

**REQUEST FOR PROPOSAL ("RFP")  
FOR ENERGY AUDIT SERVICES FOR LUMBERTON TOWNSHIP**

**PART I**

**Instructions To Vendors**

**1.0 PURPOSE**

The intent of this Request for Proposal (RFP) is to identify and appoint a person or firm to conduct an energy audit of Lumberton Township's energy use historically and currently and to conduct an audit of the Township's electric and/or gas bills and accounts with Public Service Electric & Gas Company. The Township would like to be able to appoint an energy auditor who has specific expertise in the conducting such reviews. The work to be performed for the Township includes:

- (a) Review of all 2008, 2009 and 2010 invoices or other billing information from Public Service Electric & Gas Company (PSE&G). At this time the Township is acquiring that documentation for use by the appointed auditor. To the extent that additional information from PSE&G is required for the auditor to complete his/her task, such documentation shall be acquired by either the auditor or the Township, after the two consult regarding the additional documentation.
- (b) Arrange and pursue a meeting with appropriate PSE&G personnel to review all current connections to every electric and/or gas meter that PSE&G records assert is the responsibility of Lumberton Township. It should be noted that the Township Committee will want verification from the auditor that each such meter is, in fact, utilized in connection with electric or gas service that is actually being consumed by the Township of Lumberton.
- (c) Determine if the Township has been charged for either electric or gas service over the last three years either at an incorrect rate or for meters that should not be in the Township's name.
- (d) Develop a demand that all accounts and bills are renamed by PSE&G so that any erroneous charges made during the period 2008 thru 2010 do not recur.
- (e) Develop an inventory of the identity of the proper parties to pay PSE&G invoices that have been coming to the Township of Lumberton. By way of example, it is believed that Lumberton Township may be paying the cost of lighting certain roadways that may not be municipal streets. A determination if that is the case in every instance must be made as well as determining the entity that should have paid those invoices.
- (f) Any other work recommended to the Township by a responder to this RFP if in the opinion of the Township Committee such additional work will contribute to a full and complete understanding of the Township's energy uses and energy costs over the last three years.

Firms or persons responding to this Request for Proposal should have extensive experience and/or training for conducting the type of audit requested herein.

Lumberton Township is not required by this process to appoint an auditor if, in the best judgment of the Township Committee, the qualifications or costs associated with such services are not within the expectations of the Township.

## **2.0 BACKGROUND INFORMATION**

The current billing and/or invoicing received by Lumberton Township from PSE&G has over the years become increasingly complex, substantial in cost, and confusing. The Township Committee has come to the conclusion that it is in the best interests of the Township and its taxpayers to insure that the Township is only paying electric or other utility charges on those properties for which the Township has responsibility. There is a need to be certain that the Township is not paying for such utility services on either non-public lands or lands that are owned by other municipalities, the County of Burlington or the State of New Jersey. This includes the lighting of all roads within and through Lumberton Township, which does contain municipal, county and State roads, all of which are lit by PSE&G equipment and utility service. A review by the Township Committee of typical monthly invoices leads to a concern that other entities may be responsible for some of this street lighting and for other charges from PSE&G not related to the lighting of streets.

## **3.0 COMPLIANCE WITH LAWS**

The successful person or firm shall comply with all applicable federal, state and local statutes, rules and regulations.

## **4.0 PROCEDURE FOR RESPONDING TO REQUEST FOR QUALIFICATIONS**

Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to this RFP is not desired. Unless specifically requested in the Request, elaborate art work, corporate brochures, lengthy narratives, expensive paper, specialized binding and other extraneous presentation materials are neither necessary nor desired.

