

**REQUEST FOR QUALIFICATIONS**

**FOR THE PROVISION OF CONSULTANT SERVICES FOR THE COMMUNITY ENERGY  
AGGREGATION PROGRAM**

**ISSUE DATE: 12/4/2020**

**DUE DATE: 12/18/2020**

**Issued by:**

**Township of South Brunswick**

## **SECTION 1 INTRODUCTION**

The Township is soliciting Proposals and Qualification Statements for the provision of professional services, as more particularly described herein. Persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Proposal and Qualification Statement in accordance with the procedure and schedule in this RFQ. The Township intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of South Brunswick.

## **SECTION 2 SCOPE OF SERVICES**

It is the intent of the Township to solicit Proposals and Qualification Statements from Respondents that have expertise in the provision of Consulting Services for the Township's Community Energy Aggregation Program. The Qualified Respondent will assist the Township in structuring and implementing a community and Government Energy Aggregation (GEA) program to provide electric energy customers with lower energy rates from renewable energy sources. Scope of services include:

### **1. PUBLIC OUTREACH**

- Work with the Township to set up and advertise public discussion forums on GEA during the opt-out period or as needed, in the event that an award is made to a supplier.
- Develop mailing(s) to be distributed at the beginning of the opt-out period describing the program and inviting residents to attend town hall meetings (in-person or virtual as may be requested and/or permitted).
- Conduct town hall meetings during Township Council meetings or as needed (in-person or virtual as may be requested and/or permitted) to present and discuss the concept of GEA with customers. The scheduling of said meetings will be coordinated with Township officials.
- Develop other documents such as a "Frequently Asked Questions" page for upload to Township website or handout to be available at town hall or distributed at local events.
- Develop for and in cooperation with the Township media messages to inform and educate the media on energy aggregation.
- Meet with the Township to decide how to time electric procurement bids.
- Decide with the Township on any amendments to the Township's GEA Ordinance consistent with New Jersey law.

- Work with the Township to prepare necessary resolution(s)/ordinance(s), including drafting of such documents and other documents as may be necessary to implement GEA.
2. CONTACTS WITH BPU AND REGULATED UTILITIES
    - Work with BPU, if necessary, to obtain its approval of an Electric Distribution Company (EDC) Agreement with PSE&G and/or JCP&L, and a Form Notice to Customers.
    - Work with EDC to negotiate the EDC aggregation Agreement.
    - Meet with EDC to obtain its support for the requirement to supply data and modalities of transfer, including the handling of confidential customer information.
  3. DATA COLLECTION
    - Obtain account and other needed data information to include in the bid package.
    - Respondents shall bear the cost of obtaining usage data for non-residential customers.
  4. CONTACTS WITH TPS AND LIST OF POTENTIAL SUPPLIERS
    - Prepare list of potential viable suppliers.
    - Communicate with New Jersey Licensed Third Party Suppliers about the bid documents and related processes and encourage their participation.
  5. DEVELOPMENT OF BID SPECIFICATIONS AND CONTRACT
    - Preparation of an RFP consistent with the BPU Rules, the Local Public Contracts Law (as applicable) and the Township program-specific details.
    - Discuss and obtain approval by the Township of RFP content:
      - Length of contract
      - Expected savings for participants
      - Special requests (Higher renewable content, conservation programs, etc.
    - Specifications shall require that Bid prices include an energy agent fee based upon a per kilowatt hour price. Bidders shall include this agent fee in their bid prices.
    - Presentation of the RFP draft to the BPU and the Division of Rate Counsel for comments, if necessary.
    - Discussion of suggestions by BPU and Division of Rate Counsel and eventual implementation, if necessary.
    - Approval of RFP by the Township.
    - Preparation of a master performance contract following BPU guidelines.
    - Presentation of the contract draft to the BPU and the Division of Rate Counsel for comments, if necessary.
    - Discussion of suggestions by BPU and Division of Rate Counsel and eventual implementation, if necessary.

- Obtain approval of preliminary contract by the Township and authorization to implement if accepted.
6. ADMINISTRATION OF BID PROCESS
- Make licensed suppliers aware of the bid.
  - Prepare responses to all vendor questions and issue any necessary addenda.
  - After review and approval by the Township, distribute the responses and addenda to all suppliers.
  - Review and provide ranking of supplier qualifications to provide requested GEA services.
  - Analyze bid responses.
  - Prepare a Report for the Township providing evaluation of qualifications, analysis of bid, and recommendations for contract award.
  - Facilitate finalization and execution of contract between the Township and selected supplier.
7. IMPLEMENTATION OF GEA
- Coordinate with selected supplier to prepare written notice to residential accounts and opt-out forms for the implementation of a GEA.
  - Coordinate with selected supplier to prepare written notice to non-residential accounts and opt-in forms for the implementation of a GEA.
  - Obtain from PSE&G and/or JCP&L list of accounts and service addresses that have not already signed up with a TPS; assist in review and edit of customer list to assure consistency with municipal boundaries.
  - Coordinate printing and mailing of GEA notices to residential and non-residential customer lists (such printing and mailing to be undertaken by the winning supplier) obtained from EDC.
  - Coordinate tallying of “opt out” and “opt in” notices
  - Transfer of list of residential and non-residential accounts to designated TPS
  - Verification of change of supplier.
  - Set up with the Township contact name, phone number and email address for customer inquiries.
8. ENERGY ADVISORY SERVICES
- Ongoing market monitoring and advisory services, including advising the Township on when and in what amount to exercise options to convert open commodity positions to fixed-price positions.
9. CLIENT RELATIONSHIP
- Meet with the Township during the bid process as well as after the award is made.

