Request for Proposals for Design Phase of Municipal Buildings LED Interior Lighting Upgrade

Including Fixture Inventory, LED Replacement Design, Upgrade Trail, and Replacement Bid Specifications.

July, 2017

I. Interior LED Upgrade Design Phase RFP Overview

To provide essential services to residents and businesses the Town of Falmouth operates eight primary facilities (i.e., Town Hall, Public Works Garage, Police Department Headquarters, Fire Stations, etc.) plus five smaller support facilities (see Town facilities list in Section IX).

The Town is requesting proposals from firms providing lighting design services to develop an interior LED lighting upgrade replacement plan for all town facilities as describe in Section 2 “Scope of Services” below. Firms submitting bids should note the Town is holding a mandatory pre-bid meeting and facility tour on August 1 as detailed in Section V.

This RFP for replacement lighting design services includes two bid alternates. The first bid alternate (see Section VII) is for advanced controls (daylight harvesting, building wide integrated controls, etc.) beyond the basic space level controls specified in the Scope of Services. The second bid alternate is for lighting in the Town’s wastewater treatment plant buildings, excluding office space. (see Section VIII).

Proposed Schedule:

- July 17—RFP released
- August 1—Mandatory Pre-Bid Meeting
- August 9—Questions due
- August 21—Proposals Due
- August 31—Bid Award and Contract

II. Scope of Services for Interior LED Lighting Upgrade Design and Planning

The Town of Falmouth is looking to take advantage of advances in solid state interior lighting to lower energy use in municipal buildings and to substantially reduce (and in some cases, eliminate) longer term life cycle maintenance costs such as bulb and ballast replacement for the currently installed lighting.

Beyond 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.

Thus, the end product of this initial Design and Planning phase will be a replacement lighting schedule and bid specifications for very reliable, highly efficient, good quality lighting and related controls tailored to meet the needs of residents and municipal employees who work in and use Town buildings.

To accomplish these interior lighting upgrade goals the Town is seeking professional lighting design services to carry out the following tasks in Phase 1 of the Town’s LED Interior Lighting Upgrade:

**a. Inventory and Assessment of Existing Interior Space Lighting**

The first service to be provided is an inventory of interior space lighting in all Town facilities (excluding wastewater treatment process facilities covered under Section VIII: Bid Alternate 2).

The inventory shall include discussions with the Energy and Sustainability Coordinator and key staff to ascertain areas where maximum light output possibly should be increased, light distribution modified, or fixtures possibly removed. The inventory and assessment shall also include any light level analysis and space measurements needed to carry out this analysis.

The inventory shall include all controls such as occupancy sensors, dimmers, and/or time of use currently installed as well as spaces where basic controls like occupancy sensors are typically beneficial (i.e., restrooms, locker rooms, break rooms, etc.) but are not currently installed.

The assessment shall include projections of annual energy consumption based upon building utilization as well as projections of ongoing maintenance costs for typical bulb and ballast replacement cycles. This data shall be provided to Town staff for each building in a digital format (Excel) that staff can easily use to review the analysis, calculations and assumptions.

The inventory and assessment shall include reconciling any questions staff may have about the accuracy of the installed lighting inventory as well as reviewing staff questions, and revising as needed, the financial projections of costs for the currently installed lighting.

**b. Inventory, Assessment & Options for Emergency Lighting**

In tandem with the inventory of space lighting, the second service to be provided is an inventory of installed Exit and Emergency Lighting. The assessment phase for Exit and Emergency Lighting includes a review with Town Code and Public Safety staff of any areas where Emergency Lighting should be improved or changed.

In developing Emergency and Exit Lighting LED options, the selected firm shall work with Town staff to evaluate the pros and cons of maintaining separate Emergency Lighting fixtures compared to providing essential emergency lighting through options included on
the new LED overhead fixtures such as Cree’s emergency backup options for troffer light engines.

c. Selection of Primary Replacement Fixtures & Basic Controls

The third service to be provided to the Town of Falmouth is to work with the Energy and Sustainability Coordinator and Town staff to select the common replacement fixtures and related controls that will meet the Town's goals for the LED upgrade.

This step includes identifying: the key design elements of the replacement LED fixtures’ light engine; the preferred color temperature; and best integration with selected types of controls.

Firms submitting proposals should assume that virtually all new LED lighting installed in offices and meeting rooms would include slide to off dimming. The lighting design services to be provided include the pros and cons of wired compared to wireless room lighting controls.

