
Request For Proposals

Municipal Streetlight
Redesign and Policy
Development,
Lebanon, NH

Upper Valley Lake Sunapee
Regional Planning Commission
10 Water Street, Suite 225
Lebanon, NH 03766

January 10, 2014

REQUEST FOR PROPOSALS

The Upper Valley Lake Sunapee Regional Planning Commission (Commission) serves 27 communities on the New Hampshire side of the Connecticut River. The Commission has been providing professional planning assistance to municipalities since 1963. Our current staff's areas of expertise include comprehensive planning, land use regulations, development review, solid waste and household hazardous waste planning, transportation planning, natural resource conservation planning, community and economic development, public participation, affordable housing, and hazard mitigation planning.

The City of Lebanon, NH (City) received funding for the Lebanon Streetlight Redesign Project through the New Hampshire Housing Finance Authority Community Planning Grant to develop a municipal policy and design guidelines for municipal streetlight retrofits and new construction. The Commission is serving as the Project Manager for the Lebanon Streetlight Redesign Project and seeks a qualified Sub Consultant to provide technical assistance with analysis of existing streetlights and development of an energy-efficient street lighting policy.

All questions related to this Request for Proposals may be presented in writing, sent by fax or e-mailed to:

Michael McCrory, Senior Planner
Upper Valley Lake Sunapee Regional Planning Commission
Fax: 603-448-0170
E-mail: mmccrory@uvlsrpc.org

Submittal Deadline: 4:00 PM Thursday, January 30, 2014

PROJECT OVERVIEW

The City of Lebanon, New Hampshire, has established a long-term goal to be a leader in energy efficiency, renewable energy reliance, and energy innovation. The Lebanon Energy Advisory Committee (LEAC) was formed, in part, to identify opportunities and make recommendations to the City Council to increasing energy efficiency and promote energy conservation measures to reduce municipal greenhouse gas emissions and energy costs. The LEAC has been working with City staff to develop a comprehensive, GIS-based inventory of municipal streetlights and identified promotion of energy-efficient street lighting as a primary short-term goal.

Over the last year the LEAC has worked with planners at the Upper Valley Lake Sunapee Regional Planning Commission to begin the process of developing these guidelines and policies. The goals of this streetlight redesign effort have been:

- Maintain public safety including public sense of security, pedestrian and vehicle visibility, and wayfinding.
- Reduce costs to the City and taxpayers and reduce municipal energy consumption.
- Develop a maintenance program for existing streetlights, including streetlight retrofit and removal.
- Establish streetlight design standards for future City streets.
- Reduce light pollution.

A preliminary, GIS-based analysis methodology was developed to investigate opportunities for streetlight reduction around Lebanon (see report, Appendix A). Subsequently, the City and the Commission surveyed residents in targeted neighborhoods to assess public response to the concept of streetlight reduction. Based on the results of this initial effort, the LEAC determined the need to engage a lighting consultant to assist in this redesign project.

The overall goal of this project is to increase citizen understanding and support of the proposed street-lighting policy to facilitate adoption by the City. The City seeks professional guidance to refine streetlight analyses and assist in citizen outreach and education to increase comprehension of the impact of the proposed street lighting model and redesign policy.

SUB CONSULTANT SCOPE OF SERVICES

The Commission is seeking Sub Consultant services to assist in achieving the above goals by working closely with Commission staff and City representatives. The Sub Consultant Proposal and Scope of Work shall include the following elements.

Project Tasks

The following project tasks have been developed as a general outline for the project scope of services to meet the above goals. Respondents shall provide a narrative scope of service that considers the following tasks and are encouraged to make changes based on past experience with similar projects.

Streetlight Subcommittee Coordination

The LEAC has formed a subcommittee for the Streetlight Redesign Project to develop a draft streetlight redesign mission statement, advise on public outreach, assist in the selection of a Sub Consultant, and review the proposed redesign policies and standards prior to LEAC endorsement to the City Council. The Sub Consultant shall provide status reports and attend at least one (1) subcommittee meeting to seek input throughout the project.

Streetlight Analysis and Policy Development

The Sub Consultant shall utilize existing streetlight information (see appendix) to assess opportunities for retrofit of existing streetlights and provide technical guidance in developing design standards for future streetlight construction and installation projects. The Sub Consultant will aid in developing draft streetlight policy statements and design standards. The City is currently considering requesting design technical assistance from a lighting vendor.

