

Philadelphia Energy Authority

Executive Director

REQUEST FOR PROPOSAL

1 August 2013

1515 Arch Street
Philadelphia, PA 19102

Table of Contents

- I) General Information and Conditions
- II) Services Description
- III) Scope of Services
- IV) Submission Requirements
- V) Criteria for Evaluation

I) General Information and Conditions

- a) The Philadelphia Energy Authority (PEA) was formed in 2011 by the City of Philadelphia. The Authority's mission is to assist the City of Philadelphia and other government agencies and local institutions to reduce energy use and costs and to promote the development and use of clean, renewable energy. The Authority participates in the selection of and will enter into contracts with vendors to implement long term energy projects. The Authority's role is also to educate Philadelphia's consumers regarding choices available in the energy marketplace and to leverage the Authority's energy expertise to improve the health, safety and general welfare of the City and its citizens. Currently, the Authority consists of its five Board members nominated by the Mayor of the City and City Council and confirmed by City Council. The Authority's operations are currently funded by the City via the Mayor's Office of Transportation and Utilities and most administrative support will be provided by the Philadelphia Municipal Authority pursuant to the terms of a Memorandum of Understanding and by a new Executive Director who will act as the staff for the Authority and its Board. This solicitation seeks qualified consultants to serve as the Authority's Executive Director. We expect this to be approximately a half-time position, and would consider arrangements with consulting firms as well as with individuals. For more information regarding the Authority, see www.philadelphiaenergyauthority.com.
- b) The Philadelphia Energy Authority invites you/your firm to submit a proposal for the above stated project. The proposal is to include evidence of your company's and/or the individual(s) experience and qualifications to address the scope of work as outlined herein. It is the PEA's intent to award to the Proposer most qualified and best meeting the interests of the PEA.
 - i) Proposals should be submitted in the format described below in Section IV. Proposals in any other format will be considered informal and may be rejected. Proposals must be accompanied by a cover letter signed by the individual Proposer or an Officer or Principal of the Proposer firm.
 - ii) The provisions of this Request for Proposal shall not be deemed to be an offer to enter into any agreement and all recipients of this document acknowledge and agree that this Request for Proposal does not contain terms and conditions that are binding on the parties. There shall be no binding agreement imposing legal obligations on either party unless and until the parties execute a formal written agreement designated as such. No reliance, performance, change or loss of position or other action or expectation now or hereafter made or incurred based upon any of the terms and

conditions of the contemplated transactions set forth herein, whether or not at the request or urging of the other party, shall be deemed to create any obligation or agreement of any type. This Request for Proposal may be withdrawn at any time with or without notice to any party.

- c) Office of Economic Opportunity Participation: Given the nature of the personal services requested, no goals for minority or female participation have been set for this proposal. However, in accordance with Executive Order No. 03-12 (available at www.phila.gov/OEO), we encourage MBE and WBE firms to respond to this RFP.

II) Services Description

a) Overview and Location

- i) Location: One Parkway Building, 1515 Arch Street, 9th Floor, Philadelphia, PA. Specific office location is TBD.
- ii) Services Description: The Philadelphia Energy Authority intends to engage the services of a consultant to act as the Executive Director of the Authority. The position is part time, approximately a 0.5 FTE

b) Contract Duration

- i) The base term of the contract will be for approximately 10 (ten) months and is anticipated to commence on or about September 1, 2013 and end June 30, 2014. The Philadelphia Energy Authority, at its sole discretion reserves the right to exercise options to renew this contract for up to two additional terms of one year each, provided such an extension is acceptable to the Service Provider. These options shall run from July 1, 2014 to June 30, 2015 and from July 1 2015 to June 30, 2016 respectively.
- ii) The PEA will notify the selected consultant of the intent to exercise an option period no later than 30 days prior to the start date of that option.

c) Payment Terms

- i) PEA shall pay for the Services on a monthly basis, within approximately thirty days from the date of receipt of the invoice. The charges for any partial month shall be prorated on a per diem basis. Service Provider may provide additional payment options for consideration with their response (such as flat monthly fee).
- ii) At the beginning of each calendar month, the Service Provider shall submit a detailed invoice for the services rendered during the preceding calendar month, including an itemization of costs to the PEA's Chief Administrator at the following address:

Al Childs, Chief Administrative Officer
Philadelphia Energy Authority
One Parkway Building
1515 Arch Street, 9th Floor
Philadelphia, PA 19102