This step also includes a general determination of the types of spaces to be outfitted with occupancy sensors (i.e., all restrooms? most/all offices? most/all meeting rooms? etc.) and the specifications for sensors that are the least likely to incorrectly determine occupancy status.

In summary, the outcome of this step should be one or two fixtures (or one or two variations of the same fixture) to deploy with controls in the fixture trial step described in “d.” below.

Thus, the outcome of this step could be a determination that one LED light engine (i.e., Cree CR or Lithonia BRZ, etc.) that is available in a variety of configurations (i.e., various sizes and outputs as well as surface and recessed mounts) paired typically with slide to off dimming and ceiling occupancy sensors is the preferred option for most office and meeting spaces.

Likewise, the outcome of this step might be the Town decides to evaluate otherwise identical fixtures providing light at two different color temperatures. Or the outcome of this step might be the Town chooses a trial of similar fixtures from two different vendors.

Beyond office lighting, this step also includes primary fixture selection for high bay and workspace/work bench lighting for spaces at the Town’s Public Works and Fire Departments as well as determining whether a fixture trial for this type of lighting is also warranted.

d. Trial for Primary LED Replacement Fixture(s) and Controls

As noted above, one of two key goals of the design phase of the LED interior lighting replacement project is to optimize the new LED lighting systems to provide quality lighting for staff and residents uses of municipal facilities.

To help ensure this goal is met, the fourth service to be provided to the Town of Falmouth is to work with the Energy and Sustainability Coordinator to develop a fixture trial in a limited number of spaces in town buildings of the fixtures and controls identified in the previous subsection.
This could be two high-use spaces in one Town building or one high-use space in two or three buildings (including a trial for selected high bay and work space lighting if determined to be needed in step "e." above). The goal is to install fixtures in spaces that would provide a good test to validate a recommended fixture/control combination or to evaluate differences in fixtures.

This step includes providing the Town with specifications for the fixtures and controls to be installed for the fixture trial, confirming the installation is as specified, as well as working with the Energy and Sustainability Coordinator on options to engage staff on key design questions during the trial and evaluating feedback gleaned from the 21-day trial period.

e. **Comprehensive Fixture & Control Replacement Schedule and ROI Analysis**

Based on information and data gathered in preceding steps, the fifth service to be provided to the Town is comprehensive space by space specifications for LED replacement fixtures as well as the types and locations of all controls to be installed in each room including the configuration of lights in rooms where operation is split among two or more controls. This also includes LED upgrades for Exit and Emergency lighting as determined in "b." above.

This step includes providing estimated cost for acquisition and installation of new LED lighting and controls, value of available Efficiency Maine rebates, projections of annual energy usage for new lighting, ongoing maintenance cost, plus a ROI analysis based on comparisons with the O&M values for the existing lighting developed earlier (See II(a) above).

This data shall be provided to the Town for each building in a digital format (Excel) staff can easily use to review the analysis. This step includes reconciling questions staff may have about the LED replacement lighting and controls schedule as well as reviewing staff questions, and revising as needed, the new LED lighting energy and maintenance cost and the ROI analysis.

f. **Bid Specifications for Replacement LED Lighting and Controls**

The sixth, and final, service to be provided to the Town in the Assessment and Design phase is assisting Town staff in the development of bid specifications based on the Replacement Lighting Schedule. This may include a determination of whether to bid all buildings or a subset of the buildings or to bid types of spaces such as all offices together.

In developing responses to this RFP, firms should describe how the firm would approach each step of the Assessment and Design Phase described above, the strengths the firm brings to these tasks, and the number of similar projects completed by staff that would be working on the project in Falmouth. The Town of Falmouth may clarify or modify the services described above based on questions received through the Pre-Bid Building Tour and Bidder Questions process in Section V below.
### III. Segment Schedule and Cost for Design Phase of Scope of Services

Firms submitting proposals shall include the following table and provide timing and costs for each step in the Assessment and Design phase describe above in Section II. In developing a calendar and costs, firms submitting proposals should assume that all lighting in all buildings (including exit and emergency lighting) is carried through all of the steps in the Assessment and Design phase.

