

**REQUEST FOR PROPOSALS**  
**GUARANTEED ENERGY SAVINGS CONTRACT**  
**ISSUED BY:**

**Clay City CUSD #10**  
**607 South Walnut SW**  
**Clay City, IL 62824**

**ON**

**January 30, 2012**

Clay City CUSD #10 of Clay City, IL (referred to throughout this document as “School District”), is requesting Qualified Providers to propose Energy Conservation Measures (ECM’s) and Health, Life Safety improvements through a Guaranteed Energy Savings Performance Contract in a phased approach. This Request for Proposals (RFP) is issued pursuant to Illinois School Code 105 ILCS 5/19b.

The final selection of the qualified provider will allow Clay City CUSD #10 to negotiate improvements to any or all of the district’s facilities in a phased approach.

Submitted proposals shall be sealed and received in the office of Mr. James Jones, Superintendent, Clay City CUSD #10, (618-676-1431 or (217) 343-9339), no later than 1:00 p.m. Central Standard Time on March 1, 2012 and shall be opened immediately thereafter. One original and three copies are being requested. **NO EXTENSIONS WILL BE GRANTED.**

Any questions regarding this Request for Proposals shall be directed to Mr. James Jones, Superintendent.

**A. DEFINITIONS**

- 1. ENERGY COST SAVINGS MEASURE (ECM)**, a training program or facility alternation designed to reduce energy consumption or operating costs, and may include one or more of the following:
  - a) Insulation of the building structure or systems within the building;
  - b) Storm windows or doors, caulking or weather-stripping, multiglazed windows or doors, heat absorbing or heat reflective glazed and coated window or door

systems, additional glazing reductions in glass area, or other window and door system modifications that reduce energy consumption.

- c) Automated or computerized energy control system;
- d) Heating, ventilating or air conditioning system modifications or replacements;
- e) Replacement or modification of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable state or local building code for the lighting system after the proposed modifications are made;

## **B. DESCRIPTION OF THE PROCUREMENT PROCESS**

1. **MANDATORY PRE-BID MEETING and SITE VISITS.** The School District is holding a mandatory pre-bid meeting February 8, 2012 at 10:00 a.m. Interested ESCO's are **required to attend** in order to respond to this RFP. The district will then host a tour to inspect the facilities to accommodate the preparation of proposals. This is the time allowed to tour the facilities. Site representatives will be available on this day to answer questions concerning operation of the School District's facilities. All Qualified Providers are required to visit the facilities in order to enhance their understanding of existing building conditions.

**SUBMISSION OF PROPOSALS.** Submitted proposals shall be sealed and received in the office of Mr. James Jones, Superintendent, Clay City CUSD #10, 607 S. Walnut SE, Clay City, IL 62824, 618-676-1431, no later than 1:00 p.m. Central Standard Time on March 1, 2012 and shall be opened immediately thereafter. **NO EXTENSIONS WILL BE GRANTED.** The School District will review and evaluate written proposals in response to this RFP in accordance with the evaluation criteria.

2. **ORAL INTERVIEW.** Each of the selected Qualified Providers may participate in an oral interview to discuss in detail how their approach satisfies the evaluation criteria. The Qualified Provider should be prepared to answer questions presented by the School District.
3. **SELECTION OF QUALIFIED PROVIDER.** The selection of a Qualified Provider to provide Energy Conservation Measures through a Guaranteed Energy Savings Contract shall be based solely on the School District's evaluation of information a Qualified Provider sets forth in its written proposal and the oral interview subject to the evaluation criteria. The School District shall select the Qualified Provider that best meets the needs of the School District.

4. **LETTER OF INTENT.** The School District will issue a Letter of Intent (LOI) to the selected Qualified Provider upon resolution at the Board of Education's next meeting.
5. **EXECUTION OF GUARANTEED ENERGY SAVINGS CONTRACT AND FINANCING DOCUMENTS.** The School District will negotiate and execute the Guaranteed Energy Savings Contract with the selected Qualified Provider and all financing documents required by the selected financing source.