Streetlight analysis should consider the following:

- **Streetlight Retrofit** - Long-term, the City wishes to identify which streetlights to keep and convert to more energy efficient technologies including Light Emitting Diode (LED) luminaires (the local utility is not yet prepared to consider LED at this time for various reasons). This retrofit process includes developing standards by which the City can identify streetlights for removal and best practices for upgrades or improvements.
- **New Streetlight Construction** - New construction guidelines shall include specifications for pole height, spacing, and fixtures to meet efficiency and lighting performance standards (to

be determined). The City has recently adopted lighting performance standards for subdivision and site plan proposals, but the City seeks guidance for streetlight performance.

- **Streetlight Redesign Project Costs** - The Sub Consultant should provide guidance in developing and tracking streetlight redesign costs including life cycle costs, maintenance costs, and utility costs. Most, if not all, streetlights considered in this project are owned and maintained by the utility, so this may require discussion of the existing utility tariff structure.

Reports, Public Outreach Documents, Online Publications

The Sub Consultant and Commission will provide the City one mid-point project progress report and one brief project narrative for public information to be used by the City as appropriate. These documents will be in print and in electronic format. Other means of public outreach through regular online posts and electronic newsletters will require input from the Sub Consultant.

Public Meetings and Project Coordination

The Sub Consultant should plan to attend two (2) public information meetings intended as public outreach and educational forums on the project. The Sub Consultant, City staff, and Subcommittee members will be responsible for presentation materials and meeting content. The Sub Consultant should also plan on regular communications and coordination with the Commission throughout the project.

Deliverables

Consistent with the Project Tasks project deliverables include, but are not limited to:

1. Draft streetlight design standards.
2. Draft streetlight policy.
3. Intermediate and final project reports.
4. Public outreach and education materials.

Project Budget

The maximum amount that may be awarded for this work is \$4,000.

SUBMISSION REQUIREMENTS

Five (5) copies of the proposal, to include technical and cost proposals as separate documents, shall be submitted to Project Manager:

Michael McCrory, Senior Planner
Upper Valley Lake Sunapee Regional Planning Commission
10 Water Street, Suite 225
Lebanon, NH 03766

The proposals must be in a sealed envelope and clearly labeled with the firm's name and the title "Lebanon Streetlight Redesign Project Sub Consultant Proposal". E-mailed proposals will be accepted with prior permission from the Project Manager. Faxed proposals will not be considered.

Submittal Deadline: 4:00 PM Thursday, January 30, 2014

Proposal Outline

Proposal narrative, including Summary and Work Plan, shall be no more than two (2) pages.

Summary

The Summary shall include a brief description of the Sub Consultant's understanding of the project, and examples of relevant knowledge/experience. Provide information on all collaborators if more than one firm is involved.

Work Plan

The Work Plan shall include an outline of the approach proposed to accomplish the scope of services and the manner in which the Sub Consultant will work with the Commission in coordinating the project. Suggestions for additional work, which may be beneficial to the project, may be considered. Creative approaches to completing the project are encouraged.

Qualifications

The Qualifications shall include a description of the Sub Consultant's capabilities, and organizational structure. Identification of the project team including experience, and specific responsibilities of the project manager and staff that will be assigned to the project (include a resume for each person).

Relevant Work Experience and References

Include three (3) examples of projects similar in scope and scale completed by the consultant (and by the staff that would be assigned to this project if possible). Provide a brief description including completion date, type and scope of project, and contact person with telephone number for reference.

Work Schedule

The work shall begin in February 2014, and the project must be complete by June 13, 2014. Given the tight schedule for this project it will be important for the Sub Consultant to maintain the project schedule.

Project Cost

The cost must include a breakdown of project cost by task for each staff/team member and hours assigned to each staff/team member. While cost alone will not be the main basis for selection, comparative costs of the qualified proposals will be a consideration.

Modifications

Modifications to proposals received prior to the submission deadline will be accepted, and must be identified as such with the name and address of the consultant and clearly marked "Modification to Proposal – Lebanon Streetlight Redesign Project".

Five (5) copies of modifications to the proposal shall be submitted. Modifications shall include insertion pages or replacement pages and a transmittal letter explaining and indexing the modifications.