### **SECTION 3**

#### **GENERAL INFORMATION**

##### **3.1. Procurement Process and Schedule.**

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* The selection is, however, subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 *et seq.* The Township has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal and Qualification Statement in response to the RFQ.

Proposals and Qualification Statements will be reviewed and evaluated by the Township to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Township will (in its sole judgment) determine which Respondent is best qualified to perform the services.

All communications concerning this RFQ or the RFQ process shall be directed in writing to the Township Manager.

**Proposals and Qualification Statements must be submitted to, and be received by, the Township, via mail or hand delivery, by 2:00 p.m. Prevailing Time on the date due. Proposals and Qualification Statements will not be accepted by facsimile transmission or e-mail.**

#### **ANTICIPATED PROCUREMENT SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
1. Issuance of Request for Qualification	12/4/2020
2. Receipt of Proposals and Qualification Statements	12/18/2020
3. Anticipated Designation of Qualified Respondent	1/12/2021

#### **3.2. Conditions Applicable to RFQ.**

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Township reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Township reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- No Proposals or Qualification Statements shall be returned.
- All Proposals and Qualification Statements will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole discretion) in accordance with law.
- The Township may request Respondents to send representatives to the Township for interviews.
- Any and all Proposals and Qualification Statements not received by the Township by 2:00 p.m. Prevailing Time on the date due will be rejected.
- Neither the Township, nor their respective staff, consultants nor advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal and Qualification Statement.
- The Township may waive any technical non-conformance with the terms of this RFQ.
- The Township may suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Township may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- By submitting a response to this RFQ, the Respondent certifies, under penalty of perjury, that it has not made a political campaign contribution in violation of South Brunswick Code Article XIV or State law, and acknowledges that it has a continuing duty to report any

such violation that may occur during the solicitation process and duration of any contract that may be awarded to it. Any Respondent found to knowingly violate the South Brunswick Code or State law, or knowingly fail to reveal or misrepresent a contribution in excess of the limits set forth in the South Brunswick Code or State law, or who knowingly makes or solicits contributions through intermediaries for the purpose of concealing or misrepresenting the source of any contribution, shall be considered to be in breach of the terms of any agreement or contract with the Township that may then be in effect and shall be subject to the penalties prescribed by law.

### **3.3. Submission of Qualification Statements.**

Respondents must submit **one (1) unbound copy** of their Proposal and Qualification Statement to:

Bernard P. Hvozdovic, Jr.  
Township Manager  
Township of South Brunswick  
540 Ridge Road  
Monmouth Junction, NJ 08852

## **SECTION 4 SUBMISSION REQUIREMENTS**

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on should be included as appropriate to the RFQ:

- Name of firm, address of principal place of business and all other offices and corresponding telephone and fax numbers.
- Identify specifically which planner(s) will be assigned to work with the municipality;
- For the planner(s) assigned to conduct this work, a description of the planner's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
- Experience related to providing planning services to public entities, specifically planning or zoning boards;
- Name, address and contact information of at least four (4) references, three (3) of which must have knowledge of your service to public entities;

- The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
- Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount;
- Evidence of compliance with New Jersey affirmative action requirements (e.g., Certificate of Employee Information Report);
- A copy of your New Jersey Business Registration Certificate; and
- Any other information that the interested firm deems relevant.

At the request of the municipality, Respondents may be asked to give an oral demonstration/presentation at the Municipal Building of their services and equipment prior to award. Vendor will not be compensated for making the presentation.

2. Describe the services that Respondent would perform directly and those portions, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
3. Brief description of Respondent's largest, smallest and a mid-sized project during the last three (3) years.
4. Resumes of key employees.
5. A narrative statement of the Respondent's understanding of the Township's needs and goals.
6. List all immediate relatives of Principal(s) of Respondent who are Township employees or elected officials of the Township. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.
7. Any judgments, claims or suits pending or outstanding against company. If yes, please explain.
8. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
9. Confirm appropriate federal and state licenses to perform activities.



10. Please submit a list of political contributions that are reportable pursuant to the provisions of N.J.S.A. 19:44A-1, et seq., that were made during the preceding 12-month period, along with the date and amount of each contribution and the name of the recipient of each contribution.

## **SECTION 5 EVALUATION**

The Township's objective in soliciting Proposals and Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of South Brunswick. The Township will consider Proposals and Qualification Statements only from firms or organizations that, in the Township's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in this RFQ.

Proposals and Qualification Statements will be evaluated by the Township on the basis of the most advantageous, cost and all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Township and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Township;
4. Availability to meet timeframes for completion of projects or services as set by the Township Manager; and
5. Cost of the proposal.

## **SECTION 6 PAYMENT CONDITIONS**

1. All services shall be billed to and paid by the winning supplier.
2. No management fees will be collected unless and until a power supply contract is awarded by the Township.
3. Expenses required in order to implement a GEA which are not included in the energy agent fee shall be recoverable from the selected supplier.
4. Direct costs related to implementation of a GEA shall be borne by or recovered from the winning supplier and shall not be borne by the Township.

## APPENDIX A

### Documents that are required Prior to a Contract Execution

Checklist for  
Items that will  
be required

1	BUSINESS ENTITY DISCLOSURE CERTIFICATION Required Pursuant To N.J.S.A. 19:44A-20.8	
2	Business Registration Certificate (BRC) from the State of New Jersey Department of Treasury, Division of Revenue)	
3	Required Insurance Documentation	
4	Submission of a Non-Collusion Affidavit	
5	Mandatory Affirmative Action Language	
6	Mandatory American Disabilities Act Language	