

## **ATTACHMENT B RESPONSE FORMAT AND CAPABILITIES**

Responses should be labeled and numbered as outlined in this section with each section starting at the top of a new page.

### **1.0 Table of Contents**

#### **2.0 Cover Letter (max 2 pages)**

Responses submitted to this RFQ must include a cover letter signed by the person authorized to issue the proposal on behalf of the Applicant, and the following information, in the sections and order indicated:

**2.1 Introduction/Executive Summary**- Provide an overview of the services being sought and proposed scope of services.

**2.2 Applicant Profile**- Provide a narrative description of the Respondent itself. Include a primary contact for the Applicant, including name, job title, address, telephone and email address;

### **3.0 Company Information**

#### **3.1 Company Profile**

Provide a narrative description of the Respondent. Include a description of Respondent's business background and any other information about Respondent's business organization that Respondent deems pertinent to the RFQ. This section must include the following: Respondent's business identification information, including name, business address, telephone number and website address; **Please ensure the companies Federal EIN number is included in the submission and that the EIN being provided is the same as the company which the Respondent intends to contract with.**

#### **3.2 Primary Contact**

A primary contact for the Respondent, including name, job title, address, telephone and fax numbers, and email address. This contact will serve as the main point of contact for all communications during the project procurement process.

### **4.0 Demonstration of Technical Qualifications and Experience**

Provide evidence demonstrating the relevant experience, qualifications, and capability of Respondent to develop, implement and verify a Project through a Contract. Submit a summary of qualifications in the following categories:

#### **4.1 Technical Overview and Project Approach**

An overview of the Respondent's technical expertise and experience with the development, engineering, design, permitting, labor, materials, construction, installation, measurement and verification. Provide a summary and timeline for project development assuming a project development is awarded in Spring 2020.

#### **4.2 Development**

Describe relevant experience delivering similar projects to customers, including institutional and governmental entities. Provide an outline of the proposed approach to services including feasibility analysis, audit, design, procurement, installation, project management, rebate management and training. Explain how Respondent's approach and experience developing

projects has helped stakeholders move projects through the relevant phases and to completion.

#### **4.3 Permitting and Public Outreach**

Describe relevant experience with permitting, regulatory compliance and public outreach related to similar projects. Depending on the Project scope, the Philadelphia Art Commission and/or Philadelphia Historic Commission may have review, jurisdiction, approvals or input on certain portions of the Project. Describe prior experience working with the public as a stakeholder. As part of the project, the City plans to solicit public feedback on aspects of the scope.

#### **4.4 Design**

Describe relevant design experience, demonstrate specific experience with the proposed technology, and indicate experience with project delivery

#### **4.5 Controls and Networking**

Describe relevant lighting controls and networking experience including summary of smart city applications that were installed associated with the new lighting infrastructure. Include experience or descriptions of how the solution might support surveillance technology and the integration of other IoT/sensors.

#### **4.6 Construction**

Describe relevant construction experience and experience with project delivery including delivering labor and materials through the construction phase. Explain approach and experience procuring of LED fixtures and controls and how the approach may help to lower costs. Explain approach and experience tracking rebates and supporting changes to utility bills.

#### **4.7 Construction Administration Support**

As part of the construction phase of the project, the PEA and City are considering hiring an entity to provide construction administration support in the form of an owner's rep/engineer that would report directly to the PEA/City leadership and serve as a prime point of contact throughout construction phase. Describe how the Respondent has worked with this type of arrangement on prior projects along with any lessons learned with customers who required additional construction support.

#### **4.8 Measurement and Verification and Operational phase**

Describe relevant experience with operation and maintenance of the proposed technology and how the Respondent has transitioned projects to the operations phase following construction.

### **5.0 Organization Chart and Project Team Members**

#### **5.1 Organization Chart**

Submit an organizational chart that clearly identifies the roles and relationships of all key team members and any initial list of planned subcontractors. Indicate subcontractor's role and Respondent's experience working with listed subcontractors.

#### **5.2 Team Member Qualifications**

Describe the relevant experience, qualifications and educational background of up to ten (10) individual team members assigned to this project. Include names, years with the company,

years in the industry, project role and qualifications with specific emphasis on their experience with LED lighting upgrades. Demonstrate, with narrative and references that team members and personnel have satisfactorily performed similar work in the past.

### **5.3 Potential Subcontractors**

Provide background information (Name and scope of work) for any key identified subcontractors who will be involved on this project.

### **5.4 Safety Report**

Submit a record of your firm's relevant experience related to safety during large project construction.

