
Regional Streetlight Procurement Program: Letter of Intent

This Letter of Intent commits _____ [name of municipality] to participate in DVRPC's Regional Streetlight Procurement Program (RSLPP) and obtain resources to transition to LED street lighting tailored to the municipality's needs. Through this commitment, the municipality agrees to provide DVRPC and its contractors the necessary data and information required to develop a Baseline Budget Estimate and a Feasibility Study (see below for required information). An informational fact sheet that explains the RSLPP structure and proposed timeline has been provided along with this LOI [RSLPP Fact Sheet for Decision Makers Round4_FINAL.pdf]

This letter does not bind the municipality to commit to purchase products, labor, or consulting services in the program. If the municipality proceeds to Project Development or Construction Phases of this program, the municipality agrees to pay DVRPC a Program Fee of 5% of the Project Development contract cost and up to 3% of the Construction contract cost which will be invoiced by the respective contractors. This Program Fee will reimburse DVRPC's costs for technical, legal, and administrative services to assist with the RSLPP.

By participating in the RSLPP, each municipality will obtain:

1. A Baseline Budget Estimate that will provide estimated cost of an LED conversion project through the program that can be used for purposed of budgeting the project for 2023-2024.
2. A Feasibility Study developed by a qualified Design Services Professional (DSP) that has been competitively selected by the RSLPP Municipal Steering Committee. Keystone Lighting Solutions has been selected as the DSP.
3. The ability to contract directly with the DSP to conduct project management, project development, and construction management services.
4. The ability to contract directly with a qualified installation contractor that is competitively selected by the RSLPP Municipal Steering Committee.
5. Workshops and one-on-one assistance, and regular program communication from DVRPC.
6. Option to participate in a pool of financing created for the RSLPP.

By signing this letter, the municipality commits to:

- 1) Provide the following data to DVRPC in advance of the Feasibility Study:
 - a) A copy of the municipality's most recent streetlight and (if applicable) traffic signal bill from PECO. If you have more than one streetlight or traffic signal account, please provide a bill for each account; OR
An email authorizing DVRPC to obtain streetlight account data from PECO (email language to be provided by DVRPC).
- 2) If applicable, a non-binding buyback quote from PECO.

- 3) Provide any additional information requested by the selected Design Services Professional, as long as this additional information can be produced by the municipality without added cost.
- 4) Assign one point of contact that is responsible for communicating with DVRPC and the DSP throughout the program. Additional contacts can be added.

By signing this letter, the municipality will be eligible to:

- Request that they are represented on the RSLPP Municipal Steering Committee which will be used to create an evaluation committee for all DVRPC-run solicitations for RSLPP vendors (material, distributor, and installation contractor).

I acknowledge that DVRPC will serve as a representative, along with the Municipal Steering Committee, on the selection committee for the DSP. In addition, DVRPC will be responsible for:

- Contracting with the DSP and managing the Design Services Professional throughout the duration of the program to ensure that program goals are met.

DVRPC will not manage the DSP's contracts with each municipality, the municipal contract with the Auditor/Designer, or the contract between the municipality and the installation contractor.

I acknowledge that each municipality will have their own contract with the Design Services Professional if they decide to proceed beyond Feasibility Phase. If a municipality decides to proceed through construction, each municipality will sign its own construction contract with the installation contractor, and this contract will be managed by the DSP and the municipality.

Municipality:

Print Name

Signature

Date

Title

DVRPC:

Print Name

Signature

Date

Title