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[HTTP://WWW.MASS.GOV/DOER](http://www.mass.gov/doer)



# Clean Energy Assessment and Strategic Plan for Massachusetts Military Bases

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RFR-ENE-2013-022

Amendment #1

ISSUED: MARCH 22, 2013

**DEPARTMENT OF ENERGY RESOURCES**  
MARK SYLVIA, COMMISSIONER

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# I. INTRODUCTION AND PURPOSE OF PROCUREMENT

## A. OVERVIEW AND GOALS

The Massachusetts Department of Energy Resources (“DOER”) is a state agency whose mandate is to analyze and develop policies and programs to ensure that Massachusetts citizens have adequate, diverse energy supplies, at a reasonable cost, with a minimal impact on the environment. To that end, the DOER strives to create a cleaner energy future for the Commonwealth, economically and environmentally, including:

- Accelerating the deployment of cost-effective energy efficiency,
- Increasing the development of greener energy resources,
- Implementing strategies to assure reliable supplies and improve the cost of clean, energy relative to fossil-fuel based generation, and
- Supporting Massachusetts clean energy companies and spurring Massachusetts clean energy employment.

The DOER seeks the services of a contractor to support a year-long review of energy opportunities at six Massachusetts Military Bases. Over an anticipated 12-month period, the selected contractor will work closely with the DOER’s Clean Energy Project Team and base staff, to identify energy efficiency, renewable energy, and technology piloting activities that can reduce base operating costs and increase energy security. Project deliverables for each base will include an assessment of current conditions; a prioritized project list supported with technical data; and for selected projects, pre-engineering plans and proposal solicitation documents.

## B. BACKGROUND

In 2012, Lt. Governor Tim Murray signed an Executive Order to create a Military Asset and Security Strategy Task Force (“Task Force”). The Task Force calls for a long term initiative to support all military installations in Massachusetts, to protect them and explore opportunities attract in new missions.

The U.S. Department of Defense (“DoD”) has recently announced significant interest and support for clean energy and energy security at its bases to reduce costs and enhance security and reliability. The [\*Department of Defense Annual Energy Management Report, Fiscal Year 2011\*](#),

was published in September 2012. The document reviews DoD efforts, as well as those of the services, to reduce energy demand, increase renewable energy supply, and enhance energy security at fixed installations. The report highlights progress towards meeting goals.

As part of the Task Force, MassDevelopment and the DOER have met with personnel at each base and reviewed on-going energy concerns and initiatives, energy's role in base security, and opportunities for clean energy deployment. Based on these discussions confirming significant strategic energy opportunities, the DOER prepared a scoping document to explore clean and strategic energy opportunities to protect the military bases with lower energy costs, greater security, and serve the energy goals of the DoD and the Commonwealth.

Following review of this scoping document, the DOER, in coordination with the Task Force, has prepared this Solicitation for a Respondent to carry out a Scope of Work to fully assess, prepare, and integrate and promote with the bases opportunities for clean and strategic energy developments at the military bases in the Commonwealth.

**DOER's intent is to identify and develop solutions that lower base energy costs and enhance energy security. The process will uncover the best option(s) to achieve these solutions while also supporting DoD and state goals for energy efficiency, renewable energy, and climate change.**

## C. LIST OF MILITARY BASES

The clean energy assessment covers the six military bases where the DoD has critical military operations, including:

Barnes Air National Guard Base, Westfield  
Hanscom Air Force Base, Bedford  
Westover Air Reserve Base, Chicopee  
Natick Soldier Systems Center, Natick  
Massachusetts Military Reservation, Cape Cod  
Fort Devens, Devens

See Appendix D for background information on each military base.

This scope of work will account for significant differences across the bases, including chains of command, needs of military units at the bases, as well as the presence of state and civilian facilities. The scope of work will also consider opportunities to deploy solutions across organizational boundaries at each base.



## II. PROCUREMENT CALENDAR:

DOER Issues RFR	<b>February 22, 2013</b>
Deadline for Submitting Questions	<b>April 5, 2013</b>
Mandatory Bidders Conference	<b>March 15, 2013 (afternoon)</b>
DOER Answers to Questions Posted on Comm-PASS	<b>April 8, 2013</b>
<b>RFR Response Due</b>	<b>April 11, 2013</b>
Solicitation: Announcement of awarded Respondent on Comm-PASS in the Solicitation Update tab*	<b>May 10, 2013</b>
Execution of Contract with DOER*	<b>May 29, 2013</b>

\* Dates after RFR Response Due date are *anticipated* dates. All dates are subject to change.



### III. PROCUREMENT AND CONTACT INFORMATION

#### A. TYPE OF PROCUREMENT:

This RFR is commodities and services procurement, governed by 801 CMR 21

#### B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS:

This RFR is for single department procurement. All contracts awarded under this RFR will be utilized solely by the DOER.

#### C. RFR DISTRIBUTION METHOD:

This RFR has been distributed electronically using the Comm-PASS system. It is the responsibility of every potential respondent to check Comm-PASS for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended RFRs or submit inadequate or incorrect responses. Potential respondents are advised to check the “last change” field on the summary page of RFRs for which they intend to submit a response to ensure they have the most recent RFR files.

Respondents may not alter RFR language or any RFR component files. Those submitting a proposal must respond in accordance to the RFR directions and complete only those sections that prompt a respondent for a response. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized alterations will disqualify a response.

#### D. TOTAL ANTICIPATED DURATION OF CONTRACT

The Initial Contract Duration for this RFR is up to one (1) year from the Contract Effective Start Date, plus one (1) option to renew of up to one (1) year in the sole discretion of the DOER.

#### E. TOTAL ANTICIPATED VALUE OF CONTRACT

Estimated Value of this procurement is \$1,500,000.00

## F. QUESTIONS AND ANSWERS:

All questions must be submitted to the Question and Answer Forum on Comm-PASS. All answers, notifications, releases and amendments to this RFR will be posted on Comm-PASS.

In order to access the Question and Answer Forum:

1. From the Comm-PASS homepage ([www.comm-pass.com](http://www.comm-pass.com)), scroll to the bottom of the page and select **Search for bidders' forum**, located near the middle of the page.
2. Under **\*\*AND\*\* Search by Specific Criteria**, enter **RFR-ENE-2013-022** into the **Referenced Solicitation Number** search bar and click Search.
3. Click the link at the top of the page that says **There are 1 Forum(s) found that match your search criteria**.
4. On the right side of the page, click the eyeglasses under **View** to access the forum.
5. This Summary page contains information about the forum for **RFR-ENE-2013-022**, including its opening and closing dates. To post a question to the forum, click **Ask a Question in the Forum**, located in the top right corner of the page **before** the closing date has passed.
6. Enter the required sign-in information (this will be kept private from the general public and is only visible to the forum manager and contact person) and click **Next Step** at the bottom of the page.
7. Enter your question into the **Question** box and click **Submit Question** at the bottom of the page.

## G. PROHIBITION ON CONTACT WITH MASSACHUSETTS MILITARY BASE STAFF

The DOER is presenting this RFR in support of Massachusetts military bases. Potential bidders shall not contact military base staff to seek any information related to this RFR. The reserves the right to disqualify any proposal submitted by a bidder found to have any contact with any Massachusetts military base staff, on any topics concerning this RFR, from the RFR publication date through the date of contract award. All questions shall be submitted in accordance with sub-paragraph F, above.