<table>
<thead>
<tr>
<th>Projected Completion Date</th>
<th>Service Cost</th>
</tr>
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<tbody>
<tr>
<td><strong>Inventory &amp; Assessment of Existing Interior Lighting</strong></td>
<td></td>
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<tr>
<td><strong>Inventory, Assessment &amp; Options for Emergency Lighting</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Selection of Primary Replacement Fixtures and Basic Controls</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Trial for Primary LED Replacement Fixtures &amp; Controls</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comprehensive Fixture and Control Replacement Schedule and ROI Analysis</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Bid Specifications for LED Replacement Lighting &amp; Controls</strong></td>
<td></td>
</tr>
</tbody>
</table>

Firms should base the dates submitted on the bid being awarded by **August 31** and a signed contract being in place between the Town and the firm awarded the project no later than early September. Firms should also assume that the costs listed for each step in the process would be the costs to the Town if Falmouth chose to stop the Design and Assessment at that step.

The Design Phase is an iterative process and the Town may scale back the project at the end of a phase based upon information and data developed in the process (i.e., drop some buildings; focus on certain types of lighting; etc.). If the project is scaled back in scope the Town would negotiate a lower cost for the remaining steps based on the buildings and types of lighting carried forward.

### IV. Qualifications and Reference Projects

Firms submitting a proposal for the Design Phase of Falmouth’s Municipal Building LED Interior Lighting Upgrade should include the following qualifications and reference information:
• A general description of the company’s areas of expertise as those skills relate to this project as detailed in the Section II “Scope of Services” above;
• The names and qualifications plus a list of similar completed projects for all personnel who will be working on the Falmouth project;
• Reference project descriptions including planning and design cost, acquisition and installation cost, annual cost savings for least three similar completed projects in the greater Portland Area;
• For reference projects submitted, the proposal should include name, phone number and email address for a person that Falmouth can contact to discuss the project and arrange a tour of the facility as part of the proposal review process;
• List of lighting vendors (Lithonia, Cree, etc.) and the percentage of total installed lighting each vendor represents for projects completed in the last 12 months by firm submitting a proposal.

V. Mandatory Pre-Bid Building Tour, Bidder Questions and RFP Contact

A mandatory pre-bid building tour is scheduled for August 1. Bidders will meet at Falmouth Town Hall, will have an opportunity to ask questions to staff, and then will travel to the various municipal buildings. The Town will provide transportation to all Town facilities. This tour is expected to take up to four hours.

After the building tour, the town will take emailed questions to kdarling@falmouthme.org through August 9. Based on questions from the Pre-Bid Building Tour as well as any emailed questions the Town of Falmouth will issue a response to questions to all parties deemed pertinent by August 16. The town may also issue on that same date clarifications or revisions to original RFP language.

This process is designed to make all project information available equally to all parties developing proposals. All questions should be raised at pre-bid building tour or submitted via email to the Falmouth’s Energy & Sustainability Coordinator, Kimberly Darling, as just described. Seeking to obtain information from the Town via other means will be considered grounds for rejecting proposals.

VI. RFP Submittal Deadline and Process

Proposal shall be submitted in electronic form before 11 AM on August 28. Proposals may be emailed to Kimberly Darling kdarling@falmouthme.org. The subject line of proposals submitted via email must state “Proposal > Design Phase > Municipal Building LED Interior Lighting Upgrade.” Companies submitting via email must contact the Town at least one hour prior to the deadline to confirm receipt and make arrangements to hand deliver a digital copy if it has not been received.

Alternately, submittals may be hand delivered on a USB key in a sealed envelope clearly marked “Proposal > Design Phase > Municipal Building LED Interior Lighting Upgrade” and
addressed to Kimberly Darling, Energy and Sustainability Coordinator, 271 Falmouth Rd., Falmouth, ME, 04105.

VII. Bid Alternate 1: Advanced Lighting Controls

As described in “Section II: Scope of Services,” assessment and design for basic room/space specific controls like dimming and occupancy sensors are to be included in the base proposal. This bid alternate is included to provide firms with an opportunity, based on the building tour, to propose advanced control options like day light harvesting or building wide automation systems or other advanced options the Town has not identified that could be beneficial in specific buildings or specific spaces.

Responses to this Bid Alternate should be detailed on a building by building basis. The Bid Alternate proposal should include the types of advanced controls, the potential benefits of those controls, the costs to the Town for evaluation and design for these controls, as well as an estimate of the added costs to install the advanced controls as a part of the LED interior lighting upgrade. Maine examples of and references for facilities where these controls have been installed should also be included.