- iii) Service Provider shall provide all of the Services contemplated by this Agreement at a fixed price as outlined in Attachment 1, unless the PEA and Service Provider shall agree to an alternative price (such as monthly fixed fee).
- d) Attachments
 - i) Attachment 1 – Fee Proposal Worksheet
 - ii) Attachment 2 – Consulting Agreement

III) Scope of Services

- a) The Philadelphia Energy Authority seeks a qualified consultant(s) to act as the Executive Director of the PEA. The Executive Director will be the primary day-to-day representative of the PEA and shall report directly to the PEA's Board.
 - i) The basis of the bid is for the consultant to provide an Executive Director for 1,000 hours. It is the intent of the PEA that these hours will be spaced approximately evenly over the course of the year, although there may be some variation based on workload and deadlines. Subject to availability of funding, additional hours may be awarded.
 - ii) The PEA intends to provide an office space for the selected consultant in one of the City of Philadelphia's municipal buildings. The specific work schedule and work location are negotiable.
 - iii) The consultant is responsible for all associated costs including, but not limited to insurance, business license fees, taxes, health care, providing his or her own computer, cellular phone, and any transportation expenses.
- b) General duties of the Executive Director include, but are not limited to:
 - i) Work with the Chief Administrative Officer, Philadelphia Municipal Authority, and multiple City officials to manage all aspects of the Energy Authority's operations.
 - ii) Coordinate with the Chief Administrative Officer to develop and administer Authority budgets and funding streams.
 - iii) Initiate and manage an intern program for the Authority as appropriate.
 - iv) Map current City energy and sustainability projects and local energy and sustainability initiatives and identify appropriate roles for the Authority.
 - v) Using input from public testimony, City Officials, and other information, assist the Authority's Board to develop a target list of Authority future projects, near and longer term. Develop annual policy and project priorities and an action plan, and lead the execution of those plans.
 - vi) Attend meetings and monitor and report upon projects where the City requests Authority participation as selected by the Authority Board. Provide technical, legal, and administrative review or otherwise obtain and manage consultants as necessary to advise the Authority's Board on the proposed projects.

- vii) Represent the Authority at appropriate conferences, symposia and meetings regarding energy and sustainability initiatives. Seek out opportunities for consumer and community education and feasible methods for the PEA to deliver or provide for the delivery of that education.
 - viii) Work with City departments and agencies to implement energy budgeting pilot project in partnership with the Mayor's Office of Transportation and Utilities and the Mayor's Office of Sustainability to achieve energy reduction by incentivizing behavior change. Support identification of simple cost reduction initiatives, keep track of pilot results and develop mechanism for returning benefits to both the City agencies and departments which successfully reduce energy costs and the Authority.
 - ix) Develop content for and administer the Authority's website and possibly social media.
 - x) Other duties as assigned in these and related areas.
- c) Consultants who are proposed to serve as the Executive Director will have the following qualifications:
- i) Background in facilities management, energy management, energy/sustainability consulting or management, public policy/advocacy, engineering or other relevant experience and/or demonstrated capacity regarding energy management, energy conservation and/or sustainability matters;
 - ii) Understanding of complex governmental entities and political skills and sensitivity;
 - iii) Demonstrated ability to lead committees, departments and agencies to make institutional change;
 - iv) Demonstrated problem-solving capacity; and
 - v) Experience in developing and/or implementing energy related policies or standards.
- d) Consultants who are proposed to serve as the Executive Director are preferred to have the following educational background:
- i) Bachelor's degree required. Advanced degree and professional certifications (for example CFM, LEED AP/GA, or CEM) highly desired.
 - ii) Strong analytical, writing, presentation and communication skills, including public speaking.
 - iii) Strong computer skills, including Microsoft Office; some web experience is a plus.
 - iv) At least five (5) years of relevant experience
- e) The Executive Director will be in a position of authority over a public agency and funds. As such, the individual will be held to high moral and ethical standards typical of public positions. This will require the selected consultant to declare any potential conflicts of interest and recuse him or herself as required.