### **C. PROPOSAL CONTENTS**

1. All proposals must contain the following:
  - a. Experience and Qualifications
  - b. Solution Development Approach
  - c. Project Management
  - d. Financial Approach, Costs and Guarantee
  - e. Recommended Facility Solutions
  - f. Service Approach

### **D. EVALUATION CRITERIA**

1. Experience and Qualifications
  - a. Company name and address with primary contract name and number
  - b. A Brief Company History
  - c. Company Organizational Chart and resumes of all team members to be involved with the project.
  - d. The individual designing the ECM's for the Qualified Provider shall be a registered Professional Engineer in the State of Illinois, and a Certified Energy Manager.
  - e. The Qualified Provider shall submit references in Illinois that have previously entered into Guaranteed Energy Savings contracts with the Qualified Provider. Each reference shall include the scope and size of the project, guaranteed and actual savings achieved, and the name and telephone number of a contact person.
2. Solution Development Approach

- a. Approach to evaluating, recommending and designing facilities solutions.
  - b. Equipment Selection
  - c. Procurement Process
  - d. Contractor Selection
  - e. Subcontracting Process
3. Project Management
- a. Clear assignment of responsibility for various project tasks to specific individuals. Individuals responsible for the management of the project must be identified.
  - b. Ability to manage the construction processes and effectively communicate ongoing progress with the School District.
  - c. Ability to plan and complete all phases of the project on schedule and in a manner that does not unnecessarily interrupt the facilities' occupants.
  - d. Ability to coordinate project construction with local utilities, subcontractors, equipment suppliers and facility personnel.
  - e. Ability to provide a schedule of project milestones which will become part of the final contract.
  - f. Describe the process to monitor response time.
4. Financial Approach, Costs and Guarantee
- a. Total Project costs.
  - b. Financial soundness and stability of the Qualified Provider.
  - c. Demonstrated ability to coordinate project financing.
  - d. Sample financing arrangement proposed for this project.
  - e. Completeness/strength of companies' recent financial reports.
  - f. Ability to provide a written guarantee which states that either the energy or operational cost savings, or both, will meet or exceed, within 20 years, the costs of the Energy Conservation Measures. Such guarantee must be made directly by the Qualified Provider. Third party insurance policies will not be accepted.

- g. Provisions for the reimbursement to the School District of any shortfall of guaranteed energy savings projected in the contract.
- h. Ability to provide a sufficient bond to the School District for the installation and faithful performance of all the measures included in the Guaranteed Energy Savings Contract.

5. Recommended Facility Solutions

- a. Understanding of the existing building conditions, systems, operations, and schedules.
- b. Recommended facility solutions for all buildings.
- c. Ability to provide the School District with order of magnitude cost and savings estimates. The cost and savings estimate shall be within plus or minus 10 %.
- e. Ability of Qualified Provider to warrant good and clear title to all equipment and materials furnished to the School District and further warrant all equipment and materials to be of good quality and free of defects in materials and workmanship, including installation and setup.
- f. Comprehensiveness of the technical approach to the project based on improvements likely to be included.
- g. Cost for an in-depth engineering study and analysis necessary to determine project parameters.
- h. All work performed under the Guaranteed Energy Savings Contract shall be in accordance with all applicable federal, state, and municipal laws and regulations legally enacted as of the date the work commences.

6. Service Approach

- a. Ability to provide consistent, reliable, and quality first party service to meet the School District's needs. List the resumes of all service technicians.
- b. Ability to provide equipment maintenance plan for the term of the Guaranteed Energy Savings Contract.

- c. Ability to manage repairs, schedule maintenance and emergency service maintenance effectively.
- d. Proposed response time to facilitate the resolution of service.
- e. Plans for training district staff.

## **REQUIRED PUBLIC NOTICE**

Pursuant to Article 19b, all Requests for Proposals shall be announced through at least one public notice, at least 10 days before the request date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district. A sample notice for publication is provided below:

### **PUBLIC NOTICE**

Clay City CUSD #10 is requesting sealed proposals from Qualified Providers to propose Energy Conservation Measures.

Proposals shall be sealed and received in the office of Mr. Jim Jones, Superintendent, Clay City CUSD #10, 607 S. Walnut SE Clay City, IL 62824, (618-676-1431 or (217) 343-9339) no later than 1:00 p.m. on March 1, 2012. A mandatory pre-bid meeting will be held February 8, 2012 at 10:00 a.m.

All inquiries should be directed to Mr. Jim Jones, Superintendent at (217) 343-9339.