

**Request for Applications (“RFA”)
Municipal Entrepreneurial Testing System (“METS”)**

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I. INTRODUCTION

The City of New York (the “City”), which for the purposes of this RFA specifically includes, but is not limited to, the Department of Citywide Administrative Services (“DCAS”), the Department of Buildings (“DOB”), and the Mayor’s Office of Long Term Planning and Sustainability (“OLTPS”) collectively referred to herein as the “Agencies”, the New York City Housing Authority (“NYCHA”), and the New York City Council (“City Council”) are inviting developers of environmental products and systems (“Applicants”) to submit applications (“Applications”) for beta-testing of their products or systems (“products”) in City-owned and managed buildings (“pilot”, “pilot project”). Applications can be for products that have been tested in controlled settings but need further testing in real world conditions to demonstrate their viability and savings potential.

In her 2010 State of the City address, City Council Speaker Christine Quinn announced an initiative to provide new clean technology and other environmental product developers the opportunity to test their products in City-owned buildings. This RFA commences Speaker Quinn’s initiative.

This program serves two crucial needs:

- 1) Fostering the development of products to improve the environmental performance in buildings; and
- 2) Attracting new companies from an emerging sector to New York City and, in doing so, bringing new jobs to the City.

The products should have the potential to provide cost-effective ways to improve the environmental performance of buildings and/or sites. This RFA seeks products targeting the following issues:

- Lighting
- HVAC and lighting controls and sensors
- Meters, sub-meters, and related measuring and monitoring software
- HVAC and service hot water systems
- Building management systems
- Energy and plug load management systems

- Renewable energy (e.g. solar PV, solar heating, wind, geothermal)
- Envelope technologies, including roof, wall, fenestration, foundation and assembly systems
- Clean distributed generation, including combined heat and power
- Lab and fume hood technologies
- Interior finishes and/or furnishings that reduce toxic indoor gases
- Water efficiency, including recycling systems and uses
- Stormwater management in buildings and sites
- Analytical tools and software

Applications will be accepted from May 13, 2011, to June 30, 2011. A panel of experts, selected by the New York City Council and the Mayor, will review all proposals and select finalists. Finalist applications will be reviewed by the Agencies, NYCHA and by the New York City Council. The Agencies and the New York City Council will make the final selection(s) based on feasibility, cost-effectiveness, applicability within current laws, location, and the competitive criteria listed in the following section. Promising applications will also be forwarded to outside groups including building owners and investment groups.

The final day to submit applications is June 30, 2011. See section III C for submission requirements and instructions.

II. APPLICATION SELECTION

A. Threshold Requirements

1. **Purpose of Pilot Project** – The product must provide or enable energy savings or other environmental benefit compared to products currently in use in the building. The applicant must demonstrate that the product provides or enables energy savings or other environmental benefit through measurement and analysis, third-party laboratory or site testing, or other empirical demonstration. The application should clearly indicate the purpose of the pilot and what information or results the applicant is seeking to obtain from the proposed pilot.
2. **Completeness of Application** – The application form must be fully completed and be accompanied by the following:
 - i. Statement of the problem to be solved by the product, and where the pilot project contributes to the product's marketability.
 - ii. Identification of the principal(s), the team and resumes of each team member.
 - iii. Brief history of the development of the product to date, grants received and grantors, technical challenges encountered and how they were addressed; and where this pilot would fit in proving the technical soundness and the marketability of the product.
 - iv. What other products and systems the team may have developed and how they were piloted, proven and brought to market.
 - v. Identification of criteria for selecting building or site of the pilot project.

- vi. All application requirements must be met at the time of submission. Upon review, the panel, the Agencies, and the City Council may notify an applicant that additional information is necessary.
3. **Feasibility** – Technology performance results, installation, and tracking must be deemed feasible by the City for City-owned or NYCHA buildings based upon pilot project description and building conditions.
4. **Safety** – Beta-testing of the product must be determined to be safe, in the sole discretion of the City.
5. **Plan to Monitor and Evaluate Results** – The application must include a plan to monitor, analyze, and evaluate the performance of the product in terms of the energy or other environmental purpose of the product. In addition to detailing the collection of data points, the plan should also identify performance metrics and acceptable parameters, as well as other indicators as appropriate, which would indicate a “successful” pilot.
6. **Location in New York City** – Companies must be based in New York City, have a location in New York City, or will create jobs in New York City.

