

**Request for Proposals (RFP) for LED Lighting Conversion
Services for Falmouth Municipal Buildings
Phase II—LED Procurement and Installation**

I. Interior LED Lighting Design Phase I Overview

By lowering life cycle operating costs to the Town, an upgrade to LED solid state interior lighting and related controls provides an opportunity to reassess the installed lighting system in each building and optimize the new LED lighting systems to provide quality lighting to meet the uses of the spaces. In the first phase of this project, the Town sought proposals from qualified firms to assess and provide detail on existing lighting and lighting controls, accompanied by proposals for new LED fixtures at all Town buildings.

The inventory and assessment conducted in Phase I identified currently installed lighting, including an inventory of all Exit and Emergency Lighting, with recommendations on new lighting for both. Firms who bid on Phase I were instructed to assume that virtually all new LED lighting installed in offices and meeting rooms would include slide-to-off dimming abilities. This step also included a general recommendation regarding occupancy sensors, daylight harvesting abilities of new proposed fixtures, and how they would or would not be compatible with existing occupancy sensors.

A. Bid Alternate 1

Bidders were asked in the Phase I assessment and design to identify opportunities for specific controls like dimming and occupancy sensors. Recommendations that were offered, found in Appendix A, are full control of lighting levels in many areas.

B. Bid Alternate 2

Recognizing the Town of Falmouth's Waste Water and Public Works facilities' unique nature and specific lighting safety requirements for processes such a water treatment and specialized painting operations, this information was captured in a bid alternate. This information can also be found in Appendix A.

Based on information and data gathered in the inventory mentioned above, the consultant who won the Phase I bid provided comprehensive space-by-space specifications for LED replacement fixtures as well as the types and locations of all controls to be installed. This step also included providing estimated costs for acquisition and installation of new LED lighting and controls, recommendations on removal of current lighting if appropriate, value

of available Efficiency Maine rebates, projections of annual energy usage for new lighting, ongoing maintenance costs, plus an ROI analysis based on current operating costs for existing lighting. That information can be found in Appendix A, excluding any associated costs and payback analysis. Bidders may recommend different manufacturers and different color temperatures of lighting from what has been outlined in Appendix A.

II. Interior LED Lighting Disposal, Procurement and Installation, Phase II Overview and Submission Information

In this phase of the project, the Town is inviting submissions of proposals for the procurement, construction and installation of the proposed LED fixtures outlined in Phase I. The Town had an energy consultant from Competitive Energy Services review the information that was provided in Phase I for completeness and accuracy.

Proposals must be submitted to Kimberly Darling, Falmouth Energy & Sustainability Coordinator, 271 Falmouth Road, Falmouth, ME, 04015, no later than **Wednesday, October 24, 2018, by 5:00pm**. Proposals shall be submitted in sealed packages, labeled “LED Interior Lighting, Phase II.” Electronic submissions can be submitted to kdarling@falmouthme.org. Questions must also be directed to the contact above.

A. Scope of Services

The Town is seeking to hire a company to remove and dispose of existing interior lighting in all municipal buildings, as well as to procure and install new LED lighting fixtures, based on a financial analysis in completing the Bid summary sheet (Appendix C). The disposal of existing lighting will be on the expense of the hired firm to conduct this work. The Town may or may not choose to include all Town buildings based on this analysis.

Trial/Demonstration Period

The Town asks bidders to identify two fixtures to act as a “trial” or demonstration before making a final selection. This was in Phase I but will be carried out in Phase II and should be included in the proposed project timeline. The Town would like to utilize this opportunity to select fixtures that staff show preference for, based on the trials. This trial period is expected to be deployed over a one-week period in at least one municipal facility. This could be two high-use spaces in one town building or one high-use space in more than one town building and will be determined after a contract is awarded. The goal is to install fixtures in spaces that would provide a good test to validate a recommended fixture/control combination or to evaluate difference in fixtures. The Energy and Sustainability Coordinator will engage town staff in the process to gather input on the trial.

The Town is interested in installing only high-quality, high-performing fixtures. The Town would like to install fixtures with at least 5-year warranties, and requests these for both chosen fixtures and controls.

B. Proposal Submission Requirements

- General qualifications of firm
 - Firm introduction and background
 - Provide documentation of your company's financial stability
 - Provide current certificate of insurance
 - Provide the qualifications/resumes of the key individuals who would be responsible for this project
- Quality assurance/quality control
 - Outline steps your contactors take for resolving installation and/or commissioning problems
 - Explain how standard services are requested and dispatched in the event of a problem
- References (name, phone number) for a minimum of three similar lighting projects
- Proposed project schedule
 - Explain your approach to ensure a successful and on-time project
 - Provide a project schedule/timeline

C. Bid Form

The Bid Form, or Bid summary, must be completed in its entirety, including project total, Efficiency Maine Rebates, and Net Projects Costs. The Bid form can be found in Appendix C.

D. Selection Criteria

	Weight
Qualifications of the firm and expected timeline for project completion	40
Project approach/responsiveness to the RFP	20
Relevant experience and references	20
Project cost estimate with payback analysis	20
Total	100

E. Award or Rejection of RFQ

The Contract will be awarded to the most responsible bidder complying with the conditions of the RFQ based on selection criteria, provided that the consultant is reasonable and that it is in the interest of the Town to hire that company.

The Town may select the most qualified firms and conduct interviews. The company to whom the award is made will be notified at the earliest possible date.

The Town reserves the right to reject any or all submittals for any reasons, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the Town. The Town reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Contractor and to evaluate its submittal. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the Contractor pursuant to this project shall be the property of the Town of Falmouth.

Appendices:

- A. Phase I Design Recommendation Excel Document
- B. Municipal Buildings—Addresses, Square footage, annual power consumption and associated costs of power.
- C. Bid summary sheet