REQUEST FOR PROPOSALS (RFP)
Electrification and Air Quality Master Plan
RFP # 21-37

The Facilities Department, acting through the Town Manager, is requesting proposals from qualified individuals and firms for Consulting Services related to developing an electrification and air quality master plan for the Town of Arlington.

For further information contact Greg Walters, Director of Facilities, at 781-316-3110, or GWalters@town.arlington.ma.us.

The RFP may be viewed and downloaded from the Town website www.arlingtonma.gov/purchasing.

Proposals must be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before **Wednesday July 28, 1:00 p.m., 2021** at the Town Manager's/Purchasing Office, Town Hall Annex 2nd floor, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals delivered after the appointed time and date will not be considered. Questions about the RFP may be submitted by July 16 at 4:00 p.m., 2021. Responses to questions will be sent to those requesting the RFP and posted online as addenda to the RFP.

Two (2) copies of technical proposal and a USB drive with the technical proposal in searchable PDF format must be submitted in a sealed envelope marked "RFP #21-37 – Electrification and Air Quality Master Plan - Technical Proposal" and one (1) copy of the price proposal in a sealed envelope marked "RFP #21-37 – Electrification and Air Quality Master Plan - Price Proposal".

The Town reserves the right to cancel any request for proposals, and to reject in whole or in part any and all proposals, when it is deemed in the best interests of the Town to do so.

Adam W. Chapdelaine Town Manager

July 6, 2021

REQUEST FOR PROPOSALS
ELECTRIFICATION AND AIR QUALITY MASTER PLAN
July 6, 2021

Wednesday July 28, 1:00 p.m. Late Responses Will Be Rejected

Deliver Complete Responses To: Town Manager
Town Manager's/Purchasing Dept. Town Hall Annex 2nd floor
730 Massachusetts Avenue
Arlington, MA 02476

For Further Information Please Contact: Greg Walters, 781-316-3110
Email: gwalters@town.arlington.ma.us

RFP No. 21–37

I. OVERVIEW/ PURPOSE

The Town of Arlington, MA is soliciting proposals from qualified firms for planning and consulting services to develop a comprehensive Electrification and Air Quality Master Plan for several of the Town's school buildings: Ottoson Middle School, and the Brackett, Dallin, Bishop, Hardy and Peirce Elementary Schools. The Town of Arlington ("Arlington") seeks a proposal that would produce four primary deliverables that together will form a comprehensive Electrification and Air Quality Master Plan ("Master Plan"):

1. Create an existing conditions inventory of the heating, ventilation and air conditioning (HVAC) equipment, building management systems, electrical service(s), and domestic hot water systems at all school buildings;
2. Identify alternatives to a) Convert existing fossil fuel-based heating systems to all-electric systems, including heat pumps (ground source, air source, air to water, VRF), solar hot water and electric resistance systems, b) Maintain healthy facilities and acceptable Indoor Air Quality as defined by ASHRAE 62.1, and c) Keep classrooms and other educational spaces at comfortable temperatures for more effective learning;
3. Evaluate rooftop capacity for solar photovoltaic and solar hot water systems, including total generating capacity and structural load bearing capacity. Evaluate feasibility for battery storage, paired with a solar photovoltaic system, primarily for utility demand charge mitigation; and
4. Building on deliverable #2, prepare a timeline, alternatives analysis with budget level estimates and plan to fully electrify all school buildings while ensuring improved air quality and keeping classrooms and other educational spaces at comfortable temperatures for more effective learning.

The Master Plan is intended to focus on engineering and economic analyses of current and proposed heating, cooling, ventilation and air filtration systems at several of Arlington's public school buildings and is a direct response to the Town's 2021 Net Zero Action Plan (NZAP) and health concerns raised by the COVID-19 pandemic.