## H. CONTACT INFORMATION:

Responses to this RFR will be received by:

Procurement Contact:	Arthur P. Robert Department of Energy Resources 100 Cambridge Street, Suite 1020 Boston, MA. 02114
Telephone:	(617) 626-7832
Fax:	(617) 727-0030
E-mail:	Arthur.robert@state.ma.us
RFR Name:	Clean Energy Assessment and Strategic Plan for Massachusetts Military Bases
RFR File Number:	RFR-ENE-2013-022

## IV. PERFORMANCE AND CONTRACT SPECIFICATIONS

### A. PROJECT ORGANIZATION AND RESPONDENT'S ROLE

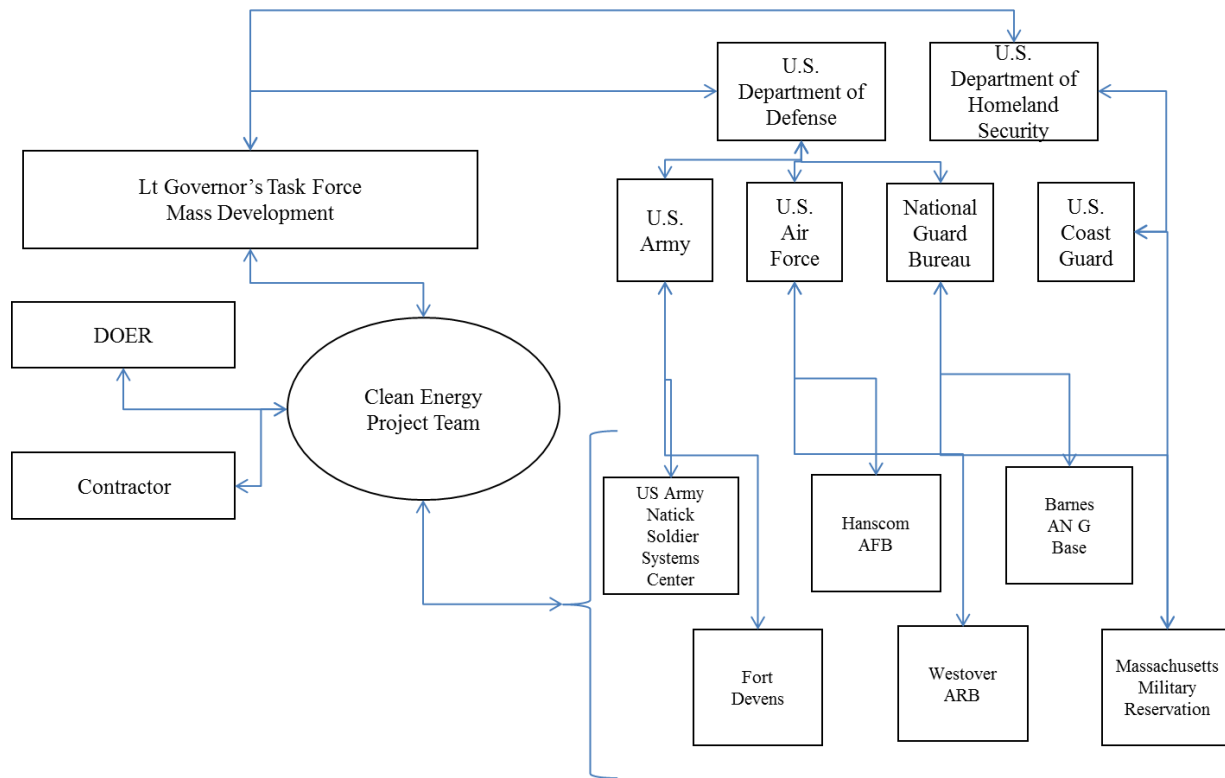
A schematic of the project organization is provided below. The Clean Energy Project Team will consist primarily of staff and the selected Respondent, who will work directly with military staff from each of the bases to accomplish the scope of work. The Clean Energy Project Team will act as project liaison to the Task Force and provide guidance to the selected Respondent's efforts on each base. This team will report progress to the Task Force and MassDevelopment on a bimonthly basis.

The energy opportunities for the military bases will be coordinated with the priorities and funding opportunities of the DoD and Department of Homeland Security ("DHS"). The primary channels for this coordination will be directly by the individual bases along with the Task Force leadership with the Clean Energy Project Team as support.

With the DOER's assistance, the selected Respondent shall establish direct and effective working relations with military personnel at each base. These relations will require recognition and respect for the organizational structure of the military, the general mission of each base, energy and other base development priorities, data sharing and sensitivities, decision making protocols, and procurement procedures for energy services and opportunities with DoD and DHS.

The selected Respondent will conduct assessments of military installations and identify clean and strategic energy opportunities that address two DoD priorities – lower base operating costs and boost energy security. The final product of this effort will include a list of feasible potential projects, including initial cost estimates, which are supported by base staff.

The selected Respondent will demonstrate knowledge of current DoD & DHS clean energy goals, action plans and resourcing commitments. The selected Respondent will also demonstrate knowledge of clean energy successes and "best practices" within each military service – Army, Air Force, Navy, and Marine Corps – as well as the Coast Guard. This knowledge will equip the Respondent to begin credible and effective dialogue with each military base.



## B. SCOPE OF WORK:

The DOER seeks responses from prospective contractors prepared to support the project's timeline and statewide breadth. The Initial Contract Duration for this RFR is up to one (1) year from the Contract Effective Start Date, plus one (1) option to renew of up to one (1) year in the sole discretion of the . Given this timeline and project breadth, the DOER expects an award under this RFR will not exceed \$1.5MM.

## Opportunities with Neighboring Communities

The focus of this RFR is on identifying and developing energy cost-lowering and security-enhancing solutions within the footprint of each military base. However, there may be cases where potential projects could benefit from nearby community involvement or support. The Respondent will work with base staff to identify these options. The Respondent will then coordinate with local public- and private-sector leaders, as needed, to assess options as part of its assessment and any follow-on steps as part of this project.

*TASK 1. BASE OUTREACH: ESTABLISH RAPPORT AND COLLECT INFORMATION: JUNE TO AUGUST 2013*

The selected Respondent will first build rapport with key base staff, gaining an understanding of the different cultures, decision processes, and interests at each base. The selected Respondent will also develop an understanding of each base's differences, in terms of ownership, mission, and tenant unit needs. By first listening, to learn of the perspectives and experiences of key staff at each base, the selected Respondent will build the relationships needed to pursue supportable and high-impact clean energy projects.

The selected Respondent shall establish teams of key personnel at each base, drawn from base staff and, when appropriate, major base activities – military or civilian. Through each Base Team, the selected Respondent will perform its work in a manner that minimizes time commitments and burdens for base staff. Through these Base Teams, the Clean Energy Project Team will gather baseline information, identify current energy use and procurement methods, identify clean energy opportunities and barriers, and gather input on prioritizing projects. The Base Teams will also serve as conduit to plans, resources, best practices/successes, for service the relevant services and the DoD. Through this outreach and other investigation, the Respondent shall also become familiar with broad DoD initiatives and priorities in the area of clean energy and energy security.

For each base, the Respondent will prepare the following background information:

- An assessment of current energy usage and the level of clean energy awareness and related activities, completed or underway.
- A database of energy use including electricity and fuels for building conditioning, significant power loads including generators, and base fleet vehicles.
- An assessment of all current clean and strategic energy projects already deployed or under development at each base, especially as it may relate to specific funding opportunities and priorities of the DoD.
- An inventory of key opportunities including planned new construction or retrofit of buildings, planned utility upgrades, opportunities for greatest energy savings, strategic mission needs for secure backup power and fuels, and available land, roof, and mechanical space for energy equipment.
- A database of the electric and gas utilities that serve the base and establish working relations with account representatives.
- For bases that host civilian operations and businesses, an inventory of energy use and opportunities relevant to civilian operations.

- **DOER does not expect confidentiality issues around civilian operations on Massachusetts military bases. The selected Respondent must be prepared to adjust to these issues and responses, should they occur.**

## *TASK 2. ASSESS CLEAN ENERGY AND ENERGY SECURITY TECHNOLOGY OPTIONS: JULY TO OCTOBER 2013*

For each base, the selected Respondent shall consider the widest range of clean energy options including:

### **Energy Use, Distribution, Metering and Procurement**

The selected Respondent will establish baseline energy use data for each base including electricity and fuels for heating and fleet vehicles. The selected Respondent will review the current manner in which electricity is distributed into and across the base assets, and offer suggestions on how to enhance its maintainability, reliability, and efficiency.

The selected Respondent will work with base personnel to establish a list of all electric and fuel meters at the base and data sources for meter readings. The selected Respondent will evaluate the current meter deployment and provide recommendations on better means to use metering to track and reduce energy use.

The selected Respondent will review the energy procurement strategies of the base and all tenants, and provide recommendations on other electric and fuel procurement options that might be advantageous. Opportunities and strategies to establish central procurement across all the bases of renewable energy including off shore wind will be reviewed.

### **Energy Efficiency**

The selected Respondent will identify and prioritize opportunities for energy conservation and efficiency across the base operations, including any civilian operations hosted at the base. The selected Respondent shall assess insulation of building envelopes, lighting, HVAC systems, motors, food service facilities and other energy uses and estimate cost and energy savings for energy efficiency measures.

