part of the Energy Efficiency and Conservation Block Grant Program (EECBG) through the U.S. Department of Energy.

Services to be provided should address, at a minimum, the areas outlined in the Scope of Service. It will be the applicant's responsibility to indicate how each of these tasks will be undertaken and the specific elements that will be addressed to accomplish those tasks.

### **SCOPE OF SERVICES**

The City of Royal Oak is interested in receiving proposals for technical consultant services to assist the city to develop and/or implement a strategy for energy efficiency and conservation and to carry out activities to achieve the purposes of the EECBG. The strategy will need to adequately address the following issues:

- The formulation of energy efficiency, energy conservation, and energy usage goals.
- The identification of strategies to achieve those goals through efforts to increase energy efficiency, reduce fossil fuel emissions or reduce energy consumption through investments or by encouraging behavioral changes.
- The identification of plans and methods to retrofit existing city buildings and facilities to improve energy efficiency.
- The development, implementation and installation of on-site renewable energy technology that generates electricity from renewable resources, including but not limited to solar power, wind power, fuel cells, and biomass.
- The development of a non-motorized transportation plan to site and install infrastructure such as bicycle routes, lanes, pathways, and signed shared roadways, as well as sidewalks and pedestrian walkways.

Firms may choose to bid on the energy efficiency and conservation strategy components of this request, the non-motorized transportation plan, or both.

## **SUBMITTAL REQUIREMENTS**

In responding to this request-for-proposals, the following information is requested by the city:

1. List the roles and responsibilities of the individuals who will be directly involved with the project, including any outside consultants, to the extent these are known.
2. Provide résumés and background information on the individuals that demonstrates previous experience in undertaking similar projects.
3. Provide a list of references of officials or contracts for similar projects, including their role, addresses and current telephone numbers and/or e-mail addresses.
4. The proposed price to be paid to the city for the proposed services.

The city reserves the right to request any additional information which might be deemed necessary after request-for-proposals have been received. The city also reserves the right to request interviews with firms that have submitted a request-for-proposals to provide the proposed services.

## **SCHEDULE**

Sealed proposals (15 copies) to this request-for-proposals shall be submitted to the City of Royal Oak Planning Department, no later than 5:00 p.m. on Wednesday, June 24, 2009.

**Please mark the outside of the response “Energy Efficiency and Conservation Strategy / Non-Motorized Transportation Plan,” and deliver to:**

Timothy E. Thwing, Director of Planning  
City of Royal Oak  
Planning Department – Room 311  
211 Williams Street / P.O. Box 64  
Royal Oak, Michigan 48068-0064

## **SELECTION PROCESS**

The following process will be utilized in the selection of the developer/individual for this project: 1) submittal and city review of responses; 2) selection of firm(s) to be interviewed; and 3) upon completion of interviews, the city intends to select a preferred firm. An agreement will be executed with either a single entity or two entities, but this does not preclude a consortium effort. Selection criteria will include, but are not limited to:

- Demonstrated capability on similar or related projects and references.
- Experience and qualifications of persons assigned to the project.
- Organization, size and structure of firm.
- Proposed bid. The city is not required to accept the proposal with the lowest bid.

The city is in the process of applying for funding through the EECBG program. This project is contingent upon the city obtaining financial assistance under the EECBG program.

The city is under no obligation to proceed with this project and reserves the right to reject any and all proposals, enter negotiations with any firm and to re-solicit for proposals. The city will not be responsible for any cost or fees associated with the preparation of a response to this request for proposals.

All inquires related to the request-for-proposals may be directed to the City of Royal Oak Planning Department at (248) 246-3280.

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