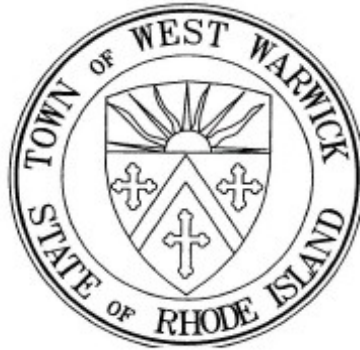


**Town of West Warwick**  
**Office of the Town Manager**  
**May 2010**

**Request for Proposals**



**Planning Services – Design & Development of the Green  
Business Revolving Loan Fund**

**An Energy Efficiency & Conservation Block Grant Funded Project**

## I. General Information

The Town of West Warwick (Town) is soliciting proposals from qualified offerors (Offeror) to develop the Green Business Revolving Loan Fund (GB-RLF) that will provide low interest rate loans to commercial businesses in West Warwick, Rhode Island. The Town of West Warwick will use approximately \$165,000 from an Energy Efficiency Conservation Block Grant (EECBG) to capitalize GB-RLF as a funding source for the purchase and installation of energy efficiency measures, renewable energy measures, and other eligible activities pursued by West Warwick businesses.

The Town seeks the submission of proposals from qualified professional advisors that may form the basis for the negotiation of a service contract. Specific terms and requirements in this RFP may be waived or modified by the Town as it deems necessary or appropriate. The Town is not liable for any costs incurred by a prospective provider for the preparation and production of a proposal or for any work performed prior to the issuance of a contract.

Proposals must be submitted by June 15<sup>th</sup>, 2010 at 4:00 PM. For information regarding this RFP, please contact Luke Peterson, [lpeterson@westwarwickri.org](mailto:lpeterson@westwarwickri.org).

## II. Project Description

The American Recovery and Reinvestment Act of 2009 (ARRA) Pub. L. 111-5, appropriated funding for the U.S. Department of Energy (DOE) to award funds under the Energy Efficiency and Conservation Block Grant program. The Town of West Warwick has been awarded EECBG funding through the Rhode Island Office of Energy Resources.

Projects under this RFP will be funded, in whole or in part, with funds appropriated by the ARRA for the EECBG. The DOE has encouraged grant recipients to pursue revolving loan funds as a means to perpetuating the effect of EECBG dollars.

The Green Business Revolving Loan Fund (GB-RLF) will stimulate the creation and retention of jobs, improve energy efficiency, increase the generation of renewable energy, and promote the other eligible objectives and activities of the EECBG program through low interest rate loans to West Warwick area businesses. **The primary objective of the GB-RLF is to promote job creation/retention within West Warwick.**

The GB-RLF will extend the scope of federal recovery funds and ensure that these funds continue to support the Town's goals of greening local businesses, embracing the green economy, creating/retaining jobs, and improving our overall energy efficiency and usage of renewable energy sources.

All funds received through the EECBG funding must be deposited and expended by February 1, 2012. Funds are considered expended for purposes of complying with this deadline when they have been loaned for the first time to a specific borrower.

The ideal offeror will be extremely well versed in the requirements of the EECBG program, and will work closely with the Town in identifying allowable expenditures for loan funds and

designing the GB-RLF so as to meet the needs of the Town, business community, other stakeholders, and the requirements of the legislation.

#### Key Tasks

- A) The Contractor will aid the Town in identifying eligible funding categories, coordinating with the Rhode Island Office of Energy Resources, and the Department of Energy to maximize the value of the GB-RLF to all stakeholders.
- B) The Contractor will assist the Town in developing specific goals and objectives for the GB-RLF in accordance with ARRA and EECBG regulations.
- C) The Contractor will be responsible for the development of forms, policies, and procedures for use in the loan application process, loan disbursement and reporting, loan recipient progress reports, and loan closing process; and will work with the Town to develop the loan application and define the criteria matrix for project selection.
- D) The Contractor will train assigned town personnel in such a manner that they will be able to manage the GB-RLF internally at time of completion of the contract. This will entail the development of such policy manuals, training materials, etc. as may be necessary to ensure continuity of service and compliance with ARRA and EECBG requirements.
- E) The contractor will further develop policies and procedures to protect the interest and integrity of the GB-RLF; including credit underwriting and verification procedures to ensure the credit worthiness of loan applicants. All loans will be properly secured.
- F) The contractor will assist in the initial disbursement of loans from the GB-RLF.
- G) The Contractor shall comply with the requirements of all applicable Federal, State and local laws, codes, regulations, DOE policy and guidance, and instructions in this RFP, unless relief has been granted by the DOE and the Town. The Contractor shall ensure flow down of the requirements of applicable Federal, State, and local laws, regulations, DOE policy, and guidance and instructions in this RFP to sub-recipients at any tier to the extent necessary to ensure the Contractor's compliance with the requirements.

#### III. Reporting Requirements & Duration of Project

The Contractor shall complete the tasks assigned above within ninety (90) days of award of contract, unless express, written consent to extend the contract is given by the Town to the Contractor. Any extension offered by the Town may not exceed thirty (30) days.

