

THE COUNTY OF RAPPAHANNOCK

# Market Analysis for Northern Piedmont Wood Fuels for Public Buildings

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## Request for Proposals

**RFP Release Date: August 14<sup>th</sup>, 2015**

**RFP Response Deadline: 5 p.m., Wednesday, September 2, 2015**

The County of Rappahannock seeks to contract a Project Manager for a multi-jurisdictional Agriculture and Forestry Industries Planning Grant. The purpose of the planning grant is to conduct a market analysis for the potential aggregation and processing of wood fuels at the now closed Rappahannock County landfill, primarily for use as an alternative heating fuel in Northern Piedmont public buildings.

## **RFP BACKGROUND**

There are many public buildings in Culpeper, Fauquier and Rappahannock counties that depend on fuel oil, propane or electricity for heating. Wood fuels have been proposed as a local, renewable and cost effective alternative. A common impediment in the adoption of wood energy is the perception amongst potential users that the fuel supply is neither adequate nor can be guaranteed. It is known that tree care companies that operate in urban and suburban Northern Virginia bring back and dispose of woody yard waste by dumping and open burning on private lands in the three counties. Establishment of a wood aggregation facility in the Northern Piedmont could provide an alternative disposal option for tree care professionals while facilitating the opportunity for wood fuel processing and value addition for regional wood energy facilities. Other sources of woody biomass from regional forest harvest operations, invasive species management, pest and disease outbreak control, storm debris cleanup and the clean wood component of municipal solid waste could be also be aggregated and processed into a consistent and guaranteed wood fuel supply for Northern Piedmont public facilities. A prime candidate location for an aggregation facility exists at the now closed Rappahannock County landfill.

To explore these opportunities a multi-jurisdictional Agriculture and Forest Industries Development Fund (AFID) Planning Grant was obtained by Culpeper, Fauquier and Rappahannock counties from the Virginia Department of Agriculture and Consumer Services. The purpose of the project is three-fold: to assess demand by identifying the potential wood energy users within 25miles of the proposed facility, to determine what type of value-addition can be accomplished at the proposed facility to meet the needs of the potential market, and to quantify and qualify the types of material that could potentially be aggregated and processed at the proposed location.

## **PURPOSE OF THE REQEUST FOR PROPOSAL**

The jurisdictions seek to hire a Project Manager to oversee the completion of the deliverables of the grant. The project is a market analysis for a proposed wood aggregation facility at the Rappahannock County Landfill. The mission of the proposed wood aggregation facility will be to provide a consistent and reliable supply of wood fuels for public institutions in and around the three county area interested in using wood for thermal energy generation. The market analysis will include an examination of the demand for wood energy in Culpeper, Fauquier and Rappahannock counties, an assessment of the landfill site for required permits, equipment and upgrades necessary for aggregation and the determined value addition, and a feedstock assessment to quantify and qualify the wood resources that could be available for aggregation and processing. The contracted Project Manager will identify and hire the necessary subcontractors required to achieve these deliverables.

## **CONTACT**

The county of Rappahannock is the lead on the multi-jurisdictional planning grant. RFP proposals shall be submitted, and the contracted Program Manager will report directly to:

John McCarthy  
County Administrator  
County of Rappahannock  
P.O. Box 519  
Washington, VA 22747  
Phone: 540-675-5330  
Fax: 540-675-5331  
Email: [jwmccarthy@rappahannockcountyva.gov](mailto:jwmccarthy@rappahannockcountyva.gov)

## **IMPORTANT DATES**

### Intent to Respond

A written confirmation of the service provider's intent to respond to this RFP via email or snailmail is required by 5 p.m., Friday, August 21<sup>st</sup>, 2015.

### Proposal Submission

Proposals submitted via email or snailmail are due in the Rappahannock County Administrator's office by 5 p.m., September 2<sup>nd</sup> 2015. Any proposal received at the designated location after the deadline shall not be considered. The award of the contract will be based on the provisions for the procurement of professional services as set forth in the Virginia Public Procurement Act (Article 2, §2.2-4303, et seq, of the Code of Virginia, 1950, as amended) .

