



WESTMINSTER

REQUEST FOR INTEREST

For the

[Downtown Westminster Reduced Energy District Partner](#)
to be provided to the

CITY OF WESTMINSTER

City Project No. [DWREDP 2017](#)

[June 8, 2017](#)

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I. INVITATION TO SUBMIT

Date of Request: June 8, 2017

Due Date for Proposal Response: July 13, 2017 3:00pm

The City of Westminster, Colorado, respectfully requests proposals for the Downtown Westminster Reduced Energy District Partner from qualified consultants (“Consultants”). The selected Consultant will assist the City’s City Manager’s Office on the project that is discussed further in this request for interest (the “RFI”).

Three (3) copies of the sealed proposal must be submitted and be received at the Cashier’s Desk located at the Westminster City Hall and shall be addressed as follows:

**Mayor and City Council
City of Westminster
4800 W. 92nd Ave.
Westminster, CO 80031
Downtown Westminster Reduced Energy District Partner
Attention: Tom Ochtera**

Include in the sealed submission one (1) electronic copy of the proposal in .pdf format on a compact disk or external drive.

All proposals received will be reviewed by the selection committee for the purpose of selecting a long term thermal energy partner. No proposals received after the due date for proposals shown above will be considered, and any proposals so received shall be returned to the Consultant unopened without consideration by the City under any circumstances. Sole responsibility rests with the Consultant to see that its proposal is received on time at the stated location.

The City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Consultant, according to the City’s evaluation and as deemed to be in the best interest of the City.

Proposals must meet or exceed requirements contained in this RFI.

This RFI will be distributed directly to the following firms. Other firms will not be precluded from submitting proposals and may be considered. To request a copy of the RFI, please contact the Project Manager.

Trane, Inc.
Enwave, Inc.
Vanderweil Power Group
Panasonic Enterprise Solutions Company
I.D.E.A.

This RFI will also be available at <http://www.demandstar.com>, or through the City's homepage (<http://www.ci.westminster.co.us/default.htm>).

II. PROJECT BACKGROUND, DESCRIPTION AND MINIMUM SCOPE OF SERVICES

A. Project Background and Description

More information can be found in Exhibit A Background and Scope of Work

The City of Westminster and the Westminster Economic Development Authority (WEDA) are launching the construction of Downtown Westminster with the release to market of select, fully serviced development parcels, including water, sewer, streets, sidewalks, bike paths, street lights, telecommunication ducts, on-street and structured parking, and public parks and open spaces including a central plaza.

Utility and road construction to service the first release of parcels began in the summer of 2015, with completion in the spring of 2017.

The City and WEDA are committed to:

- a minimum of LEED Silver certification for buildings
- up to 20 percent workforce housing
- development consistent with the Westminster Downtown Specific Plan
- providing a streamlined and facilitated development review process for proposals meeting the city's vision and expectations.

More Information can be found at: <http://www.downtownwestminster.us/>

Currently the City is seeking a Reduced Energy District Partner to help develop and manage the new downtown energy infrastructure. The City envisions a long-term public private partnership of mutual benefit that will reduce energy costs and use through a range of energy infrastructure systems, financing models, strategic partnerships, community energy planning, and goal setting. The goal is to attract continued development in the downtown, while developing a range of energy resources to reduce consumption and the emissions related to non-renewable fuels. In addition, the City envisions a community education component which creatively and continuously shares information on the Reduced Energy District with visitors to the site and the community it serves.

“Reduced Energy District (RED)” refers to the area defined as Downtown Westminster for the purposes of reducing energy costs and consumption; reduction of greenhouse gas emissions; sharing thermal loads as in district energy systems; renewable energy development; streetlights and accessories; education and outreach to the public; and resource sharing.

B. Minimum Scope of Services

It is not the intent of the City to outline a rigid scope of tasks as part of this RFI. The Consultant is encouraged to develop a comprehensive approach with City staff throughout the project that includes step-by-step interim deliverables and workshops. It will likely be the responsibility of the district energy consulting partner to help develop, market, design, build, finance, operate, and own the district energy system in Downtown Westminster.

C. Lifecycle Cost Analysis

During the design process, the successful Consultant will be asked to present potential energy saving measures and conceptual design alternatives to the Project Manager. For each potential design alternative, Consultant should be able to discuss capital and lifecycle costs including annual electric, water, or natural gas savings estimates and any potential labor or operational savings. Consultant’s analysis will need to include information on design parameters, operation and maintenance assumptions, and monitoring requirements.

