

**REQUEST FOR PROPOSALS**

for

**LED Streetlight Services**

**RFP # 03-17**

**City of Portsmouth**

**John P. Bohenko, City Manager**

Prepared by:

City of Portsmouth  
Public Works Department

**City of Portsmouth  
Portsmouth, New Hampshire  
Public Works Department  
Request for Proposals # 03-17**

**LED STREETLIGHT SERVICES**

Sealed proposals, plainly marked, RFP # 03-17 “LED STREETLIGHT SERVICES” addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Proposals will be accepted until **September 22, 2016 at 2:00 p.m.** Proposals received after 2:00 p.m. will be placed in the file unopened and will not be considered. **A mandatory pre-proposal meeting will be held 10:00 a.m., September 13, 2016** at the Department of Public Works Training Room, 680 Peverly Hill Road Portsmouth, N.H.

Proposal specifications may be obtained from the Finance/Purchasing Department on the third floor at the above address, or at <http://www.cityofportsmouth.com/finance/purchasing.htm>.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

If you have any questions pertaining to the submittal process, please contact the Finance/Purchasing Department at the following number: 603-610-7227. Firms may also contact Jacob Levenson with the City of Portsmouth at 603-766-1412 for additional information. In consideration to all proposers, no oral interpretations will be given to any proposers as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing. Fax inquiries to Jacob Levenson at the Public Works Department, 603-427-1539, or email Jacob Levenson at [jalevenson@cityofportsmouth.com](mailto:jalevenson@cityofportsmouth.com) by **September 16, 2016**. Based upon such inquiry, the City may choose to issue an Addendum.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Contractors submitting a proposal should check the web site daily for addenda and updates after the release date. Contractors should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

**I. PURPOSE AND BACKGROUND**

The City of Portsmouth City Council voted unanimously to declare Portsmouth an eco-municipality in 2007 and signed a resolution which fully acknowledges Portsmouth’s commitment and desire to become more sustainable. In our continued effort to improve operational efficiency consistent with sustainable goals as part of being an eco-municipality, the Department of Public Works has been exploring opportunities to reduce energy consumption throughout the City’s facilities. The recent emergence of Light Emitting Diode (LED) street light technology and wide spread industry adoption presents a realistic opportunity to improve energy efficiency while providing tangible upgrades to our infrastructure. The goals of upgrading street

lights to LED are to reduce energy consumption, cost, improve visibility and safety on the roads, and reduce light pollution.

The City of Portsmouth has approximately 1,600 existing street light fixtures to be converted to LED technology. In anticipation of an LED conversion, the City has started our own GIS inventory of cobra head streetlights. This data not a complete asset inventory, however the contractor may have access to this data to get started on their own GIS based asset inventory.

The City of Portsmouth is seeking proposals for scope of work that includes turnkey services to convert the City's existing street lighting to LED street lighting. Services will meet layout, installation, project management, and Eversource interface requirements as detailed in the Scope of Work. Proposals for LED equipment are expected to meet qualifications as described in the Scope of Work. The City is also seeking an additional alternative proposal for smart controls.

The City of Dover NH has interest in a similarly sized project and scope of work. Representatives from the City of Dover will work closely with Portsmouth and may sit in on the review process to gain insight and potentially select the same vendor.

The City anticipates that the project work will be completed in the year 2017. The final scope, budget and installation schedule will be determined in consultation with the selected firm.

## **II. SCOPE OF WORK**

The City requests proposals for turnkey services relating to LED streetlights. The firm selected for this project will perform the following project related services. These shall include, but are not limited to:

1. Project Management
  - a. Assumes end-to-end project responsibility, including oversight of any/all subcontractors
  - b. Directly liaises with City/DPW project manager
  - c. Develops project plan and expectations
  - d. Measures reliability and reports on project milestones
  - e. Presents project details at public meetings
2. GIS asset confirmation and project tracking
  - a. GIS field-verified inventory and attributes collection of existing equipment to ensure Ledger reconciliation and assist in appropriate equipment selection.
  - b. Attribute collection should, at a minimum, include road width, pole height, pole condition and interfacing with the City's GIS coordinator on existing City Street Light GIS data.
  - c. On-going equipment conversion status update in real-time
3. Utility Interface
  - a. Ensure Eversource Ledger reconciliation of existing equipment based on field verified inventory
  - b. Confirm Eversource's agreement and approval of selected equipment, installing subcontractor qualifications and installation procedures