### **4.1 SUBMISSION OF RESPONSES TO RFP**

One (1) electronic copy on CD plus one (1) unstapled original, of the full response, **INCLUSIVE OF ALL INFORMATION** required in Part II, "Response Requirements," must be provided. Responses must be provided to the Lumberton Township Clerk, Stephanie Yurko, via mail or hand delivery to: 35 Municipal Drive, Lumberton, New Jersey 08048. Responses are scheduled to be opened on **Tuesday September 21, 2010 2PM and must be received (not sent) by that time.** Any Responses received after said opening, whether by mail or otherwise, will be returned unopened. Responses should be provided in a sealed envelope with the title of "**RFP ENERGY AUDIT SERVICES**" clearly marked on the outside. It is recommended that each Response package be hand delivered. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the Response to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is **NOT PERMITTED.**

Lumberton Township Committee shall make final selection by formal resolution.

#### **4.2 QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS**

Questions regarding this Request For Proposal must be made, in writing, to: The Office of the Lumberton Township Clerk. The questions must be received on or before September 7, 2010. Any question received after that date will not be the subject of any attempt to respond. The Township is under no obligation to respond to any request, whether in writing or otherwise. The Township will execute caution in the response to any inquiry to diminish any opportunity for an unfair advantage accruing to a requester of information.

#### **4.3 ADDENDA/REVISIONS TO REQUEST FOR QUALIFICATIONS**

Any addenda/revisions (if any) to this Request For Proposal shall be provided to all firms who have received this Request For Proposal.

#### **5.0 INSURANCE**

Prior to commencing work under any agreement the successful person firm shall furnish the Township with a certificate of insurance as evidence it has procured the insurance coverage required herein. Any person or firm submitting proof of insurance for the below identified forms of insurance must immediately provide to the Township any notice of cancellation or non-renewal of the said insurance along with proof of a change of insurance coverage. This requirement is a continuing one and this requirement shall be considered to be a provision of any contract entered into with the Township.

The successful person or firm shall provide and maintain at least the following insurance coverage during the period of performance required under any contract resulting from this Request For Proposal. Copies of declaration pages of each such policy shall be provided with the Response to this RFP. The Township is not asserting minimum amount of coverage but reserves its right to articulate to any responding auditor that its/his/her limits of liability as provided in the Responses, is inadequate for the work to be assigned, in which case the selected appraiser will have the right to increase said coverage prior to beginning said work:

- a. Statutory Worker's Compensation and Employer's Liability Insurance in the event the appraisal firm has employees other than the appraiser; and
- b. Commercial General Liability coverage, including coverage for Personal Injury and Property Damage Liability;
- c. Comprehensive Automobile, Bodily Injury and Property Damage Liability; and

Prior to the effective date of any Agreement, and as a condition precedent to its taking effect, the Township is entitled to request verification of the existence of said insurance policies. Approval of the coverage and the Certificate by the Township is a condition precedent to the taking effect of the said Agreement. The Certificate should be issued to:

Township of Lumberton  
35 Municipal Road  
Lumberton, New Jersey 08048

## **6.0 INDEMNIFICATION**

The selected person or firm shall defend, indemnify and hold harmless the Township, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or other liability of whatever nature arising out of or in any way connected with the firm's acts or omissions under any agreement entered into with the Township as a result of being selected for award of a contract by virtue of this RFP.

## **7.0 MISCELLANEOUS REQUIREMENTS**

7.1 Lumberton Township will not be responsible for any expenses incurred by responder in preparing or submitting a Response to this RFP. All Responses shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request. Emphasis should be on completeness and clarity of content.

7.2 The contents of the response submitted by the successful person or firm and this Request for Proposal shall become part of any agreement for the performance of any services awarded to any firm. The entity appointed will be expected to execute said contract with the Township.

7.3 Lumberton Township reserves the right to reject any and all Responses received by reason of this Request For Proposal, or to negotiate separately in any manner necessary to serve the best interests of Mount Laurel.

7.4 The selected person or firm shall be required to comply with the requirements of P.L. 1975, c.127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement.

7.5 All responses to this Request For Proposal (RFP), with the exception of proprietary information, shall be subject to public scrutiny, subsequent to the formal creation of the pool by resolution. Each vendor must clearly designate in its RFP response any information which it deems to be proprietary. It is the Township's expectation that the vast majority of RFP responses will contain no proprietary information. Therefore, any such designation must be limited in scope, reasonably based and clearly articulated in a prominent position within the Response.