The analysis must include an assessment of existing conditions as the standard to measure the proposed new design(s). If no existing conditions are available, then two design alternatives will need to be compared. Consultant will be required to impose similar duties on subcontractors, if any, it engages for the Project. Project design alternatives explored during the design process may or may not be adopted and incorporated into the final design.

III. INSTRUCTIONS AND PROPOSAL REQUIREMENTS

DATE: [June 8, 2017](#)

PROJECT NO. [DWREDP 2017](#)

Project: [Downtown Westminster Reduced Energy District Partner](#)

Project Manager: [TOM OCHTERA](#)
City of Westminster
4800 W. 92nd Avenue
Westminster, CO 80031
Email: TOCHTERA@CITYOFWESTMINSTER.US
Phone: [303-658-2551](tel:303-658-2551)

Planned Proposal Schedule:

- RFQ Issued to Consultants: [June 8, 2017](#)
- Proposal due date: [July 13, 2017 at 3:00pm](#)
- City Review Period: [30 days \(includes possible interviews\)](#)
- Execution of Contract and Project Initiation: [3rd Quarter 2017](#)

BASIS FOR EVALUATION OF PROPOSALS AND AWARD OF PROJECT

See Exhibit B: Proposal Questions for inclusion in your response.

The City does not discriminate on the grounds of race, religion, color, age, sex, disability, or national origin in consideration of an award. Disadvantaged business enterprises are afforded a full opportunity to submit proposals. Proposals will be evaluated on the Consultant's experience, project understanding and approach; including, but not limited to, Consultant's tools, skills, and experience in analyzing potential energy saving measures and design alternatives for the major components of the project; familiarity and experience in conducting lifecycle cost analysis; and ability to integrate energy conservation strategies into a design.

Based on the preliminary review of the proposals. Consultants may then be interviewed prior to selection.

The award will be made to the best, most qualified responsible Consultant meeting the proposal requirements unless City Council determines, after reviewing the City Manager's report that the public interest would be better served by accepting a specific proposal. In determining whether the public interest would be better served by accepting a specific proposal, the following factors shall be considered:

1. The Consultant's skill, ability, and capacity to perform the services required;

2. Whether the Consultant can perform the services within the time period specified, without delay or interference;
3. The Consultant's character, integrity, reputation, judgment, experience and efficiency;
4. The quality of the Consultant's previous performance with the City, or through reference, other cities;
5. The Consultant's previous and current experience with statutes, ordinances and rules relating to the project;
6. The sufficiency of the Consultant's financial resources necessary for the performance of the project;
7. The Consultant's ability to provide future maintenance or service;
8. The number and nature of any conditions attached to the proposal.

Upon recommendation of the City Manager, the City Council may reject all proposals when it determines that such action is in the public interest.

CONTRACT TIME

The number of days within which the Project is to be completed shall be negotiated prior to execution of the Agreement and made part thereof. The City's anticipates the Agreement to have a preliminary term of twelve (12) months from the date on the final executed contract, and two renewal periods of twelve (12) months.

PROPOSAL CONTENTS AND FORMAT

Each proposal should not exceed 20 pages (faces) of text and figures (at 12 point font). Cover letters and resumes in an appendix to the proposal do not count toward the proposal page limit. Proposals must specifically include the following, at a minimum:

1. Proposers responses to questions in Exhibit B Proposal Questions of this RFI.

SUBMISSION OF PROPOSAL

If the proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "PROPOSAL ENCLOSED" on the face thereof.

Proposals shall be submitted prior to the time and date set for receipt of proposals as indicated in these Instructions and Proposal Requirements, or the modified time and date as indicated by Addendum. Proposals received after the time and date set for receipt of proposals will not be considered. Consultant shall assume full responsibility for timely delivery at the location designated for receipt of proposals; Consultants must allow adequate time for delivery of their proposal either by hand delivery, postal service, or other means.

Oral, telephone, or telegraph proposals are invalid and will not be considered. No Consultant may submit more than one proposal. Multiple proposals under different names will not be accepted from one firm or association. Evidence of collusion among Consultants shall be grounds for exclusion of any Consultant who is a participant in any such collusion.