- c. Coordinate weekly reports to update Eversource on ledger conversion and ensure that converted equipment is switched from the current EOL billed rate to new LED tariff rate
  - d. Facilitate all aspects of Eversource rebate approval and final payment
4. Lighting Layout
- a. Ensure illumination standards meet established Eversource lighting conditions and NHDOT Roadway Lighting Design Manual recommended illumination standards
  - b. Determine appropriate optics (and shielding, as needed) based on field-verified asset attributes
5. Installation
- a. Provide installation plan including personnel, equipment and standard operating procedures
  - b. Personnel shall have all requisite licenses and certifications
  - c. Work with the City to confirm installation routing and notification to the public of scheduled work areas
  - d. Ensure the installation routing and personnel plan meets City traffic safety requirements
  - e. Manages on-going waste & recycling of field supplies and legacy equipment. Follows best practices of recycling all reusable materials and provides Certificate of Disposal for all hazardous materials.

***Qualified Lighting Equipment Requirements – the City’s expectation is to install products with 20+ years lifetime reliability. To ensure this, qualified equipment must meet the following requirements or be proven as equal:***

- 1. General Requirements-
  - a. 10 Year Warranty
  - b. DLC Qualified (must provide proof of certification)
  - c. Smart Controls Ready w/ 0-10V dimmable drivers and external NEMA C136.41 7-pin Receptacle
  - d. Minimum IP65 rated, suitable for wet locations
  - e. 3G vibration testing (ANSI C136.31-2001)
  - f. 10kV surge suppression test (ANSI CGZ.41.2)
  - g. Salty fog test (ASTM B117)
  - h. B.U.G. ratings where U=0 (Zero Uplighting)
  - i. System wattage labels are required on each fixture in compliance with ANSI-C136.15-2011 Luminaire Field Identification Requirements and Eversource requirements
- 2. Tested Performance -
  - a. Lumen Output: 2,800lm for existing 50HPS replacement, representing the majority of existing lighting
  - b. Efficacy: 110 lm/watt
  - c. Color Rendering Index:  $\geq 80$
- 3. Components & Construction
  - a. Industry Leading LED Package Components (e.g. CREE, Nichia)

- b. Industry Leading Driver (e.g. Meanwell), Door Mounted (isolated from fixture)
- c. Die-Cast Aluminum Housing & Door (no plastic or polymer housing or door components) – Powder Coated standard Gray finish
- d. Door hinge mechanically fixed/bolted to Housing
- e. Mechanically locked/secured door latch, tool-less entry

*General Requirements and Other Considerations*

- 1. Vendor will be responsible to stock a sufficient supply of parts and inventory for the 10 year warranty period
- 2. Vendor will cover all installation costs
- 3. Smart controls alternate proposal
- 4. Eversource’s LED rebate program will be a main consideration of the proposal. All proposals are must meet the qualifications of Eversource for rebates.
- 5. The City reserves the right to pilot and test equipment

**III. SUBMITTAL REQUIREMENTS**

Proposals shall provide sufficient information to allow the City to evaluate the firm’s approach, experience, staff and availability. For this proposal, it is assumed by the City that all of these tasks will be completed, unless any proposed changes to the task list are clearly highlighted and noted in the firms’ proposal.

The proposal shall include, and will be evaluated on, the following components:

- 1. An Executive Summary providing a brief history of the firm and identifying the firm’s expertise, technical capabilities, and philosophy. The Executive Summary shall include contact information and be signed by an officer of the firm with the authority to commit the firm.
- 2. Years in business; Ownership structure; Location of home and branch offices.
- 3. Organizational chart for the team managing and executing this contract. List the individual(s) who will serve as the lead representative for the work.
- 4. A list of similar projects in which the firm is currently involved, or has been involved. Please list project description and status.
- 5. Qualifications and resumes for key staff and subconsultants. The resumes shall include specific information about expertise, (e.g., specification writing, troubleshooting, management, accessibility design, etc.). At least one member of the assigned team must be an architect licensed in the State of New Hampshire and AIA certified.
- 6. The firm’s proposed approach to managing the project expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc.
- 7. Estimated pricing based on lighting summary. Final price of project subject to change after GIS field-verified inventory.
- 8. A list of references (with contact name and telephone number) of similar projects, for which your company has, in whole or in part, provided services.
- 9. Other information, qualifications and/or exception that the firm may consider appropriate to raise during the selection process.