**The selected Respondent will interact with utilities as Task 1 due diligence effort. Through the engagement, the Respondent will identify relevant information, including (but not**

**limited to) work supported to date, untapped resources and incentives, regulatory issues, and utility perspectives on actions to improve a base's energy posture.**

## **Renewable Energy**

Throughout the base, including civilian operations, the selected Respondent shall identify and evaluate opportunities for solar PV installations, solar hot water, biomass heating, wind, and anaerobic digestion of organic wastes. The selected Respondent shall assess opportunities for solar PV and solar thermal on roof tops and large PV ground-mounted arrays. Sites identified shall consider solar access, building roof orientations and repair schedules, and land areas that are not restricted by base operations and missions. The selected Respondent shall summarize and prioritize the solar PV sites and estimate the capacity (kW) and annual output (kWh) that could be afforded by each site. Based upon available state wind maps the selected Respondent shall identify and assess any areas that may be feasible for wind generation. Large building heating and process heat loads shall be identified and assessed for biomass wood chip or pellet boilers. The geological characteristics of the site shall be assessed for geothermal resources for heat pump heating and cooling of individual or groups of buildings. The selected Respondent shall identify any on-site sources of organic material (food and yard waste) and quantities to be collected for an onsite anaerobic digester or transportation to an offsite facility.

## **Combined Heat and Power**

A combined heat and power (CHP) system, designed to meet thermal and electrical loads of a facility, can greatly increase the facility's operational efficiency and decrease energy costs while enabling distributed generation, district heating and cooling, and backup power. Based on discussions with base personnel and electric and thermal load analyses across each base, the selected Respondent shall identify and evaluate opportunities for distributed or centralized CHP units. Evaluation shall include consideration of hot water and process heat loads, absorption chillers, and thermal energy storage to create base thermal load profiles across the day and through all seasons.

## **Alternative Fuels and Vehicles, Electric Vehicle-to-Grid Opportunities**

Considering alternative fuels such as compressed natural gas, biodiesel, hydrogen, and electricity, the selected Respondent shall evaluate opportunities with base or civilian vehicle fleets to reduce conventional fuel use and support alternative fueling and recharging infrastructure. The use of electric vehicles with vehicle-to-grid (or microgrid) interconnection to enhance base reliability and security shall be considered.



## **Microgrids (including Electric Energy Storage)**

Microgrids can provide military bases with enhanced reliability and security to maintain critical mission capabilities in a time of power outages, and are of particular interest to the DoD. Generally, microgrids integrate distributed power generation with the electric distribution system of the base to assure that critical power needs can be served safely without utility grid power. Electric energy storage can be useful to reduce the necessary distributed generation capacity, and provide operational flexibility and additional reliability and security. The selected Respondent shall work with base personnel to identify mission critical electric loads and to identify opportunities and recommendations for microgrid integration with the base electrical system and to qualify the benefits provided to mission security and reliability.

## **Green Remediation**

The selected Respondent shall work with base personnel to identify green remediation opportunities. Active groundwater remediation (pump and treat) and wastewater treatment facilities are commonly part of military base infrastructure and are energy-intensive. Related costs can be reduced through energy efficiency solutions or offset through renewable energy solutions. Wastewater treatment systems may also be suitable for solutions with related operating benefits, such as reduced sludge volume and economic gains via anaerobic digestion.

## **Emerging Technology Pilot Opportunities**

Notwithstanding the consideration of the clean energy technologies and strategies above, the selected Respondent will work, in consultation with the DOER, to identify strategic opportunities to integrate early market technologies of interest to the Commonwealth and the DoD. Such pilot projects might offer valuable demonstration opportunities for Massachusetts emerging companies or research facilities. A specific pilot has already been suggested for advanced battery storage.

## ***TASK 3. IDENTIFY OPPORTUNITIES AND BARRIERS: SEPTEMBER TO NOVEMBER 2013***

### **Prioritize Energy Efficiency and Clean Energy Opportunities for Each Base**

The selected Respondent shall use the information learned from the assessment of technology options to prioritize a list of clean energy opportunities for each base – considering the

magnitude of energy/cost savings, technical feasibility, and contributions to mission needs and DoD priorities. Prioritization will also account for other issues, such as current regulations, system ownership, and system capacity limitations, base personnel and affected civilian operations. Through review by the DOER, the final list of priority opportunities shall be established.

**Respondents should not assume a fixed number of Task 3 projects. Respondents should propose an approach to Task 3 that will result in the efficient review of Task 2 options – and result in a shorter list of well-developed and feasible projects. While rigorous cost/benefit analysis is not required during this phase. DOER expects the selected Respondent to rule out options with clear feasibility shortcomings.**

### **Identify Environmental Protection and Ecological Sensitivities**

For each priority project, the selected Respondent shall evaluate all applicable environmental issues that might critically impact project permitting or acceptability. Such concerns may include air or water emissions, aesthetics and public health concerns, and impacts on endangered species, watersheds, and sensitive habitat.

### **Establish Schematic Design and Benefit/Cost Estimates**

For each priority project, the selected Respondent shall provide a schematic design; estimated installation and operation/maintenance costs; and estimated benefits of energy savings including energy costs savings, greenhouse gas emission reductions, and afforded energy security and reliability.

### **Identify Funding Sources (state, utilities, federal, etc.)**

The selected Respondent shall identify funding and other incentive sources that can be used to support the economics of the identified projects. Such sources shall include, but not be limited to, the state's programs for energy efficiency through the electric and gas utilities, renewable and alternative energy portfolio standards, state and federal tax credits (as applicable for government facilities or third-party owned systems), and federal (DoD, DHS, other) programs for clean energy deployment. The selected Respondent will also consider private-sector funding mechanisms. The selected Respondent shall take these support mechanisms into account when establishing project cost/benefit estimates.

### **Review Findings with Task Force & Consolidate and Prioritize Opportunities**

Based on the evaluations of priority energy opportunities on each base, the Selected Respondent shall provide clear comparative analyses and review the findings with base personnel and the Lt. Governor's Task Force. The Clean Energy Project Team shall consider mechanisms to pursue opportunities for all the priority energy projects, including bundling procurements for energy efficiency, solar development and energy service companies, and joint proposals to the DoD or other funding sources, third-party ownership arrangements, etc.

From these priority projects, the Clean Energy Project Team shall identify those projects across the bases which are of highest priority for the military and the Commonwealth for which specific development and funding strategies shall be prepared. As necessary, the Clean Energy Project Team shall include personnel representing civilian operations on the bases that are affected by the priority energy opportunities.

*TASK 4. PREPARE CLEAN ENERGY PLANS AND PROPOSALS/SOLICITATIONS: NOVEMBER 2013 TO JANUARY 2014*

**Prepare Pre-Engineering Project Plans**

For those priority projects identified by the Clean Energy Project Team as highest priority, the Selected Respondent shall develop project design and economic reports and pre-engineering plans. These plans shall be of sufficient depth and quality to meet technical document requirements for proposal and solicitation documents.

**Coordinate Project Planning with Utilities, and Federal and State Programs**

The Selected Respondent, with base personnel, shall review project plans with the gas and electric utilities and determine the support available from energy efficiency funds. The selected Respondent shall review project plans with military base personnel, the Task Force, and with the DOER. The selected Respondent shall coordinate the preparation of proposal and solicitation documents. Project coordination shall include any civilian operations affected by the projects.

**Prepare Proposal and Solicitation Documents**

The selected Respondent will assist state and military offices in preparing proposal and solicitation documents.

#### **Note on Task 4**

The DOER recognizes that the workload in Task 4 will be dictated by the number and complexity of priority projects, and the number of needed proposal and solicitation responses. **Therefore, for purposes of pricing, Task 4, Respondents should assume three (3) large projects and eight smaller projects, as detailed below:**

- **The need to prepare plans and proposals for three (3) priority projects. Priority projects can be assumed to large, complicated projects, such as a MW scale solar PV ground mounted system, a community-scale combined heat and power project, or a microgrid with grid modernization technologies, with electric energy storage and electric vehicle infrastructure. These materials will be prepared in sufficient detail to allow base staff to procure a fundable project.**
- **Shorter responses to a future possibility of preparing for eight (8) priority projects of similar range. These packages will address smaller, less-complicated projects, in sufficient detail to support the future development of fundable solicitations.**
- **Task 4 concludes with the presentation of procurement and engineering documents**
- **The selected Respondent will develop the procurement and pre-engineering documents**

The technical response should address Respondents' resource capacity to successfully meet and manage the additional workload. The budget response should provide a non-binding best estimate of the additional cost to accomplish Task 4.