The contractor shall provide 1) weekly summary of billable hours charged to the Town; and 2) a bi-weekly narrative summary of accomplishments, progress, and setbacks.

#### IV. Submittal Requirements

Each proposal must contain one (1) original and two (2) copies of the following documents:

- A. Letter of Transmittal
  - i. A brief statement of the work to be performed.
  - ii. The total cost to execute the tasks under this contract.

- iii. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.

B. Cover Page

Name of Offeror's organization, local address, telephone number, email address, name of contact person(s), and date submitted.

C. Proposal Narrative

The Proposal narrative should outline a solid plan and strategy for development of the Green Business Revolving Loan Fund.

Include a detailed statement of methodology to be utilized to carry out each task. Each task is assigned a certain amount of possible points (these will be discussed further in **Section V: Selection Process**). Address each of the following elements in the proposal narrative:

- Describe experience with the EECBG program and/or Department of Energy supported Revolving Loan Funds. [25 points, must be supported by documents submitted under IV, F: Qualifications]
- Describe experience in the implementation of commercial loan financing programs. [20 points, must be supported by documents submitted under IV, F: Qualifications]
- Discuss your understanding of what business related activities may be funded under an EECBG revolving loan fund and your justification for these claims. [10 points]
- Discuss brief details for each step of the loan process including the loan application, the application review, loan closing procedures, project construction and completion, loan repayment, and tracking and monitoring of loans. [15 points]
- It is suggested that a loan review committee will be established to supervise all aspects of the GB-RLF. Discuss the proposed make-up, structure, and functioning of this committee. [5 points]
- Discuss proposed criteria for screening and ranking loan applications in order to maintain the financial security of the program, maximize benefit to commercial businesses, and to accomplish the objectives of the RI Office of Energy Resources, EECBG, and ARRA by maximizing benefits in terms of jobs created/retained, energy saved, renewable energy generated, and other appropriate metrics. [10 points]
- Outline proposed method of ensuring that the Town will be able to execute the loan program largely independently after close of this contract. [7 points]

- Provide suggestions for covering program administration costs through interests and fees and/or securing additional funding sources so that the fund's capital base remains intact. [5 points]
- Describe plan for marketing the loan program and proposed methods for reaching commercial businesses in the region and to ensure that eligible loan candidates submit applications for appropriate projects. [3 points]

D. Tasks Statement and Timeline

Outline major tasks and services to be provided. Include a timeline for task completion within the ninety (90) day contract period.

E. Project Budget

The Project Budget should outline the expenditures for the project. Any additional funds and/or in-kind services provided to the GB-RLF by the proposing organization or others should be shown in a separate column as "leveraged funds." Proposal preparation costs are not reimbursable.

F. Qualifications

Provide acceptable evidence of the organization, experience, qualifications, skills, and capabilities of the Offeror to perform the services requested in this RFP. The following information should be included:

1. Describe the organization and services provided
2. Provide brief resumes and statements of qualifications for key staff assigned to this project. Identify the role of each in regard to the GB-RLF. Include contact information for the project manager.
3. Describe experience of the organization and personnel, especially in regard to the implementation of loan programs, energy related programs, EECBG program, ARRA, DOE affiliated finance programs, and/or federal or state grant programs.
4. Describe contractual work that will be needed and qualification requirements of subcontractors. Persons who are not full time employees of the proposer shall be considered subcontractors.

All documents (three copies) outlined in this section must be submitted to:

Town of West Warwick  
Attn: Malcolm Moore, Finance Director  
1170 Main Street  
West Warwick, RI 02893

**These documents must be received by 4 PM June 15<sup>th</sup>, 2010.**

## V. Selection Process

Initial evaluation of offerors will be conducted on two functional dimensions:

1) The offeror's score on a scale from 0-100 points as derived from the possible points outlined in **Section IV, C: Proposal Narrative**; and 2) the total cost of execution of the contract.

Once the initial evaluation is completed, the Town may interview no more than the top three scoring offerors based on the criteria mentioned in the above paragraph.

## VI. Terms and Conditions

- A. The Town Reserves the right to reject any and all proposals, to waive irregularities in any proposal, to issue additional RFPs, to modify or terminate the project at any time prior to final execution of a contract; and to generally act in the best interest of the Town.
- B. The Town shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or to the interview process.
- C. Nothing contained herein shall require the Town to enter into exclusive negotiations and the Town reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
- D. All amounts submitted in the proposal shall be considered firm and fixed, and will remain in effect for ninety days following submission of the document.
- E. The Town reserves the right to request clarification of information submitted and to request additional information from a respondent.
- F. The qualifications of each member of the team are important criteria in the selection process. The selected consultants will not be allowed to substitute any members without prior approval by the Town. The Town, at its sole discretion, reserves the right to accept or reject proposed changes to the team.
- G. The offeror shall make no claims against the Town on the basis of any errors, misstatements, or claims offered in this RFP. Further, the offeror shall make no claims against the Town on the basis of any errors, misstatements, or claims offered by Town staff regarding this RFP.