

REQUEST FOR INFORMATION (RFI)
FOR
ENERGY EFFICIENCY AND ALTERNATIVE ENERGY SOLUTIONS
(RFI – ENERGY)

Responses to the **ENERGY EFFICIENCY AND ALTERNATIVE ENERGY SOLUTIONS, RFI – ENERGY**, will be received by the Director of the Contract Administration Department, City of Tampa, until **2:00 PM, September 24, 2009**.

Questions regarding the RFI, including technical questions, will be accepted via e-mail only until **2:00 PM., September 18, 2009** and should be referred to:

Jim Greiner, Contracts Management Supervisor
Contract Administration Department
Jim.Greiner@tampagov.net

A non-mandatory Pre-response Meeting will be held **at 3:00 PM Tuesday September 8, 2009**, in the City Council Chambers, 315 E Kennedy Blvd, Tampa Florida 33602.

Responses are to be submitted electronically via the Internet as an attachment to an email as described in the RFI document.

Lack of participation in this RFI will **not** exclude firms from future Requests for Proposal (RFP's) or Requests for Qualifications (RFQ's) that may result from this RFI.

Request for Information – Energy Efficiency and Alternative Energy Solutions

SECTION I. SCOPE OF SERVICES

1. INTRODUCTION

The purpose of this RFI is to obtain input, gather knowledge, new ideas, best practices and information from the vendor community for the potential procurement of products or services related to energy efficiency, including but not limited to alternative energy sources. Information gathered from this RFI will assist the City in its continued development of energy efficiency strategies, programs and capital improvements projects that incorporate alternative energy elements. This input will assist the City in its preparation of future Requests for Proposal (RFP's) or Requests for Qualifications (RFQ's) and subsequent contracts, as well as, pursuit of available grant related fund sources for the implementation of energy efficient practices and projects.

2. BACKGROUND

The City of Tampa is a Certified Gold, Green Local Government, as designated by the Florida Green Building Coalition, and has implemented a number of energy efficient strategies and accomplished various capital improvements projects with energy saving aspects. As a demonstrated leader in sustainability efforts, the City recognizes the need to continue to expand its efforts and take advantage of additional processes, products and emerging technology that may be available for increased efficiency and savings.

Three areas of potential opportunity have been identified for which information is sought: municipal facilities, fleet and vehicular related, and heavy industrial. Heavy industrial in this RFI is understood to mean materials, equipment, or processes related to the operation of existing City of Tampa Water and Wastewater processing plants.

Information regarding related projects and activities the City has either previously performed or is ongoing can be found on the City's web site www.tampagov.net and following the links therein to "Green Tampa". Additionally, past and ongoing efforts include but are not limited to:

- Exhibit 'A' is a list of some sustainability related capital improvements projects performed by the City.
- Separate from this RFI, the Department of Public Works has been conducting a Fleet Optimization Study with the Mercury Corporation.

- Separate from this RFI, the Wastewater Department is investigating gasification improvements at the Wastewater plant.
- Separate from this RFI, the Parks and Recreation Department is investigating geothermal heating of municipal swimming pools.
- Separate from this RFI, the City is in the process of engaging an Energy Performance Savings Contractor (ESCO) via an existing State Contract. It is not the intent of this RFI to solicit additional information on ESCO's.
- Separate from this RFI, the City has applied for various American Reinvestment and Recovery Act (ARRA) funds related to energy improvements. Projects applied for include, a Greenhouse Gas Emissions Inventory, lighting retrofits at various municipal parking garages, installation of energy management systems at existing city facilities, and upgrade of traffic signals to LED bulbs.

(Other than ESCO's, as specifically mentioned in the previous items, information on past and ongoing activities is not intended to preclude submitters from similar or related items; however, the follow up or additional activities related to any submitted item may be impacted by past or ongoing activities.)

3. BUSINESS NEEDS

The City wants to identify opportunities for increasing and expanding its sustainability and energy efficiency initiatives with a focus on emerging technology and alternative energy approaches.

In addition to potential savings generated by the implementation of measures identified through this process, the City recognizes that implementation will be largely dependent on funding to initiate or availability of grant related funding or alternative project strategies. To that end, information sought includes information about implementation costs, past performance and results realized, as well as, alternative project approaches or potential funding sources.

4. INFORMATION TO BE SUBMITTED

The City recognizes that considerable effort may be required in preparing a response to the RFI. Please note, however, that this is a request for information only and not a request for services. The Provider must bear all costs for preparing its RFI response.