The Town of Arlington has pledged to reduce greenhouse gas emissions ("GHG") to net zero by 2050. On February 26, 2021, Arlington released its NZAP which recommended that all Town buildings be made fully electric (see page 16), and that all municipal electricity be supplied from renewable sources. The Master Plan should serve as a comprehensive roadmap that helps Arlington chart a course to achieve these

ambitious targets at the six school buildings that are the subject of this RFP.[1]

Arlington Public Schools (APS) is committed to a healthy and productive learning and working environment for all students and teachers. The Town's goal of building electrification will support improved indoor air quality by reducing student exposure to on-site fossil fuel burning and/or consumption. In addition, APS's goal of improving air quality and ventilation, while ensuring comfortable temperatures, will improve the learning and working environment while also minimizing the spread of COVID-19 and variants, as well as other airborne illnesses.

II. BACKGROUND INFORMATION

Town of Arlington Overview

The Town of Arlington is a suburban community located in Middlesex County, approximately six miles northwest of Boston. Arlington covers 3,517.5 acres, or 5.5 square miles. Arlington's population is 42,844 (2010 US Census). There are 11 public school buildings in Arlington serving a total of 5,755 public school students: the six schools that are the subject of this RFP, as well as Arlington High School, the Gibbs Middle School, Menotomy Preschool, and the Thompson and Stratton elementary schools.

Arlington is a leader in reducing greenhouse gas pollution and ensuring healthy schools. In 2000 Arlington joined the United Nations-sponsored Cities for Climate Protection. In 2005 our community adopted its first climate action plan, the Arlington Sustainability Action Plan (ASAP). The ASAP called for a 10% reduction in greenhouse gas (GHG) pollution by 2010, and 20% by 2020, and based on available data the Town met both targets. In 2010 with a municipal pledge to meet five energy and climate commitments, Arlington was designated a Green Community by the state Department of Energy Resources. The Town has used grants from the Green Communities program to support a wide range of energy efficiency improvements across Town facilities and to support clean transportation within the municipal fleet. In 2012 Arlington ran a successful Solarize Arlington campaign to promote residential rooftop solar. In 2013 the Town hired an Energy Manager who leads the implementation of renewable energy and energy efficiency initiatives across all Town operations. In 2017 the Town launched the Arlington Community Electricity program, which has resulted in a substantial increase in the percentage of clean electricity purchased by Arlington residents and businesses. In 2018, the Select Board voted to commit Arlington to achieving net zero GHG pollution by 2050. In 2019 Arlington participated in a popular HeatSmart campaign to promote clean heating and cooling systems. And this year, in 2021, the Town released a Net Zero Action Plan to achieve net zero GHG pollution by 2050 (described further in next section).

As noted above, Arlington became a state-designated Green Community in 2010. Even before then, the Town had implemented a variety of energy efficiency upgrades including building heating and lighting projects, and early adoption of LED traffic and crosswalk signals, as well as LED streetlights. Since becoming a Green Community, the Town has received over $1.7 million in Green Communities grant funding and over $300,000 in utility funding for energy efficiency projects in Town-owned buildings. Collectively these projects save the Town over $400,000 per year in reduced energy costs and have reduced GHG pollution by more than 1,400 metric tons per year. Projects have included the installation of highly efficient boilers, advanced building automation systems, replacement/repair of steam traps, steam pipe insulation, HVAC retro-commissioning, LED lighting and much more. The new 415,000 square foot Arlington High School, currently under construction and scheduled for completion in 2024, will be all-electric, with no on-site combustion of fossil fuels, and heated and cooled with electric heat pumps. As a result, the new school, the

[1] See Arlington's Net Zero Action Plan here:
https://www.arlingtonma.gov/home/showpublisheddocument/55139/637507913474030000

Town's largest energy user, will reduce its energy use and GHG pollution per square foot by more than half, and will achieve net zero GHG emissions as the electricity grid decarbonizes. The building's state of the art ventilation and filtration systems will also ensure a healthy environment for all students, teachers and administrators.

