

REQUEST FOR QUALIFICATIONS

Municipal Building Energy Audits Town Of Orono

June 21, 2022

PURPOSE OF REQUEST: The Town of Orono seeks a qualified firm to conduct building energy assessments/audits for five municipal buildings in the effort to make sound and informed decisions to reduce greenhouse gas emissions and conserve energy in municipal operations. The successful firm will be asked to conduct whole-building reviews of the overall energy used, areas of energy loss, and provide recommendations on potential upgrades that may improve energy efficiency.

DEADLINE FOR RESPONSE: A statement of qualifications that responds to all aspects of this request for qualifications (RFQ) in a sealed envelope marked "MUNICIPAL BUILDING ENERGY AUDITS" by **5:30 PM July 21, 2022**. The Town reserves the right to reject any and all responses to this request and, if deemed necessary, re-open the search.

SEND RESPONSE TO:

Orono Town Office
Attn: Energy Audit RFQ Team
59 Main Street
Orono, ME 04473

CONTACT FOR QUESTIONS:

Megan Hess
Environmental Services Coordinator
mhess@orono.org

BACKGROUND:

The Town of Orono is a growing Maine community with a population of just over 11,000 people that is the home of the University of Maine flagship campus. The Town of Orono is committed to prioritizing community climate resilience and enacting climate action projects. The Town has recently enrolled in the State of Maine's Community Resilience Partnership and adopted a resolution of commitment to reduce their greenhouse gas emissions during municipal operations. To do this effectively, a baseline study of energy use for municipal buildings needs to be conducted. Therefore, the Town of Orono would like to receive building energy assessments/audits for five municipal buildings including the Town Office, Birch Street School, Keith Anderson Community House, Public Works Garage, and Water Pollution Control Facility (See map below).

The Town Office was renovated in 1998 and is a conversion of the building that previously housed the Police Department and Fire Station. The Town Office now consists of a main level with a front desk area and offices behind it, and a second story with the Council Chambers and office spaces.

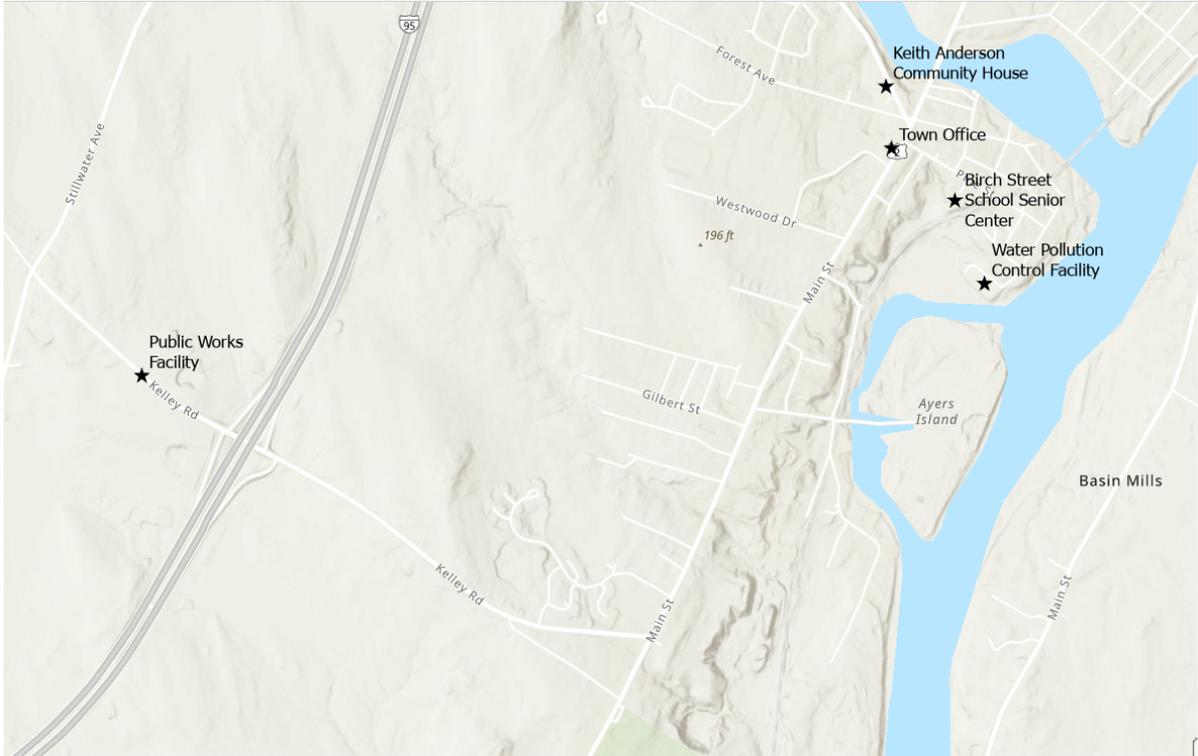
The Birch Street School is a former school but has been used as a community building for several decades. During rehabilitation construction approximately 20 years ago, a small fire broke out. Though the building envelope is old, this building is used quite often. There is a small kitchen downstairs that is used to prepare and package meals to seniors that are living close by and is used for local cooking classes. There is a large dining hall downstairs that is a popular rental space for birthday parties, meetings, events, etc. The upstairs is made of a few small rooms that make up a thrift shop.

