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REQUEST FOR PROPOSAL
Regional Energy Infrastructure
Assessment & Implementation
Strategy

**Proposals due to office by
January 29, 2019 AT 3:00 p.m.**

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Introduction:

The Southern Tier 8 (ST8) Regional Board was established in 1968 as a special purpose local government unit under Articles 5G and 12B of New York State's General Municipal Law. It operates under authority by joint resolution of the legislative bodies of our member counties: Broome, Chenango, Cortland, Delaware, Otsego, Schoharie, Tioga and Tompkins. The board is comprised of representatives from both the public and private sector.

Based on the 2018 ACS estimate, the region is home to 579,183 residents, with 52% of the regions total population in Broome and Tompkins counties. The Southern Tier 8 region is home to 5 cities; Binghamton, Ithaca, Oneonta, Cortland and Norwich. The region's overall population density lies around 84 people per square mile.



Project Purpose:

Southern Tier 8 is issuing this Request for Proposals (RFP) to solicit the assistance of a consulting firm to prepare a Regional Energy Infrastructure Assessment & Implementation Strategy for the Southern Tier 8 region. Southern Tier 8 seeks a firm with specific experience in working with utility companies, energy and electric suppliers, Department of Public Service (DPS) and environmental partners; it is expected that the firm will develop an assessment unique to the Southern Tier 8 region. The intent will be to provide an energy baseline for the region's industry leaders and municipal decision makers. This assessment will identify energy sources, supplies, distribution and availability in order to raise awareness and support for new, more efficient technologies and improve sustainable solutions to our regional energy requirements of the 8-county region.

Included in this process, the region is seeking implementation strategies that outline timing, costs, funding sources, efficiencies and responsible parties for each identified action. The selected consultant will have demonstrated experience in preparation of region-wide energy assessment plans.

The purpose of this RFP is to solicit responses from environmental and energy consulting firms that desire to educate area leaders on the current energy crisis

at hand and guide the Southern Tier's future energy focus on best practices for reliable consumption.

Background:

Businesses in our region, particularly those in Chenango, Delaware and Otsego Counties are subject to periodic energy service interruptions throughout the year, affecting the cost of doing business and impacting their ability to attract new businesses to the region. These periodic energy service interruptions are termed "Interruptible Power." It is known that six of the eight counties in our region have been impacted by this issue.

In several communities, businesses and energy suppliers are aware of the "interruptible power" status and its impact on retaining and attracting businesses, however, decision makers across the region do not have the necessary information to evaluate the challenges and develop strategies to address modern "interruptible power" solutions. The Otsego Chamber of Commerce and the Tompkins County Legislature have recently organized programs and initiatives to address these local energy challenges. However, energy infrastructure is shared across county boundaries and therefore, a regional approach is being sought to assess the whole system and expand partnerships for suitable solutions. The process should convene community and industry stakeholders, provide an energy baseline for the region identifying sources, supplies, distribution, availability, consumption and updated GHG emission statistics from the Regional 2011-2013 Cleaner Greener Plans. Based on the analysis, implementation strategies are to be defined that offer ways to meet increased demand and best use of technical efficiencies and improved sustainable solutions for our regional energy requirements. Southern Tier 8 staff has identified several program partners and reserved \$150,00 for this project, to be completed by November 30, 2019.

Proposal Requirements:

Candidates interested in responding to this RFP should prepare and submit a response that includes:

- **Cover Letter:** The cover letter is to be signed by an officer of the firm authorized to execute a contract with Southern Tier 8 Regional Board. The cover letter should introduce your staff partners intent to pursue the project.
- **Project Understanding:** This section provides the project team with the opportunity to demonstrate your understanding of the project, issues and opportunities relevant to the region, and your working knowledge of the region, including any past direct experience within the region. Including, but not limited to energy assessment data collection on current or alternative sustainable energies and experience with DPS.

- **Project Approach:** Describe your firm/team's approach to the required scope of work. ST8 encourages forward thinking proposals. The scope of work includes, at minimum, the following:
 - Research and analysis to build and distribute an energy baseline for the 8-county region. Baseline information including: unique energy challenges in the region, mapping of transmission lines (natural gas, and electric) throughout the region including established networks or those planned for construction.
 - Data collection related to the major commerce and manufacturing locations facing “interruptible power” status (direct monetary and economic development issues).
 - Identification of regional assets, competitive advantages and potential solutions to attract future businesses & reduce GHGs.
 - Data visualization tools or techniques to geographically display current site deficiencies, large consumption locations, alternative impact sites and potential alternative energy hubs.
 - Preparation of energy infrastructure improvement strategies for the 8 counties to improve reliable and basic energy options. Strategies should outline and prioritize recommended energy consumption efficiencies and alternatives such as community geothermal potential, anaerobic digestors, microgrid applications, community solar, battery storage and others. The strategies should define timeframes for implementation, cost estimates, GHG reductions and identify responsible parties. Strategies should also include performance measures to assist community leaders with evaluating the extent to which goals and objectives contained within the plan are being met.
 - Comprehensive collaboration of community input. This will include working with a committee responsible for selecting the consulting firm, offering several presentations to municipal leaders & interested community stakeholders to discuss the baseline and proposed strategies for alternative energy solutions.

- **Staffing Plan:** Provide a plan to staff the project, including resumes and qualifications of key individuals and their roles throughout the process. The staffing plan should articulate a project management structure and identify a meeting facilitator as part of the project team. Subcontractors and their proposed portion of the scope of work should also be identified.
- **Project Schedule:** The project team should propose a schedule for completion of the Regional Energy Infrastructure Assessment & Implementation Strategy including a start date, project milestones, and target completion date. Project milestones should include stakeholder and public engagement activities, project related deliverables, and any other significant activities and/or phases related to the implementation strategies.
- **Project Fee:** Include a project fee, broken out by project phases, tasks, as well as any travel costs or other indirect costs anticipated to be incurred.
- **Consultant Qualifications:** Include descriptions of three comparable projects completed in areas similar to the Southern Tier, or similar in scope to the project as described. References for project examples should be listed and include contact name, title/affiliation, phone number and e-mail address. Emphasis should be on projects completed within the past seven years, or projects with demonstrated of implementation successes.

Deadline and Delivery:

Three hard copies, and one electronic copy, of the proposal shall be delivered to Southern Tier 8 by January 29th, 2019. Address: 49 Court Street, Suite 222, Binghamton, NY 13901. Attention Jennifer Gregory, Executive Director. **Proposals received after 3 p.m. on January 29th, 2019 will not be accepted.**

Interview:

Proposers may be requested to be available for an interview as part of the final selection process. Key personnel for your team will be expected to attend any interviews scheduled.

Work Schedule:

The selected consultant's work schedule will begin immediately on contract award and is expected to continue until approval and acceptance of a completed plan. The proposed work schedule should be submitted as part of the proposal. **This project must be completed by November 30th, 2019.**

The selected firm will be notified of award by February 12th, 2019.