

INVITATION FOR REQUEST

FOR INTEREST/QUALIFICATIONS

REQUEST FOR INTEREST NO. 11-4-6

**PROFESSIONAL SERVICES FOR A COMMUNITY ASSESSMENT OF GREENHOUSE GAS
EMISSIONS FOR CHATHAM COUNTY GEORGIA**

DATE ISSUED: OCTOBER 1, 2010

LETTERS OF INTEREST RECEIVED BY: OCTOBER 25, 2010 AT 2:00PM

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

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R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

REQUEST FOR INTEREST

PROFESSIONAL SERVICES FOR A COMMUNITY ASSESSMENT OF GREENHOUSE GAS EMISSIONS FOR CHATHAM COUNTY GEORGIA

1. INTRODUCTION

Purpose for this Request for Interest:

Chatham County, Georgia, seeks to procure professional services for a community assessment of greenhouse gas emissions in accordance with the Energy Efficiency and Conservation Block Grant and the protocols established by ICLEI–Local Governments for Sustainability.

Response to this Request for Interest (RFI) may lead to one or more of the following outcomes:

- A request for additional information from the RFI respondents
- Direct negotiations with a respondent to this RFI respondents
- The issuance of a Request for Proposal (RFP), Invitation for Bid (BID) or Request for Qualification (RFQ) to one or more respondents
- The issuance of an RFP or RFQ open to all potential respondents
- Termination of this solicitation process without the selection of a respondent or issuance of an RFP or RFQ.

2. RFI SUBMISSION AND RESPONSE PROCESS

All communications regarding this RFI and any questions or requests for clarification regarding this RFI should be submitted in writing to Patrick Monahan, Asst. County Manager at the address below or emailed to pmonahan@chathamcounty.org or call (912) 652-7870. All correspondence must reflect the RFI solicitation number. The deadline for all questions to be submitted is 18 October 2010 at 2:00pm. Responses to all questions will be provided to interested potential respondents.

Mr. Patrick Monahan, Asst. County Manager
P.O. Box 8324
Savannah, GA 31412

Or

Purchasing and Contracting Division
Mr. Alton T Peterson Jr, Procurement Specialist
1117 Eisenhower Drive, Suite C
Savannah, GA 31406

3. RFI REQUIREMENTS

A written summary of the professional services for a community assessment of greenhouse gas emissions in accordance with the protocols established by ICLEI–Local Governments for Sustainability should include these specific deliverables, at a minimum:

- Greenhouse gas inventory for Chatham County (community), including by classification as industrial, commercial, residential use
- Greenhouse gas inventory for each municipality in the County, including classification as industrial, commercial, residential use
- Developing a public awareness program aimed at energy conservation and efficiency.

4. SUBMITTAL REQUIREMENTS

Interested respondents should reply to this “Request for Interest” by providing a written statement of qualifications and experience in letter form of no more than three pages. The RFI submittal shall contain the following items arranged in order.

- Name of the respondent and legal structure whether as an individual consultant, firm or joint venture.
- Current address.
- Contact information including telephone number and email address.
- The respondent’s qualifications which present its capability to complete the required services in accordance with ICLEI protocols.
- The respondent’s previous experience in completing a similar assignment and/or proven understanding of the methodology and data layers required to complete ICLEI protocols.
- Schedule for completion.
- Three references.

5. TERMS, CONDITIONS AND OTHER CONSIDERATIONS

- All cost and expenses incurred by prospective vendors relating to their Request for Interest will be borne by the vendors.
- Chatham County reserves the right to generate subsequent inquiries and/or expressions of interest concerning this or similar projects if deemed appropriate in the sole discretion of the County, or to request in writing new or additional information regarding each prospective vendor and its submission in response to this inquiry.
- Respondents will be required to comply with federal requirements for reporting as a qualified subcontractor under the Energy Efficiency Conservation Block Grant Program, and meet Davis-Bacon Wage requirements, as may be required. Fee will be negotiated based on a specific scope of service.
- Depending upon the level of interest and responses, Chatham County may require interviews and may exercise to terminate this “Request for Interest” and opt instead for a more expanded process of “Request for Proposals.”

ATTACHMENT A

REFERENCES

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

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COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

=====

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

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COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

LEGAL NOTICE

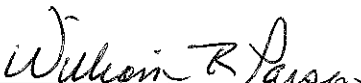
CC NO. 164331

Chatham County, Georgia, seeks to procure professional services for a community assessment of greenhouse gas emissions in accordance with the Energy Efficiency and Conservation Block Grant and the protocols established by ICLEI–Local Governments for Sustainability.

Letters of Interest are due by **2:00 P.M., 25 October 2010** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

A copy of this Request for Interest is available in Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406. For additional information concerning specifications, please contact Mr. Alton T Peterson Jr, Procurement Specialist at (912) 790-1621. Specifications are also available on and can be downloaded from the County's website at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. "CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".


WILLIAM R. PARSON, CPPO, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

- Savannah News- INSERT: Oct 7, 14, 2010

NEWS ONLY-

Please send two copies of affidavit to:

Chatham County Purchasing Department
P.O. Box 15180
Savannah, GA 31416
(912) 790-1621