All information submitted to the City by the Consultant is a public record, and may be subject to disclosure under the Colorado Open Records Act, Colorado Revised Statute § 24-72-101, et seq. **The Consultant shall clearly identify any portion(s) of its proposal that it believes constitutes trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data which may not be subject to disclosure under the Colorado Open Records Act.**

AWARD OF PROJECT

The City reserves the right and discretion to reject any and all proposals, to waive any and all informalities and to negotiate Agreement terms with the Successful Consultant, and the right to disregard all nonconforming, non-responsive or conditional proposals. Discrepancies between words and figures will be resolved in favor of the words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof shall be resolved in favor of the correct sum.

In evaluating proposals, the City shall consider the qualifications of the Consultants, and whether or not the proposals comply with the prescribed requirements. The City reserves the right to reject the proposal of any Consultant who does not pass any such evaluation to the City's satisfaction.

If the Agreement is to be awarded, it will be awarded to the most qualified responsible Consultant, the evaluation of whom by the City indicates that the award will be in the best interest of the City. The City reserves the right to award this partnership more than one energy partner if the strengths of proposing developers are sufficiently different, complimentary, and necessary.

SIGNING OF CONTRACT

A successful Consultant(s) shall execute the Agreement and deliver it, together with evidence of insurance to the City within ten (10) calendar days from the date of the notice of award. Failure to do so will be adequate and just cause for the annulment or cancellation of the awards.

NO WAIVER; PROPOSAL BECOMES CITY PROPERTY

The City reserves the right to waive technicalities and formalities in proposals, as well as to accept in whole or in part proposals where it is deemed advisable in protection of the best interests of the City.

Once submitted, a proposal becomes City property. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions

contained in this RFI.

For any questions or for further information please email:

CITY OF WESTMINSTER, COLORADO

Printed Name: Tom Ochtera

Email: Tochtera@cityofwestminster.us

Title: CIP and Energy Coordinator

City of Westminster, Colorado

4800 West 92nd Avenue

Westminster, CO 80031

(303) 658-2400

Rev. 07/2015

Exhibit A

Downtown Westminster Colorado Reduced Energy District

Background for the new Downtown Westminster:

The spirit of the new Downtown Westminster vision has its roots in the former Westminster Mall, which for many decades fulfilled the role of Westminster's primary social activity and gathering space. The mall's closure created a void in the social and emotional composition of the city that this new downtown intends to fill.

The creation of a new downtown will realize the vision of a high density, urban scale, mixed-use development that will be a regional and community-wide destination in the heart of the city as expressed in the Westminster Urban Center Reinvestment Plan, adopted April 13, 2009. The project is intended to create a vibrant public realm with a high intensity mix of uses to include retail, office, hotel, civic, and residential uses, and a bustling active environment during both day and evening hours. Numerous new public spaces, both hardscaped squares and landscaped park spaces, will be located throughout the Downtown to provide a variety of environments that will serve residents and downtown visitors alike.

By acquiring the land and rezoning the site with the Downtown Specific Plan, Westminster is positioned to build the urban center its community expects, not a lifestyle or retail center developed by one master developer. Downtown Westminster will be a true downtown – unique, vibrant and genuine - developed over time, block by block with a multitude of developers and owners.

Early market interest in the new downtown by the real estate and development community has been strong, affirming the city's strength of vision for an authentic, mixed-use downtown. Over 1.1million square feet is planned for the first phase, beginning construction in 2017.

Currently, the City is completing construction of utilities, streets, the first parking structures, and first phase of public space in mid-2017. See Phase I graphic attached to this RFI for more information.

More information can be found at the following links:

Detailed Westminster Data and Demographics:

<http://www.westminstereconomicdevelopment.org/Data-Demographics/Demographics-Profile.aspx>

Downtown Specific Plan Link here:

<http://www.downtownwestminster.us/Portals/1/Repository/Documents/DowntownSpecificPlan.pdf>

Downtown Vision fly-through link here:

<https://www.youtube.com/watch?v=piW2drNkxW0&feature=youtu.be>

Background for the Reduced Energy District:

The City of Westminster has a strategic vision to be “one of the most sustainable cities in America”. The City of Westminster Colorado is developing a 108 acre parcel into a high density, mixed use community of approximately 4 MSF. While Phase 1 of the project is currently underway, a second phase, of approximately 2 MSF of office, hotel and conference center space is in planning. The City is considering implementation of a District Energy system to serve this Phase II area. This area may be broadened to include parts of Phase One if practical.

