

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	May 22, 2017
	Agenda Item No.	34
	Roll Call No.	<u>17-0877</u>
	Communication No.	<u>17-431</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Accepting proposal of Full Spectrum, LLC, to provide project management and related services for energy efficiency programs and initiatives related to the City Energy Project and authorizing City Manager to negotiate and execute contract for the provision of same.

SYNOPSIS:

The Procurement Division issued a Request for Proposals (RFP) V17-056 on March 29, 2017 for an independent contractor to provide project management and related services for energy efficiency programs and initiatives related to the City Energy Project. Requests were mailed to 10 vendors and three (3) proposals were received. An evaluation and selection committee reviewed the proposals and interviewed two (2) vendors, and recommends selection of Full Spectrum Productions, (Kent Newman, 409 East Holcomb Avenue, Des Moines, IA 50313) as the highest scorer based on the weighting criteria described in the RFP.

Staff recommends that the proposal submitted by Full Spectrum Productions for an annual amount not to exceed \$75,000 be approved. Staff also recommends that the City Manager or his designee be authorized and directed to negotiate and execute an agreement with Full Spectrum Productions to provide project management and related services for energy efficiency programs and initiatives for an initial period concluding December 31, 2017, with an option of one (1) year renewal, in compliance with the RFP and the proposal, subject to approval as to form by the Legal Department.

FISCAL IMPACT:

Amount: Not to exceed \$45,000 (\$6,250 per month max and prorated amount for time worked in May) with option to renew for full calendar year beginning January 1, 2018, not to exceed \$120,000 total.

Funding Source: \$35,000 Citywide Training & Benchmarking ND409732, Page 13 and balance provided by City Energy Project grant funds.

ADDITIONAL INFORMATION:

Established through a partnership with the Institute for Market Transformation and the Natural Resources Defense Council and funded by Bloomberg Philanthropies, Doris Duke Charitable Foundation, and the Kresge Foundation. The goals of the program are to:

- Substantially reduce citywide energy use and carbon pollution

- Improve the local economy by investing in skilled local jobs
- Expand market opportunities for private sector investment in energy efficiency

The program is a 2-year commitment and provides a total of \$190,000 towards the hiring of a City Advisor (contracted consultant), education, training and funds for city building energy efficiency evaluations. This is an increase of \$100,000 in grant funds over the original application with no required increase in matched dollars. Proposed Scope of Work will include the following:

- Benchmarking and Transparency (Required Policy) -The success of this policy will be based on existing relationships with leadership in the housing, business, and industry sectors within Des Moines. A benchmarking and transparency policy requires building owners to annually measure and report the energy and water use for properties above a certain square footage, using the U.S. Environmental Protection Agency's free online tool, ENERGY STAR Portfolio Manager, and to make specified output data public.
- Energy Audit (Supplemental Policy) -Des Moines would work with the same partners as with the Benchmarking and Transparency Policy to establish an audit protocol. In 2010, the City partnered with the Downtown Community Alliance and five (5) downtown buildings to perform similar audits to spur interest in retrofitting existing buildings to meet Energy Star and LEED standards. This effort would continue that work and establish a policy to help property owners make more informed decisions on their facility improvements.
- Energy Code Compliance (Program) - Staff has evaluated the International Green Construction Code, but has not made any recommendations about adoption of the Code. The completion of PlanDSM provides a timely opportunity to update zoning codes and corresponding building codes. Participation from the Sustainability Team, Economic Development, Community Development, developers, and businesses will be essential for the success of this endeavor.
- Energy-Efficient Municipal Operations (Program) –Evaluation of current standards and propose new standards for new and existing facilities. Reviewing energy efficiency for existing operations would provide guidance to the City's new facilities director. Partners in this effort will include the Facilities Manager, Engineering Department, Sustainability Team, and others.

PREVIOUS COUNCIL ACTION(S):

Date: February 6, 2017

Roll Call Number: [17-0196](#)

Action: [Amended](#) Memorandum of Understanding (MOU) with the Institute for Market Transformation and the Natural Resources Defense Council, Inc. for City Energy Project (CEP) and approving grant agreement. ([Council Communication No. 17-067](#)) Moved by Hensley to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Consideration of recommended policies that are an outcome of the program.

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