



**BLOCK ISLAND
UTILITY DISTRICT**
dba Block Island Power Company
P.O. Box 518
Block Island, Rhode Island 02807

RFP: Residential Energy Audit Services

Block Island Utility District Request for

Proposals: Residential/Commercial Energy Audit Services

Responses Due: August 15, 2020

PURPOSE

This Request for Proposals (RFP) is to provide residential and small business energy audit services within Block Island Utility District's (BIUD) territory. The goal is to equip our customers with the ability to reduce their utility expenses. BIUD is seeking an experienced and credentialed vendor to perform energy auditing services and to install basic measures at the time of audit.

WHO MAY RESPOND

Any individual or company with relevant experience and credentials may respond. The selected vendor will be required to provide proof of insurance, and name Block Island Utility District as additionally insured.

ISSUING AGENCY

The Block Island Utility District (BIUD) was established by the Rhode Island General Assembly under RIGL § 45-67-4. A quasi-municipal corporation, Block Island Utility District provides electricity to New Shoreham, Rhode Island on a not for profit basis. BIUD is regulated by the Rhode Island Public Utilities Commission. Currently we provide electric service to approximately 1,900 customers in New Shoreham.

RESPONSE DUE DATE

Proposals will be accepted by BIUD up until 5:00 pm on August 15, 2020 and should be submitted electronically to jwright@blockislandutilitydistrict.com.

INQUIRIES

Inquiries concerning this RFP should be directed to Jeffery Wright at jwright@blockislandutilitydistrict.com.

OTHER

BIUD reserves the right to not select any proposals or withdraw or re-issue the RFP. Respondents will not be compensated for any costs associated with submitting a proposal.

OVERVIEW, SCOPE OF WORK AND SCHEDULE:

BIUD funds a residential and small business/commercial energy efficiency audit program each year, through our Demand Side Management program. The Utility is seeking qualified respondents to perform energy auditing and direct installations measures as outlined in this scope of work, with work to be completed by BPI certified staff.

The Scope of Work for the selected vendor will include an energy audit that makes recommendations for energy efficiency improvements and organizes these opportunities into a building “road map” that incorporates the age of the building equipment, utility based incentives, and owner’s preferences to create a long-term plan for improving energy use and cost savings for the customer. The direct install offerings and incentives of our DSM program vary between residential and business/commercial customers and the services rendered should reflect those differences. Program offerings and incentives offered through the Block Island Utility District’s DSM program are available to review at www.blockislandpowercompany.com.

The goal of this initiative is not simply to provide a report and recommendations, but to give a head start to participants in terms of implementation. As a component of the energy assessment, BIUD would like the selected vendor to have the ability to implement basic direct installation measures. This will include replacing incandescent/CFL light bulbs with LED bulbs, installing smart power strips, and low flow showerheads and aerator faucets. Respondents are welcome to provide additional recommendations for direct install measures if they see fit. Additionally, the Utility would like the selected vendor to provide options such as blower door tests and/or thermal imaging scans and heating system safety testing as part of the audit as well. Respondents are again welcome to provide additional suggestions for services to provide during the audit if they see fit.

The selected auditing vendor will have the opportunity to be considered as a potential vendor for contracted work identified through the audit process, though any work conducted after the audit and direct install measures will be completed at the sole discretion and choice of the customer and the selected vendor is not granted any exclusivity on providing those services.

As we are expanding our energy efficiency program from a pilot to full-scale program, we are hoping to provide services to roughly 40 households and 10 businesses in 2020 and to grow the program year over year. As such, BIUD is interested in an annual contract with two annual Utility options to renew services. BIUD is looking to start the program in the summer of 2020 upon selection of a vendor, and ability to mobilize quickly will be one of the factors evaluated. Additionally, given the travel required to get to/from Block Island to provide services, BIUD is particularly interested in maximizing the efficiency of each vendor visit to the community. Respondents should indicate if they have the capacity to receive online requests and/or provide online scheduling to customers, or other methods that would facilitate efficient batching of services as well as responsive customer service. Additionally, given the restrictions the COIVD-19 outbreak has presented vendors should describe what services they could provide virtually/remote, if needed, such as virtual energy audits. Our expectation is to provide high quality service to our customers in every interaction and timely service is a key element to delivering on that goal. Audits should be scheduled within one week of a request and completed within six (6) weeks unless otherwise requested by a customer. When engaging with customers and providing services, it should be made clear the vendor is working on behalf of the Utility and as part of the energy efficiency program and not independently under their own branding. Finally, the Utility will be hiring a separate vendor to provide inspection and QA/QC work for its DSM program and so respondents should be prepared, when needed, to provide timely information to the selected QC firm.

Each audit should collect, at a minimum, the following information for program oversight and reporting:

- Customer name and address
- Date of audit
- Name of auditor performing service
- Number of directly installed measures, listed by type (e.g. LED lightbulbs, smart power strips, low-flow showerheads, aerator faucets, etc.)
- Cost of each direct install measure, listed by item
- Listing of additional efficiency opportunities identified for the customer
- Energy and cost savings of installed measures
- Estimates of energy and cost savings for additional efficiency opportunities
- Summary report detailing the recommendations for the customer and benefits of addressing that area of concern (e.g. the building “road map”).

Commented [T1]: Jeff, you should think about how you want to handle this. You can either have the vendor doing audits be eligible to provide additional services (e.g. HVAC/Weatherization), be the exclusive vendor for those services, or have no ability to participate in additional work. I've suggested they be an eligible, but not exclusive, option but this is ultimately your decision and may affect both the attractiveness of the offer and the pricing.

Commented [T2]: Adjust as you see fit, keeping in mind our desire for vendor to be able to batch services in some cases to minimize travel costs.

Commented [T3]: You may want to massage this language a bit, but fundamentally you want to ensure the selected vendor is not misrepresenting themselves to customers and is working on your behalf through this program.

RESPONSE FORMAT

1. Cover Letter

Highlight your experience, credentials, key customer service features, and how quickly you can begin work if selected.

2. Cost Proposal and Scope of Work

Please organize your cost proposal around the outlined Scope of Work and include:

- A. Cost per each energy audit provided. This cost should encompass both the cost for performing the audit as well as travel costs associated with performing this work, with each to be listed as a separate line item.
- B. Menu of costs for additional implementation services including replacing light bulbs, smart power strips, low-flow showerheads, faucet aerators, blower door tests/thermal imaging, and heating system safety testing. Again, each should be listed as a separate line item, including any other items that respondent has suggested above and beyond the requested scope of work.

3. Project Organization and Staffing

Summarize the qualifications of key personnel assigned to this project, including relevant certifications. Please also discuss capabilities for providing services virtually/remotely, and how those would differ from in-person services.

4. Related Experience

Discuss your relevant experience in providing energy auditing services similar to those described in the scope of work for this RFP.

5. Attachments

Please provide a sample residential energy audit report in the format that would be utilized for this project. Please also include a list of three (3) references and an organizational chart.