The Keith Anderson Community House is one of the oldest buildings within the Town of Orono. Originally a single story structure, the building has been renovated over the years and a first story addition was added. This building has been used for many things, but it only has two main purposes now. First, it contains Orono Land Trust offices and is used to host their meetings. Second, it is a large storage building for the Orono Parks and Rec department equipment. The building is also used occasionally to host Town gatherings and private events.

The Public Works Garage was constructed in 2015 and is the newest municipal building. It is a block building with roughly 4 inches of spray foam insulation around it and roughly one foot of roof insulation. It has a complicated mechanical system because it is equipped with geothermal heating. There are heat pumps throughout the building that temper the air in the air handling system. There is also radiant floor heating throughout the entire 17,000 square foot building that is supplemented with two propane boilers.

The Water Pollution Control Facility's main plant was built in 1969 but the original steam system was replaced with oil heating. The headworks building was built in 2008 and is difficult to heat and cool because it is a large explosion proof building. Because of this, there is a heat

recovery system that was added to make it more efficient. The maintenance garage was built in 2008 and has a waste oil burner. The main building, control building, and garage use an average of 4,000 gallons of #2 oil yearly to heat those buildings. The block heater has to run 24/7 to keep the 750kw generator at 130 degrees temperature.



	<u>Name</u>	<u>Address</u>
1	Public Works Facility	135 Kelley Rd, Orono ME 04473
2	Keith Anderson Community House	19 Bennoch Rd, Orono ME 04473
3	Town Office	59 Main St, Orono, ME 04473
4	Birch Street School	10 Birch St, Orono, ME 04473
5	Water Pollution Control Facility	60 Broadway, Orono, ME 04473

GENERAL SCOPE OF WORK

- **Major Task Categories:** Building energy assessments for five municipal buildings including the Town Office, Birch Street School, Keith Anderson Community House, Public Works Garage, and Water Pollution Control Facility. The successful firm will be asked to work in conjunction with the Town's Environmental Services Coordinator and Town staff to provide the Town with the following:
 - A review of the building envelope, insulation, and mechanical energy systems for each building;
 - A review of previous and current utility data, and benchmarking of each of the municipal building's energy use as compared to industry standards for similar buildings;
 - A prioritized list of recommended energy efficiency measures and their associated energy savings potential with cost benefit analysis that is presented in a gradient of no-cost to high-cost financial investment for each building;
 - A written report that presents and summarizes the data, results, and recommendations of the audits.

- **Timing:** The Town has already allocated funds for this project and is ready to begin the work. Final reporting is expected to be completed this year.

SUBMISSION REQUIREMENTS FOR THE RFQ

No fee schedule or detailed scope of work should be included with this submission. A detailed scope of work and fee schedule will be negotiated with the selected firm. Accepted responses to this RFQ must consist of the following minimum requirements:

- **Understanding of Objectives:** A statement of the firm's understanding of the goals and objectives of the Town as outlined in this RFQ.
- **Approach:** A statement of the firm's proposed approach to this project.
- **Familiarity with the Community and Region:** A demonstration of the firm's familiarity with the Town of Orono and its place in the greater Bangor Region.
- **Personnel:** Establish the project team members with supporting documentation that provides each team member's names, positions, disciplines, and qualifications. If the team involves collaborations with other firms, please note this and outline that firm's involvement with the project. Include an organizational structure that includes all members of the team, identify a point of contact for the project, and how members fit in this structure.

- **Timeline:** A statement of the firm's timeline of the project and when deliverables will be complete.
- **Previous experience:** Provide specific examples of projects that have been completed by the firm which are similar to this project. Experience with municipal operations, office spaces, water treatment facilities, or public works garages is recommended. Also, address the firm's experience level with regulatory institutions and departments like Efficiency Maine and the Governor's Office of Policy Innovation and the Future.
- **Rebates:** Indicate if there are any rebates for this type of project for municipalities.
- **Other Qualifications:** Provide any additional information regarding the firm's qualifications that set it apart specifically for this project.

SELECTION CRITERIA

- 1. Understanding of the goals and objectives of the project (30%)**
- 2. Qualifications of Team Member(s) (30%)**
- 3. Previous Experience (25%)**
- 4. Familiarity with municipal operations (10%)**
- 5. Familiarity with Regulatory Groups (5%)**

Thank you for your consideration of this request for qualifications; we look forward to your response.