

TOWN OF JAFFREY, NH
REQUEST FOR PROPOSALS
Community Power Consulting Services
2025



Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452

REQUEST FOR PROPOSALS – Community Power Consulting Services

Purpose

The Town of Jaffrey, New Hampshire, is seeking the services of a Community Power Consultant to assist the community in seeking a subsequent Electric Service Agreement (ESA). The Town adopted their Community Power Plan in March 2023 and entered into its first ESA in October 2023. The current ESA expires in November 2025 and the Town desires to continue providing Community Power as an option for its residents.

Submittals are due at the Jaffrey Town Office no later than **11:00 am on July 11, 2025**. Submittals are to be in sealed envelopes and marked “Jaffrey Community Power Consulting Services”. Submittals should be addressed to:

Jon Frederick, Town Manager
Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452
jfrederick@townofjaffrey.com
603-532-7880

Selection Process

Full proposal packages will be reviewed by a panel of town representatives. Selection of the winning proposal will be made following review by the panel.

The Town may accept the proposal which will, in its opinion, most completely meet the requirements of the RFP. The Town solely determines which proposal best meets the specifications and is in the best interest of the Town of Jaffrey. The Town may disqualify and reject any proposal that fails to provide complete and accurate information in response to the requirements of this RFP.

Proposals will be evaluated based on what is deemed to be in the best interest of the Town, including such factors as the proposer’s experience and expertise. The cost shall not be the sole factor in evaluating proposals. The Town of Jaffrey reserves the right to request additional and/or clarifying information from Proposers. The anticipated award of the RFP and execution of the agreement between the selected Company and the Town of Jaffrey will occur prior to July 25, 2025.

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The Town of Jaffrey is an equal opportunity employer

Instructions to Proposers

Response Requirements:

1. Cover Letter: Provide a statement of ability to complete the work with current workload; cite any conflicts of interest.
2. Contractor Qualifications: Provide an overview of qualifications for the contract team including, but not limited to, type of firm and relevant project experience.
3. Project Team: Provide a list of key individuals and staff assigned to this project, describing their role and relevant experience, and resumes.
4. Approach: Describe how the contract team will complete the work. Include a detailed schedule.
5. Cost Proposal: The Consultant shall offer a management fee per kilowatt hour (kWh) that the Town will consider in making an award for the Contract. The price per kWh shall be the complete price for all services and expenses incurred by the Consultant, and shall be paid directly to the Consultant by the Competitive Supplier. No proposal shall require the payment by the Town of any costs, expenses or expenditures. Any consultant agreement shall not impose an obligation upon the Town to execute any contract with any Competitive Supplier, or to operate, execute or maintain the Town's Municipal Aggregation Program. Compensation shall only be paid to the Consultant by a Competitive Supplier to the extent the Town elects, in the Town's sole discretion, to execute a power supply contract that is procured or negotiated on behalf of the Town, as part of a municipal aggregation program. The Town Manager will undertake a good faith review of any contract procured or negotiated on behalf of the Town.
6. Insurance: Provide a Certificate of Insurance which clearly documents all current coverage limits available to the consultant. Successful consultant will be required to provide a policy endorsement which shows the Town of Jaffrey to be an additional named insured.

Process:

1. Upon review of all responsive proposals, the Town may conduct interviews of some, all, or none of the firms submitting proposals.
2. If necessary, and upon completion of the interviews, the Town will finalize a final Scope of Services and Fee with the selected firm.
3. If the Town is unable to reach an agreement with the selected firm, the Town reserves the right to negotiate with the next highest rated firm until an agreement is reached.
4. The Town of Jaffrey reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems in the best interest of the Town.
5. The Town reserves the right make such inquiries regarding a firm's qualifications and reputation as it deems necessary to evaluate the firm.
6. Once a firm is selected and an agreement is reached, a recommendation will be made to the Select Board. Upon final approval, the Town Manager will approve a contract award to the successful proposer.

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7. Upon execution of the Contract, the consultant will be instructed to commence providing the work outlined in the contract.
8. The Town reserves the right to negotiate directly with the firm selected for additional project work.

Work Product: All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the consultant pursuant to this proposal shall be the property of the Town of Jaffrey

Independent Contractor

The selected Company is an independent contractor and is not an employee or partner of, or in any other service relationship, with the Town of Jaffrey. The Company is not authorized to speak for, represent, or obligate the Town of Jaffrey in any manner without prior expressed written authorization from the Town of Jaffrey.

Miscellaneous

All material submitted in response to this RFP shall become the property of the Town of Jaffrey. All reports, documents, maps and materials developed by the respondent shall be the property of the Town of Jaffrey and shall be treated by the Town as public information. The Town of Jaffrey is an Equal Opportunity/Affirmative Action Employer. Women and Minority-Owned businesses are encouraged to apply. All unsuccessful respondents will be notified. The Town reserves the right to reject any or all proposals or to waive informalities in any proposal. The Town reserves the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the firm at least thirty (30) days prior to such proposed termination date.

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