



TOWN OF MEREDITH

Administrative Services

41 Main Street, Meredith, New Hampshire 03253-5861

Telephone (603) 279-4538 ♦ Fax (603) 279-1042

REQUEST FOR PROPOSAL

2010 – ENERGY CONSERVATION PLANNING PROFESSIONAL SERVICES

1. General Information

- The Town of Meredith seeks proposals from qualified individuals or firms to provide energy conservation planning services.
- The Town of Meredith has applied to the NH Office of Energy and Planning (NHOEP) for grant funding under the American Recovery and Reinvestment Act (ARRA) Energy Efficiency and Conservation Block Grant Program to fund the requested services. **Any local award for these services is contingent upon a grant award from NHOEP. NHOEP plans to make award decisions by March 10, 2010.**
- Due to the federal source of project funding, the grantee (Town of Meredith) and its service providers and vendors may be subject to special ARRA terms and conditions including reporting, wage and procurement requirements.
- The successful candidate will work with a recently established Local Energy Advisory Committee (LEC) and the Town Planner to help fulfill the committee's goal to promote and facilitate energy conservation measures for Meredith's residents, businesses and municipal operations.
- The LEC will function as a steering committee with regards to the execution of the services to be provided.
- The Town of Meredith Community Development Department will provide administrative support to the LEC (meeting notices, minutes etc.)
- The LEC Charge can be found at www.meredithnh.org.

2. Scope of Professional Services Requested

The scope of services includes the following tasks:

- Assist the LEC in researching local energy conservation and sustainability related issues.
- Develop and facilitate meaningful public engagement, citizen involvement processes.
- Identify local energy conservation strategies and recommendations in form of draft energy section suitable for inclusion the town's master plan.
- Conduct a regulatory audit of Meredith's zoning ordinance, site plan review regulations and subdivision regulations to identify energy-related conservation opportunities.
- Based on priorities identified in regulatory audit, develop draft amendments for Planning Board consideration.

3. Proposal Content

The submittal shall include each of the following elements:

- Identify a single individual who will serve as the point of contact for the duration of the project.
- Provide a statement of qualifications of the individual, firm or subcontractor that will be performing any element of the work required in this proposal.
- Describe a recommended approach for the tasks identified in Section 2.
- Provide a proposed schedule for task/project completion. It is anticipated that the services provided would be completed within eight to twelve months beginning in April 2010.
- Identify any major assumptions that the proposal is based upon.
- Include a proposed fee structure for professional services rendered.

4. Instructions to Bidders

- Questions regarding the Request for Proposals should be directed to: Angela LaBrecque, Town Planner at alabrecque@meredithnh.org or 677-4228.
- Deadline for submittal: No later than 12:00 PM, Friday, February 12, 2010.
- Proposals shall be clearly marked: **RFP 2010 Energy Conservation Planning Services.**
- Submit proposals to: Meredith Town Hall, Administrative Services, 41 Main Street, Meredith, NH 03253 or to bvittner@meredithnh.org.
- Proposals will be opened by the Administrative Services Department at 12:00 PM, Friday, February 12, 2010.
- Proposals submitted via E-mail will be accepted provided they are received no prior to the deadline.
- Proposals submittal via Fax will not be accepted.

APPENDIX A

The Town of Meredith
Indemnification Agreement

The following indemnification agreement shall be and is hereby a provision of this contract:

The Contractor agrees to protect, defend, indemnify, and hold the Town of Meredith harmless from and against any and all losses, penalties, damages, settlements, costs, changes, professional fees or other expenses or liabilities of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance thereof.

Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged, or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

In any case, the foregoing provisions concerning indemnification shall not be constructed to indemnify the town of Meredith for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town, its officers, agents or employees.

This covenant shall survive the termination of this agreement.

Agreed upon:

_____ Date _____ Company (Contractor) Name

Printed/Typed Name of Person Authorized Signatory

Authorized Signature

Company Address: _____

Phone #: _____ Fax #: _____

Emergency Contact Person: _____

Emergency Contact #'s: _____

APPENDIX B

**Insurance Requirements for
Contractor for the Town of Meredith, NH**

Name of Contractor: _____

Name of Insurance Company(s):

Policy Number(s): _____

General Liability:

General Aggregate \$1,000,000.00

Commercial General Liability - Products Completion
Occurrence Operations Aggregate \$1,000,000.00

Comprehensive Form Personal & Advertising Injury \$ 300,000.00
Premises/Operation

Contractual
Independent Contractors Each Occurrence \$1,000,000.00

Board Form Property Damage
Personal Injury Fire Damage \$ 50,000.00
(Any one fire)

Automobile/Equipment Liability:

- (x) Any Auto (x) Any Equipment
(x) Any Hired Auto (x) Any Hired Equipment
(x) Non-Owned Auto (x) Any Non-Owned Equipment

Worker's Compensation/Employee's Liability:

NH Statutory Provisions Coverage-Employee bodily injury by accident, disease and policy limit.

Other:

The Town of Meredith shall be named as additional insured and certificate holder while transporting Meredith materials or property.