Net Zero Action Plan

On February 26, 2021, Arlington released a Net Zero Action Plan (NZAP) designed to guide the Town to net zero greenhouse gas emissions by 2050.[2] The NZAP contains 31 recommended GHG reduction measures organized into three themes: Net Zero Buildings, Zero Emissions Mobility and Clean Energy Supply. The plan includes measures that include the entire community: municipal government, residents and businesses.

Highlights of the NZAP that are relevant to the Master Plan include:

- A guiding set of strategies for eliminating GHG emissions by 2050; specifically:
    - Improve building energy efficiency;
    - Give people better options than driving;
    - Electrify buildings and transportation;
    - Source electricity exclusively from renewables.
- A recommendation that energy efficiency in all Town buildings be improved by at least 25 percent;
- A recommendation that all Town buildings become fully electrified (no on-site combustion of fossil fuels); and
- A recommendation that the Town's municipal electricity supply be sourced entirely from renewables by no later than 2030.

Building Information and Capital Improvements

Arlington has eleven public school buildings, the six schools that are the subject of this RFP, as well as Arlington High School, the Gibbs Middle School, Menotomy Preschool, and the Thompson and Stratton elementary schools. The latter five schools are not included in this RFP because they are either relatively new or, in the case of the High School, currently being rebuilt.

The following information is intended to give a general overview of the six school buildings that are the subject of this RFP. Descriptions of HVAC and domestic hot water equipment in this section are approximate based on the recollection of facilities staff and should not be considered definitive. The project envisioned in this RFP includes a baseline inventory of HVAC and domestic hot water systems in all six buildings.

Ottoson Middle School. 63 Acton St. Ottoson is a 154,380 square foot building constructed in 1920. There have been several renovations, including a major renovation in 1998. Ottoson has 899 students. This school building consumed an average of 746,734 kWh and 52,476 therms of natural gas per year over the last five years. Electrical service: 4,000A, three-phase (208/120V). Boilers: (x3), gas-fired, approximately 3-Mbtu total. RTUs: (x10), three with heating (HW)/cooling. Domestic hot water: – direct gas fired unit. Air Conditioning: space dependent (offices, some special use classrooms), some standalone/split systems.

Brackett Elementary School. 66 Eastern Ave. Brackett is a 57,670 square foot building built in 2000.

[2] The Net Zero Action Plan is available here: https://www.arlingtonma.gov/home/showpublisheddocument/55139/637507913474030000

Brackett has 535 students. This school building consumed an average of 321,850 kWh and 21,180 therms of natural gas per year over the last five years. Electrical service: 1,200A, 3-phase (480/277V). Boilers: (x2), gas-fired, approximately 1-Mbtu each. RTUs: (x4), two with heating (HW)/cooling, one heating/ventilation. Domestic hot water: direct gas fired unit. Air conditioning: space dependent (offices, some special use classrooms), some standalone/split systems.

Dallin Elementary School. 185 Florence Ave. Dallin is a 68,578 square foot building constructed in 1956 and renovated in 2005. Dallin has 472 students. This school building consumed an average of 316,968 kWh and 18,738 therms of natural gas per year over the last five years. Electrical service: 1,200A, 3-phase (480/277V). Boilers: (x3), gas-fired, approximately 1-Mbtu each. Chiller: 100-Ton. RTUs: (x3), heating (gas fired)/cooling. Make-up air unit servicing cafeteria. Domestic hot water: direct gas fired unit. Air conditioning: space dependent (offices, some special use classrooms), some standalone/split systems.

Bishop Elementary School. 25 Columbia Rd. Bishop is a 51,367 square foot building constructed in 1950. A major renovation was completed in 2002. Bishop has 440 students. This school building consumed an average of 271,257 kWh and 23,207 therms of natural gas per year over the last five years. Electrical service: 1,200A, 3-phase (208Y/120V). Boilers: (x2), gas-fired, approximately 2-Mbtu each. RTUs: (x3), one is heating (gas fired)/cooling. Domestic hot water: direct gas fired unit. Air conditioning: space dependent (offices, some special use classrooms), some standalone/split systems.

