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MARCH 20, 2013

RFP #2013-001

**NEW HAMPSHIRE PUBLIC UTILITIES COMMISSION
REQUEST FOR PROPOSALS
FOR CONSULTING SERVICES RELATED TO METERING AND MEASUREMENT OF
THERMAL ENERGY**

Prospective Bidders:

The New Hampshire Public Utilities Commission (Commission) is seeking proposals from qualified firms or individuals to provide engineering and/or technical consulting services to the Commission.

Pertinent dates and information are as follows:

1. Proposals must be received by the Commission prior to 4:30 p.m. on April 12, 2013.
2. Proposals should be submitted to:

Lynn Fabrizio, Director of Administration
New Hampshire Public Utilities Commission
21 S. Fruit Street, Suite 10
Concord, NH 03301-2429
RFP@puc.nh.gov

3. Bidders may submit written inquiries about this Request for Proposals by email to RFP@puc.nh.gov by 4:30 p.m. on March 29, 2013. No phone calls, please. Inquiries and written responses will be posted on the Commission's website at: www.puc.nh.gov/home/requestforproposal.htm. The subject line of the email must state the following: RFP #2013-001, THERMAL ENERGY CONSULTING SERVICES.
4. Follow-up conferences/interviews will be scheduled as needed.
5. An evaluation team consisting of Commission and/or other qualified personnel will be established to evaluate responses to this bid proposal.

I. BACKGROUND

The Commission is an administrative agency with executive, legislative and quasi-judicial powers. The Sustainable Energy Division of the Commission oversees the Electric Renewable Portfolio Standard program pursuant to RSA 362-F, *Electric Renewable Portfolio Standard*, and Puc 2500, *Electric Renewable Portfolio Standard*. In June 2012, Senate Bill (SB) 218 amended RSA 362-F to create a Renewable Energy Certificate (REC) Class I subclass for useful thermal energy. RSA 362-F:13, VI-a requires the Commission to develop rules that include procedures for the metering, verification and reporting of useful thermal energy output. The Commission held stakeholder meetings on August 3, 2012 and January 25, 2013 to receive stakeholder input on the changes resulting from SB 218. The Commission received some comments related to the preliminary draft of Puc 2500, but needs additional assistance to prepare a draft and final rule.

The Commission is seeking a qualified consultant(s) who is able to provide technical assistance in developing the procedures for metering and measuring useful thermal energy output from solar, geothermal, and thermal biomass renewable energy technologies.

II. SCOPE OF SERVICES

The consultant(s) chosen will be expected to develop the following elements as part of the Commission's rulemaking process:

1. Methodology(ies) for calculating useful thermal energy output for the following:
 - a. Residential and commercial solar thermal systems;
 - b. Residential and commercial geothermal systems; and
 - c. Large and small thermal biomass renewable energy technologies.
2. Specification criteria and/or recognized standards (e.g., specific ASTM standard) for the metering of the useful thermal energy output and/or other parameters used to calculate the useful thermal energy output for the following:
 - a. Residential and commercial solar thermal systems;
 - b. Residential and commercial geothermal systems; and
 - c. Large and small thermal biomass renewable energy technologies.
3. Preliminary and final findings to present to stakeholders at meetings; and
4. Draft and final rule language subject to revision by the Commission and stakeholders.

In addition to the tasks indicated above, the consultant may also be asked to conduct the following additional tasks and subtasks to assist with other portions of the proposed changes to Puc 2500 such as:

1. Developing a methodology for calculating the electric generation associated with the biomass portion of a co-fired electric generating facility;
2. Developing the application requirements and application forms for useful thermal energy sources;
3. Developing the application requirements and application forms for co-fired electric generating facilities; and
4. Listing qualifications for independent monitors.

Initially, the consultant shall conduct a project scoping meeting with Commission staff. The purpose of the meeting will be to review and refine the scope of work and project approach.

III. CONFIDENTIALITY

The contractor agrees to maintain confidential all information to which it has access until such time as it is instructed otherwise by the Commission.

IV. WORK PAPERS

At the conclusion of the work, the contractor will make available to the Commission summaries of significant work papers and source documents as requested.

V. COMPONENTS OF THE PROPOSAL

The following is a list of the information to be provided in the proposal. Bidders should respond to all areas listed below, in the order listed, and conclude with a separate section on cost.