#### **C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES**

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. The estimated value of this contract is \$1.5 Million **and includes Tasks 1 through 4.**

#### D. PROJECT TERMS:

The selected Respondent will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions. In addition, all final contracts negotiation of a Final Scope of Services. Please note that the DOER does not guarantee that any contracts will result from this RFR or that any particular funding level will be awarded. The Initial Contract Duration for this RFR is up to one (1) year from the Contract Effective Start Date, plus one (1) option to renew of up to one (1) year in the sole discretion of the DOER.

## V. DELIVERABLES, OWNERSHIP, AND CREDIT DUE:

### A. DELIVERABLES:

**The selected Respondent will develop options that, among other criteria, will be economically feasible and have a funding strategy. In completing this work, the selected Respondent will identify the entity (ies) that can make best use of available incentives.** The selected Respondent, in coordination with the Clean Energy Project Team, will lead the preparation of the following deliverables.

- 1) Project management plan identifying tasks, schedule, critical paths, and resources. The selected Respondent will also prepare and maintain a project personnel directory identifying all personnel, roles, and contact information including staff and leadership roles at each base, members of the Clean Energy Project Team, and leadership of state agencies and the Task Force. Personnel directory shall also include contacts at applicable electric and gas utilities serving the bases, and DoD contacts on program opportunities.
- 2) Technical Report on existing energy consumption, load, and metering profiles for each base and affiliated civilian operations. This report shall present findings from Task 1, including analysis of current energy use (electricity and fuels), and on-going clean energy projects and strategies.
- 3) Individual base assessment reports covering findings of Task 2 identifying and analyzing current energy challenges and clean energy and energy security technology opportunities.
- 4) Project priorities report (Task 3) to the Task Force prioritizing clean energy opportunities across the bases to optimize total benefits to the bases and best meet objectives of the DoD and the Commonwealth.
- 5) Individual technical reports (Task 3) on each priority project providing schematic design, cost/benefit analysis, review of applicable environmental issues, and funding strategies.
- 6) Pre-engineering project plans for each project that is approved for Task 4.
- 7) Proposal and solicitation documents for each project that is approved for Task 4.

### B. OWNERSHIP OF DELIVERABLES:

All deliverables including, but not limited to, those listed above shall be owned by the Commonwealth of Massachusetts.

### C. REPORTING:

Every two weeks, for the duration of the contract, the successful selected Respondent must provide the Clean Energy Team with an update in an electronic format that includes the following:

- Tasks performed pursuant to the Scope of Work
- Planned activities for the upcoming two weeks
- Description of any issues, concerns, or other feedback.

### D. INVOICING:

The successful Respondent may submit an invoice for work performed during the period of the contract no more frequently than once a month. Invoices shall include information required by the DOER and specified in the contract, including, for example, the dates of service, type of service performed, hours associated with each task, and copies of time sheets.

### E. REQUIRED QUALIFICATIONS:

Respondents shall demonstrate each of the following:

- 1) specific expertise and experience in clean energy including energy efficiency, renewable energy, combined heat and power, district energy systems, energy storage, and electric grid interconnection, demand reduction strategies and microgrids;
- 2) a high level of awareness of state energy efficiency programs (e.g., Mass Save), renewable and alternative energy portfolio standards, and net metering and grid modernization initiatives
- 3) knowledge of federal incentives and on-going DoD energy initiatives and solicitations;
- 4) experience in working with the DoD and in successfully establishing rapport with military work staff and in identifying and responding to federal solicitations;
- 5) experience working on DoD energy initiatives at the base/installation level;
- 6) the ability to successfully manage large multi-tasked projects and prepare clear, organized, and succinct reports and documents;
- 7) experience with assessments, project development, and solicitations at the campus or community scale;

- 8) working knowledge of applicable state and federal environmental and other regulatory requirements related to siting clean energy and energy efficiency projects;
- 9) the capacity needed to execute a multi-facility, statewide initiative on the proposed timeframe;
- 10) expertise sufficient to assess and implement the range of potential clean energy solutions.

## F. EVALUATION CRITERIA

### 1) Completeness and clarity of the proposal:

Highly Advantageous: Respondent presents a plan of approach to achieve end deliverables that is very logical, well thought through, takes into consideration all stakeholders, and fully addresses all elements stated in the RFP.

Advantageous: Respondent presents a plan of approach to achieve end deliverables that is moderately logical, somewhat well thought through, takes into consideration most but not all of the stakeholders, and addresses most, but not all of the project elements stated in the RFP.

Not Advantageous: Respondent presents a plan of approach to achieve the end deliverables that is not logical, not well thought through, does not take into consideration the stakeholders, and does not address all of the elements stated in the RFP.

Unacceptable: Respondent does not present a plan of approach.

### 2) Respondent's experience with similar projects:

Highly Advantageous: Respondent has 5 or more years of experience working on projects of a similar type, size and scope to this project.

Advantageous: Respondent has less than 5 years but more than 3 years of experience working on projects of a similar type, size and scope to this project.

Not Advantageous: Respondent has 3 or less years of experience working on projects of a similar type, size and scope to this project.

Unacceptable: Respondent has no experience working on projects of a similar type, size and scope to this project.

### 3) Education, experience, training and relevant expertise of Project Team:

Highly Advantageous: Proposed project team has 5 or more years of education, experience, training, and relevant expertise in the renewable energy and energy efficiency field, with experience building rapport working with the DoD throughout the project team that will be assigned to the proposed work.



Advantageous: Proposed project team has less than 5 years but more than 3 years of education, experience, training, and relevant expertise in the renewable energy and energy efficiency field, with experience building rapport working with the DoD throughout the project team that will be assigned to the proposed work.

Not Advantageous: Proposed project team has 3 or fewer years of education, experience, training, and relevant expertise in the renewable energy and energy efficiency field, with experience building rapport working with the DoD throughout the project team that will be assigned to the proposed work.

Unacceptable: Proposed project team has no education, experience, training, or relevant expertise in the renewable energy and energy efficiency field, with experience building rapport working with the DoD.

#### 4) Knowledge and experience responding to federal solicitations:

Highly Advantageous: The proposal details extensive knowledge, understanding, and experience with identifying and responding to federal solicitations.

Advantageous: The proposal details sufficient but not extensive knowledge, understanding, and experience with identifying and responding to federal solicitations.

Not Advantageous: The proposal does not show sufficient knowledge, understanding, and experience with identifying and responding to federal solicitations.

Unacceptable: The proposal shows no knowledge, understanding, and experience with identifying and responding to federal solicitations.

#### 5) Demonstrated abilities and experience with project management:

Highly Advantageous: Respondent has 5 or more years of project management experience and skills and demonstrates a successful history of well managed large multi-tasked projects.

Advantageous: Respondent has less than 5 years but more than 3 years of project management experience and skills and demonstrates a successful history of well managed large multi-tasked projects.

Not Advantageous: Respondent has 3 or fewer years of project management experience and skills and demonstrates a successful history of well managed large multi-tasked projects.

Unacceptable: Respondent has no project management experience and skills and does not demonstrate a successful history of well managed large multi-tasked projects.

6)Supplier Diversity Program (SDP):

RFRs valued at \$150,000.00 or more must include an SDP Plan in the evaluation criteria and it must have a value of at least 10% of total evaluation points.

7) Prohibition on contact with Massachusetts military base staff

The DOER s presenting this RFR in support of Massachusetts military bases. Potential bidders shall not contact military base staff to seek any information related to this RFR. The DOER reserves the right to disqualify any proposal submitted by a bidder found to have any contact with any Massachusetts military base staff, on any topics concerning this RFR, from the RFR publication date through the date of contract award.

## VI. SUBMISSION REQUIREMENTS

A Proposal must contain the transmittal letter, non-price, price and other components described below (a “Proposal Package”). **The Proposal Package must be received by DOER by 3:00 pm on April 11, 2013. Late responses will not be accepted.** All correspondence and filings submitted to DOER shall be directed to the Procurement Contact.

### A. CONTENTS OF THE PROPOSAL PACKAGE

The Proposal Package must contain the following components:

- 1) **Transmittal Letter** – A sealed envelope labeled with the Respondent’s name and the words, “Transmittal Letter,” must contain one original hard copy with blue ink signatures, eight (8) additional hard copies, and a CD or flash drive with an electronic copy (in searchable pdf format) of the transmittal letter.
- 2) **Non-Price Proposal** – A sealed envelope labeled with the Respondent’s name and the words, “Non-Price Proposal,” must contain one original hard copy with blue ink signatures, plus eight (8) additional hard copies, and a CD or flash drive with an electronic copy (in searchable pdf format) of the non-price response.
- 3) **Price Proposal** – A sealed envelope labeled with the Respondent’s name and the words, “Price Proposal,” must contain one original hard copy plus eight (8) additional hard copies, and a CD or flash drive with an electronic copy (in searchable pdf format) of the price response.