Hardy Elementary School. 52 Lake St. Hardy is a 60,507 square foot building constructed 1926, which underwent a major renovation in 2001. A six classroom addition was constructed in 2018. Hardy has 444 students. This school building consumed an average of 294,852 kWh and 20,908 therms of natural gas per year over the last five years. Electrical service: 1,200A, 3-phase (208Y/120V). Boilers: (x2), gas-fired, approximately 2-Mbtu each. RTUs: (x10), one with heating (HW)/cooling. Domestic hot water: direct gas fired unit. Air conditioning: space dependent (offices, some special use classrooms), addition, some standalone/split systems.

Peirce Elementary School. 85 Park Ave. Extension. Peirce is a 48,500 square foot building constructed in 2002. Pierce has 307 students. This school building consumed an average of 314,311 kWh and 15,887 therms of natural gas per year over the last five years. Electrical service: 1,200A, 3-phase (480/277V). Boilers: (x3), gas-fired, approximately 1-Mbtu each. Chiller: 90-ton. AHUs: (x2), RTU (x3). Domestic hot water: direct gas fired unit. Air Conditioning: space dependent (offices, some special use classrooms), addition, some standalone/split systems (might be whole school).

Town Utilities

Natural Gas and Electricity

Arlington currently utilizes two primary energy sources for its school buildings: electricity and natural gas.

Arlington's electricity distributor is Eversource. Arlington has a fixed-price (no separate capacity charge) competitive electricity contract with Constellation that expires in December 2023. Arlington negotiates new competitive supply contracts approximately every three years.

Arlington's natural gas distributor is National Grid. Arlington has a competitive gas supply contract with Direct Energy that expires October 31, 2024. Arlington negotiates new competitive supply contracts approximately every three years.

Average energy usage per building are detailed above in the Building Information and Capital Improvements section.

III. SCOPE OF SERVICES - The selected vendor shall provide the following expected outcomes and deliverables

The following work outline is intended to provide bidders with a general idea of Arlington's expectations for the scope of the Master Plan. It is not meant to be an exclusive list of elements of the project, but instead should be used by bidders as a guideline for the project components and process Arlington believes are important to include in proposals. Bidders should use their own experience and expertise to draft a proposed scope of services that they believe will provide the answers to the targeted questions Arlington is seeking.

PHASE I

Building System Inventory and Assessment

Create an existing conditions inventory of the heating, ventilation and air conditioning (HVAC) equipment, building management systems, air filtration, electrical service(s), and domestic hot water systems at all school buildings. Inventory should include details on operations - how systems are being used. The inventory should also include equipment makes and models, heating and cooling zones served, equipment capacities (tonnage, Btus, etc.), type and condition of heating and cooling distribution, outside air and air filtration systems, estimated peak and annual energy usage, equipment warranties, and life expectancy based on observed conditions and maintenance history. Information about electrical service(s) should include number, location, voltage and phase of services as well as the number, location, voltage, and phase of all electrical panels, unused panel capacity (breaker locations & amperage) for each panel. Also, the location, number, primary voltage and secondary voltage and phase of all transformers and details about equipment condition including life expectancy based on observed conditions and maintenance history.

PHASE II

Alternative Electrification and Air Quality Improvement Options

Identify alternatives to convert existing fossil fuel-based heating systems to all-electric systems, including heat pumps (ground source, air source, air to water, VRF), solar hot water and electric resistance systems, and to improve air quality. Analysis should include needed upgrades to electrical service, building heating and cooling loads, changes to heating and cooling distribution systems, changes to ventilation and air filtration systems and procedures, changes to domestic hot water systems, and changes to building management systems. Analysis should include equipment and labor costs, as well as predicted annual operating costs and savings compared to current costs. Analysis should also indicate whether the above changes will result in acceptable Indoor Air Quality as defined by ASHRAE 62.1, and should include compliance with anticipated changes in code (and describe what those changes might be).