SELECTION PROCESS

Commission staff and City representatives will review submitted proposals as the selection committee. All Proposals will be opened after the Submittal Deadline, in the presence of one or more witnesses, and a register of all applications will be prepared.

Proposals will be evaluated based on technical merit and on the criteria listed below. Finalists may be interviewed as part of the evaluation process. After the evaluation and interviews are completed, the selection committee will rank the finalists and a contract will be awarded to the Sub Consultant submitting the proposal most favored by the selection committee. The Sub Consultant should be prepared to begin work in February 2014.

Proposal Evaluation

A Sub Consultant will form a selection committee of Commission Staff and City representatives will analyze information provided in the proposals. Respondents should be available for interviews prior to the selection of a consultant, if the Commission decides that interviews will be necessary. The Commission reserves the right to negotiate the scope of work with any respondent or other qualified party.

The selection committee will review and evaluate all proposals based on the following criteria (Total of 100 points):

1. Qualifications of the firm and the personnel to be assigned to this project. (30 Pts.)
2. Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (20 Pts.)
3. Overall firm experience and past performance on similar projects, as well as the experience of the consultant personnel working together as a team to complete similar projects. (30 Pts.)
4. Demonstration of overall project understanding and insights into potential issues. (10 Pts.)
5. Additional creative suggestions from the consultant firm. (10 Pts.)

COMMISSION RESPONSIBILITIES

As Project Manager the Commission will be responsible for:

- Facilitate the formation and activities of the Selection Committee responsible for reviewing and selecting a project sub consultant.
- Coordinate administrative tasks with the sub consultant regarding meetings, agendas, and related tasks.
- Enter into an agreement with the selected sub consultant; manage and administer project activities with the sub consultant as necessary.
- Help coordinate public participation throughout the duration of project.
- Review draft documents and provide recommendations.
- Provide limited staff resources to assist the sub consultant with GIS mapping and large format printing.

MISCELLANEOUS

1. Claims and Insurance Requirements – The Sub Consultant shall, at its sole expense, obtain and maintain in force liability insurance and shall be solely responsible for all claims of whatever nature arising out of the rendering of services during the term of the contract. The following insurance shall be required:
 - a. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death, or property damage, in policy amounts of not less than \$250,000 per occurrence and \$1,000,000 in aggregate (The Sub Consultant shall indemnify and hold harmless the Commission against the same to the extent permitted by law); and automobile liability insurance covering all motor vehicles, including owned, hired, borrowed, and non-owned vehicles, for all claims of bodily injury, death, or property damage, in policy amounts of not less than \$300,000 combined single limit; and
 - b. Workers' compensation and employer's liability insurance as required by law.
2. Equal Opportunity – The Commission is an Equal Opportunity Employer. The selection of a Sub Consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.
3. The Commission reserves the right to withdraw this Request for Proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the Commission to do so, and to award a contract as deemed to be in the best interest of the Commission.
4. Compliance with Law – The selected Sub Consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service. The selected Sub Consultant must be certified to conduct business legally in the State of New Hampshire.
5. All proposals submitted in response to this RFP become the property of the Commission. The Commission has the right to disclose information contained in the proposals after an award has been made. All reports, documents and materials developed by the Sub Consultant for this project shall be considered public information and shall be the property of the Commission. All products, both paper and digital, and borrowed materials shall be delivered to the Project Manager prior to final payment.
6. Each Sub Consultant, by submitting its proposal, understands, represents, and acknowledges that:
 - a. The Sub Consultant has read and understands the terms and conditions of the Request for Proposals and the proposal are made in accordance with those terms and conditions.
 - b. No attempt has been made or will be made to induce any potential Sub Consultant to refrain from submitting a proposal, or to submit any intentionally noncompetitive proposal or other form of proposal that would support the proposal of another Sub Consultant.
 - c. The proposal is made in good faith and not pursuant to any agreement, discussion with, or inducement from, any bidder or potential bidder to submit noncompetitive bids.
 - d. If an award is made to the Sub Consultant, the Sub Consultant agrees that it intends to be legally bound to a contract that is made between Commission and the Sub Consultant.

