



**Tompkins County**  
**DEPARTMENT OF PLANNING AND SUSTAINABILITY**

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Ithaca, New York 14850

Katherine Borgella, AICP  
Commissioner of Planning and Sustainability

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**Proposed Request for Qualifications (RFQ)**

To: Planning, Development, and Environmental Quality Committee (PDEQ)  
From: Tompkins County Department of Planning and Sustainability

PDEQ Date: May 29, 2018  
Action Requested: Authorization to Proceed with RFQ as Proposed

Project Name: Business Energy Navigator Program Energy Consulting Services  
Contact: Megan McDonald, Deputy Commissioner of Planning, [mmcdonald@tompkins-co.org](mailto:mmcdonald@tompkins-co.org)

**Services Sought:** (short paragraph)

A list of up to five consultants would be identified to work with businesses in the early stages of design and conceptualization of new construction or major renovation projects to help set energy goals and understand energy options. Individual businesses would be able to choose any consultant on the authorized list. Also, one consultant would be selected to work with the Department's Senior Planner – Energy Specialist to provide advice and training and to answer questions that arise on technical issues.

**Estimated Cost of Services:** \_\_\_ < \$50,000 \_\_\_ \$50-100,000  X  > \$100,000 (total over the three year program)

**Partners and/or Oversight Committee** (if any):

Partners: Tompkins County Area Development (providing \$35,000 per year for three years), NYSERDA (through Clean Energy Community grant funds), and Tompkins County Department of Planning and Sustainability

**Source of Funding for Contract** (all approximate)

- |                                     |     |
|-------------------------------------|-----|
| 1. Tompkins County Area Development | 70% |
| 2. Clean Energy Community grant     | 20% |
| 3. Tompkins County                  | 10% |

**Estimated Date of Award:** July 1, 2018

**Proposed Authorization and Award:**

Authorize RFQ:	___ Staff	<u> X </u> Committee	___ Legislature
Contract Award:	<u> X </u> Staff	___ Committee	___ Legislature