B. Competitive Criteria

Applications that meet the threshold requirements based on the discretion of the review panel will be evaluated according to competitive criteria described below. Each application will be reviewed by a panel of industry experts and will be judged along the following competitive criteria:

1. **Benefits and Savings Projections** – Preference will be given to products that demonstrate the largest environmental benefits or economic savings through energy costs or other operational savings, projected for when a product is commercially available, as compared to the building system it might replace.
2. **Product Viability** – Preference will be given to products that are best able to demonstrate that the product can be successful. Applicants can show this through continual monitoring, results of lab demonstrations, or performance outside the lab’s controlled settings.
3. **Scalability** – Preference will be given to products that can show potential for widespread application.
4. **Job Creation** – Preference will be given to products that can demonstrate the ability to create jobs or increase work in New York City.
5. **Installation Time** – Preference will be given to products that can demonstrate the fastest installation for beta-testing into the City-owned buildings if they are chosen. This will include the ability to manufacture as well as install the product.
6. **Self-funding for Installation** – Preference will be given to products that require no funding from the City to install the product for the beta-testing. The program anticipates using products that have funding available from non-City or non-NYCHA sources to pay for the pilot installation, to the extent that it is necessary, and no funding will be provided by the City or NYCHA for installation.

7. **Minimal Impact for Installation** – Preference will be given to products that will cause the least disruption to the buildings in which they are installed, including any spaces in which employees work or constituents visit.
8. **Minimal Impact for Monitoring and Maintenance** - Preference will be given to products that require minimal need for City employees to supervise, understand, monitor, approve, or otherwise "get involved with" the project.
9. **Known or potential conflicts with City regulations, including but not limited to the New York City Construction Codes, the New York City Zoning Resolution, the New York City Fire Code, the New York City Health Code, and/or DEP regulations** should be identified, and products will be evaluated in relation to the feasibility of providing equally safe alternative systems to those already required or approved in such regulations. See §28-113 of the Administrative Code for further information with regard to Construction Codes.

III. REQUEST FOR APPLICATIONS PROCESS

A. Eligibility

- **Applicants must be 18 years or older.**
- **Product must have been tested in laboratory or other protected environment and found to be safe, effective, and feasible.**

B. Submission Requirements

1. **Letter of Intent**
2. **Project narrative** including a discussion of the technology, the technology it will replace, projected energy savings, and plan to monitor and evaluate performance and to commercialize the product or technology.
3. **Project Development Team Information:** Professional qualifications and resumes of applicant team personnel, experience of individuals involved both individually and as a team, narrative of the history of the product or technology development to date and grants awarded to the team or to team members to further that development. Describe the roles of the team members and the approach to the beta testing project.
4. Product history including any lab testing
5. **Installation requirements** including funding secured and non-City or non-NYCHA funding needed
6. **Maintenance requirements** including frequency of required access to building occupant areas
7. **Type of Building** for best use

8. **Estimated cost of beta-testing**, exclusive of the building or site lease value for the pilot
9. **Expected Product Costs and Savings** once commercially available
10. **Expected Job Creation in New York City** including types of jobs (i.e. manufacturing, installation, service, office)
11. **Photos** of the product, alone and as installed, and design drawings or schematics of the product explaining the technology

C. Process

Applications will be accepted starting May 13, 2011. The application submission period will be open until COB June 30, 2011. Prior to the application submission, applicants should submit a one-page letter of intent before May 27, 2011. Questions should be submitted prior to the end of the application period to dpristin@council.nyc.gov.

Applications should be no longer than 5 pages, not including project team resumes. Applicants must submit one printed copy and one CD of all submission requirements. Completed applications should be submitted by mail to:

NYC Department of Citywide Administrative Services
One Centre Street, 17th Floor
New York, NY 10007
Attn: Jason Bocchinfuso

D. Selection of Applicants

Applications will be reviewed for completeness, feasibility, technical soundness, cost-effectiveness, and the extent to which they meet the threshold and competitive criteria detailed above. Only projects that meet the threshold requirements will be considered. Projects will be evaluated according to the competitive criteria. Awards will be based on the sole discretion of the review panel, the City Council, and the Agencies. Each selected applicant will be notified as decisions are made. Selected applicants will be required to enter into a license agreement for use of the relevant City or NYCHA-owned building. Selected applicants will be required to enter into a license agreement, which will include provisions for indemnification and insurance, for use of the relevant City or NYCHA-owned building.