Evaluate rooftop capacity for solar photovoltaic and solar hot water systems, including total generating capacity and structural load bearing capacity. Evaluate feasibility for battery storage, paired with a solar photovoltaic system, for utility demand charge mitigation.

Alternatives Analysis

Identify and evaluate all electrification and air quality improvement alternatives that offer economic

benefits, reliability benefits, health benefits, and/or increased GHG reduction potential while still resulting in full building electrification.

Present electrification and air quality improvement options that were evaluated but rejected as not viable and explain why they were rejected.

PHASE III
Investment Plan

Building on Phase II, prepare a timeline and plan to fully electrify and improve air quality at all school buildings using the preferred electrification and air quality options. Where possible, the plan should provide options for both end-of-life equipment replacements as well as near-term options prior to end of equipment life. The plan should specify the physical infrastructure, operating systems, and equipment, labor and operating costs, and predicted operating savings (return on investment) for Arlington to implement the recommended electrification and air quality plan at each building and collectively.

Develop a prioritized list of electrification and air quality improvement projects between 2022 and 2040 that result in the elimination of on-site combustion of fossil fuels and achieve acceptable Indoor Air Quality as defined by ASHRAE 62.1 at all six school buildings.

Develop a summary and schedule of capital and operating costs for implementation of the preferred electrification and air quality improvement options.

The Investment Plan should include anticipated costs (current and future dollars), needed BMS systems, recommendations for equipment, etc.

IV. DELIVERABLES

The Consultant will deliver two (2) color hard copies of the final report, along with high-quality electronic copies of the same in a Microsoft Word compatible version and a searchable PDF version. The Consultant will also make two (2) in-person or virtual presentations of both the draft and final report to the Town. Any data collected in support of the plan shall be provided to the Town, including building assessment and other background data. All materials will become the property of the Town of Arlington.

V. CONSULTANT QUALIFICATIONS

At a minimum, the proposing firm/team must meet the following requirements:

1. Responding firm, key project members (Executive Sponsor, Project Manager, and lead engineers) including key subconsultants, must have significant prior experience with the design of at least two (2) projects that have been completed within the past ten (10) years and fully operational involving the planning and design of fully electric heating systems in schools or other institutional or commercial settings that simultaneously achieve a high level of indoor air quality and occupant thermal comfort.
2. Responding firm, key project members (Executive Sponsor, Project Manager, and lead engineers) including key subconsultants, must have significant prior experience with the evaluation of existing gas-fired heating systems and chillers and ancillary equipment in institutional or commercial buildings at least 25,000 square feet in size.
3. The principal and project manager to be assigned to this project must be available for

meetings with the Town on days or evenings, as required.

4. The volume of the proposed project manager's and firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be capable of devoting a significant amount of time to this project to complete the work within the timeline proposed by the firm (see Section VIII(1)(e) below).

Bidders' proposals should speak to their experience in providing planning and consulting services in the following subject matters:

1. HVAC System Evaluation
    a. Expertise and experience in evaluating the operating efficiency and remaining life of heating and cooling systems in schools or other institutional settings, including boilers, furnaces, packaged rooftop systems, and air filtration systems.
2. Building Electrification
    a. Engineering and design of heat pump (ground source, air source, air to water, VRF), energy recovery, solar hot water, and solar photovoltaic systems for new buildings and major renovations.
    b. Engineering and design of automated building management systems to maximize energy efficiency while meeting building occupant needs.
3. Ventilation, Filtration and Air Quality Improvements
    a. Engineering and design experience to achieve and maintain acceptable Indoor Air Quality as defined by ASHRAE 62.1, such as improving ventilation through control strategies and/or increased outdoor air ventilation; improving filtration levels, and incorporating mechanical cooling to keep classrooms and other educational spaces at comfortable temperatures for more effective learning.
4. Electrical Service Infrastructure
    a. Engineering and design experience with utility electrical service, electrical panels, circuits, transformers and needed upgrades to meet increased demand.

