



Town of Rowe  
FRANKLIN COUNTY  
MASSACHUSETTS  
01367

*Settled as Myrifiield 1763 ▪ Incorporated as Rowe 1785*

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Board of Selectmen

## Town of Rowe Request for Proposal (RFP) META Grant Energy Consultation

### **Project Overview**

The Town of Rowe is seeking an energy consulting company to conduct a review on up to two (2) municipally-owned buildings to gauge the suitability of ground- and/or air-sourced heat pumps to replace existing oil boilers near the end of their life.

### **Town Background**

The Town of Rowe is a small municipality in Franklin County, Massachusetts. Our year-round population is approximately 375 people. Rowe was among the first towns designated as a Green Community, and has invested nearly one million dollars in the last fifteen years into energy conservation and renewable energy generation.

### **Project Goals**

The Town received a Municipal Energy Technical Assistance (META) grant to conduct an energy review of two town buildings: Rowe Town Hall and Rowe Fire Station. The review will focus on the economics and energy savings of converting or supplementing existing oil boilers to either ground- and/or air-sourced heat pumps. As the two buildings are only approximately 100-150 feet apart, there may be potential for one site that could service both buildings.

### **Building Description** *(A satellite image of both buildings is available at the end of the RFP)*

The Rowe Town Hall is located at 321 Zoar Road in Rowe. The building is a two-story facility with an area of approximately 6,000 square feet. Between the two floors, there are eight small offices that are used minimally during the week. Two large offices and a conference room on the first floor are used daily, and there is a small post office that operates six days a week (though for only 4.5 hours a day). The half of the building located closest to Zoar Road was built in the late 1800s, while the other half was built in the 1980s.

The Rowe Fire Station is located approximately 150 feet from the Rowe Town Hall at 4 Sibley Road. The building was constructed in the 1980s, and is roughly 5,000 square feet. The office side of the building (representing ~40% of the building's volume) consists of two small offices, a meeting room, storage space, and a large storage "attic". The remaining 60% of the building is the fire apparatus bay, which has storage space for three large fire trucks and has ceilings as high as thirty feet.

### **Target Deliverable Schedule**

All research, site visit(s), and final reports will need to be completed and in-hand no later than Thursday, February 27, 2020. This is to ensure that we meet state deadlines for the Green Communities Grant Program should we decide to pursue funding for conversion(s). Extensions will only be granted in writing at the discretion of the Board of Selectmen.

## **Vendor Considerations**

The Town of Rowe is a small municipality with limited personnel and expertise. There are only two full-time staff members at town hall, and there are no full-time staffers at the fire station. The town does not have an energy consultant on its staff. Work will need to be conducted during regular business hours and scheduled in advance to ensure full access to both buildings. For example, the police department office located at the fire station cannot be accessed by town hall employees and will require police personnel to be present. Questions about building occupancy and use might be best submitted ahead of any site visits as police and fire personnel are part-time positions.

Due to septic systems, wells, and parking lots, both sites also have a limited amount of available open ground space, likely making horizontal (“slinky”) ground-sourced systems unsuitable for this location. Therefore, the focus of the ground-sourced system analysis will likely be on vertical (deep well) system(s) unless a review determines that there *is* sufficient area for a horizontal system.

The Town Hall is located next to Mill Pond, and the Fire Station is sited about 150 feet away. Conservation regulations should be taken into consideration when making recommendations.

## **Budget**

The Town of Rowe has received a Municipal Energy Technical Assistance (META) Grant from the state in the amount of \$12,500. **No** additional funds have been appropriated, nor will any be authorized or requested from the town. All expenses must fall within this budget.

## **Ideal Proposal**

The ideal proposal will include delivery of a final report on both buildings that addresses the following topics:

- Current energy use in the building by fuel type, in MMbtu.
- Energy savings by fuel type (in MMbtu) and dollars, and the cost of replacing the existing oil boiler with a more efficient model, leaving the oil boiler as the sole heating source.
- Energy savings by fuel type (in MMbtu) and dollars, and the cost of replacing the existing oil boiler with a more efficient model, and supplementing it with air-sourced mini-splits. This will include any costs that are needed in the event that the existing infrastructure is inadequate for mini-splits (i.e. electrical capacity).
- Energy savings by fuel type (in MMbtu) and dollars, and the cost of converting the existing system over to a ground-sourced heat pump system that may/may not incorporate air-sourced mini-splits as supplemental heating/cooling units. This will include any costs that are needed in the event that the existing infrastructure is inadequate for a ground-sourced system and/or mini-splits (i.e. electrical capacity, ductwork, etc.).

The final report must be made available in PDF or hard copy format, including all supporting documentation and data obtained by the vendor during site visits. The report should be written in a way that is understandable to the average adult, and must be able to be submitted as supporting documentation in the event that town chooses to pursue grant funding for recommendations.

Proposals that include energy reviews for both buildings will be given preference over those that only include a review of one building.

**Awarding Authority**

The Rowe Board of Selectmen will be the final authority on awarding any contracts for services.

**Submissions**

Proposals may be sent electronically to [adminasst@rowe-ma.gov](mailto:adminasst@rowe-ma.gov) or by mail to:

Rowe Town Hall  
Attn: Administrative Assistant  
P.O. Box 462  
Rowe, MA 01367

Submissions will be accepted through December 20, 2019. A contract will be awarded by January 10, 2020, provided required state contracts have been properly executed.

Satellite Image of Rowe Center (Fire Station is on the right, Town Hall is the lower-left building). **All** property in this picture to the right of Zoar Road is owned by the Town of Rowe.