### **5.5 Project History And Client References**

Provide at least 5 (five) energy performance contracting projects (client references) in repayment by and currently under contract with your firm including 3 (three) with scope specifically related to LED Streetlighting retrofits. Provide details on any and all LED projects containing controls systems. Each client reference shall include the following information:

- Project Name and Location

- Types of Facility(s) and Use; Number of Building, total Square Footage

- Number and Types of ECMs

- Project Dollar Amount (installed project costs)

- Dollar Value of Projected and Guaranteed Annual Energy Savings and Operational Savings (if applicable)

- Project milestones including: Development, Design and Construction Start and End Dates

- Personnel associated with this project and their specific roles and responsibilities. (limit to those proposed for this project)

- Current name, title, telephone and email addresses of an owner(s) representative with whom your firm did business on the project

In addition to the information above, for 3 (three) LED Streetlighting projects, including  
Total Price broken out by labor, materials and controls on a per luminaire basis where available

- Quantity, Manufacturer and types of lighting fixtures

- Key Personnel and Roles

In addition to the information above, for all projects where LED Streetlighting controls were installed provide:

- Quantity, Manufacturer and types of controls

- Ownership structure for control system and ongoing software

- A description of what types of communication networks devices support

- Information on controls system characteristics (including reliability, security, power requirements, latency, bandwidth and market maturity)

- The type of security authentication that is supported or required by devices

- Information related to the average lifecycle of the equipment and devices

- An overview of fee structure to support primary solution with additional devices built in.

## **6.0 Financial and Business Experience Summary**

Provide evidence demonstrating Respondent's financial ability to implement the Project:

### **6.1 Financial Capabilities**

A demonstration of Respondent's financial capacity to deliver the project, including: Ability to provide all development, engineering, design, permitting, labor, materials, construction, installation, measurement, and verification to achieve successful Project at no capital cost, if required. Provide a narrative that demonstrates the financial capacity to manage all elements of the required work. Include details on how a project guarantee would be backed and h

#### **6.2 Financial Experience**

Ability to take advantage of all applicable incentives such as performance based incentives, rebates, tax incentives, governmental and non-governmental cost offsetting programs, RECs, and any other environmental attributes available to reduce the installation and operational costs of the Project.

#### **6.3 Company Financials**

Submit a copy of the company's (or parent company/guarantor) audited financials for the last two (2) years.

#### **6.4 Credit Rating**

Disclose credit rating from each rating agency.

#### **6.5 Initial Approach to Economic Opportunity Plan**

The City of Philadelphia's specific institutional goals for economic opportunity will be set in the RFP phase of this procurement, however an Economic Opportunity Plan will be required consistent with the Project Objectives in section 2.2 of the RFQ and Attachment D. Provide background information on prior experience and under similar economic opportunity programs with other projects or institutions. Provide a narrative with information on how the Respondent plans to approach this work to ensure that economic opportunity is maximized in the project.

#### **6.6 Initial Approach to maximizing local benefits and job creation**

The City of Philadelphia's specific institutional goals for local benefits and job creation will be set in the RFP phase of this procurement, however local employment and business opportunities will be encouraged on the Project, consistent with the Project Objectives in section 2.2 of the RFQ. Provide background information with the Respondent's prior experience with similar local employment and business opportunity programs. Provide a narrative with information on how the Respondent plans to approach this work

### **7.0 Initial Cost Estimates, Schedule and Additional Information**

The selected respondent, through the project development process will provide a full design of the lighting system in coordination with the City and its stakeholders, however for planning purposes, please provide:

#### **7.1 Initial Cost Estimates or Range for Base Scope of Work**

A budgetary price, including a breakout of major components. Pricing should be based on the following assumptions for this planning exercise:

That the project will provide a one to one changeout of lighting fixtures and maintain the same or similar lighting levels throughout the City

That the project will incorporate a basic control system which meets the City's base needs as outlined in Section 2.3 of the RFQ

#### **7.2 Initial Schedule**

An initial summary of project development and schedule for implementation including major

milestones assuming a project development is awarded in Spring 2020 following an RFP.

### **7.3 Network and Platform Options**

A description of the all a full set of all viable Smart Streetlighting network and platform options including the following:

- Technology description (hardware and software platforms)
- Ownership structures (including indicative upfront and ongoing costs)
- Characteristics (including reliability, security, power requirements, latency, bandwidth and market maturity)
- Information related to the average lifecycle of the equipment and devices
- Where possible describe how the network(s) and platform(s) can be leveraged to maximize smart cities solutions and provide a flexible, non-proprietary platform with an open API.

### **7.4 Other Information**

Provide any other experience or information demonstrating that Respondent would be a responsible and effective developer of the Project.