Details regarding the content of each of these components are provided in Section B below. Once the Respondent is selected, *all* submissions will be subject to Public Record disclosure and will be posted online on the Comm-PASS system.

### B. DESCRIPTION OF PROPOSAL PACKAGE COMPONENTS

- 1) **Transmittal Letter** – The transmittal letter should highlight any special features of the Proposal, and include the name, phone number, and email address for the point of contact for the Respondent. The transmittal letter should be signed by a representative of the Respondent who has the authority to bind the Respondent.
- 2) **Non-Price Proposal**, which must include the following:

- a) The project management plan
- b) Timeline for completing project
- c) The plan of approach to achieve end deliverables
- d) A narrative outlining the experience of the firm (**not to exceed 10 pages for the entire team**)
- e) Resumes for key members of the project team
- f) Three references **for each team member** that can speak to the experience of the members of the project team
- g) Three references that can speak to the firm's success in completing similar projects  
The Commonwealth documents referenced in Appendix B.

### 3) **Price Proposal**

- a) Complete table in Appendix C in its entirety
- b) Completed Schedule of Participation and all Letters of Intent for M/WBE participation as described in Appendix A.

## C. WITHDRAWAL OR MODIFICATION OF PROPOSAL PACKAGE

- 1) A Respondent may withdraw or modify its Proposal by written request at any time prior to the RFP submission deadline. Telephonic submittals, amendments, or withdrawals will not be accepted.
- 2) Unless otherwise specified, no proposal may be withdrawn for a period of 120 days following the submittal deadline. Negligence on the part of the Respondent in preparing the Proposal confers no rights for the withdrawal of the Proposal after it has been opened.
- 3) Proposals received prior to the 3 p.m. on April 11, 2013 will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a Proposal not properly addressed and identified.
- 4) Any Respondent taking exception to, or questioning any of the provisions, procedures, conditions or specifications herein stated should make such exceptions known through the question submittal process outlined in the Procurement Calendar.

- 5) It is the Respondent's responsibility to regularly check Comm-PASS for any updates or changes to this RFR.

## VII. EVALUATION AND AWARD

### A. PROCESS

DOER will review the responses and may conduct an interview process. DOER reserves the right to select no respondents if the responses do not meet a sufficient standard based on the evaluation criteria. The evaluation committee reserves the right to waive any technical defect or informality in Proposals received or to allow the Respondent to correct them, and to accept or reject any Proposal or portion thereof. The evaluation committee reserves the right to seek additional information from any and all Respondents including but not limited to requests for clarifications and interviews.

### B. RESPONDENT SELECTION AND CONTRACT EXECUTION

All Respondents will be notified in writing of DOER's selection decision. DOER and the Commonwealth reserves the right to reject any requested changes identified by the Respondent if not previously agreed upon during the response review and interview process. If an acceptable contract cannot be reached with any Respondent within 30 days of the written applicant selection notification, DOER may withdraw its selection of the Respondent.

## VIII. OTHER TERMS:

### REPORTING

Contractors are responsible for compliance with all other contract reporting requirements including, but not limited to, Supplier Diversity Program (SDP) and other contract reports, as required by this contract.

### SECURITY AND CONFIDENTIALITY

The Contractor shall comply fully with all security procedures of the Commonwealth and all other applicable state, local and federal agencies in performance of the Contract. The Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, personally identifiable information, or commercial proprietary information in the possession of the Commonwealth Agency.

**To date, bases contacted have not identified a security clearance requirement. Respondent staff may be asked to submit to background checks, or other clearance activities. The selected respondent may also be asked to agree to any restrictions on information access/sharing/use determined by base leadership**

### AUDIT

During the term of this Agreement and for a period of six years thereafter, the DOER, its auditors, the Operational Services Division, the Office of the Inspector General or other authorized representatives shall be afforded access at reasonable times to Contractor's accounting records, including sales information on any system, reports or files, in order to audit all records relating to goods sold or services performed pursuant to this Agreement. If such an audit indicates that Contractor has materially overcharged DOER, then the Contractor shall remit the overcharged amount and be responsible for payment of any costs associated with the audit.

## APPENDIX A

### GENERAL PROCUREMENT INFORMATION

#### *ACCESS TO SECURITY-SENSITIVE INFORMATION*

Bidders agree to adhere to this section in the event that an eligible entity provides a Contractor with security-sensitive information which, pursuant to MGL c. 4, § 7, cls. 26(n), is generally exempt from public disclosure under the Commonwealth's public records laws and must, for public safety purposes, be safeguarded from widespread public disclosure. This security-sensitive information is in the form of blueprints, plans, policies, procedures, schematic drawings, which relate to internal layout and structural elements, security measures, emergency preparedness, threat or vulnerability assessments, and/or any other records relating to the security or safety of persons (pursuant to [MGL c. 66A](#)) or buildings, structures, facilities, utilities, transportation, information technology or other infrastructure located within the Commonwealth. Qualified prospective Bidders that are interested in accessing this information for the purpose of preparing a bid Response must, before being allowed to access the information, sign a confidentiality agreement, thereby agreeing to:

- i. restrict the use of these sensitive records for any other purpose than as authorized and for the purpose of putting together a bid proposal;
- ii. safeguard the information while it is in their possession (consistent with Section 6 of the Commonwealth Terms and Conditions); and
- iii. return such records and materials to the Commonwealth upon completion of the project.

#### *ALTERATIONS*

Bidders may not alter (manually or electronically) the Solicitation language or any Solicitation component files, except as directed in the RFR. Modifications to the body of the Solicitation, specifications, terms and conditions, or which change the intent of this Solicitation are prohibited and may disqualify a Response.

#### OWNERSHIP OF SUBMITTED RESPONSES

DOER shall be under no obligation to return any Responses or materials submitted by a Bidder in response to this RFR. All materials submitted by Bidders become the property of the Commonwealth of Massachusetts and will not be returned to the Bidder. The Commonwealth reserves the right to use any ideas, concepts, or configurations that are presented in a Bidder's Response, whether or not the Response is selected for Contract award.



Responses stored on Comm-PASS in the encrypted lock-box are the file of record. Bidders retain access to a read-only copy of this submission via their Comm-PASS SmartBid Online Response Desktop, as long as their account is active. Bidders may also retain a traditional paper copy or electronic copy on a separate computer or network drive or separate media, such as CD or DVD, as a back up.

## PROHIBITIONS

Bidders are prohibited from communicating directly with any employee of the procuring Department or any member of the MassDOER procurement team regarding this RFR except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact person using the contact information provided in the “Issuers” tab for this Solicitation in the event that this RFR is incomplete or information is missing. Bidders experiencing technical problems accessing information or attachments stored on Comm-PASS should contact the [Comm-PASS Helpdesk](#).

In addition to the certifications found in the Commonwealth’s Standard Contract Form, by submitting a Bid Response, the Bidder certifies that the Response has been arrived at independently and has been submitted without any communication, collaboration, or without any agreement, understanding or planned common course or action with, any other Bidder of the commodities and/or services described in the RFR.

## TERMS AND REQUIREMENTS PERTAINING TO AWARDED CONTRACTS

### *COMMONWEALTH TAX EXEMPTION*

Payment vouchers or invoices submitted to Massachusetts government entities must not include sales tax.

## CONTRACTOR’S CONTACT INFORMATION

It is the Contractor’s responsibility to keep the Contractor’s Contract Manager information current. If this information changes, the Contractor must notify the Contract Manager by email immediately, using the address located on the Contract’s “Issuer(s)” tab in the “Contact Information” section.

The Commonwealth assumes no responsibility if a Contractor’s designated email address is not current, or if technical problems, including those with the Contractor’s computer, network or internet service provider (ISP), cause e-mail communications between the Bidder and the PMT to be lost or rejected by any means including email or spam filtering.

## PUBLICITY

Any Contractor awarded a contract under this RFR is prohibited from selling or distributing any information collected or derived from the Contract, including lists of participating Entities, Commonwealth employee names, telephone numbers or addresses, or any other information except as specifically authorized by the PMT.

## Required Specifications

In general, most of the required contractual stipulations are referenced in the *Standard Contract Form and Instructions* and the *Commonwealth Terms and Conditions* (either version). However, the following RFR provisions must appear in all Commonwealth competitive procurements conducted under 801 CMR 21.00:

The terms of *801 CMR 21.00: Procurement of Commodities and Services* (and *808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services*, if applicable) are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFR.

