REQUEST FOR INFORMATION (RFI)

for

ENERGY CONSULTANT FOR A JOINT SOLAR INITIATIVE

RESPONSE SUBMISSION DEADLINE:

May 1, 2019 at 4:00 PM

ADDRESS ALL RESPONSES TO:

AILEEN CHISELKO, MUNICIPAL CLERK
Achiselko@monroetownshipnj.org
Township of Monroe
Notice of Request for Information
Energy Consultant for a Joint Solar Initiative

Information is requested by the Township of Monroe at its offices at 125 Virginia Avenue, Williamstown, NJ 08094 on May 1, 2019 at 4:00PM for:

Energy Consultant for a Joint Solar Initiative

This Request for Information (RFI) is issued by the Township of Monroe. The purpose of this RFI is to solicit information for possible appointment of Energy Consultant responsible for the coordination of various professional disciplines relating to energy efficiency projects in the Township as needed and to provide general advice relative to energy conservation initiatives. This RFI contains preliminary information to serve as a platform for discussion with an Energy Consultant to manage a Joint Solar Initiative among the Township of Monroe, the Monroe Municipal Utilities Authorities and Monroe Township Board of Education/Monroe Township Public School District. The information in this RFI is in no way final nor does it represent what may be contained in a Request for Proposal (RFP), should one be issued. This issuance does not constitute a commitment to issue an RFP, award a contract, or pay any costs incurred in preparation of a response to this request.

Full copies of the Notice of Request for Information are available on the Township's website www.monroetownshipnj.org and from the Municipal Clerk at 125 Virginia Avenue, Williamstown, NJ 08094.

RFI questions are to be sent via email to: Cncl. Patrick O’Reilly Poreilly@monroetownshipnj.org no later than 4:00PM, ET, on Friday, April 26, 2019.

RFI responses are to be sent via email to: Aileen Chiselko, Municipal Clerk Achiselko@monroetownshipnj.org no later than 4:00PM, ET, on Wednesday, May 1, 2019. Please send in electronic format (MS Word).

Aileen Chiselko, Municipal Clerk
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## REQUEST FOR INFORMATION SUMMARY SHEET

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<th>Township of Monroe</th>
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<td>Issue Date:</td>
<td>Wednesday, April 17, 2019</td>
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<tr>
<td>Closing Date &amp; Time:</td>
<td>Wednesday, May 1, 2019 at 4:00 PM</td>
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<tr>
<td>Issuing Office:</td>
<td>Township of Monroe Municipal Clerk, Aileen Chiselko</td>
</tr>
<tr>
<td>RFI Questions Due:</td>
<td>Friday, April 26, 2019 at 4:00 PM Cncl. Patrick O’Reilly <a href="mailto:Poreilly@monroetownshipnj.org">Poreilly@monroetownshipnj.org</a></td>
</tr>
</tbody>
</table>

RFI questions are to be sent via email to: Poreilly@monroetownshipnj.org

RFI responses are to be sent via email to: AChiselko@monroetownshipnj.org

RFI responses must be submitted no later than 4:00 PM, ET, on Wednesday, May 1, 2019
I. Purpose of the Request for Information (RFI)

This Request for Information (RFI) is issued by the Township of Monroe. The purpose of this RFI is to solicit information for possible appointment of Energy Consultant responsible for the coordination of various professional disciplines relating to energy efficiency projects in the Township as needed and to provide general advice relative to energy conservation initiatives. This RFI contains preliminary information to serve as a platform for discussion with an Energy Consultant to manage a Joint Solar Initiative among the Township of Monroe, the Monroe Municipal Utilities Authorities and Monroe Township Board of Education/Monroe Township Public School District. The information in this RFI is in no way final nor does it represent what may be contained in a Request for Proposal (RFP), should one be issued. This issuance does not constitute a commitment to issue an RFP, award a contract, or pay any costs incurred in preparation of a response to this request.

The Township of Monroe is exploring recommendations and innovative solutions that satisfy the objectives and desired features described in this RFI, including but not limited to:

- The Township of Monroe desires to appoint an Energy Consultant responsible for the coordination of various professional disciplines relating to energy efficiency projects in the Township as needed and to provide general advice relative to energy conservation initiatives.

- An Energy Consultant will have thorough experience and qualifications with the NJBPU Energy Audit process and procedures. They will be capable of professional evaluation, recommendations and implementation of mutually agreed upon Energy Conservation Measures.

- An Energy Consultant should demonstrate knowledge and experience in energy consulting and its application in municipalities in New Jersey.

- Any experience involving municipalities in Gloucester County or surrounding Counties should be addressed.

- Any experience or knowledge of matters directly affecting energy projects in the Township of Monroe should be addressed.

- Seeking a minimum of two (2) years' experience providing consulting services to municipal governments in New Jersey relative to energy consultant work.

- Information relating to prior experience obtaining grants and loans for municipal energy projects.

- Information relating to prior experience and knowledge concerning general administration of public entities.
A bona fide principal office in the state of New Jersey.

List all past and present municipal clients.

Information concerning the ability of the company/individual to perform tasks for the Joint Solar Initiative and timeframe for initiation period, completion time and continued maintenance and management of solar energy services.

Information of cost details for implementation of a Joint Solar Initiative for individuals to perform initiation, completion time and continued maintenance and management of solar energy services.

