



CITY OF PETALUMA

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Teresa Barrett
Mayor

May 24, 2021

Brian Barnacle
D'Lynda Fischer
Mike Healy
Dave King
Kevin McDonnell
Dennis Pocekay
Councilmembers

Subject: Request for Qualifications for Facilities Power Resiliency for the City of Petaluma.

To Whom It May Concern:

The City of Petaluma invites a response from your firm for the above project. The scope of services provided in Attachment "A" of the enclosed Request For Qualifications describes the work elements and specific requirements for your response. Please note that the response is due in about two weeks.

Your response will be reviewed by City staff, and you will be notified by electronic mail of our determination.

Public Works & Utilities

City Engineer
11 English Street
Petaluma, CA 94952
Phone (707) 778-4303

If you have any questions, please contact me at (707) 975-5163 or dramirez@cityofpetaluma.org.

Your interest in the City of Petaluma and this project is greatly appreciated.

Environmental Services

*Ellis Creek Water
Recycling Facility*
3890 Cypress Drive
Petaluma, CA 94954
Phone (707) 776-3777
Fax (707) 656-4067

Sincerely,

Diane Ramirez
Capital Improvements Project Manager

Facilities, Parks & Streets Maintenance

840 Hopper St.
Petaluma, CA 94952
Phone (707) 778-4303
Fax (707) 206-6065

Enclosures: Attachment A, Scope of Services
Attachment B, Standard Professional Services Agreement

cc: project file

Transit Division

555 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4421

Utilities & Field Operations

202 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4546
Fax (707) 206-6034

E-Mail: publicworks@cityofpetaluma.org

**REQUEST FOR QUALIFICATIONS
FOR FACILITIES POWER RESILIENCY
FOR THE CITY OF PETALUMA**

The City of Petaluma is soliciting responses from consultants for professional services to provide expertise for energy resilience when the power grid is unavailable. The back-up power source may contribute power to the building to reduce the cost of energy from the grid and/or provide energy that is more “green” than what is available from the grid.

The services include:

- Reviewing each building’s layout, electrical system, and energy use data.
- Providing recommendations for emergency generators with the consideration to alternate energy sources as generators may not necessarily use fossil fuels. Other options (e.g., battery energy storage, renewable natural gas, or hydrogen fuel cell) are to be considered.
- Designing the retrofit of the existing facilities in accordance with the measures detailed by all applicable codes.
- Reviewing facilities for technologies and strategies that reduce demand and/or energy rates, such as peak shaving.
- Calculating energy savings, simple payback, and construction estimates.
- Preparing construction documents, product specifications, and specification sections suitable for bids from contractors.
- Identifying funding opportunities such as PG&E On-Bill Financing (OBF), Self Generation Incentive Program (SGIP), California Office of Emergency Services (CalOES), Energy Service Company (ESCO) or Power Purchase Agreement (PPA) financing, etc. Funding is not limited to these sources. Providing recommendations to qualify for available funding sources.
- Reviewing City identified projects and enhancing and identifying additional projects based on the scope provided.

The sites include, not listed in priority order, and not all are considered for resilient power immediately:

- Petaluma Community Center
- Petaluma Police Department
- City Hall
- Fire Stations
- Airport
- Petaluma Transit
- Pump Stations
- Public Works & Utilities Field Office
- Corporation Yard
- Bridge Tender’s House

The scope of services provided in Attachment A describes the proposed tasks for the contract. Specific requirements for the response are defined as follows.

1.0 RESPONSE REQUIREMENTS

1.1 Cover Letter

The cover letter shall be signed by an official authorized to bind your firm and contain a statement that the information included in the response is valid for one hundred and twenty (120) days.

1.2 Introduction

Provide an overview of the project, including a brief description of your understanding of the services to be provided, the project's objective, and your approach to accomplishing the objectives.

1.3 Project Management Approach

Describe your approach for managing projects, budgets, schedules, quality control, and maintaining communication with the City.

1.4 Technical Approach/Scope of Work

Describe your technical approach for completing the scope of services. Identify and detail specific tasks as necessary to complete the work. Respondents are encouraged to amplify the scope of work, identify any supplemental tasks necessary, and recommend any alternatives, enhancing the project or reducing costs.

1.5 Experience and Qualifications

Describe the proposed personnel's qualifications for conducting the proposed work. Identify the key personnel and why they were selected for your team. For each proposed key person, provide a brief description of three projects where that person provided similar services in the last three years. For each of the three projects referenced, provide the date when the service was provided, the client's name, contact name, address, and contact telephone number. These references will be contacted, so accurate and current phone numbers must be provided. Providing inaccurate information will adversely reflect on the quality of the response.

1.6 Fee Schedule

Include your firm's current fee schedule for all relevant positions within your firm. Include all other reimbursable fees and expenses and mark-up on other direct costs.

2.0 SELECTION CRITERIA

The City's selection criteria for this work include, but may not be limited to, the following:

- Responsiveness to requirements, terms, and conditions of RFQ;
- Understanding of the project and needs of the City;
- The quality and proven experience of the design team;
- Expertise and familiarity with utilizing funding opportunities such as PG&E OBF, SGIP, CalOES, etc.;
- The thoroughness of the response;
- Proven ability to commence work immediately after execution of the contract and complete the required work within a condensed contract time; and
- Experience in resilient energy design and technologies; energy efficiency design; application of equipment to aged buildings and systems; and identification of to produce energy consumption reductions.

3.0 GENERAL INFORMATION

3.1 Qualification Requirements

Responses shall be limited to a maximum of 10 pages, excluding appendices and Section 5. Responses shall be organized and numbered in the order presented below and emailed as a PDF document.