Providers interested in responding to the City's Request for Information, should provide information organized as follows:

- 4.1** Identify the product, process, or material (Item) for which information is

being provided.

- 4.2** Identify which category to which the Item is most applicable:
- Facility design and/or retrofit
 - Vehicle and fleet related
 - Heavy Industrial
 - Other (if other, provide description of category)
- 4.3** Identify the relationship of the responder to the Item (i.e., manufacturer, supplier, contractor, designer, etc.)
- 4.4** Provide a description of the Item and its overall applicability to this RFI.
- 4.5** Describe the Item's general features and benefits.
- 4.6** Provide a brief history of the item, including but not limited to, how long the Item has been in use.
- 4.7** Where else has the item been implemented (with a particular focus on other municipal government locations)? Where available, provide references with contact information. If no references are available, explain why.
- 4.8** How are other implementations of this Item similar or different in the locations described in the previous question from that suggested for the City of Tampa's use?
- 4.9** Describe the nature and results of implementation at other locations (i.e, schedules, how funded, costs, performance, length of service to date, measured results, etc.)
- 4.10** How could the item be incorporated into the City's facilities or operations?
- 4.11** What existing resources are required to implement the item?
- 4.12** What regulatory requirements, permits, or related considerations are required to implement the Item?
- 4.13** What bidding or procurement procedures are anticipated to be required for implementation?
- 4.14** Is the item a 'single-source' item? If yes, provide specific justification for why it should be considered so.
- 4.15** Are there any proprietary aspects to the Item, either in implementation,

operation, or maintenance? If yes, describe.

- 4.16** Describe the implementation process including steps, roles, costs, and expected time frames.
- 4.17** Is the responder able to provide/obtain funding for implementation? If yes, describe.
- 4.18** What operating considerations are necessary for item to perform appropriately?
- 4.19** What maintenance is required for item to perform properly?
- 4.20** Can maintenance be performed by in-house forces or is outside vendor maintenance necessary? If outside vendor maintenance is necessary, describe why.
- 4.21** What is the expected life of the Item? At the end of its life, what steps are necessary (i.e., replacement, renovation, upgrade, etc.)? What are the expected costs?
- 4.22** How are results of implementing the Item measured?
- 4.23** Utilizing the answer to the previous question, what results should the City expect from implementing the Item?
- 4.24** What is the expected time frame for payback of the implementation costs via the benefits of the Item?
- 4.25** To what extent can the results be guaranteed?
- 4.26** Other features, sustainability, or energy efficiency aspects of the Item not otherwise covered.
- 4.27** Other issues or considerations not otherwise covered that can assist the City in developing the requirements for implementation of the Item.
- 4.28** Provide a statement of understanding that the City would be able to contact the responder for additional information or meetings to further investigate the response to the RFI at no cost to the City.
- 4.29** As described in the General Conditions, provide required statements regarding acknowledgement of the Florida Public Records Law.

5. PREPARATION AND SUBMISSION OF RESPONSE

5.1 Responses should be prepared simply and economically, providing straightforward, concise information that correlates clearly with Section 4 Information to be Submitted.

In order to insure a uniform review of each response submitted, provide the response in the following manner:

- **Title Page.** Type the name of firm, address, telephone number, name of contact person, date, and the title of the RFI.
- **Table of Contents.** Include a clear identification of the written material by section and by page number.
- **Section I. Scope of Services.** Include all the information and documentation requested under Section 4. Information to be Submitted.
- Include in the submittal the statement, “Responder acknowledges that this response is subject to the Florida Public Records Law and that submittal, upon receipt by the City, is in the public domain and will be available for public inspection.”

Responses must be submitted electronically in a searchable PDF file smaller than 3MB in size, sent via email addressed to: ContractAdministration@tampagov.net. The subject line of the email should be: “RFI – Energy”. In addition to the electronic file, a matching hard copy of the response may also be delivered to CITY OF TAMPA, Contract Administration Department, 306 E. Jackson St., #280A4N, Tampa, FL. 33602. (Submission of a matching hard copy is optional, and its provision does not take the place of the electronic file requirement.)

Any information beyond that requested must conform to the requirements of the previous paragraph is not to be submitted with the response. Any such additional, non-conforming information, if submitted, may not be reviewed.

6. REVIEW OF RESPONSES TO THE REQUEST FOR INFORMATION

Review of responses submitted to this RFI will be coordinated through the Contract Administration Department. Participation is planned by other City departments as applicable to the information submitted.

The City may, at its option, contact a responder with additional questions or may information requests.