At the conclusion of this solar initiative, the expectation is that the Township of Monroe will have established a Joint Solar Initiative among the Township of Monroe, the Monroe Municipal Utilities Authorities and Monroe Township Board of Education/Monroe Township Public School District. All ideas and suggestions that provide alternative recommendations to designing, developing, acquiring, operating, supporting, and managing any areas of a Joint Solar Initiative solution are welcome. Township of Monroe encourages creativity and outside-the-box thinking in response to this RFI.

II. Request for Information (RFI) Submission

Responses to this RFI should be submitted electronically via email to Aileen Chiselko, Municipal Clerk at AChiselko@monroetownshipnj.org no later than Wednesday, May 1, 2019, 2019 at 4:00 PM.

III. Electronic Question and Answer Period

The Township of Monroe will electronically accept questions and inquiries from all potential respondents. Questions or inquiries should be submitted electronically via email to Patrick O’Reilly, Councilperson at Poreilly@monroetownshipnj.org no later than Friday, April 26, 2019 at 4:00 PM. Questions should be directly tied to the RFI and asked in consecutive order, from beginning to end, following the organization of the RFI; and

A. Each question should begin by referencing the RFI section number to which it relates.

The deadline for electronic questions and inquiries relating to this RFI is indicated on the RFI cover sheet. In the event that questions are posed by potential Respondents, answers to such questions will be issued by RFI Amendment. RFI Amendments, if any, will be posted on the Township of Monroe’s website in the same manner as the RFI.
IV. Contents of the RFI Submissions

Responses to this RFI can be released to the public pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1.1 et seq., or the common law right to know.

All information submitted to the Township of Monroe in response to this RFI is considered public information notwithstanding any disclaimers to the contrary submitted by a Respondent. Proprietary and confidential information may be exempt from public disclosure by OPRA and/or the common law.

As part of its response, a Respondent may designate any data or materials it asserts are exempt from public disclosure under OPRA and/or the common law, explaining the basis for such assertion. The location in the response of any such designation should be clearly stated in a cover letter. The Township of Monroe reserves the right to make the determination as to what is proprietary or confidential, and will advise the Respondent accordingly. Any proprietary and/or confidential information in a response will be redacted by the Township of Monroe. The Township of Monroe will not honor any attempt by a Respondent to designate its entire response as proprietary, confidential and/or to claim copyright protection for its entire response. Copyright law does not prohibit access to a record which is otherwise available under OPRA. In the event of any challenge to the Respondent’s assertion of confidentiality with which the Township of Monroe does not concur, the Respondent shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the Respondent. The Township of Monroe assumes no such responsibility or liability.

V. Background

The primary objectives of the Township of Monroe’s Request for Information is to identify Energy Consultants who can initiate and manage a Joint Solar Initiative project among the Township of Monroe, the Monroe Municipal Utilities Authorities and Monroe Township Board of Education/Monroe Township Public School District.

VI. Responding to the RFI

Respondents are encouraged to provide any information relative to technologies that may benefit a Joint Solar Initiative project among the Township of Monroe, the Monroe Municipal Utilities Authorities and Monroe Township Board of Education/Monroe Township Public School District.

Recommendations for Business Process Improvements are welcome.

RESPONSE DUE DATE: Wednesday, May 1, 2019 at 4:00 PM. Please send in electronic format (MS Word) to Aileen Chiselko, Municipal Clerk at AChiselko@monroetownshipnj.org.
A. General Vendor Information

1. Company Information

a) Name of company
b) Contact person
c) Address, telephone number and email address
d) Company websites/online literature, if available

B. Solutions and Recommendations:

1. General

a) Describe your recommendations for an efficient, cost effective Joint Solar Initiative
b) Explain how the recommendations best balance delivery of functionality against schedule, cost, risk, staff resources and quality.
c) Has your company implemented Joint Solar Initiative in the past? If so, when was the same initiated?
d) Does your company support the continued management of a Joint Solar Initiative, continued maintenance, etc.

2. Implementation Recommendation and Plan

a) Please provide information relative to the type of implementation recommendations your company uses and the benefits of those recommendations.
b) What recommendations could your company provide for initiating a Joint Solar System?
c) Please provide your company’s recommendations for knowledge transfer and training.

3. Workflow

a) Please provide your company’s generic recommendations to workflow.

4. Payments

a) Does your company recommend different payment platforms that should be included?

5. Technical Architecture

a) Does your company recommend a standard architectural framework initiating a Joint Solar System? If so, describe.
6. Maintenance

a) Please recommend a system maintenance model.
b) Would your company recommend a release schedule for modifications.
c) How would your company recommend data back-up and disaster recovery if it were a hosted application?

C. Development and Implementation

a) Provide recommendations for support and pricing structure for vendor supported hosting, operations, maintenance and upgrades.

D. Operations and Support

Describe and discuss recommendations for a Joint Solar Initiative that can be supported and maintained most efficiently and cost-effectively. Where appropriate for the recommendations, address the merits and drawbacks of:

1. State supported – Knowledge-transfer recommendations should be detailed by the respondent.

2. Hybrid recommendations – Where the State shares support responsibility with the Vendor.

3. Vendor Supported – Turnkey service delivery by a vendor with a multi-year agreement for hosting/maintenance/upgrades (including law changes, technology refresh, and product evolution).