

# CALHOUN COUNTY, ALABAMA

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## NOTICE REGARDING SCOPE OF WORK Energy Efficiency and Conservation Block Grant Funding Opportunity Number: DE-FOA-0000013

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Calhoun County, Alabama has been allocated funding of an Energy Efficiency and Conservation Block Grant awarded by the U.S. Department of Energy and the National Energy Technology Laboratory as appropriated by The American Recovery and Reinvestment Act of 2009, and is soliciting proposals from qualified entities for the provision of application preparation, administrative, program management and technical assistance services for the overall implementation of the project. Project funds are to be used to target programs and projects that will provide substantial, sustainable and measurable energy savings and other stimulus effects within the County.

The following SCOPE OF WORK outlines the functions that will be necessary to complete the project application and subsequent administration. The tasks shown represent a minimum of such duties necessary to implement this project. These include:

- A. Formal Grant Application – The provider shall compile all necessary information to file a timely grant application.
- B. Submission of Energy Efficiency and Conservation Strategy – The provider shall assist in the development of a detailed strategy to utilize the grant funds meeting the program priorities and goals. Tasks will include documenting baseline energy consumption and greenhouse gas emissions.
- C. Program Implementation Policies – The provider shall develop, prepare and have adopted all required local program implementation policies in accordance with program requirements as interfaced with local requirements.
- D. Filing and Record Retention System – The provider shall develop and install a filing and program implementation system that meets program requirements and provides for adequate program implementation record retention.
- E. Technical Assistance and Administrative Services – The provider shall provide technical assistance and administrative services in connection with the general program implementation that directly relates to the following tasks, but excluding financial management and accounting:
  - (1) Administer systems to assure compliance with record retention requirements.
  - (2) Perform periodic reviews of project progress to assure compliance with all regulations and requirements concerning project implementation.
  - (3) If required, assist in the preparation of program amendments.

- (4) Implement activity compliance systems including contract and force account construction, such as time reporting, contractor payroll management and employee interviews.
  - (5) Render all required assistance involving project monitoring and review.
  - (6) Render assistance relating to design and construction progress of staff or consulting professionals involved with project.
  - (7) Assist in other matters relating to overall project implementation as may be necessary and requested.
  - (8) Assist in any other matter that relates to the project through completion, acceptance and financial settlement.
- F. Grant Closeout and Future Reporting – The provider shall prepare and assist in submission of all required program completion and close-out documents as called for by the program, and assist in the completion and/or resolution of any procedural findings that may arise. Provider will also provide required future periodic reporting relative to project performance.
- G. Other Technical Services – Provider shall provide energy consulting services as they relate to further project identification and implementation which may include, but not be limited to, detailed energy audits identifying possible eligible projects including cost estimates, savings analyses and priority scheduling. Services may also include some or part of the final project design and specifications. Provider shall also provide subsequent project performance reporting requirements including, but not limited to, energy savings and greenhouse gas emissions reductions.

Calhoun County, Alabama expects to enter into a fixed price administrative contract with the firm selected not including Other Technical Services summarized above. Fees for Other Technical Services are expected to be negotiated once the final project scope has been defined. Respondents should submit typical tiered hourly fees for related energy services as described in Section G above. The selection will be based on the proposals submitted in accordance with a rating system that will include a weighted system composed of the following factors:

- A. Experience in Managing Block Grant Projects
- B. Qualifications of Key Personnel
- C. Scope of Services Available (as they Relate to Block Grant Projects)
- D. Scope of Services Available (as they Relate to Energy Consulting Services)
- E. Special Qualifications (Organization’s Experience, Background, Capabilities)
- F. Contract (Date Available and Proposed Contract Price as well as Proposed Hourly Fees)

Interested qualified entities may obtain a proposal by contacting:

Kenneth L. Joiner  
Calhoun County Administrator  
1702 Noble Street, Suite 103  
Anniston, Alabama 36201  
Telephone (256) 241-2800

Proposals shall be submitted to the Calhoun County Commission, 1702 Noble Street, Suite 103, Anniston, Alabama 36201. No proposal received after 4:30 p.m. on May 22, 2009 will be considered. Proposals must be submitted in the required form and address all subjects requested.

Kenneth L. Joiner  
Calhoun County Administrator  
Calhoun County, Alabama