



REQUEST FOR PROPOSAL FOR:

Decarbonization & Utility Efficiencies Plans

IPPAN SHADAN HOJIN TOKYO AMERICAN CLUB 2023

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Toby Lauer
Facilities and IT Director
IPPAN SHADAN HOJIN TOKYO AMERICAN CLUB
2-1-2 AZABUDAI
MINATO-KU, TOKYO 106-8649
TEL: 03-4588-0690
EMAIL: toby.lauer@tac-club.org



Request for Proposal (“RFP”) for Decarbonization & Utility Efficiencies Plans

1. General Information, Background and Objective

TAC has a long-established history of being a social hub for events and activities for professionals and families alike. With 7x restaurants, banquet facilities and recreation services that include squash courts and a full-size roof top swimming pool, TAC caters for approximately 4,000 memberships plus their families and guests in a single facility spanning 26,000m².

The Tokyo American Club (“TAC”) is committed to a sustainable future and recognizes the need to reduce our carbon footprint and enhance utility efficiencies. We are actively seeking experienced vendors to assist us in this mission.

The goal of this RFP is to find a vendor that can provide actionable solutions and / or services that will significantly reduce our facilities’ carbon footprint and enhance our energy efficiency.

A. Instruction on Proposal Submission.

- 1) Closing Submission Date. Proposal must be submitted no later than 17:00 hours on September 30th, 2023.
- 2) Inquiries. Inquiries concerning this RFP should be e-mailed to: Toby Lauer, Facilities and IT Director.

B. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by TAC.

C. Instructions to Prospective Contractors.

- 1) Proposal should be addressed as follows:

Mr. Toby Lauer
Facilities and IT Director
Ippan Shadan Hojin Tokyo American Club
2-1-2 Azabudai
Minato-ku, Tokyo 106-8649
Email: toby.lauer@tac-club.org

Failure to do so may result in premature disclosure of your proposal.

- 2) It is the responsibility of the Offeror to ensure that the proposal is received by TAC, by the date and time specified above.

D. Right to Reject. TAC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

E. Notification of Award. For the proposal to be accepted by TAC, the proposal will be reviewed and vetted by TAC management team and TAC governance bodies, including the



House Committee, Finance Committee, and the Board of Governors (“Board”). It is expected that the final decision selecting the successful proposal will be made by TAC’s Board of Governors by the end of December 2023. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the results.

2. Scope of Work

REQUIRED:

- Conduct a comprehensive utility audit of our facilities.
- Provide comparative current / baseline data with expected targets / goals, detailing gaps between data, explaining intervention effects on the decarbonization model versus the current trajectory and assumed target paths.
- Provide decarbonization solutions, including integration options of renewable energy sources.
- Provide recommendations on the implementation of energy-efficient equipment or modifications.
- Provide a cost-benefit analysis for the provided recommendations.
- Provide support and / or guidance in the implementation and ongoing process of suggested recommendations for a to be determined / agreed timeframe of no less than 1 (one) calendar year.

OPTIONAL:

- Provide tools to measure and verify the implemented utility and carbon savings.
 - Including purchase costs of monitoring tools, installation (including labor), annual renewal fee costs, necessary licensing information for default operations of utility tracking equipment / CLOUD system, and additional licensing information for non-default / additional features, configurational services and other details that will be applicable for the successful installation and ongoing operations of utility tracking equipment / systems.

3. Timeline

Date	Activity
September 30, 2023	Proposal must be received at TAC by 17:00
October 01 - 15, 2023	TAC Management reviews submissions and determines the proposal to recommend for Committees and Board approval.
November 2023	Committees and Board reviews and votes on the successful proposal.
December 2023	Notification of successful proposal to vendor.



4. Proposal Contents

A. Requirements

1. Company profile and history in energy efficiency and decarbonization projects.
2. Case studies or examples of past projects, preferably in similar settings.
3. Projected timeline for the entire project.
4. Estimated costs and potential energy and carbon savings.
5. Client references.

B. Deliverables

Proposals in English are mandatory. At a minimum, proposals must include:

1. Process flow to be undertaken for the comprehensive utility audit of our facilities, expected targets / goals, explaining intervention effects on the decarbonization model versus the current trajectory and assumed target paths.
2. Decarbonization solutions, including integration options and pros & cons of renewable energy sources.
3. Recommendations on the implementation of energy-efficient equipment or modifications.
4. Cost-benefit analysis for the provided recommendations.

OPTIONAL:

5. Detailed information on the suggested tools used to measure and verify the implemented utility and carbon savings.

5. Proposal Evaluation

Proposals will be evaluated based on:

1. Relevance and experience in similar projects.
2. Cost-effectiveness of the proposed solution.
3. Projected utilities & carbon savings, and system costs (optional).
4. Quality of the proposed team.
5. Positive feedback from references.

A. Submission of proposals. Submissions accepted via email. Upon receipt, TAC will inform the proposer to acknowledge submission.

B. Evaluation Procedure and Criteria. TAC General Manager will review proposals and make recommendations to the relevant Committees and the Board of Governors for final approval. The General Manager may request a meeting(s) with qualified Offerors prior to final selection.

Sincerely,
Toby Lauer

Facilities and IT Director Tokyo American Club
Tel: 03-4588-0680
Email: toby.lauer@tac-club.org