

## **REQUEST FOR PROPOSALS**

Coeur d'Alene Tribe, Natural Resource Department  
Environmental Programs Office  
October 8, 2014

**Project Title:** Coeur d'Alene Tribe Benewah Market Energy Efficiency Project: *Energy Engineer Assistance*

**Project Manager:** Tiffany Allgood, EAP Coordinator, 850 A St., Box 408 Plummer, ID 83851. Phone 208-686-8802.

**Proposal Due Date:** Wednesday, October 29<sup>th</sup>, 2014, by 4:30 p.m. PST

### **Project Overview**

The Coeur d'Alene Tribe will be installing new refrigeration equipment to improve the energy efficiency of the operations.

With partial funding from the U.S. Department of Energy, the Tribe is finalizing an Energy Efficiency Feasibility Study for Tribal facilities that includes the Tribe's Benewah Market facility.

The Coeur d'Alene Tribe has been awarded a U.S. Department of Energy Tribal Renewable Energy and Energy Efficiency Deployment Assistance grant to increase energy efficiency at the Tribe's Benewah Market in Plummer, Idaho. The overall goals of the project are:

**Goal 1:** Increase energy efficiency and reduce energy costs in the Benewah Market.

**Goal 2:** Increase health and safety of the food that is sold in the Benewah Market.

**Goal 3:** Decrease operations and maintenance costs in the Benewah Market.

**Goal 4:** Increase the economic viability of the Benewah Market.

**Expected benefits of the project are that:**

- 1) The new equipment will create vastly improved health and sanitary conditions for perishable food storage.
- 2) Overall annual energy use by the facility will drop by at least 30.8%-45%.
- 3) Modern, energy efficient equipment will lower annual maintenance and operational costs and increase the economic viability of the Market.
- 4) The installation, maintenance and up-keep of the proposed equipment will provide jobs and bolster the local economy.
- 6) The retrofitting of energy efficient equipment in the Benewah Market will provide an educational opportunity for the local and Tribal community members on the importance and

benefits of conservation as well as providing a framework for Tribal managers for future retrofits/energy efficiency improvements.

The proposed upgrades for the market include:

- 1) Reducing the total volume and thermal capacity of refrigeration cases on the sales floor,
- 2) Replacing the existing aging floor cases with high efficiency cases with doors (where applicable) and integrated controls,
- 3) Replacing the existing 16 individual compressor/case/walk-in pairings with brand new and energy efficient equipment,
- 4) Replacing the existing roof top condensers with two high-efficiency units with integrated control features,
- 5) Replacing 15 evaporators in the walk-in coolers and freezers with high efficiency units equipped with electronically commutated motors and integrated control features, and
- 6) Replacing and reconfiguring at least some of the refrigerant lines.

As part of this project, the Tribe wishes to contract with a licensed energy engineer to assist in several areas of the project, which are listed below in the Consultant Project Tasks section.

Description of the Benewah Market

The Benewah Market is an approximately 23,500 square foot single-story structure located in Plummer, Idaho. The majority of the building is occupied by a grocery store with a full meat department, deli, bakery, and a small gaming area. Approximately 20% of the floor area at the northeast corner is occupied by an Ace Hardware store. The Plummer post office is located in a small retail space at the southeast corner of the building, and a small suite of offices with separate entrances along the rear of the building facing south. The part of the building housing the hardware store, post office, and private offices is original and the construction date is unknown (1970's?). The larger part of the building which houses most of the grocery store was an addition constructed in approximately 1984. The market operates from 7am to 8pm during winter with evening hours extended to 9pm during summer.

Current Energy use in the Benewah Market Building

The energy use data provided by the utility is from August 2009 to December 2012 and indicates that the market used an annual average of 1,281,033 kWh of electrical energy.

Engineering Consultant Assistance with the Benewah Market Energy Efficiency Project:

This request for proposals is for the Tribe to hire an engineer or engineering firm as a consultant to assist with obtaining energy efficiency incentives rebates, construction oversight and commissioning of the equipment and final reporting on the Coeur d'Alene Tribe's Benewah Market Energy Efficiency Project. The Tribe will hire the consultant utilizing a competitive proposal process. Preference will be given to qualified energy consultants that are members of Federally-recognized tribes or consulting firms that are more than 50% owned by a member or

members of Federally-recognized tribes. The consultant or consulting firm will be responsible for the following tasks:

**Consultant Project Tasks:**

**Task 1: Coordinate with the Tribe throughout the project:**

- Budget time for briefings, email summaries, etc. to ensure that the Tribe (both the Environmental Programs Office and the Development Corporation CEO) are consulted on each task and input is incorporated prior to Tribal approval and task implementation.

