**Request for Proposal/Qualifications**

**Integration of Several Buildings into a Microgrid Configuration: CT DEEP Microgrid Grant and Loan Pilot Program**

**Introduction**

The Connecticut Department of Energy and Environmental Protection (DEEP) is seeking projects that support local distributed energy generation for critical facilities during times of electricity grid outages through the Microgrid Grant and Loan Pilot Program (Program). The first phase of this program was to identify projects that are technically feasible. The Town of Southbury’s Project Feasibility Application has been approved, conditionally, after review by the DEEP team and has been cleared to progress on to the next phase of the project, the Request for Proposal (RFP) phase.

The Town of Southbury is seeking an interested, qualified engineering firm or developer to partner with to complete the RFP phase of the program and, ideally, to progress through the actual construction of the final microgrid project.

**Project Description**

The Town of Southbury’s initial proposal is available on the CT DEEP’s website devoted to the microgrid program. Additional information that was provided for the Project Feasibility Application is attached as Appendix A.

In brief, the preliminary phase of the application considers combining only two buildings in a microgrid: Town Hall and the adjacent Community Center building that houses the Town’s Senior Center/Parks and Recreation offices. The ultimate goal would be to connect several buildings in the immediate area into a larger grid, which would include the Police building, the Department of Public Works, an elementary school and a middle school.

**Minimum Required Qualifications**

Companies replying to this RFP/Q should be able to demonstrate familiarity with relevant technology, the Town of Southbury’s proposal and town buildings, transfer trip capability and microgrid operational characteristics such as seamless operation modes transition, black start capability, interconnection, adherence to applicable codes and standards, fuel supply, availability, and hours of operation with the ability to island for at least 3 weeks. In addition, applicants should be able to demonstrate the ability to design, engineer and acquire physical generation and microgrid components for operation in concert with all other related energy savings projects, the ability to develop a financial analysis for project development, the ability to develop the project as a third party resource for the Town, the ability to manage and assume risk for the development and operation of the facility, the ability to manage and balance loads and resources with automated demand response, the ability to write the RFP phase of the CT DEEP Microgrid Program for the Town, and the ability to develop a method for compensation, including working at risk contingent upon award of grant resources including use of an Energy Performance Contract with guaranteed energy savings.

**Contract Responsibility**

The selected company will be required to assume the total responsibility for the design and implementation of the project. The company will be considered the prime contractor and the sole point of contact with regard to all contractual matters for design, supervision, installation, service, maintenance, training and savings guarantee.

**Required Insurance and Bond**

The successful company shall procure and maintain in effect during the life of the agreement commercial General Liability Insurance with a minimum limit per occurrence for Bodily Injury and Property Damage of $1,000,000 per occurrence and an aggregate limit of $2,000,000, Automobile Liability Insurance with a combined single limit of $1,000,000 per occurrence, $1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles; Workers Compensation Insurance in the amount as required in the State of Connecticut, and Employer's Liability Insurance with a minimum limit of $500,000 each accident, $500,000 Disease, Policy Limit $500,000 Disease, each employee; Professional Liability Errors and Omissions Insurance with a $1,000,000 combined single limit; and Umbrella Excess Liability Insurance coverage with a limit of $3,000,000. Evidence of required insurance shall be presented prior to contract execution. Insurance coverage shall not be canceled without prior written notification to Town.

**Taxes, Fees, Code Compliance, Licensing**

The company shall be responsible for payment of any required permits, licenses, taxes or fees associated with the execution of the performance contract. The company shall be responsible for compliance with all applicable codes and laws. If there are tax credits that Town is not qualified for but the company is, those savings will be passed on to Town.

**Evaluation of Responses**

The Town will appoint a selection committee to formally evaluate each response. The evaluation process will be used to grade the responses as described herein. The evaluation process may include verification of references, confirmation of financial information and may include other information as directed by the Town of Southbury.

**Proposal Submittals**

Interested firms should submit a proposal that addresses all minimum required qualifications, a list of qualified key personnel who would work on the project, a certificate of insurance, and a resume of similar projects and working history of all projects.

Proposals should be submitted by 12:00 PM, March 22, 2013 to the First Selectman’s office, Southbury Town Hall, 501 Main Street South, Southbury, CT 06488 or electronically to Carol Hubert at [select2@southbury-ct.gov](mailto:select2@southbury-ct.gov).