Please provide, six (6) copies of the Proposals, including attachments.

#### **IV. SELECTION CRITERIA**

The City will review and evaluate the written responses to this Request for Proposals. Basis of award of service components will be considered in regards to total program success. Final scope of services will be negotiated based on applications. Firms with no prior experience and submittals that do not meet the minimum requirements will not be considered. The City reserves the right to interview and request additional information from proposers.

The City will evaluate each proposal based on the following criteria. The order in which the criteria appear does not indicate the importance, ranking or weighting that will be used in the evaluation:

1. Understanding of project requirements as demonstrated in overall proposal submission and statement of project understanding ;
2. Quality and completeness of proposal submittal documentation;
3. Cost and projected timeline to accomplish the scope of work;
4. Professional qualifications, reputation and engagement of individuals assigned to the project;
5. Professional qualifications, reputation and engagement of key project subcontractors;
6. Firm's experience and qualifications working on projects of similar size and complexity;
7. Locality of firm;
8. Experience with, and plan for, communications with stakeholders and public;
9. Such other criteria as may be in the Owner's interest.

Using the criteria, the City will determine which company or combination of companies will provide services in the best interest of the City. The City will attempt to reach contract(s) with the company (ies). If negotiations are not successful, the City may proceed to enter into negotiations with another qualified company for services. By submitting a proposal, the firm consents to the City undertaking such investigation as it deems in its best interest to investigate the firm's qualifications. The submitting firm assumes all responsibility for any costs it incurs in preparing a response to this Request for Proposal.

#### **Reservation of Rights**

**The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.**

## V. INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

### AMOUNT OF INSURANCE

- A) Comprehensive General Liability:  
Bodily injury or Property Damage -- \$2,000,000/\$2,000,000  
Per occurrence and general aggregate
- B) Automobile and Truck Liability:  
Bodily Injury or Property Damage -- \$2,000,000/\$2,000,000  
Per occurrence and general aggregate

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.
- D) Contractor shall also maintain such additional insurance as may be required by the State of New Hampshire for hazardous waste transporters.

### ADDITIONAL INSURED

The City of Portsmouth shall be named as an additional insured and identified as a certificate holder on all policies as follows: City of Portsmouth, Attn: Legal Department, 1 Junkins Avenue Portsmouth, NH 03801.

Contractor shall provide proof of insurance coverage satisfactory to the City of Portsmouth.

Coverages shall remain in effect for a period consistent with the Statutes of Limitations under the Law of the State of New Hampshire.

Written notice shall be given to the City of Portsmouth, NH at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

As evidence of insurance coverage, the City may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified are in force for the specified period.

# Attachment A

## City of Portsmouth Street Light Summary

<u>Current Lighting</u> <u>Description</u>	<u>Rated</u> <u>Watts</u>	<u>Size Code</u>	<u>Rate</u> <u>Class</u>	<u>Fixture</u> <u>Qty</u>
				1,687
50HPS	65	047, 044, 046	82	1,130
70HPS	90	048	82	92
70MH	95	048	82	11
100HPS	130	151, 049	82	96
150HPS	190	188, 053	82	193
250HPS	295	153, 155, 052	82	134
400HPS	460	187, 157, 057	82	26
400MH	460	175	82	1
1000HPS	1085	158	82	4



# Attachment B

## City of Dover Street Light Summary

<u>Current Lighting</u> <u>Description</u>	<u>Rated</u> <u>Watts</u>	<u>Size Code</u>	<u>Rate</u> <u>Class</u>	<u>Fixture</u> <u>Qty</u>
				1,785
50HPS	65	047, 044, 046	82	1,346
70HPS	90	048	82	11
100HPS	130	151, 050, 067	82	71
100MH	120	161	82	1
150HPS	190	188, 053	82	98
250HPS	295	153	82	247
360HPS	435	154	82	1
400HPS	460	187, 157	82	8
1000HPS	1085	158	82	2