Appendix A: Project Status Report

Municipal Streetlight
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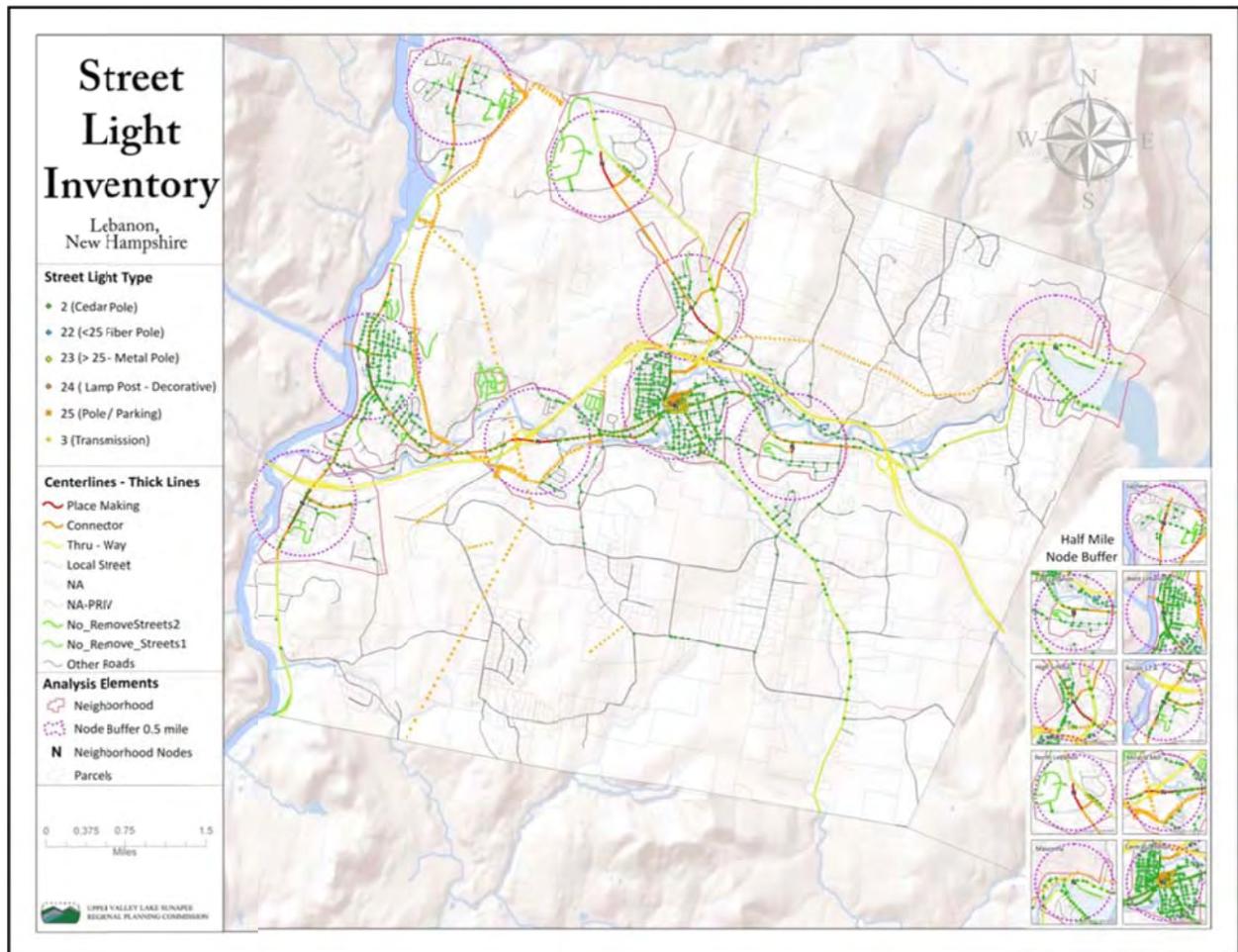
January 10, 2014

BEGINNING OF THE STREETLIGHT REDESIGN INITIATIVE

The Lebanon Energy Advisory Committee (LEAC) was formed in 2007 to reduce energy use, increase energy efficiency, explore alternative energy sources, and reduce greenhouse gas emissions for the environmental and fiscal benefit of the City's residents. Soon after its formation LEAC identified streetlights as a priority area to reduce City-wide energy consumption and costs.

Streetlight Inventory

In late 2009 members began a multi-year inventory of streetlights along City streets and lighting on public and private property, particularly parking lots. This work was conducted in conjunction with City staff from the Planning Department and the Department of Public Works to develop a Geographic Information System (GIS) geodatabase of lighting. The immediate goals for this inventory were to accurately map lighting in the City and to develop a reference to ensure the City's streetlight utility bill is accurate.