**Task 2: Assist the Tribe with writing a draft Request for Proposals (RFP) and specifications list for energy efficiency and equipment upgrades:**

- The consultant will assist the Tribe in writing a draft Request for Proposals and specifications list for energy efficiency and equipment upgrades. The Tribe will provide an initial draft of the Request for Proposals and specifications list upon which the consultant can provide comment.

**Task 3: Assist the Tribe in obtaining utility energy efficiency incentives rebates for the project:**

- The consultant will provide technical support to the Tribe as the Tribe works to obtain a commitment of energy efficiency incentives from the Benewah Market's utility (Plummer Power), Bonneville Power Administration and possibly other sources prior to the start of the equipment installation.
- The Tribe will make all contacts and the consultant will develop the documentation for obtaining the incentives rebates prior to and after implementation of the Benewah Market Energy Efficiency Project.
- The consultant will respond to the Tribe's questions as needed to assist in designing the custom incentives.

**Task 4: Compile 4 years of pre-project energy use data in order to design custom incentives and verify energy use savings after the project is completed:**

- The consultant will compile 4 years of Benewah Market energy use data prior to the implementation of the Benewah Market Energy Efficiency Project.
- The consultant will review the data for completeness and accuracy.

**Task 5: Develop a list of construction phases and sign-off list for the construction project:**

- The consultant will develop a list of construction phases and a sign-off list for the construction project in advance of the equipment installation. The Tribe will review and approve these documents and they will be used to track the progress and completeness of a successful equipment installation.

**Task 6: Assist the Tribe in reviewing the proposals that are received in response to the solicitation for equipment installation:**

- The consultant will assist the Tribe in reviewing and providing comments on the proposals that the Tribe receives from equipment installation companies.

Task 7: Oversight of construction and sign off on the construction oversight:

- The consultant is expected to be on-site at the Benewah Market during the equipment installation and/or at the end of each phase of equipment installation to ensure that the equipment is installed according to the design specifications (assume equipment installation will take 25 business days and installed in one time period).

Task 8: Conduct system commissioning to assure proper installation:

- The consultant will ensure that the new equipment is functioning according to the expected design specifications.

Task 9: Compile 1 year of post-project energy use data in order to verify energy use savings after the project is completed:

- After all of the new market equipment is installed and commissioned, the consultant will compile a full year of energy use data that will be used in verifying energy use savings.
- The consultant will ensure that the post-project energy use data is accurate and complete.

Task 10: Assist the Tribe and the utility with documentation on energy use savings for Bonneville Power Administration for the energy efficiency incentives:

- The consultant will complete the necessary documentation to report the post-project energy use savings to the Bonneville Power Administration in order for the Tribe to receive energy efficiency incentive rebates.

Task 11: Assist the Tribe with the final project report for the Tribal Council and the U.S. Department of Energy:

- The consultant will assist the Tribe in writing the final report to the Coeur d'Alene Tribal Council and the U.S. Department of Energy.

**Consultant Deliverables:**

- Assist the Tribe with the Request for Proposals: The consultant will provide written comments to the Tribe on the draft Request for Proposals for equipment installation that may include suggested additions or changes.
- Compile 4 years of pre-project energy use data in order to verify energy use savings after the project is completed: At least 4 years of pre-Benewah Market Project energy use data in MS Excel format with a report on its accuracy and completeness in MS Word. The data and report must be completed and in a format that satisfies the Tribe, Bonneville Power Administration, Plummer Power, and the U.S. Department of Energy.
- Assist the Tribe in obtaining utility energy efficiency incentives for the project: The consultant will provide a draft document for energy efficiency incentives for Tribal review in MS Excel and/or MS Word, as appropriate, as much in advance of the due date as possible. The consultant will incorporate Tribal edits and comments and prepare final documents for the Tribe to submit to appropriate entity in advance of any work done at the Benewah Market.