Cover Letter

Introduction

Section 1 – Project Management Approach

Section 2 – Technical Approach/Scope of Work

Section 3 – Project Team Organization

Section 4 – Experience and Qualifications

Section 5 – Fee Schedule

Appendix A - Resumes

The City of Petaluma is not responsible for responses that are delinquent, lost, mismarked, sent to an address other than that given above, or sent by mail or courier service. The City of Petaluma reserves the right, after opening the requests for qualifications, to reject any or all responses or to accept the response(s) that is, in its sole judgment, in the best interest of the City of Petaluma.

3.2 Project Time Schedule

The following schedule is provided as a guide:

Qualifications due date:	June 7, 2021
Consultants Notified:	June 14, 2021
Interview with Top Ranked Firms(s):	Week of June 21, 2021
Negotiation with Top Ranked Firm:	Week of June 28, 2021
Professional Services Agreement (PSA):	July 6, 2021
Executed PSA/Notice to Proceed (NTP):	August 2, 2021

3.3 Relevant Questions

Any relevant questions concerning the RFQ or Scope of Services shall be directed to Diane Ramirez at (707) 975-5163 or dramirez@cityofpetaluma.org.

3.4 Attachments

Attachment A, Scope of Services
Attachment B, Standard Professional Services Agreement

4.0 Professional Services Agreement

The successful firm will be required to execute the City of Petaluma Standard Professional Services Agreement (see Attachment B). The respondent understands that no exceptions to this agreement will be accepted and that any consultant submitting a response must be prepared to execute this agreement without modification.

5.0 Negotiation of Contract

After the selection of the consultant, the City and the consultant shall negotiate the scope of work and cost under which the work shall be performed. All items submitted in the consultant's response shall be subject to negotiation.

6.0 Submittal Deadline

The response must be submitted via email to the City of Petaluma no later than 5:00 pm on Monday, June 7, 2021. Please address responses to:

Diane Ramirez, Capital Improvements Project Manager
dramirez@cityofpetaluma.org

Thank you for your interest in this Request for Qualifications.

ATTACHMENT A

SCOPE OF SERVICES FOR FACILITIES POWER RESILIENCY FOR THE CITY OF PETALUMA

INTRODUCTION:

The City of Petaluma (“City”) provides various services to the community in Petaluma. The facilities under consideration include the Airport, City Hall, Community Center, Fire Station, Police Department, Transit, Corporation Yard, and Pump Stations. Many City facilities have aged and have not undergone any improvements, possibly since their construction, and available electrical panel capacity may be limited.

The Community Center has been identified as a critical facility and intended to be addressed first facility within the resilient power project. It may be the only facility for the fiscal year 2021-2022. The City of Petaluma received funding from CalOES, and the City is hopeful to have resilient power in place by fall 2021.

The City is looking to implement resilient power to energize a building when electricity is not available from the grid. The City recognizes that certain facilities may have additional energy efficiency opportunities and would like to pursue further efficiency in a separate project. The timing is such that the resilient power may need to be built prior to implementing energy efficiency. Currently, the funding is available for resilient power, not energy efficiency. The City will examine fuel switching measures such as heat pump replacements in lieu of gas furnaces and installation of additional electric vehicle service equipment, which reduces the fossil fuel load and increases the electrical load. The City would like to pursue sources such as the PG&E On-Bill Financing loan program, SGIP, Cal OES, and other sources identified by the consultant.

Any building improvements that can be identified will be listed as individual measures, benchmarked, energy savings calculated, energy bill savings, rebates, return on investment, project payback terms, and then compile a prioritized list of projects that will pay back within the ten-year allowed term of the PG&E On-Bill Financing loan.

1.0 Project Review and Analysis

The consultant shall identify all resilient power methods and provide commentary about the applicability of each method. The consultant shall make a recommendation for the most appropriate technology for each building and the reasoning for the recommended technology. The consultant shall show a spreadsheet of run time, cycle, total power capacity, pros and cons of the technology, capital replacement schedule, and other factors to assist staff with the preferred resilient power solution.

In addition to the resilient power project, the consultant shall identify energy efficiency projects appropriate for completion, analyze the project financials, perform site review and investigations,

review existing documentation on file with the City, evaluate existing conditions, and meet with City staff to define the final, detailed project scope and objectives, and further determine the appropriate course of action. The energy efficiency measures will list a series of projects in a recommended priority order for implementation. Schedule meetings with City staff as required, sharing and dissemination of information, appropriate guidance, and coordination.

2.0 Plans, Specifications, and Estimates (PS&E)

The goal of the consultant's work is to produce plans, specifications, and estimates for bidding and construction of the facilities described. The overall PS&E work shall be generally phased in 50%, 95%, and 100% levels of completion. Consultant shall provide submittals to the City corresponding to these phases of PS&E and address the City's and other agencies' comments from the submittal review in the next phase, as appropriate.

The City will supply Petaluma's boilerplate provisions for incorporating into bid documents package. Preliminary specifications and cost estimates shall be required with 50% and 95% levels of completion and finalized with the 100% PS&E and bid document package.

The design shall include, but not be limited to, mechanical design, electrical design, plans and specifications, layouts, typical sections, and construction details necessary to construct the required work.

Deliverables:

1. Facilities power resiliency potential projects report.
2. Plans, specifications, and cost estimate.
3. Bid documents and cost estimate ready for reproduction/printing; and one electronic copy of the mentioned documents.

3.0 Bidding Phase Services

As necessary, the Consultant shall provide responses to prospective bidders' questions during the bidding phase, prepare addenda, and attend pre-bid meeting.

4.0 Project Construction Support Services

Services during construction shall be required as part of this contract. These services include, but not limited to:

- Pre-construction conference.
- Review of shop drawings.
- Responding to Request for Information (RFIs) and Contract Change Orders (CCO).
- Periodic field visits.
- Record drawing corrections and preparation.