If responses to this Bid Alternate include more than one building, the proposal should be submitted so that Town can select among the buildings in which to pursue evaluation and design of advance controls when awarding the bid. Firms who see opportunities are encouraged to submit a response to this Bid Alternate. Submitting a proposal in response to this Bid Alternate is optional.

VIII. Bid Alternate 2: Wastewater Treatment Process Buildings

As described in “Section II: Scope of Services,” assessment and design for office type spaces at the Town of Falmouth’s Wastewater Treatment Facility are to be included in the base proposal. Recognizing the unique nature of and safety requirements for lighting in wastewater treatment process and pumping related buildings and spaces, these areas are included as a bid alternate.

Response to this bid alternate should include the costs for assessment and design services for planning an LED upgrade including emergency lighting for these spaces as well as the types of controls that would be evaluated. Maine examples of and references for wastewater facilities where similar LED upgrades have been installed should also be included. This Bid Alternate is optional.
IX. Town of Falmouth Municipal Facilities

<table>
<thead>
<tr>
<th>Buildings in RFP Scope of Services</th>
<th>Physical Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Hall</td>
<td>271 Falmouth Road</td>
</tr>
<tr>
<td>Public Works, Main Building</td>
<td>101 Woods Road</td>
</tr>
<tr>
<td>Public Works, Transfer Station</td>
<td>Woods Road</td>
</tr>
<tr>
<td>Police Department</td>
<td>2 Marshall Drive</td>
</tr>
<tr>
<td>Town Landing</td>
<td>Town Landing Road</td>
</tr>
<tr>
<td>Foreside Fire Department</td>
<td>287 Foreside Road</td>
</tr>
<tr>
<td>Bucknam Fire Department</td>
<td>8 Bucknam Road</td>
</tr>
<tr>
<td>Winn Road Fire Department</td>
<td>5 Winn Road</td>
</tr>
<tr>
<td>Mason-Motz Activity Center</td>
<td>190 Middle Road</td>
</tr>
<tr>
<td>Mill Garage</td>
<td>17 Mill Road</td>
</tr>
<tr>
<td>Mini-Mill Garage</td>
<td>20 Mill Road</td>
</tr>
<tr>
<td>Clearwater Drive (Waste Water) Administrative Building</td>
<td>250 Clearwater Drive</td>
</tr>
</tbody>
</table>

Facility in RFP Bid Alternate 2:

| Clearwater Drive (Waste Water) Plant | 250 Clearwater Drive |

X. Scoring Process for RFPs Received

The Town of Falmouth will assemble an RFP review team to review and score the submitted proposals based on the matrix listed below.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Qualifications of Firm</td>
<td>10</td>
</tr>
<tr>
<td>Overall Project Approach to LED Upgrade Described in RFP</td>
<td>15</td>
</tr>
<tr>
<td>Completeness/Responsiveness to All Points the RFP</td>
<td>10</td>
</tr>
<tr>
<td>Proposed Project Schedule</td>
<td>5</td>
</tr>
<tr>
<td>Project Segment Pricing and Total Project Pricing</td>
<td>15</td>
</tr>
<tr>
<td>Relevant Experience of Staff Assigned to Falmouth LED Project</td>
<td>10</td>
</tr>
<tr>
<td>References of Staff Assigned to Falmouth LED Project</td>
<td>10</td>
</tr>
<tr>
<td>Overall Success of and Relevance of Reference Projects</td>
<td>5</td>
</tr>
<tr>
<td>Project Cost &amp; Payback Analysis for Reference Projects</td>
<td>5</td>
</tr>
<tr>
<td>Applicability of Proposed Advanced Controls in Bid Alt. 1</td>
<td>5</td>
</tr>
<tr>
<td>Demonstrated Success of Proposed Advanced Controls in Bid Alt. 1</td>
<td>5</td>
</tr>
<tr>
<td>Experience with and Success with Wastewater Related LED Projects</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
XI. Award or Rejection of RFP

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

The Town may select the most qualified firms based on review and scoring of the submitted RFP’s and then conduct interviews of one or more firms. The company to whom the award is made will be notified at the earliest possible date. From there, the Town of Falmouth and the selected firm will develop a contract that captures the points from the Town’s RFP and the proposal submitted.

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 and will become public information.

Request for Proposals Issued on:
July 18, 2017

Request for Proposals Issued By:

[Signature]
Nathan Poore
Town Manager, Falmouth Maine

[Signature]
Kimberly Darling
Falmouth Energy & Sustainability Coordinator