



Elaine L. Wallace, RMC, CMR
Borough Clerk

BOROUGH OF CAPE MAY POINT

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*Commissioner Public Safety
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Anita vanHeeswyk

Deputy Mayor

Commissioner Revenue & Finance

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*Commissioner Public Works,
Parks & Public Property*

Edmund Grant

Borough Administrator

REQUEST FOR QUOTATIONS
FOR
BOROUGH OF CAPE MAY POINT
ENERGY-RELATED CONSULTANT SERVICES FOR
BOROUGH'S COMMUNITY ENERGY PLAN

1 GENERAL INFORMATION AND SUBMISSION REQUIREMENTS

1.1 Borough of Cape May Point, Cape May County, NJ is requesting proposals from consultants to provide support for the creation of a Borough Community Energy Plan. As a recipient of a Community Energy Plan Grant, the municipality is soliciting for a consultant to complete the Workplan Template, lead stakeholder engagement process, and create the Community Energy Plan.

All submitted proposals for planning services shall be in accordance with the following requirements.

1.2 The RFQ package is available at <https://capemaypoint.org/publiclegalnotice.php> as of August 24, 2023.

Please submit proposals via hard copy and electronically no later than 12:00 pm, Friday, September 8, 2023 to the following:

Elaine L. Wallace, Municipal Clerk
Borough of Cape May Point
P.O. Box 490
Cape May Point, NJ 08212
and
ewallace@capemaypoint.org

1.3 All proposal prices submitted in response to this RFQ must remain firm for sixty (60) days following the proposal due date.

1.4 The municipality reserves the right to cancel this RFQ, or reject in whole or in part any and all proposals, if the Municipality determines that cancellation or rejection serves the best interests of the Municipality.

2 PROPOSAL REQUIREMENTS

Respondents shall provide a comprehensive proposal that includes, at a minimum, the following:

- A. Description of the consulting firm, its capabilities and capacity.
- B. Prior experience with community energy planning in the State of New Jersey.
- C. Description of consultant's qualifications to prepare required planning documents, or description of any subcontractor's consultant intends to engage for planning documents.
- D. Detailed description of consultant's plan to perform scope of services as set forth below.
- E. Proposed schedule for performance of work.
- F. A firm, fixed price for each of the lettered items listed in the scope of work.
- G. Name and qualifications of the individual who will be the project leader and point of contact, and any team members who will work on this project.
- H. Disclosure of any potential conflicts of interest the consultant, or any member of his/her firm, may have in performing the work.

3 SCOPE OF SERVICES

The Consultant will administer and provide technical oversight of the Borough's Community Energy Plan in accordance with the guidance set forth by the New Jersey Board of Utilities, including:

- A. Community Energy Plan Community Stakeholder Engagement Process
 - 1. Work with municipality to identify and conduct outreach to community stakeholders;
 - 2. Assist municipality in creating a stakeholder engagement plan, including meeting schedule, agenda, and stakeholder input collection method; and
 - 3. Attend all stakeholder events and collect stakeholder input on the initiatives that should be considered for the community energy plan.
- B. Community Energy Plan Development
 - 1. Draft community profile section of Community Energy Plan.
 - 2. Assist municipality in completing Community Energy Plan Workplan Template;
 - 3. Draft workplan section of the Community Energy Plan; and
 - 4. Provide draft Community Energy Plan for municipal review; finalize the CEP.
- C. Administrative Support
 - 1. Complete Community Energy Plan Grant reporting requirements; and
 - 2. Routine updates and attendance at meetings with the Business Administrator and Municipal Council, as needed.
 - a. Report with cost estimates and cost-benefit analysis
 - b. Implementation plan, for example: site plan drawing for EV charging installation
 - c. Procurement guidance and creation of necessary procurement documents

4 Evaluation of Proposals:

The selection criteria to be used in awarding a contract for services described herein, shall include:

- A. Qualifications of the individual(s) who will perform the tasks and the amounts of their respective participation.
- B. Any prior experience in providing the professional services requested by the Borough and references related thereto;
- C. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Borough's need for resiliency.
- D. Thoroughness and completeness of the applicant's submittal.
- E. Ability to meet all minimum qualifications.
- F. Overall knowledge and familiarity with the operations of the Borough.
- G. Experience of the company in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- H. Qualifications and experience of the professional.
- I. The lump sum proposed and/or proposed rate structure. The proposal shall identify whether clericals and other overhead costs will be billed separately or included in the lump sum rate.

Any questions regarding this Request for Proposals should be directed to Ed Grant, Borough Administrator of Cape May Point. 215 Lighthouse Avenue, PO Box 490, Cape May Point, Nj 08212 or Egrant@capemaypoint.org.