Supplier Diversity Program (SDP). Massachusetts Executive Order 524 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs) that resulted in the Supplier Diversity Program in Public Contracting. M/WBEs are strongly encouraged to submit responses to this RFR, either as prime vendors, joint venture partners or other type of business partnerships. All bidders must follow the requirements set forth in the SDP section of the RFR, which will detail the specific requirements relating to the prime vendor's inclusion of M/WBEs. Bidders are required to develop creative initiatives to help foster new business relationships with M/WBEs within the primary industries affected by this RFR. In order to satisfy the compliance of this section and encourage bidder's participation of SDP objectives, the Supplier Diversity Program (SDP) Plan for large procurements greater than \$150,000 will be evaluated at 10% or more of the total evaluation. Once an SDP Plan is submitted, negotiated and approved, the agency will then monitor the contractor's performance, and use actual expenditures with SDO certified contractors to fulfill their own SDP expenditure benchmarks. M/WBE participation must be incorporated into and monitored for all types of procurements regardless of size; however, submission of an SDP Plan is mandated only for large procurements over \$150,000.

- This RFR will contain some or all of the following components as part of the Supplier Diversity Program Plan submitted by bidders:
  - Sub-contracting with certified M/WBE firms as defined within the scope of the RFR,
  - Ancillary use of certified M/WBE firms,
  - Growth and Development activities to increase M/WBE capacity,

All certified businesses that are included in the bidder's SDP proposal are required to submit an up to date copy of their certification letter. For further information on SDO certification, contact the Supplier Diversity Office at (617) 502-8831 or via the Internet at [www.mass.gov/sdo](http://www.mass.gov/sdo). Other resources are available to M/WBE firms that may qualify for SDO certification at [www.mass.gov/sdp](http://www.mass.gov/sdp).

Supplier Diversity Program Subcontracting Policies. Prior approval of the agency is required for any subcontracted service of the contract. Agencies may define required deliverables including, but not limited to, documentation necessary to verify subcontractor commitments and expenditures with Minority- or Women-Owned Business Enterprises (M/WBEs) for the purpose of monitoring and enforcing compliance of subcontracting commitments made in a bidder's Supplier Diversity Program (SDP) Plan. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors.

Best Value Selection and Negotiation. The Procurement Management Team (PMT) may select the response(s) which demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected bidder, or a contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the selected bidder's or contractor's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or contractor's original response.

Bidder Communication. Bidders are prohibited from communicating directly with any employee of the procuring department or any member of the PMT regarding this RFR except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may ask questions and receive answers publicly through the applicable "Bidders Forum" on [www.Comm-pass.com](http://www.Comm-pass.com).

Comm-PASS. Comm-PASS is the official system of record for all procurement information which is publicly accessible at no charge at [www.comm-pass.com](http://www.comm-pass.com). Information contained in this document and in each tab of the Solicitation, including file attachments, and information contained in the related Bidders' Forum(s), are all components of the Solicitation.

Bidders are solely responsible for obtaining all information distributed for this Solicitation via Comm-PASS, by using the free Browse and Search tools offered on each record-related tab on the main navigation bar (Solicitations and Forums). Forums support Bidder submission of written questions associated with a Solicitation and publication of official answers. All records on Comm-PASS are comprised of multiple tabs, or pages. For example, Solicitation records contain Summary, Rules, Issuer(s), Intent or Forms & Terms and Specifications, and Other Information tabs. Each tab contains data and/or file attachments provided by the Procurement Management Team. All are incorporated into the Solicitation.

It is each Bidder's responsibility to check Comm-PASS for:

- Any addenda or modifications to this Solicitation, by monitoring the "Last Change" field on the Solicitation's Summary tab, and
- Any Bidders' Forum records related to this Solicitation (see Locating an Online Bidders' Forum for information on locating these records).

The Commonwealth accepts no responsibility and will provide no accommodation to Bidders who submit a Response based on an out-of-date Solicitation or on information received from a source other than Comm-PASS.

Comm-PASS SmartBid Subscription. Bidders may elect to obtain an optional free SmartBid subscription which provides value-added features, including automated email notification associated with postings and modifications to Comm-PASS records. When properly configured and managed, SmartBid provides a subscriber with:

- A secure desktop within Comm-PASS for efficient record management
- A customizable profile reflecting the subscriber's product/service areas of interest
- A customizable listing in the publicly accessible Business Directory, an online "yellow-pages" advertisement
- Full-cycle, automated email alert whenever any record of interest is posted or updated
- Access to Online Response Submission, when allowed by the Issuer, to support:
  - paperless bid drafting and submission to an encrypted lock-box prior to close date
  - electronic signature of OSD forms and terms; agreement to defer wet-ink signature until Contract award, if any
  - withdrawal of submitted bids prior to close date
  - online storage of submitted bids

Every public purchasing entity within the borders of Massachusetts may post records on Comm-PASS at no charge. Comm-PASS has the potential to become the sole site for all public entities in Massachusetts.

Costs. Costs which are not specifically identified in the bidder's response, and accepted by a department as part of a contract, will not be compensated under any contract awarded pursuant to

this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by bidders responding to this RFR.

Electronic Communication/Update of Bidder's/Contractor's Contact Information. It is the responsibility of the prospective bidder and awarded contractor to keep current the email address of the bidder's contact person and prospective contract manager, if awarded a contract, and to monitor that email inbox for communications from the PMT, including requests for clarification. The PMT and the Commonwealth assume no responsibility if a prospective bidder's/awarded contractor's designated email address is not current, or if technical problems, including those with the prospective bidder's/awarded contractor's computer, network or internet service provider (ISP) cause email communications sent to/from the prospective bidder/awarded contractor and the PMT to be lost or rejected by any means including email or spam filtering.

Electronic Funds Transfer (EFT). All bidders responding to this RFR must agree to participate in the Commonwealth Electronic Funds Transfer (EFT) program for receiving payments. EFT is a benefit to both contractors and the Commonwealth because it ensures fast, safe and reliable payment directly to contractors and saves both parties the cost of processing checks. Contractors are able to track and verify payments made electronically through the Comptroller's Vendor Web system. A link to the EFT application can be found on the [OSD Forms](http://www.mass.gov/osd) page ([www.mass.gov/osd](http://www.mass.gov/osd)). Additional information about EFT is available on the [VendorWeb](http://www.mass.gov/osc) site ([www.mass.gov/osc](http://www.mass.gov/osc)). Click on MASSfinance.

Successful bidders, upon notification of contract award, will be required to enroll in EFT as a contract requirement by completing and submitting the *Authorization for Electronic Funds Payment Form* to this department for review, approval and forwarding to the Office of the Comptroller. If the bidder is already enrolled in the program, it may so indicate in its response. Because the *Authorization for Electronic Funds Payment Form* contains banking information, this form, and all information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

Environmental Response Submission Compliance. In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, all responses submitted should comply with the following guidelines:

- All copies should be printed double sided.
- All submittals and copies should be printed on recycled paper with a minimum post-consumer content of 30% or on tree-free paper (i.e. paper made from raw materials other than trees, such as kenaf). To document the use of such paper, a photocopy of the ream cover/wrapper should be included with the response.
- Unless absolutely necessary, all responses and copies should minimize or eliminate use of non-recyclable or non re-usable materials such as plastic report covers, plastic dividers, vinyl

sleeves and GBC binding. Three ringed binders, glued materials, paper clips and staples are acceptable.

- Bidders should submit materials in a format which allows for easy removal and recycling of paper materials.
- Bidders are encouraged to use other products which contain recycled content in their response documents. Such products may include, but are not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Where appropriate, bidders should note which products in their responses are made with recycled materials.
- Unnecessary samples, attachments or documents not specifically asked for should not be submitted.

Minimum Bid Duration. Bidders responses/bids made in response to this RFR must remain in effect for at least 90 days from the date of bid submission.

Pricing: Federal Government Services Administration (GSA) or Veteran's Administration Supply. The Commonwealth reserves the right to request from the successful bidder(s) initial pricing schedules and periodic updates available under their GSA or other federal pricing contracts. In the absence of proprietary information being part of such contracts, compliance for submission of requested pricing information is expected within 30 days of any request. If the contractor receives a GSA or Veteran's Administration Supply contract at any time during this contract period, it must notify the Commonwealth contract manager.