### Winning Submission Notification

All service providers will be notified of selection results no later than 5 p.m., Friday, September 10<sup>th</sup>, 2015.

### Commencement of Work

September 10, 2015.

## **CRITERIA**

Award of the contract resulting from this RFP will be based upon the most responsive service provider whose offer will be the most advantageous to the County of Rappahannock in terms of cost, knowledge and experience with institutional scale bioenergy feasibility planning and assessment in Virginia. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a service provider or providers:

1. Completion of all required responses in the correct format.
2. The extent to which service provider's proposed solution fulfills the County of Rappahannock's stated requirements as set out in this RFP.
3. An assessment of the service provider's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. Availability of sufficient high quality personnel with the required skills and experience for the specific approach proposed.
5. The service provider's knowledge, experience and record of past performance in delivering such services.
6. Overall cost of service provider's proposal.

The County of Rappahannock reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential service provider,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received.

### **PROPOSAL SUBMISSION**

The service provider's proposal shall be submitted as set forth below. The submitted proposals shall include each of the following sections:

1. Approach and Methodology
2. Project Deliverables
3. Cost
4. Appendix: Company Overview
5. Appendix: Project Team Staffing
6. Appendix: References

Background and requirements for each of the above-mentioned sections are outlined below.

### **APPROACH, AND METHODOLOGY**

The County of Rappahannock seeks to hire a qualified service provider to manage the AFID planning grant and oversee completion of the deliverables outlined below. Please provide a description of the approach and methodology anticipated to be employed to accomplish the objectives. Please include how communication and coordination with the County of Rappahannock and other project partners can be expected.

### **DELIVERABLES**

The goal of the project is to develop a business plan for a woody biomass aggregation facility at the closed Rappahannock County landfill that would provide a guaranteed supply of high quality wood fuels to Northern Piedmont public institution wood energy users. Specific activities to be conducted with this grant include the market analysis for potential wood energy facilities within 25 miles of the proposed

location, determine value-added products (e.g. wood pellets) that could be produced at the aggregation facility to meet the needs of the potential wood energy market and identify and survey the woody biomass resources that could be aggregated at the proposed location. Specific deliverables include:

1. A summary report listing all the fuel oil, propane and electricity-heated public facilities within 25 miles of the Rappahannock County Landfill and initial screening results of those facilities that are in Culpeper, Fauquier and Rappahannock Counties. Screening results will include quantity of wood fuels required to meet the thermal heat load of each location and the estimated annual fuel cost savings, payback period and rate of return.
2. A preliminary engineering report for the proposed aggregation facility that includes a review of the types and estimation of the delivered cost of value-added wood fuels that could be produced and an estimate of any other engineering that may be required.
3. Survey of the woody biomass resources that could be aggregated at the proposed location including sources, quantities, forms and availability.
4. Organize and convene meetings of a stakeholders working group of potential wood suppliers, public sector decision makers, managers of potential wood energy facilities and other relevant interests in the Northern Piedmont to begin a dialogue on wood fuel substitution for fuel oil, propane and electric-derived thermal energy. The identified stakeholders (names will be provided by the jurisdictions) will meet at the onset of the project, at the completion of the project to review results and findings and through the course of the project as necessary.

Success will be measured by completion of each of the four deliverables. This information will be compiled into a final report that can be used as the basis for business plan development or an RFP to seek a private contractor to establish and run the aggregation facility. The completed final report will be presented to the Board of Supervisors and School Boards in Culpeper, Fauquier and Rappahannock Counties.

## **COST**

This project is funded by an AFID Planning Grant award from the Virginia Department of Agriculture and Consumer Services. Please include a cost breakdown by project component including estimates of travel expenses.

## **APPENDIX: COMPANY OVERVIEW**

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.

- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history including year established and a description of your company's knowledge, experience and record of past performance providing bioenergy services.

**APPENDIX: PROJECT TEAM STAFFING**

Include relevant experience and biographies of key staff. Affirm that no employees working on the engagement have ever been convicted of a felony.

**APPENDIX: REFERENCES**

Provide three current corporate references for which you have performed similar work.