IV) Submission Requirements

- a) Submission Content. Consultants to be considered shall submit a brief and concise proposal in the following format:
 - i) Description of the firm's size, history, qualifications and achievements or similar characteristics of a Proposer who is an individual.
 - ii) A narrative of the proposer's understanding of the scope of services and specific aspects of the Proposer's experience relevant to specific portions of the scope of services.
 - iii) Name and resume of the professional proposed to be assigned as the Executive Director.
 - iv) Name and resume of any other staff who may be assigned to support the PEA.
 - v) Provide at least three references including the company or individual's name, nature of relationship, and contact with title and phone number.
 - vi) Fee proposal using the format contained within Attachment 1 plus any alternative fee proposal the Proposer will entertain.
 - vii) Selected firms will be required to execute the Consultant Agreement in the form set forth in Attachment 2. Any exceptions to the Consultant Agreement requested by the proposer must be included in the proposer's response to this RFP. Exceptions shall be reviewed as a part of the Proposal evaluation and final contract negotiations. The inclusion of exceptions by the bidder does not guarantee their acceptance by the PEA. The proposal submitted by the consultant shall be binding.
- b) Schedule
 - i) RFP Issue Date: August 1, 2013
 - ii) Pre-Proposal Conference/Conference Call: August 7, 2013 at 1pm.
 - (1) Location: The Left Bank, 3101 Walnut St, Philadelphia, PA 19104; Conference Room #1, or
 - (2) Call In #: 866-741-7055; Passcode: 7949693
 - iii) Questions due date: August 9, 2013 (Questions must be submitted in writing to the PEA)
 - iv) Responses to questions: August 12, 2013
 - v) **Proposal due date: August 16, 2013 – 4:00pm**
 - vi) Interviews of the short listed consultants: August 21-22, 2013
 - vii) Award: August 26, 2013
 - viii) The Philadelphia Energy Authority reserves the right to extend the due date for delivery of the proposals and shall notify potential Service Providers in advance of its intent to do so.
- c) Bids for this project **MUST** be submitted electronically to Kenneth.ogawa@phila.gov by the above stated due date.

- d) Specific questions should be addressed to:

Ken Ogawa
Treasurer
Philadelphia Energy Authority
One Parkway Building
1515 Arch Street, 9th Floor
Philadelphia, PA 19102
Telephone: 215-898-2750
Facsimile: 215-898-9376
Email: Kenneth.ogawa@phila.gov

- e) Cancellation of the RFP.
- i) The PEA may cancel this RFP, in whole or in part, at any time before signing a service agreement. This RFP creates no obligation on the part of PEA to award an agreement
- f) Acceptance or Rejection of Proposals.
- i) The PEA reserves the right to reject any and all quotations and/or negotiate with any Service Provider. The PEA intends to negotiate a service agreement with the consultant whose proposal, in the sole judgment of the PEA, is most advantageous to the PEA. Financial as well as other factors may be considered in the evaluation. The PEA reserves the right to accept other than the lowest cost proposal, to reject any or all proposals, and to waive any of the requirements of the selection procedures explained in this document.
- g) Formal Specifications.
- i) The consultant shall abide by and comply with the true intent of the Scope of Services and shall not take advantage of any unintentional error or omission. All conditions of this RFP and the scope herein, as well as the consultant's proposal itself, shall be included in any service agreement award pursuant to the RFP.
- h) Proposal Opening and Notification
- i) There will be no public opening of the proposals. Proposals will not be returned to respondent consultants and will become the exclusive property of the PEA. All consultants will be notified upon PEA's selection of the successful consultant.
- i) Duration of Offer
- i) Proposals, including all submitted pricing, may not be withdrawn for a period of three (3) months following the established date of receipt by the PEA. If a service agreement is not executed within three (3) months of the proposal receipt, respondent consultants may, at their discretion, extend their proposals for an additional period.
 - ii) Pricing provided for the option periods shall remain valid until the start date of that option period.

V) Criteria for Evaluation

- a) The PEA will review all submitted proposals and conduct an evaluation considering, but not limited to, the factors identified below:
 - i) Capability to perform required services and qualifications of key personnel
 - ii) Extent of experience and past performance providing similar services and scale
 - iii) Cost of services provided
 - iv) Understanding of the scope of services to be provided
 - v) Ability to be responsive to the PEA's needs

Attachment 1 – Fee Proposal Worksheet

Consultants are to provide the following pricing information:

Period		Hourly Rate (\$/hr)	Total Cost (\$) based on 1,000 hours/yr
Base	September 1, 2013 – June 30, 2014		
Option 1	July 1, 2014 – June 30, 2015		
Option 2	July 1, 2015 – June 30, 2016		

The PEA intends on awarding a fixed price contract for 1,000 hours of services. The PEA contemplates that depending on the availability of funds, the PEA may request the number of hours included in that year's fixed price may vary from the stated 1,000 hours per year. The specified hourly rate will apply regardless of the number of hours actually awarded, unless a consultant proposes and PEA accepts an alternative fee proposal.