Overview Map of Lebanon Streetlight Inventory

redesign with the understanding the analysis should focus more on effective lighting than light removal.

Streetlight Evaluation Methodology

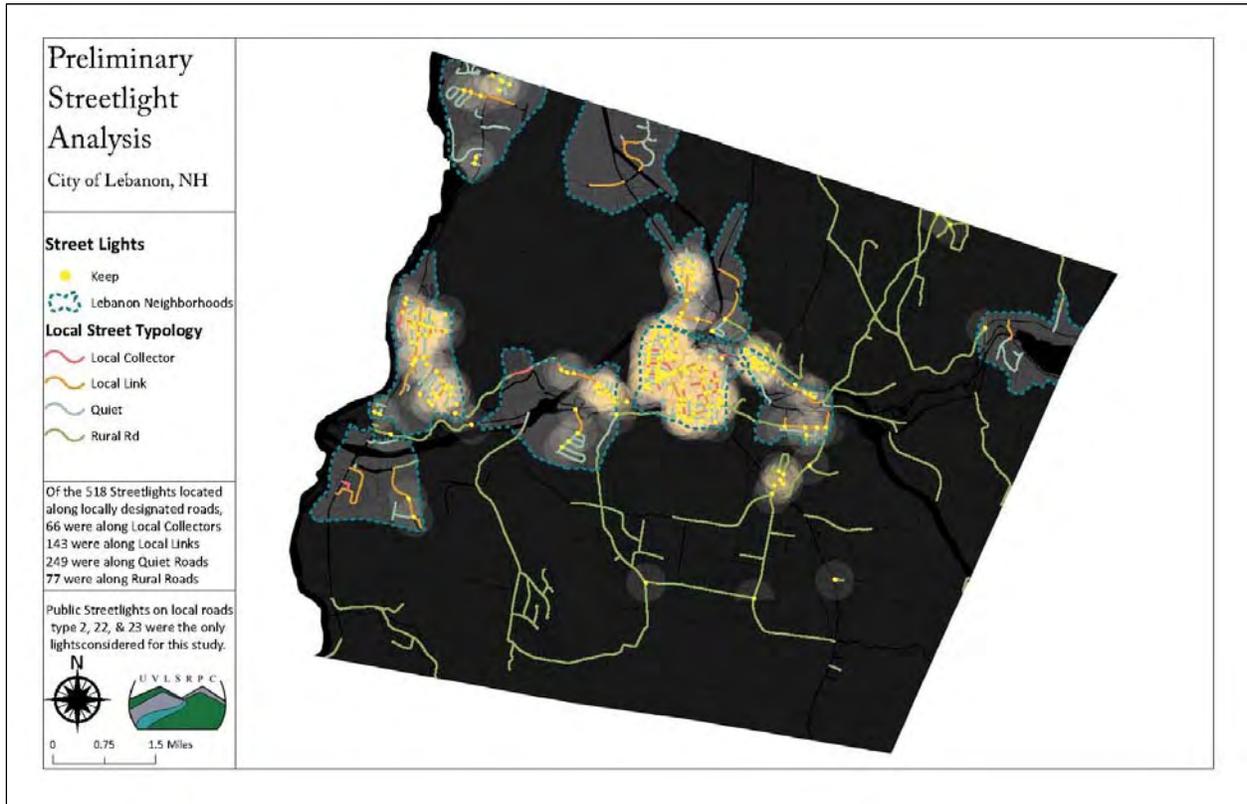
Given the large number of points (streetlights) to be evaluated UVLSRPC and City staff developed an automated process using ArcGIS analysis tools. Concurrent with this effort, the City had already developed GIS databases characterizing village areas and streets, which formed some of the foundational information for evaluating streetlights.

The primary consideration in the analysis standards involved a system of street typographies, or fundamental street characteristics, developed by the Planning Department. The principal street types were: Placemaker, Connector, Thruway, and Local. Consistent with the wishes of the Public Safety Committee to maintain streetlights on high volume arterial and collector roads, this analysis exempted Placemaker, Connector, and Thruway street types. Private and decorative streetlights were also excluded from analysis

The streetlights along these streets were evaluated based on proximity to specific features:

- Within 75 feet of street intersections
- Within 75 feet of bus stops and crosswalks

Additional filtering was conducted to address lights in close proximity to other lights.



