



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## REQUEST FOR PROPOSALS EECBG ADMINISTRATION

The Town of New London requests written proposals from qualified firms or individuals to administer \$359,000 in Energy Efficiency Development Block Grant (EECBG) awards. The awards are funded by the American Resource Recovery Act (ARRA) through the US Department of Energy and the NH Office of Energy and Planning. The majority of the funding will be sub-granted to the Kearsarge Regional School District and are a portion of a \$2.9 million energy retrofit project. The two other projects include a Town lighting retrofit and a feasibility study of micro-hydro energy.

Specific administrative services will include developing contracts and agreements, assisting with procurement of contractors, monitoring projects for sub-contractor compliance with federal and state provisions including but not limited to Davis Bacon, Buy American, and Equal Employment, monthly ARRA jobs reporting, preparation of reimbursement requests, attendance at meetings, maintenance of records, and other federal adherence required by the EECBG Grant Agreement with the Town of New London. The administrator will be required to monitor the entire KRSD project for federal compliance.

Administrator selection will be based on the following:

1. Background and qualifications of project team, including experience with federal and state rules and regulations pertaining to federal grant administration, especially those resulting from Community Development Block Grants and the American Resource Recovery Act;
2. Demonstrated experience with federal procurement and compliance including Buy American and Davis Bacon.
3. Communication and problem-solving skills and a willingness to work with state, local and school governments;
4. Familiarity and understanding of the projects and project approaches;
5. Ability to start immediately and meet the proposed project schedules;
6. Ability to assure project consistency if changes in staff should occur;
7. Possession of a satisfactory record of performance.

Please include the following information with your response to this Request for Proposals:

1. Firm or individual name, history and description, including affiliations;
2. Resumes and qualifications of key personnel assigned to project;
3. Related projects/ areas of expertise and experience;

Board of Selectmen P: 603-526-4821 x 10 F: 603-526-9494	Town Administrator P: 603-526-4821 x 13 F: 603-526-9494	Town Clerk-Tax Collector P: 603-526-4821 x 11 F: 603-526-9494	Finance P: 603-526-4821 x 21 F: 603-526-9494	Assessing P: 603-526-4821 x 20 F: 603-526-9494
Planning/Zoning P: 603-526-4821 x 16 F: 603-526-9494	Fire Department P: 603-526-6073 F: 603-526-6079	Police Department P: 603-526-2626 F: 603-526-2782	Public Works P: 603-526-6337 F: 603-526-9662	Recreation P: 603-526-4821 x 14 F: 603-526-9494

4. Description of budgeting, cost and quality control procedures;
5. Fee estimate;
6. Project understanding, including proposed project approach and schedule; and
7. Any additional helpful information.

Although price will not be the primary factor in the selection process, it will be considered. Maximum administration budget available is \$26,000.

The Town of New London is an equal opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin. MBE/WBE encouraged to apply.

Please submit proposals no later than 4 PM on July 7, 2010, to:

Town Administrator  
Town of New London  
EECBG Administration  
375 Main Street  
New London, NH 03257