Prompt Payment Discounts (PPD). All bidders responding to this procurement must agree to offer discounts through participation in the Commonwealth Prompt Payment Discount (PPD) initiative for receiving early and/or on-time payments, unless the bidder can provide compelling proof that it would be unduly burdensome. PPD benefits both contractors and the Commonwealth. Contractors benefit by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. Participation in the Electronic Funds Transfer initiative further maximizes the benefits with payments directed to designated accounts, thus eliminating the impact of check clearance policies and traditional mail lead time or delays. The Commonwealth benefits because contractors reduce the cost of products and services through the applied discount. Payments that are processed electronically can be tracked and verified through the Comptroller's Vendor Web system. The PPD form can be found under the Forms and Terms tab of this solicitation.

Bidders must submit agreeable terms for Prompt Payment Discount using the PPD form within their proposal, unless otherwise specified by the PMT. The PMT will review, negotiate or reject the offering as deemed in the best interest of the Commonwealth.

Public Records. All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., c. 66, s. 10, and to c. 4, s. 7, ss. 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case by case basis. A bidder requesting accommodation must submit a written statement which describes the bidder's disability and the requested accommodation to the contact person for the RFR. The PMT reserves the right to reject unreasonable requests.

Restriction on the Use of the Commonwealth Seal. Bidders and contractors are not allowed to display the Commonwealth of Massachusetts Seal in their bid package or subsequent marketing materials if they are awarded a contract because use of the coat of arms and the Great Seal of the Commonwealth for advertising or commercial purposes is prohibited by law.

Subcontracting Policies. Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Human and social service subcontractors are also required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

## APPENDIX B INSTRUCTIONS FOR EXECUTION AND SUBMISSION OF COMMONWEALTH STANDARD FORMS REQUIRED FOR THIS RFR

The purpose of this appendix is to provide guidance to Bidders on the Commonwealth Standard forms to be submitted (in addition to the other forms and documents required) and how they must be executed and submitted. Please note that these instructions are meant to supplement the Instructions found on each of these forms. It is advisable to print this document first so that it may be referenced when filling out these forms.

Some of the forms listed below can be electronically signed by the Bidder, see [Electronic Signatures](#). However, online Bidders must, if notified of Contract award, submit the following four (4) forms on paper with original ink signatures unless otherwise specified below, within the timeframe referenced in the RFR section entitled [Ink Signatures](#): the Commonwealth Standard Contract Form, the Commonwealth Terms and Conditions, the Request for Taxpayer Identification Number and Certification (Mass. Substitute W9 Form) and the Contractor Authorized Signatory Listing.

### FORMS LOCATED ON THE SOLICITATION'S FORMS & TERMS TAB

#### *COMMONWEALTH STANDARD CONTRACT FORM*

Sign electronically as described above; **if notified of Contract award**, complete as directed below and submit on paper with original ink signature and date.

By executing this document or signing it electronically, the Bidder certifies, under the pains and penalties of perjury, that it has submitted a Response to this RFR that is the Bidder's Offer as evidenced by the execution of its authorized signatory, and that the Bidder's Response may be subject to negotiation by the PMT. Also, the terms of the RFR, the Bidder's Response and any negotiated terms shall be deemed accepted by the Operational Services Division and included as part of the Contract upon execution of this document by the State Purchasing Agent or his designee.

If the Bidder does not have a Vendor Code beginning with "VC," or does not know what their Vendor Code is, the Bidder should leave the Vendor Code field blank. The Bidder should NOT enter a Vendor Code assigned prior to May 2004, as new Vendor Codes have been assigned to all companies since that time.

Signature and date **MUST** be handwritten in ink, and the signature must be that of one of the people authorized to execute contracts on behalf of the Contractor on the Contractor Authorized Signatory Listing (See below).



## *COMMONWEALTH TERMS AND CONDITIONS*

Sign electronically as described above; **if notified of Contract award**, complete as directed below and submit on paper with original ink signature and date, or submit a copy of a previously executed, up-to-date copy of the form as directed below.

If the Bidder has already executed and filed the Commonwealth Terms and Conditions form pursuant to another RFR or Contract, a copy of this form may be included in place of an original. If the Bidder's name, address or Tax ID Number have changed since the Commonwealth Terms and Conditions form was executed, a new Commonwealth Terms and Conditions form is required. The Commonwealth Terms and Conditions are hereby incorporated into any Contract executed pursuant to this RFR.

This form must be unconditionally signed by one of the authorized signatories (see Contractor Authorized Signatory Listing, below), and submitted without alteration. If the provisions in this document are not accepted in their entirety without modification, the entire Proposal offered in response to this Solicitation may be deemed non-responsive.

The company's correct legal name and legal address must appear on this form, and must be identical to the legal name and legal address on the Request for Taxpayer Identification and Certification Number (Mass. Substitute W9 Form).

## *REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION (MASS. SUBSTITUTE W9 FORM)*

Sign electronically as described above; **if notified of Contract award**, complete as directed below and submit on paper with original ink signature and date, or submit a copy of a previously executed, up-to-date copy of the form as directed below.

If a Bidder has already submitted a Request for Taxpayer Identification and Certification Number (Mass. Substitute W9 Form) and has received a valid Massachusetts Vendor Code, an original W-9 form is not required. A copy of the form as filed may be included in place of an original. If the Bidder's name, address or Tax ID Number have changed since the Mass. Substitute W9 Form was executed, a new Mass. Substitute W9 Form is required. The information on this form will be used to record the Bidder's legal address and where payments under a State Contract will be sent. The company's correct legal name and legal address must appear on this form, and must be identical to the legal name and legal address on the Commonwealth Terms and Conditions. Please do not use the U.S Treasury's version of the W9 Form.

## *CONTRACTOR AUTHORIZED SIGNATORY LISTING*

Sign electronically as described above; **if notified of Contract award**, complete as directed below and submit on paper with original ink signature and date.

In the table entitled “Authorized Signatory Name” and “Title,” type the names and titles of those individuals authorized to execute contracts and other legally binding documents on behalf of the Bidder. Bidders are advised to keep this list as small as possible, as Contractors will be required to notify the Procurement Manager of any changes. If the person signing in the signature block on the bottom of the first page of this form will also serve as an “Authorized Signatory,” that person’s name must be included in the typed table.

With regard to the next paragraph, which begins “I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor...,” if your organization does not have these titles, cross them out and handwrite the appropriate title above the paragraph.

The signature and date should be handwritten in ink. Title, telephone, fax and eMail should be typed or handwritten legibly.

The second page of the form (entitled “Proof of Authentication of Signature”) states that the page is optional. However, the “optional” aspect of the form is that Commonwealth Departments are not required to use it. In the case of Statewide Contracts, this page is REQUIRED, not optional. The person signing this page must be the same person signing the Standard Contract Form, the Commonwealth Terms and Conditions, and the RFR Checklist.

Please note that in two places where the form says “in the presence of a notary,” this should be interpreted to mean “in the presence of a notary or corporate clerk/secretary.” Either a notary or corporate clerk/secretary can authenticate the form; only one is required.

Organizations whose corporate clerks/secretaries authenticate this form are not required to obtain a Corporate Seal to complete this document.

## *SUPPLIER DIVERSITY PROGRAM PLAN FORM*

Download this form and complete as directed below; include with online submission. Ink signature is not required.

The specific Supplier Diversity Program (SDP) requirements for this procurement can be found earlier in this document. Bidder's Supplier Diversity Program Plan must include a copy of the SDO certification of each Minority and Women Business Enterprise (M/WBE) company listed for consideration. A certified Bidder may not list itself as being a Supplier Diversity Program Partner to its own company. This form is NOT the same as the SDO certification of the Bidder's company.

#### *PROMPT PAYMENT DISCOUNT FORM*

Download this form and complete as directed below; include with online submission. Ink signature is not required.

Pursuant to the Prompt Payment Discount terms set forth in the RFR Required Specifications for Contracts and on the Prompt Payment Discount Form itself, all Bidders must execute this form. After entering the "Bidder Name" and "Date of Offer for Prompt/Early Payment Discount", the Bidder must identify the prompt payment discount(s) terms by indicating the "Percentage Discount off of the Proposed Pricing" and the "Turn-around-time for Payments." In the event of a hardship that prevents the Bidder from offering a prompt payment discount, the Bidder must document this fact and provide supporting information. If awarded a contract, the final negotiated prompt payment discounts should be reflected on the Commonwealth Standard Contract Form.

#### *CONSULTANT CONTRACTOR MANDATORY SUBMISSION FORM*

Download and complete this form; include with online submission. Ink signature is not required.

## APPENDIX C PRICE PROPOSAL

The table below should be used to estimate price per site.