VI. SELECTION CRITERIA

The Town will award the contract to the Consultant offering the most advantageous response to this RFP, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below. The Town reserves the right to conduct interviews as part of the selection process.

1. Staffing Plan and Methodology, including the professional qualifications of all project personnel with particular attention to training, educational background, professional certification or registration, and professional experience. Demonstrated expertise and experience of the Principal-in-Charge, Project Manager, and other key personnel, and any sub-consultants to be assigned to the Project, including professional registration of the sub-consultants and their qualifications.
    a. ***Highly Advantageous:*** The plan of services proposes a detailed, logical, creative, collaborative and highly efficient scheme for producing a complete project that addresses all goals and priorities of this project and meets all the minimum applicant qualifications detailed in Section V, "Consultant Qualifications."
    b. ***Advantageous:*** The plan of services proposes a credible scheme for producing a complete

project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section V, “Consultant Qualifications”.

c. ***Not Advantageous:*** The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section V, “Consultant Qualifications.”

d. ***Unacceptable:*** The plan of services does not meet all the minimum applicant qualifications detailed in Section V, “Consultant Qualifications.”

2. Depth of experience with the planning and design of fully electric heating systems in schools or other institutional or commercial settings that simultaneously achieve a high level of indoor air quality and occupant thermal comfort.
    a. ***Highly Advantageous:*** The Consultant has at least seven (7) years of experience consulting with public and private entities in the successful completion of five (5) building electrification projects within the last five (5) years.
    b. ***Advantageous:*** The Consultant has at least five (5) years of experience consulting with public and private entities on building electrification projects. The Consultant can demonstrate the successful completion of three (3) building electrification projects within the last five (5) years.
    c. ***Not Advantageous:*** The Consultant has less than four (4) years of experience but more than one (1) year consulting with public and private entities on building electrification-projects. The Consultant can demonstrate the successful completion of two (2) building electrification projects within the last five (5) years.
    d. ***Unacceptable:*** The Consultant has less than four (4) years of experience consulting with public and private entities on building electrification projects. The Consultant cannot demonstrate the successful completion of any building electrification projects.

3. Responsiveness of proposal, including a demonstrated understanding of all project components, and creativity in addressing emerging building electrification and air quality best practices.
    a. ***Highly Advantageous:*** The response contains a clear, creative, and comprehensive plan that addresses all project goals and priorities as stated in the RFP.
    b. ***Advantageous:*** The response contains a clear plan that addresses most of the project goals and priorities as stated in the RFP.
    c. ***Not Advantageous:*** The response does not contain a clear plan to address many of the project goals and priorities as stated in the RFP.
    d. ***Unacceptable***: The response does not contain any plan to address the project objectives stated in the RFP.

4. Strength and credibility of client references. The Consultant shall demonstrate prior client satisfaction with working relationship, project management capabilities, meeting project budget and schedule, and technical expertise in developing similar projects. References should aim to include clients who have worked with the designated Principal and/or project manager.
    a. ***Highly Advantageous:*** More than three clients who consider your services satisfactory or better. Projects were completed within budget and on schedule with minimal, insignificant delays.
    b. ***Advantageous:*** Three clients who consider your services satisfactory or better. One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced

substantial delays attributable to the Consultant.

c. ***Not Advantageous:*** Three or more clients not all of whom consider your services satisfactory or better. Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.
d. ***Unacceptable:*** Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory. More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

VIII. SUBMITTAL REQUIREMENTS

Interested qualified firms must submit their response addressing the objectives, scope and schedule described in this RFP. Responses must include, at a minimum, each of the following:

1. Two (2) paper copies of the technical proposal and a USB drive with the technical proposal in searchable PDF format shall be submitted in a sealed envelope marked "RFP #21-37 – Electrification and Air Quality Master Plan - Technical Proposal".
    a. Cover letter, including a profile introducing the firm, as well as the name, telephone numbers, and email address of the primary contact for the project.
    b. General description of the firm/team's experience.
    c. Description, with examples, of the firm/team's experience in working with clients on similar projects and/or building electrification projects, including Project Profiles. For Project Profiles, provide profiles (no more than one page each) of a minimum of three relevant projects, within the last five years. The firm's standard project profile or resume sheets are acceptable as long as the following minimum information is provided:
        i. Project name and location.
        ii. Name of client's contact for the project and current address and telephone.
        iii. Brief project description.
        iv. Date of completion (or status if project is not complete).
    d. A detailed work plan, based on the scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this RFP.
    e. A proposed timeline for completion of the overall project, as well as the proposed tasks enumerated in the firm/team's detailed work plan.
    f. Description of or resumes for the assigned staff detailing experience, educational background, relevant professional certifications and licenses, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, and names of all sub-consultants.
    g. Three (3) to five (5) references, including name, title, agency, address, description of project, project cost, and telephone number and the email address for clients with similar projects and/or building electrification projects completed by the Consultant within the last five years (including dates).
    h. Other pertinent information about the firm(s) that would aid the Town in making a selection.

i. Completed Required Forms.
j. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.

2. Sealed Submission, one (1) copy, clearly marked "RFP #21-37 – Electrification and Air Quality Master Plan - Price Proposal".
    a. Completed Price Proposal Form (attached)
    b. Estimated breakdown by task of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants).

Proposals must clearly address all the submittal requirements; that is, the response should include a section addressing all minimum qualifications, the minimum submittal requirements, and each of the review criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, indicate the dates of said experience.

The Town reserves the right to reject any or all proposals, to waive any non- material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Town also reserves the right to seek additional information and revised proposals prior to selection of a Consultant through written notice to all of the respondents.

Questions and/or comments may be submitted to Greg Walters, Director of Facilities gwalters@town.arlington.ma.us / (781) 316-3110 by 4:00 p.m. July 16, 2021.

Responses to the RFP are due by **4:00 p.m. on Wednesday, July 28, 2021**. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

Adam W. Chapdelaine Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

If it is determined to be necessary, any interviews with prospective consultants will be scheduled in August 2021.

IX. PROJECT FUNDING

Consultants must complete the attached Price Proposal Form under separate cover. Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown must include all costs and expenses to complete the Scope of Services defined in this RFP. Also, the selected Consultant will be required to submit invoices identifying hours, expenses and total cost by specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked responder.

X. REQUIRED FORMS

All required forms must be submitted with the proposal.

A. Certificate of Non-Collusion
B. Certificate of Tax Compliance
C. Price Proposal Form

CERTIFICATE OF NON-COLLUSION FORM
TOWN OF ARLINGTON
ELECTRIFICATION AND AIR QUALITY MASTER PLAN

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

_____
Signature of Individual Submitting Bid or Proposal

_____
Name of Individual Submitting Bid or Proposal

_____
Name of Business

_____
Date

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

CERTIFICATE OF TAX COMPLIANCE FORM

TOWN OF ARLINGTON

ELECTRIFICATION AND AIR QUALITY MASTER PLAN

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or Federal Identification Number	Signature and Title of Individual or Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

PRICE PROPOSAL FORM
(To be place in a separate sealed envelope)

RFP #21-37 Consultant Services
TOWN OF ARLINGTON
ELECTRIFICATION AND AIR QUALITY MASTER PLAN
Arlington, MA 02476

CONTRACTOR Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

PROPOSER

_____

_____

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PROJECT: Consultant Services for Electrification and Air Quality Master Plan

Proposed Price (in words): _____

Proposed Price (in numbers): $_____
Please attach estimated budget and breakdown by planning element of professional service fees, assigned project staff and hourly billing rates of staff.

_____ _____
Signed Title

_____ _____
Print Name Date Signed