The City of Westminster envisions a long-term strategic public private partnership to evaluate, develop, and operate new low-carbon thermal energy networks (District Energy system) for Downtown Westminster. The “Reduced Energy District” or RED, is expected to be both a driver of development on the site, and a long term energy strategy for managing the mixed loads of the new downtown. As a portion of the infrastructure planning for this area, a space beneath the future streets has already been allocated to District Energy piping.

So far, the City has completed three studies to determine the plausibility and the feasibility of various district energy types and scenarios, using a range of tools, designs, and financial calculators. Each of these studies resulted in a tempered but positive conclusion.

First Order Screening Tool:

<https://www.dropbox.com/s/oc9dcjof3qm5o35/Westminster%20DE%20%20First%20Order%20Screening12.2.13%20.pptx?dl=0>

The first order screening tool utilizing the Downtown Westminster site as the case-study was completed in 2013 and presented to the International District Energy Association in 2014 to highlight a new computer modeling tool toward making a quick assessment of the value of District Energy. The energy modeling depicted the final loads throughout the year based on the

expected developments at full buildout. This presentation was utilized as both a first-order screening for the site, and as an educational tool to promote the idea to city administration.

Westminster Downtown Phase II Feasibility Study 2016:

<https://www.dropbox.com/s/2vdtrrvsilgzl2d/District%20Energy%20Westminster%20final%205.2016.pptx?dl=0>

This feasibility study, completed in 2016, reviewed several options for various types of district energy systems including financial analysis and ROI. Some of the options investigated include: connection to the raw water side of the nearby water treatment plant; ice storage; cold water storage; combined heat and power; and various location options. Several of these design options yielded positive financial returns and numerous Demand shaving options.

District Energy Westminster: CHP Feasibility Analysis 2016:

https://www.dropbox.com/s/4jk8n11xlape4ak/2016%202012%202014%20CHP_QS_Westminster%20Report.pdf?dl=0

This further study into the Combined Heat and Power options is a spin-off study to the feasibility study to further investigate the possibilities of CHP for Downtown Westminster. Although significant regulatory challenges exist, this high level economic evaluation of the CHP opportunity at Westminster found a \$292,000 annual cost savings for a \$1,776,213 capital investment or a 6 year simple payback.

The City is seeking a partner to investigate and implement energy savings strategies on the Phase II of the new downtown. Some of these strategies include:

- Solar Power
- Ice/Cold Storage
- LEED Certification
- Demand-side management
- EV Charging
- Standby/ interruptible power
- Combined Heat and Power
- Thermal Load sharing
- Central plant heating and cooling efficiency and pumping
- Other renewable energies as appropriate

In addition, the city envisions a public education / interactive component to this Reduced Energy District. To further the vision to be one of America's most sustainable cities, it is expected that there will be an interactive or educational component for the public to engage with showing renewable energy dashboards or local facilities, or demonstration projects. Proposers to this RFQ are encouraged to demonstrate creativity and/or past successes with this type of interactive feature.

The selected partner will bring the following capabilities:

- Demonstrated ability to evaluate, design, build, and operate new low-carbon thermal energy networks.
- Ability to understand and market District Energy to a wide range of real estate developers and other investors to the site.
- Knowledge and experience with the application of renewable energy technologies as energy sources to low-carbon thermal energy networks.
- Demonstrated capability to finance or partially finance new energy systems of the magnitude contemplated in this RFI.
- An understanding of the business risks presented by investment in low-carbon thermal energy networks and a demonstrated ability to develop and implement appropriate risk mitigation strategies.
- Demonstrated knowledge of the energy marketplace.
- Existing relationships within the vendor community servicing the district and renewable energy sectors in Colorado or the US.
- Extensive experience and contacts within the commercial property management and development industry.
- An established base of clients that represent potential future users of the low-carbon energy systems.

Selection process:

In selecting a partner, the City of Westminster will consider experience, references, service, ability to respond promptly to requests, past performance, compliance with RFI procedures and other factors.

