



Request for Proposals: Supplemental Energy Management Consulting

Issued: April 23, 2018

Proposal Due Date: May 18, 2018

Contact:

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Program Overview

The Michigan Community Energy Partnership (MI-CEP) invites municipalities, school districts, and hospital systems to submit applications for consulting services in support of developing and implementing an energy efficiency, renewable energy, or energy management planning project or for moving financial or policy priorities forward related to energy waste reduction and/or renewable energy.

Energy management consulting services will be provided by a dedicated energy manager who will supply additional capacity and assistance in energy management issues and/or projects. Entities in distressed communities, Rising Tide communities, and communities impacted by power plant closures will be given priority consideration.

Successful candidates will receive 3 months of consulting services by a qualified energy analyst. The consulting services shall be provided from June 1, 2018 through August 31, 2018 and are not to exceed 48 hours per grantee.

Participating organizations will be expected to participate for the allotted period time and provide some data and information in support of the consulting period goals.

There is no cost for participants to apply or participate in this program. The program is fully funded by the Department of Energy and the Michigan Agency for Energy, through the Michigan Energy Office, under Award Number DE-EE0007478.

Applicants will be scored based on the following criteria:

Community Need

Requested Assistance

Geographical location

Participation Commitment (Ready, Willing and Available)

All candidates will be notified about the status of their application by Wednesday, May 30, 2018.



Eligible Applications

Eligible applications for supplemental consulting services include but are not limited to:

- Establishing energy management in your organization through efforts such as:
 - Integrating energy management into organizational plans,
 - Engaging stakeholders in energy planning efforts,
 - Presenting community energy management planning goals to city commissions or equivalent,
 - Drafting recommended community energy management policies,
- Setting an energy baseline through benchmarking facilities,
- Developing position responsibilities for an energy manager,
- Developing energy project funding mechanisms, such as:
 - Developing a revolving energy fund or
 - Identifying financing pathways for an energy efficiency or renewable energy project, and
- Providing technical assistance and/or serving as an owner's representative during development of an energy efficiency or renewable energy project.

Submission Requirements

Each response shall include:

1. Contact information (Name, Title, Organization, Address, Phone, Email) for the organization,
2. Details on applicant organization's past experience with energy management, if any,
3. Description of the organization's
 - a. Energy planning efforts, including status of benchmarking and whether energy usage is actively tracked,
4. Description of proposed energy management assistance and/or project(s) including:
 - a. How the request complements/furtheres energy management planning efforts within the community,
 - b. An overview of any previous completed work towards the project, if any,
 - c. How consulting services would support implementation,
 - d. Estimated timeline,
 - e. Projected costs and estimated energy savings, if any, and
 - i. Whether financing has been secured or identified (if applicable);
 - f. How any realized financial savings from the project(s) will be allocated.
5. Indicate the following information:
 - a. Does your organization have a capital improvements plan? If so, does the plan account for energy efficiency and/or renewable energy considerations?
 - b. Is your organization located in a Rising Tide Community, a Financially Distressed City, Village, or Township (FDCVT), or a community affected by power plant closures?
 - c. What is the median income of residents living in your community or served by your organization?

Proposal Instructions

PDF copies of all proposals shall be submitted by email to arharris@ecoworksdetroit.org by 5:00 p.m. on Friday, May 18, 2018. Proposals should not exceed 4 pages in length.