7.6 Any contract for services awarded shall be subject to the availability and appropriation of sufficient funds for this purpose.

## **8.0 CRITERIA FOR EVALUATION OF RESPONSES**

The Township will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

8.1 Proven record of experience, including referrals, in providing the type of services detailed herein.

8.2 Ability to provide services in a timely manner.

8.3 Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the work).

8.4 Location and availability.

8.5 Understanding of the services requested (including completeness and clarity of submission).

**(SEE NEXT PAGE FOR PART II, RESPONSE REQUIREMENTS)**

**PART II**  
**RFQ RESPONSE REQUIREMENTS**

**FORMAT**

To assure consistency, responses must conform to the following format:

- A. Scope of Services
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees
- F. Form of Contract
- G. Other Information
- H. Signature

All sections are to be addressed and specifically referenced.

The following explains what the Township expects in each of the major sections.

**SECTION A - SCOPE OF SERVICES**

Your response should detail your firm's qualifications to provide the types of services set forth herein. The scope of possible services currently anticipated could include:

1. Those services detailed at sub (a) through sub (e) of the PURPOSES section set forth on page one of this Request for Proposal.
2. Any other appropriate service that you believe is consistent with Lumberton Township's stated goal to insure an efficient and appropriate consumption of electric power for necessary services, as set forth in subparagraph (f) of the PURPOSES section at page one of this Request for Proposal. The Township reserves the right to conduct an additional inquiry of all responders in the event that any item that should have been included in subparagraphs (a) through (e) is raised by a responder as a result of this subparagraph 2 of Section A of this RFP.

**SECTION B - RESUME**

This section shall address areas as outlined:

1. Name and address of your firm and the partner, corporate officer or individual authorized to execute agreements.
2. Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses, if any, to do business in the State of New Jersey.
3. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Township and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Township.
4. Provide a listing of local governmental clients with which you have or have had similar contracts; include the name, address and telephone number of the contact person.

7. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

### **SECTION C - FACILITIES**

This section should address areas as outlined:

#### 1. **OFFICE LOCATIONS**

1. The location.
2. Firm personnel assigned to this location.

### **SECTION D - CONFLICT OF INTEREST**

This section should disclose any potential conflicts of interest that you or any member of your firm may have in performing these services. If no such conflict exists, you should include the following certification as your response to this section: "I hereby certify that I have reviewed the work currently being pursued by my office, and I certify that the undersigned individual or firm does not have any conflicts of interest with the Township of Lumberton. I further certify that there is no business, family or personal relationship between me or my firm and any official of the Township of Lumberton."

### **SECTION E - FEES**

It is the expectation of the Township of Lumberton that compensation to be paid to the awarded auditor shall be in the nature of a percentage of savings enjoyed by the Township of Lumberton as a result of the work of the energy auditor appointed pursuant to this RFP. Your recital of fees should include such a percentage of savings, although you are not bound to this approach and can put forward alternative methods of compensation for your work. Nevertheless all compensation requirements should be articulated in detail and be presented without ambiguities. Every responder should know the Township hopes to be able to compensate its Energy Auditor without encumbering taxed monies. Consequently, a percentage of future savings and/or a percentage of amounts credited or refunded will be reviewed favorably by the Township.

### **SECTION F-FORM OF CONTRACT**

After award of a contract by the Township Committee, which shall be done by resolution, the Township Attorney will provide directions for the preparation of the contract or present the contract to the person or firm selected for signature.

### **SECTION G - OTHER INFORMATION**

This section is for any further pertinent data and information not included elsewhere in this RFP and found necessary by your firm.

## **SECTION H – SIGNATURE**

The response shall bear the full legal signature of the person executing the letter, along with his or her printed name, his or her business address, State of New Jersey tax id or other relevant identification and a certification that the contents of the response are true and accurate.