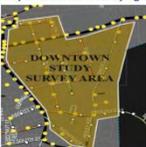
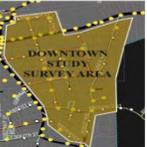
Preliminary Streetlight Analysis Results



Downtown Detail of Preliminary Streetlight Analysis

PUBLIC OUTREACH AND SURVEYS

The City, with assistance from UVLSRPC, hosted neighborhood meetings and administered a survey to assess public response to the preliminary analysis. The public meetings included poster displays of the preliminary analysis and staff were present to discuss streetlight options and opportunities. The public survey included posting notices on individual light poles in targeted neighborhoods. Each notice identified whether that light would be kept or removed based on the preliminary analysis and invited public response agreeing or disagreeing with the notice.

 <h3>Lebanon</h3>  <h4>Streetlight Redesign Project</h4> <p>The City of Lebanon is studying the future of the lighting in its neighborhood streets.</p>  <p>Why is this important?</p> <ul style="list-style-type: none"> Redesign may result in substantial cost savings Redesign will set standards for future city streets Public safety is a priority Redesign would curb light pollution <p>Which lights can be turned off or reworked? Preliminary Suggestion: KEEP THIS LIGHT Do you agree? Make your voice heard. Take the survey online: http://bit.ly/streetlightsurvey Or call: 603-448-1680</p> <p>Streetlight reference number:</p>	 <h3>Lebanon</h3>  <h4>Streetlight Redesign Project</h4> <p>The City of Lebanon is studying the future of the lighting in its neighborhood streets.</p>  <p>Why is this important?</p> <ul style="list-style-type: none"> Redesign may result in substantial cost savings Redesign will set standards for future city streets Public safety is a priority Redesign would curb light pollution <p>Which lights can be turned off or reworked? Preliminary Suggestion: REMOVE THIS LIGHT Do you agree? Make your voice heard. Take the survey online: http://bit.ly/streetlightsurvey Or call: 603-448-1680</p> <p>Streetlight reference number:</p>
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Posted Notices for Public Response to Preliminary Analysis

Public Survey Response

Public surveys as described above were conducted for study areas in the West Lebanon village and the Elm Street and Green Street neighborhood in the southwest quadrant of the Downtown Village. The majority of responses were collected in the summer of 2013. There were over 100 online and telephone responses to the survey.

Opposition to Removal

Approximately 80% of the respondents addressed streetlight removal notices. Of those respondents nearly 75% opposed the removal of either specific streetlights or the removal of streetlights overall. Often, individual responses against removing streetlights felt as if there would be a negative impact upon their safety.

One individual in disagreement of removing any streetlights said, “Darkened streets will only be an invitation to people with criminal activity in mind. There have been numerous incidents in this neighborhood over the years already, and making the area darker would only increase the likelihood of future incidents. The "City" would then likely say we need to add to the police force which would cost more than lights.” A few individuals said the light is needed for when they are walking at night, or for cars driving on road. A few other responses read, “If the streetlights worked properly, the City wouldn’t have to take any down.” An individual visited a neighborhood outreach event on June 15, 2013 and made the following comment: “You choose to live in West Lebanon Village for the Village feel. You want the street lights and the night noise because those are all characteristics of living in a village. If you wanted to be able to see the stars or have your property be pitch black, you would live in rural areas.”

Of those respondents to the notices to keep certain streetlights, approximately 75% supported keeping the lights.

Support for Removal

A much lower number of respondents agreed with removing streetlights. They agreed and left comments stating streetlights caused light pollution or that there was more than sufficient lighting on the street already. One respondent said, “The street has few houses, little traffic, and enough light from the buildings to walk safely at night. The streetlight adds to the light pollution, making stargazing more difficult and attracts swarms of flying insects, while illuminating only a small portion of the neighborhood.”

Observations about Survey

Overall, the majority of respondents want their streetlights left on due to issues of safety: criminals, walking/jogging, and traffic. The few individuals who agreed with removing a few streetlights agreed that there was too much light pollution and not enough evening traffic – either vehicle or pedestrian – for all the lighting they have. Most of the individuals who attended the neighborhood event liked how the City was trying to increase streetlight efficiency. Many preferred alternatives to removing streetlights including maintenance of existing streetlights and utilizing more efficient bulbs or lighting technologies.