- List of construction phases and sign-off list: The consultant will provide the Tribe a draft description of construction phases and a sign-off list for Tribal review and comment in MS Word and/or MS Excel. Once the Tribe comments, the consultant will provide the Tribe with final drafts of both documents in MS Word and/or MS Excel.
- Oversee the installation of the new equipment: The consultant will provide a report in MS Word that documents the new equipment installation with photos and narrative. The narrative should include a description of any unexpected occurrences and how they were resolved.
- Conduct system commissioning once the new equipment is installed: The consultant will provide a section of the new equipment installation report that includes a discussion on the system commissioning and describe the level of success or any issues that came up and how they were resolved.
- Compile 1 year of post-project energy use data in order to verify energy use savings after the project is completed: The consultant will compile a complete year of post-Benewah Market Project energy use data in MS Excel format with a report on its accuracy and completeness in MS Word.
- Assist the Tribe with the final project report for the Tribal Council and the U.S. Department of Energy: The consultant will write the technical content of the final project report and compose sections as needed. The consultant will provide the report sections in MS Word format.

The final deliverables are subject to approval by the Coeur d'Alene Tribe. The Tribe anticipates that the entire installation and commissioning of the project should be completed by spring 2015. The Tribe anticipates that the entire project should be completed by mid-2016 (including final reporting).

### **Submittal of Proposals and the Selection Process:**

**All proposals to be considered must be received by 4:30pm PST on October 29<sup>th</sup>, 2014.**

Each proposal must fully describe the Consultant/Consulting Firm's ability to satisfy the project's objectives and tasks. Proposals must include detailed project plans, a detailed budget, a proposed work schedule, references, and personal qualifications statements for all personnel who will participate on this project.

Please describe project plans, detailed budget and proposed work schedule for each task included above. If you cannot respond to all of the tasks due to their specific requirements, please respond to the tasks that you are able to complete. The Tribe will consider all proposals as long as they are responsive to some of the tasks included in the request for proposals. The Tribe may select more than one individual and/or consulting firm to complete the tasks in this RFP.

All proposals are to be submitted to the Coeur d'Alene Tribe, Attn: Project Manager, Tiffany Allgood, EAP Coordinator, 850 A Street, Box 408, Plummer, ID 83851 or in pdf format by

email at [tallgood@cdatribe-nsn.gov](mailto:tallgood@cdatribe-nsn.gov). If you have any questions regarding the proposal, please submit them to Ms. Allgood at the email address listed above no later than Friday, October 17<sup>th</sup>, 2014.

**Criteria for Consultant Selection:**

All proposals will be reviewed according to the following criteria:

<b>Criteria</b>	<b>Possible Points= 100</b>
<p><b>Proposed Project Budget.</b> Budget must be broken down by project tasks and the associated sub-tasks and include detailed information for each category for personnel (number of hours and cost of each person’s time), travel, and other costs. The Tribe would like to be able to evaluate the costs of each task and sub-task individually; please submit separate total costs for completing each task.</p> <p>The budget will be evaluated based upon total costs, how costs are distributed among the tasks, how the budget supports the tasks and the quantity of service being provided by the funds (taking into account the quality of service as well).</p>	<p>Maximum 30 points</p>
<p><b>Experience of the consulting firm and/or individual</b> with energy efficient specifications design, selecting and overseeing new supermarket refrigeration equipment installation, especially installation of energy efficient condensers, compressors and refrigeration equipment; experience of the consulting firm with system commissioning of refrigeration equipment; experience of the consulting firm with compiling energy use data to assist with obtaining utility energy efficiency incentives rebates and experience with obtaining such rebates; must include the experience of each team member that will be assigned to the project. The lead team member must be a licensed professional engineer. At least one team member should be a licensed professional engineer with energy efficiency as an area of expertise.</p>	<p>Maximum 35 points</p>
<p><b>Technical merit of consultant proposal.</b> Technical merit will include the soundness of the approach and depth of analysis/recommendations that are included in the discussion of the tasks. Technical merit will also include timeframes to complete the work (including flexibility of consultant’s schedule).</p>	<p>Maximum 35 points</p>

Additional Notes:

- A selection committee of Tribal personnel will review proposals.
- The Tribe reserves the right to re-advertise the request for proposals if needed.
- The Tribe requires compliance with the Tribal Employment Rights Ordinance and the Tribal Business Licenses Ordinance. Tribal preference applies.