Site	Overall Price per Site	Staff	Hours per Site	Average Hourly Rate
Barnes Air National Guard Base, Westfield, MA				
Hanscom Air Force Base, Bedford, MA				
Westover Air Reserve Base, Chicopee, MA				
Natick Soldier Systems Center, Natick, MA				
Massachusetts Military Reservation, Cape Cod				
Fort Devens, Devens, MA				
Task 4 Deliverables				

Three (3) Large, Complex projects				
Eight (8) smaller, less complicated projects				
<b>Overall Grand Totals</b>				

**Note: Overall pricing should include travel time, administrative incidentals, and all aspects of pricing that would be required to provide an adequate price quote for this project. Costs not allocable to a single base may be spread evenly across the many bases. Overall pricing should also reflect the varied conditions at each base, as captured in the [Department of Defense Annual Energy Management Report, Fiscal Year 2011](#).**

## APPENDIX D BACKGROUND: MASSACHUSETTS MILITARY BASES

### **Barnes Air National Guard Base**

Barnes Air National Guard Base is located in Westfield on Westfield-Barnes Regional Airport. The major tenant at the base is the [Air National Guard 104th Fighter Wing](#). The 104th Fighter Wing provides combat-ready F-15 aircraft and support elements in response to wartime and peacetime tasking under state and federal authorities. Facilities on base house aircraft maintenance activities as well as general support services.

### **Fort Devens**

[Fort Devens](#) (previously the Devens Reserve Force Training Area) is located in the Towns of Ayer, Harvard, Lancaster, and Shirley. **At Fort Devens, the selected respondent will focus on military facilities once known as the Devens Reserve Forces Training Area (RFTA). Opportunities involving neighboring communities may be considered, but will not be the focus.** Fort Devens provides training facilities and support to enhance the readiness of reserve component units in New England. Fort Devens has 960 beds in barracks for military trainees. The South Post contains 4,800 acres, 23 live-fire ranges, and 25 different training facilities including a live fire shoot house; urban assault course; military operation in urban terrain facility; nuclear, biological, and chemical chamber; convoy operations course; and an improvised explosive device “petting zoo” or special training ground. Also located on South Post is Natick Labs’ (PM-FSS) Base Camp System Integration Laboratory. Fort Devens’ main post has a training support center with classrooms. After Fort Devens ceased operating as an active duty installation in 1996, part of the base became Devens, a neighboring unincorporated community that has a small residential population and scores of businesses.

### **Hanscom Air Force Base**

[Hanscom Air Force Base](#) (AFB) occupies 846 acres in a light industrial area of eastern Massachusetts adjacent to Massport’s LG Hanscom Field. The site occupies land in the Towns of Bedford, Concord, Lexington, and Lincoln. As a major military installation, Hanscom hosts several key entities.

Hanscom AFB serves as the headquarters of the U.S. Air Force Electronic Systems Center (ESC). ESC serves as the Air Force’s center for the development and acquisition of electronic command and control (C2) systems. ESC itself does not design or manufacture the systems; instead, it facilitates the development of systems by civilian contractors to meet operational needs. As an outgrowth of one of its long-term relationships, the Massachusetts Institute of Technology is

proposing to build a \$450 million research facility at Hanscom AFB. MIT plans to replace outdated facilities on the base to provide new facilities for 3,200 MIT employees and 500 contractors who work at Hanscom.

While serving as a critical technical hub, Hanscom AFB also serves a central role in service provision for military personnel and retirees. The 66th Air Base Group (ABG), Hanscom's host unit, provides services to all the active duty, Reserve, and National Guard military personnel; DoD civilians; and contractors who work and live at Hanscom AFB. The 66th ABG provides support to more than 4,000 military and civilian personnel at more than 35 geographically separated units across New England and New York.

Hanscom AFB is also host of the new Massachusetts National Guard Joint Force Headquarters, an administrative complex completed in December 2012. This \$44 million, federally-funded complex will employ approximately 200 full-time military and civilian personnel during the week. Once a month, during assembly weekends, the complex will employ an additional 200 military-only personnel.

### **Massachusetts Military Reservation**

The [Massachusetts Military Reservation](#) (MMR) is a joint-use base that covers about 22,000 acres of land, or about 30 square miles, on the upper western portion of Cape Cod. The MMR includes parts of the Towns of Bourne, Mashpee, and Sandwich, and abuts the Town of Falmouth. This major military installation is home to four military commands including the Massachusetts Army National Guard (MARNG), the Massachusetts Air National Guard (MANG), the U.S. Coast Guard (USCG), and the U.S. Air Force (USAF). Major missions located at the MMR revolve around training for domestic and international operations; emergency response and airborne search and rescue missions; and intelligence command and control. Key units that carry out these missions include the Camp Edwards Training Site (MARNG), the 6th Space Warning Squadron (Pave PAWS), the 102nd Intelligence Wing (MANG), and the Coast Guard Air Station Cape Cod (USCG). Numerous additional tenants (military, governmental, and non-profit) are also residents at the MMR.

Camp Edwards, comprising about 15,000 acres in the northern section of the MMR, remains the largest user of MMR land and serves as the primary military training facility for National Guard and Army Reserve soldiers throughout New England. Camp Edwards prepares soldiers for combat missions overseas as well as domestic missions.

The Massachusetts Air National Guard's 102nd Intelligence Wing remains on the MMR at Otis Air National Guard base after the BRAC realignment of the 102nd Fighter Wing. The 102nd

Intel Wing provides worldwide precision intelligence and command and control, and trained and experienced Airmen, for combat support and homeland security missions.

The U.S. Coast Guard operates several programs on the MMR, including Air Station Cape Cod, the only Coast Guard aviation facility in the northeast. This unit provides search and rescue, and fisheries and law enforcement from Sandy Hook, New Jersey to the Canadian border.

The 6th Space Warning Squadron, a geographically separated unit of the 21st Space Wing, Peterson Air Force Base, Colorado, mans the Cape Cod Air Force Station. The Air Force Station is the only land-based radar site providing missile warning for the eastern coast of the United States and southern Canada against sea-launched and intercontinental ballistic missiles.

### **U.S. Army Natick Soldier Systems Center (NSSC)**

The [U.S. Army Natick Soldier Systems Center \(NSSC\)](#), known locally as Natick Labs, occupies 124 buildings located on 174 acres in the Towns of Natick, Wayland, Needham and Hudson. NSSC facilities include administration, laboratory, maintenance, storage, and housing facilities. As the Army's center for research and development in support of soldiers in the field, NSSC is home to numerous additional tenants, military and civilian

The NSSC, representing one of seven key technology areas under the U.S. Army Research, Development and Engineering Command (RDECOM), is a DoD installation responsible for technology research and development; engineering; field testing; and sustainment of the food, clothing, shelter, airdrop systems, and soldier support items. The NSSC maintains 459,000 square feet of lab space and has several specialized R&D facilities. These specialized facilities include a Climatic Chamber; an Altitude Chamber; a Textile Facility; a Combat Rations Production and Packaging Facility; a Biomechanics Lab; a 3-D Anthropometrics Lab; a Water Immersion Laboratory; a Fiber Center of Excellence; a Thermal Test Facility; and a Polymer Film Center of Excellence. NSSC also runs and mans a Base Camp Integration Lab at Fort Devens.

### **Westover Air Reserve Base**

[Westover Air Reserve Base](#) (ARB) is located in Chicopee and Ludlow. Westover is the largest U.S. Reserve facility and home to the 439th Airlift Wing, which provides worldwide air movement of troops, supplies, equipment, and medical patients. The 337th Airlift Squadron is the Wing's flying unit and operates the C-5 aircraft that specializes in missions involving outsized and oversized cargo. Westover also houses ten Army Reserve, two Navy Reserve, and four Marine Corps Reserve units. Westover is a joint-use, military-civilian airport. Westover Metropolitan Airport, the civilian component, is owned and managed by a non-profit



organization and enjoys military-grade air traffic control and firefighting/rescue services provided by the U.S. Air Force. Westover Air Reserve Base serves as an Incident Support Base for emergency management teams. In addition to combat involvement, installation tenant missions during peacetime include recruiting and training personnel to ensure readiness.

For baseline energy-related information describing many Massachusetts military bases, see the [\*Department of Defense Annual Energy Management Report, Fiscal Year 2011\*](#). In this report, focused on fixed installations, the (DoD) reviews its efforts to promote energy security and leverage new energy technologies. The report includes base-specific information in two appendices, including:

- Appendix E, Energy Intensity
- Appendix G, Renewable Energy Potential