The awarded company may be asked to provide some services such as:

- Evaluate facilities and the design of facilities in preparation for municipal Reduced Energy District or energy efficiency projects for potential developers on the site.
- Encourage the development of responsive street lighting technologies including programmable and dimmable LEDs.
- Smartgrid (including smart meters) technologies and responsive renewable energy and thermal load sharing

- In conjunction with the City, oversee the preparation applications to the Colorado CPACE program and other funding opportunities for grants and other financing purposes.
- Energy modeling where appropriate during design.
- Compile and organize related facility information, such as energy use by fuel type, building drawings, reports, operations and maintenance issues.
- Scheduling of and participation in meetings, trainings, and educational outreach.
- Participation in the design phase development of the energy systems, including thermal, for proposed developments on site.
- Oversee and act as an advisor in the development of Reduced Energy District Proforma; evaluation of designs, and in some cases the construction of facilities.
- Oversee contracts including negotiation of an MOU to perform services aforementioned.
- Responsibility for the performance and continual improvement of energy efficiency for the reduced Energy District, including baseline calculations, energy model review, price reasonableness, etc.
- Review and assess energy and operating cost-saving measures, including commissioning and training provisions, proposed by the energy service company or developer and make appropriate recommendations.
- If determined to be feasible, oversee facility microgrid projects involving multiple technologies, including solar and energy storage, fuel cells, CHP, etc.
- On-going services including maintenance and operations of energy infrastructure including facilities; annual budgets; collection and distribution of revenues; on-going capital replacement and improvement projects associated with the Reduced Energy District.

Exhibit B

Proposal Questions

Please answer each of the following questions in this section in your proposal:

Management Approach

1. Briefly describe your firm; relevant history of similar projects, and overall approach to community energy planning toward district energy and community energy infrastructure. Provide at least one most-relevant case example, its size and cost; and a description of that project today.
2. Look ahead ten or fifteen years into a future partnership with the City of Westminster and a myriad of developers. How has your firm impacted the development of Downtown Westminster? What portions of the project have been implemented and what are still in the future? How will visitors know they are visiting a Reduced Energy District?

Appropriate Market Sector Experience/Expertise

3. Project Personnel and Staffing: Qualifications and Experience

Identify the principle team who will have responsibility for each task and phase of the project. Briefly explain their background and responsibilities. Describe the tasks and phases needing to be addressed during the preliminary design phase (including engaging developers and the community). A sample of previous experience on a similar project may be useful as a template project.

Litigation

4. Provide a description of any pending litigation or grievances as it related to district energy, community energy planning, or energy services contracting for events occurring in the past five years or are currently being litigated.

Partnership Model and Resource Allocation

The City expects this partnership to be both long-standing and mutually beneficial to all parties. The development of the Downtown Westminster and the subsequent Reduced Energy District may take years to implement. During that time, resources will need to be strategically deployed before financial returns can be expected.

5. Explain your approach to project resource planning and to what extent the City may be expected to participate during the design development, construction, and operation of the Reduced Energy District. How are the responsibilities/work load shared amongst the design

development team? How might the city be asked to contribute financial resources? What might the developer impacts be?

6. Describe the financial resources of your firm or investor pool. What is your approach to managing the risk associated with long term energy financing and investor expectations? How investors are brought into the project finances?

Best Value

The selected consultant will be interacting with developers on a range of property types, from affordable multifamily units, to mixed-use retail/office, to high-end hotel convention center. Briefly describe how your company's approach to this Reduced Energy District will deliver best value for the developer?

7. Explain in summary the firm's approach to creating energy service packages that are attractive to developers in both the short and long term.
8. Describe your experience with the use of grants, rebates, or utility incentives and how these have benefitted past partnerships.
9. Describe alternative financing options or packages that have been successfully utilized by your company in other similar public sector organizations. These may include performance-based, Property Assessed Clean Energy (PACE), or shared savings methods.
10. What specific skills, resources, experience, or financing opportunities that your firm offers that may be unique to your firm, and beneficial to the City?

Lifecycle Cost Analysis

11. Provide a brief summary of your experience in lifecycle cost analysis- the comparison of design solutions with total costing to determine alternative ways and demonstrating best value. Describe the approach you take to lifecycle cost analysis; how this approach is incorporated into the design process; how you would address the Lifecycle Cost Analysis requirement described in Section II of this RFQ; and what special tools or software you rely on to develop lifecycle cost analysis.
12. Provide one example of lifecycle cost analyses you have prepared on previous projects. As an appendix to your proposal response (and not counting toward your page limit) consider providing a sample report that demonstrates your capabilities and methods for performing a lifecycle cost analysis and computing energy savings.

Innovation

13. The City values innovation and creativity in energy efficiency technologies, renewable or alternative energies, resource allocation, community outreach/education, or other aspects of a Reduced Energy District. Describe your firm's approach to innovation and renewable energy.

Community Energy Planning

14. Describe your experience or a case example of the public engagement/education aspect of community energy planning. Was it successful? Did it reach the project performance goals? Does it continue today?