Upon review of the submittals, presentations by responders to City staff may, or may not, occur. The selection of which firms will be asked for presentations, if any, is

solely the City's option.

7. RESPONDING TO THE REQUEST FOR INFORMATION

Information gained from responses to this RFI are intended to be used in the development energy related and alternative energy projects and the preparation of associated RFP's, RFQ's, or bid opportunities.

Response to this RFI is not a prerequisite for any future RFP, RFQ, or bid opportunity. Responders to this RFI will receive electronic notification of such opportunity as soon as they are available.

End of Section I

SECTION II. GENERAL CONDITIONS

1. GENERAL INFORMATION

1.1 Response Due Date. Sealed responses will be received no later than the date indicated on page one of this document. Responses will not be accepted after this time.

1.2 Addendum and Amendment to RFI. If it becomes necessary to revise or amend any part of this RFI, such Addenda will be posted on the Contract Administration web page at http://www.tampagov.net/dept_contract_administration/programs_and_services/architectural_engineering_construction_and_related_rfqs/. Addenda, if any, will be posted at least five days prior to the RFI submission date.

It will be the responsibility of the responders to check the web site regularly and incorporate any Addenda instructions into its submittal.

1.3 Florida Public Records Law. In accordance with Chapter 1 19, Florida Statutes, and, except as may be provided by other applicable State and Federal laws, all responders should be aware that the RFI and all responses thereto are in the public domain and are available for public inspection. Responders are requested, however, to identify specifically any information contained in their bids/proposals which they consider confidential and/or proprietary, inclusive of trade secrets as defined in s. 812.081, Florida Statutes, and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this RFP will become the property of the City of Tampa and will not be returned. All materials that qualify for exemption from Chapter 119, Florida Statutes or other applicable law must be submitted in a separate electronic file, named to clearly identify as exempt from public disclosure. Total of exempt and non-exempt material shall not exceed the electronic file size limitation in Section I. If responder elects to submit a matching hard copy, as described in Section I, exempt material must be submitted in a separate envelope, clearly identified as "Exempt from Pubic Disclosure" with the submitter's name and RFI identification on the outside. The City will not accept bids/proposals when the entire proposal is labeled as exempt from public disclosure.

Be aware that the designation of an item as exempt from public disclosure by a responder may be challenged in court by any person or entity. By designation of material in your proposal as exempt from public disclosure, responder agrees to defend the City of Tampa (and its employees, agents and elected and appointed officials) against all claims and actions (whether or not a lawsuit is commenced) related to the resopnder's designation of material as exempt from public disclosure and to hold harmless the City of Tampa (and its employees, agents and elected and appointed

officials) for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees incurred by the City by reason of any claim or action related to the responder's designation of material as exempt from public disclosure.

Note: Acknowledgement of the Florida Public Records Law must be submitted with the response as described in Section I.

1.4 City Of Tampa Ethics Code. Responders shall comply with all applicable governmental and city rules and regulations including the City's Ethics Code which is available on the City's Website. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-522) Moreover, each responder to this Request for Information acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract or obligation. The solution provider shall ensure that no City employee receives any such benefit or interest as a result of the Request for Information. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-514(d)). The City's Ethics Code may be accessed on the Internet at;

http://library8.municode.com:80/default-test/template.htm?view=browse&doc_action=setdoc&doc_keytype=tocid&doc_key=f552436af0a5fed0162201b0395fe5e6&infobase=10132 .

Printed copies of the Ethics Code can be obtained from the City Clerk's Office for a fee of \$0.15 cents a page.

1.5 Laws, Codes and Ordinances. Responders shall comply with the applicable requirements of federal and state laws, all Codes and Ordinances of the City as amended from time to time and any applicable professional regulations.

Tampa's municipal codes are published online by the Municipal Code Corporation.

1.6 Incurred Expenses. The City is not responsible for any expenses which any responder may incur in the preparation and submittal of information requested by this RFI, including but not limited to, costs associated with travel, accommodations, interviews/presentations or testing.

2. TERMS AND CONDITIONS

2.1 This is only a Request for Information (RFI) and should not be construed as intent, commitment or promise to acquire products or services presented by any responder.

2.2 The City will not be obligated to any responder as a result of this RFI. The City is not obligated for any cost incurred by responders in the preparation of the RFI response. The City will not pay for any information herein requested, nor is the City liable for any costs incurred by responders.

2.3 This RFI is being submitted strictly for the purpose of gaining knowledge of possible products or services available and their potential for incorporation into future City projects.

2.4 From the information collected, the City will review all information and options as described in Section I related to the development of future projects.

End of Section II