

Request for Proposals - Energy Consulting Services

1) Introduction:

The Town of Banff requests proposals from qualified entities to provide electricity and natural gas consulting and procurement services for its physical energy supply requirements. While the Town is currently part of the Alberta Municipal Services Corporation (AMSC) Energy Aggregation Program, it is now considering future options. The current energy provision contract is locked in until December 31, 2013. The Town shall determine the term of the consulting contract based on proposals received. The consulting contract will commence on March 5, 2012.

2) Projected Schedule of Events:

- RFP issued – January 24, 2012
- RFP Submission Deadline – February 24, 2012
- RFP Award – March 2, 2012

Proposal submissions must be emailed to Kelly Gibson, Corporate Services Manager, by 12 noon MST on Friday, February 24, 2012 at the following address: kelly.gibson@banff.ca

All enquiries relating to this RFP must be emailed to kelly.gibson@banff.ca

3) Overview:

In this Request for Proposal (“RFP”), the Town is seeking energy supply management and procurement expertise to assist/facilitate electricity and natural gas supply contracts with energy suppliers for its future contracts. This will include procurement of a renewable ‘green’ electricity component (Currently 0%, but 20% in the recent past). Energy management services will include annual data collecting, analyzing and reporting on energy consumption.

The table below summarizes the 5-year average energy supply portfolio for the Town of Banff, based on the years 2007-2011. Note that, as with most Canadian municipalities, there is significant seasonal variation (monthly figures can be provided upon request).

Commodity	# Sites	Annual Consumption (MWh/GJ)
Electricity	58	6,475
Natural Gas	22	23,800

4) RFP Response Requirements:

The RFP response must clearly identify the following:

- i) A robust energy procurement strategy based on energy market conditions in Alberta that would enable the Town of Banff to obtain best possible unit contract pricing and mitigate price/volume risks.
- ii) The scope of work to facilitate the above recommended procurement strategy, and associated consulting fee structure for the above energy supply portfolio.
- iii) Articulate options for green power procurement.
- iv) Articulate annual data reporting options and time frames.
- v) Any other energy portfolio management related services that would be advantageous to the Town, and the corresponding additional consulting fees.
- vi) Identify similar projects that your firm has overseen, providing (a minimum of three) reference names and contact information of clients for which your firm undertook similar projects.
- vii) Clearly indicate any current or past contracts your firm has held to provide advisory services of a similar nature to municipal government or institutional agencies.
- viii) Demonstrate efficiencies by collaborating with other communities or institutions?
- ix) Identify the person or persons in your firm who would be the project leader(s) and team members for work under this RFP, and describe in detail each person's background, including their educational and professional background, their professional certifications, and their knowledge of and experience in working with municipal government.
- x) Provide a staffing plan for work under this RFP, and indicate the roles and responsibilities of each assigned individual.

5) Minimum Bidder Qualifications:

- i) Consulting firm with a minimum Errors & Omissions Liability Insurance coverage of \$2,000,000; certificate of insurance may be requested from insurance agent.
- ii) Established operating presence in Alberta, with track record of serving energy supply requirements of a variety of institutional clients in Alberta.

6) Additional Conditions & Requirements:

At any time, the Town of Banff may for any reason abandon this RFP process, reject any RFP submission, request clarification or modification to the request for proposal, and accept the bid proposal or enter into any agreement that, in its judgment, best serves the interests of the Town.

7) Evaluation Criteria:

Selection of the Consulting Firm will be based on the following criteria:

- i) Qualification and experience in performing requested services.
- ii) Demonstrated expertise in serving institutional and municipal clients in Alberta.
- iii) Identified energy supply and procurement management strategy, including renewable source options, for the Town.
- iv) Fee Structure.
- v) Reference checks.