1. Proposed Approach and Associated Tasks. Contractor must present a proposed approach and the associated tasks for completing the scope of services as well as a separate approach for the additional tasks for which the Commission may need assistance. The contractor shall indicate key deliverables and milestone dates.
2. Corporate/Company Information. Contractor must provide the Commission with information concerning its corporate/company history; i.e., how many years in business, corporate officers or company principals, location of branch offices, professional and business association memberships, etc.
3. Personnel Assigned. Contractor must provide the Commission with a list of all personnel who might be assigned to this project, including the project manager (if applicable) and detailed resumes and summaries of each individual reflecting their relevant experience, including experience with metering and measurement of thermal output from solar, geothermal and thermal biomass renewable energy technologies. The contractor shall list the the specific role and responsibility of each individual. During the course of the work, the Commission must approve in writing any substitutions or changes in personnel assigned to perform the work.
4. References. Contractor must provide the Commission with a list of up to three references for work performed which is similar in scope or content to the one being proposed, preferably within the past 5 years.
5. Statement of Disclosure. Contractor must identify any existing or potential conflicts of interest including those that arise as a result of relationships or affiliations with utility companies under the jurisdiction of the Commission.
6. Detailed Budget Proposal. Contractor must provide the Commission with a detailed cost proposal that identifies the hourly rate for personnel and any associated expenses. The

budget for the additional tasks for which the Commission may need assistance shall be detailed separately.

VI. SELECTION CRITERIA

Cost is a consideration but may not be the determining factor in the Commission's decision. In addition to cost, the Commission will consider the following criteria:

1. Knowledge and practical experience that the organization possesses, including that of the staff and any subcontractors assigned to the project.
2. Experience and qualifications in providing similar services in New Hampshire as well as other states and to other utility commissions or regulatory agencies or solar, geothermal and thermal biomass renewable energy technology sources.
3. Availability and accessibility of staff assigned to project, including physical proximity to New Hampshire.
4. Ability to perform all of the major disciplines necessary to perform the work.
5. Cost of consulting services and expenses, including the competitiveness of the proposed hourly rates and any proposed discounts or other cost-effective benefits. (The Commission reserves the right to negotiate lower fees or a different fee structure than proposed, with any selected firms.)
6. The commitment and role of the firm's proposed project manager in charge of providing quality services to the Commission.
7. Overall responsiveness to the requirements of the RFP, including completeness, clarity and quality of the proposal.
8. Interviews, if performed.

VII. GENERAL BID CONDITIONS

1. Bids must be typed and double-sided. An original and three (3) copies of the bid must be submitted, along with an electronic copy in Portable Document Format (PDF) on a CD or USB drive. Bids that are incomplete or unsigned will not be considered. Proposals sent by fax or e-mail will not be accepted. The deadline for submitting bids is 4:30 p.m. on April 12, 2013. Bids must be addressed to Lynn Fabrizio, Director of Administration, New Hampshire Public Utilities Commission, 21 S. Fruit Street, Suite 10 Concord, NH 03301-2429 and via email at RFP@puc.nh.gov.
2. Bidders may submit written inquiries about this RFP by e-mail to RFP@puc.nh.gov no later than 4:30 p.m. on March 29, 2013. Inquiries and responses to them will be posted on the Commission's website as they are received.

3. The Commission reserves the right to reject or accept any or all bids, to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to waive irregularities that it considers not material to the bid, to award the bid solely as it deems to be in the best interest of the State, to contract for any portion of the bids submitted and to contract with more than one bidder if necessary.
4. The Commission reserves the right to request additional information from any or all parties submitting proposals to assist in its evaluation process.
5. All information relating to this bid (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire regarding public information.
6. The Commission shall not be responsible for any costs incurred by any party in preparation of any proposal submitted in response to this RFP.
7. All parties submitting proposals shall be Equal Opportunity Employers. Funding recipients will be expected to comply with all federal, state, and local laws respecting non-discrimination in employment.

VIII. CERTIFICATES

Bidders will be required to provide the following certificates prior to entering into a contract:

Secretary of State's Office Certificate of Good Standing ("CGS")	Individuals contracting in their own name do not need a CGS. Business organizations and trade names need a CGS, except for nonresident nonprofit corporations.
Certificate of Vote /Authority ("CVA")	Individuals contracting in their own name do not need a CVA. Business entities and trade names need a CVA.
Certificate of Insurance	Certificate of Insurance form attached with insurance coverage required under the contract. Modifications of insurance coverage required will be specified in the contract.
Workers' Compensation	Contractor must demonstrate compliance with or exception from RSA 281-A (and if applicable, RSA 228:4-b and RSA 21-I:80, and any other applicable laws or rules).

IX. FORM OF CONTRACT

1. The terms and conditions set forth in Attachment 1 - Form P-37 (v. 1/09) General Provisions Agreement are part of the proposal and will apply to any contract awarded the bidder.

2. Any contract resulting from this bid proposal shall not be deemed effective until it is signed by the Governor and Executive Council.
3. Any contract awarded from this Request for Proposals will expire on June 30, 2014. The Commission at any time, in its sole discretion, may terminate the contract, or postpone or delay all or any part of the contract, upon written notice.
4. When responding to this Request for Proposals, please include your ability to comply with Paragraph 14, Insurance, of the General Provisions Agreement. Please note that the Commission will allow substitution of professional liability insurance for part or all of the per occurrence comprehensive general liability insurance coverage. In addition, excess liability insurance in an equal amount may be substituted for up to \$1,000,000 of the per occurrence comprehensive general liability or professional liability insurance coverage. The State reserves the right to further waive or modify the insurance requirement in Paragraph 14 based on bids presented.