

**REQUEST FOR PROPOSAL (RFP)
FOR AN
ENERGY PERFORMANCE CONTRACTING PROJECT**

Issued by: Dixon School District #170
Date: September 20, 2012

Dixon School District #170 (hereinafter referred to as the "District") is seeking specific proposals from interested Energy Services Companies (ESCOs) which are capable of providing comprehensive infrastructure and energy-related capital improvement services.

PROJECT OVERVIEW

The District is interested in contracting for Heating, Ventilation and Air Conditioning (HVAC) and other energy-related, capital improvements throughout the District (hereinafter referred to as the "Project"). These services and improvements are to be delivered on an energy performance contracting (EPC) basis.

The District's objective in issuing this Request for Proposals is to provide a competitive means in which to select a single provider to fulfill all aspects of this Project. The Board of Education may elect to implement further improvement measures in phases, pursuant to the final contract. The work to be included in the contract may include upgrades to or replacement of equipment included, but not limited to, the following systems: lighting, heating, air conditioning, temperature control, mechanical, facility management and domestic water systems.

The District discloses CTS, Energy Systems Group (ESG) and Performance Services have had communications with and assisted the District in assembling this RFP document.

QUALIFIED PROVIDER

A Qualified Provider is a person or business experienced in the design, implementation and installation of energy cost savings measures as required by 105 ILCS/5 Article 19b of the Illinois School Code. The minimum training required for any person or employee under shall include the satisfactory completion of at least 40 hours of course instruction dealing with energy conservation measures. In addition, the District is requiring that the Qualified Provider have at least 5 years of experience in energy performance contracting.

REQUIRED CAPABILITIES

The ESCO must have the demonstrated technical and managerial capabilities to provide a comprehensive set of energy and water services including, but not limited to design, acquisition, installation, training and commissioning of new and/or existing energy systems as well as project monitoring and savings measurement and verification. Additional services may include operation and maintenance for all improvements and/or training of District's staff on routine maintenance and operation of systems. Monitoring and verification services shall include appropriate measurement and timely reporting of the performance and savings from project.

OVERVIEW OF TERMS AND CONDITIONS

Contract Term The duration of the contract will be mutually determined between the ESCO and the District based on authorizing legislation, final project scope and financial factors. In accordance with the legislation, no contract shall exceed 20 years in duration.

Guarantee The project must result in a guaranteed minimum annual energy, water, operational and maintenance savings guarantee, as well as defined levels of occupant comfort, maintenance, monitoring, training or other services.

Execution of Guaranteed Energy Savings Contract and Financing Documents The District will negotiate and execute the Guaranteed Energy Savings Contract with the selected ESCO and all financing documents required by the selected financing source. The ESCO to whom the contract is awarded shall give a sufficient bond to the District for its faithful performance. The ESCO shall also provide a written guarantee that either the energy or operational cost savings, or both, will meet or exceed within 20 years the costs of the energy conservation measures. The ESCO shall reimburse the District for any shortfall of guaranteed energy savings projected in the contract.

PROCUREMENT PROCESS

Any and all questions or clarifications related to this RFP must be submitted, in writing (via email), to the District's RFP contact, Mr. Kevin Schultz at kschultz@dixonschools.org. The evaluation and selection of an ESCO, and the negotiation and procurement of services, will proceed as follows:

Site Visits Prior to the submission of proposals and to be considered for selection, interested ESCOs must attend a mandatory walk-through inspection tour of the buildings described in this RFP. Knowledgeable representatives will be available to answer questions about the operation of the facilities. For questions on this mandatory walk through, please contact the following District representative:

Kevin Schultz, Director of Buildings & Grounds
1335 Franklin Grove Road
Dixon, IL 61021
815-284-7722 ext. 5122
815-849-5145 (cell)

Submission of Written Proposals ESCOs interested in providing the services requested, must respond in writing. All submissions become the property of the District. **All costs associated with submission preparation will be borne by the submitting ESCO.**

Proposal Review and Selection of Finalists The District will establish a Project Evaluation Team to review and evaluate the ESCOs written responses to this RFP, in accordance with the evaluation criteria identified in Part II of this document. The Project Evaluation Team will check client references, which will also be evaluated. The District intends to select no more than three (3) ESCOs as finalists.

The District reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of the District to do so.

ESCO Interviews and Ranking Each of the finalist ESCOs may participate in a detailed oral interview to answer questions from the Project Evaluation Team and more fully discuss how its approach to this project satisfies the evaluation criteria. All persons with major responsibility for the project's technical design, management and contract negotiation should be present at the interview. Each oral interview may be recorded. A more complete description of the interview process and format will be sent to each of the finalist ESCOs. If a final project is developed that meets the District's technical and financial requirements, the District intends to negotiate an Energy Performance Contract (EPC) with the selected ESCO. If an EPC cannot be negotiated within sixty (60) days from the date of ESCO selection, negotiations with the next highest-ranked ESCO may be initiated.

To aid ESCOs in their response to this RFP, the following items are attached:

PART I: PROPOSED PROJECT SCHEDULE

PART II: EVALUATION CRITERIA

PART III: CONTRACT TERMS AND CONDITIONS

PART IV: INSTRUCTIONS TO PROPOSERS

PART IV-A: ESCO PROFILE FORM

PART IV-B: ESCO QUALIFICATIONS AND APPROACH TO PROJECT

PART I

PROPOSED PROJECT SCHEDULE

The following is the proposed project schedule and may be adjusted, as necessary, during the project.

ACTIVITY	DATE
Issue RFP	September 20 th , 2012
Mandatory Pre-Proposal Meeting and Site Visit	October 8 th , 2012 - 8:00 AM (CST)
Proposals Due	November 28 th , 2012 - 2:00 PM (CST)
Proposal Review and Selection of Finalist	December 2012
ESCO Interviews and Ranking (at the District's discretion)	TBD
ESCO Selection (includes negotiations and contract signing)	January – February 2013
Preferred Initial Project Completion	August 2013

PART II EVALUATION CRITERIA

The District will likely reject any proposal that does NOT meet the minimum criteria described in this RFP and may at their discretion deduct points from the scoring rubric if the RFP format is not followed. For proposals meeting or exceeding the minimum criteria, the District will rate each proposal based on the weighted scoring criteria shown below. The District intends to award a contract to the Provider offering the best value proposal. The best value proposal will be the proposal with the highest score based on 100 total points.

A. Ability of the team to successfully implement Program (25points)

1. Reputation of the Provider for successfully implementing energy savings projects and providing proven energy savings with scopes of work similar to those being considered for this project.
2. Clarity, organization and level of detail in written proposal.
3. Clear assignment of responsibility for various project tasks to specific individuals.
4. Ability to effectively manage project construction and complete the project on schedule.
5. References of the company and people responsible for implementing the project and ability to design and implement projects with geo-thermal technology.
6. Ability to provide grant assistance for the District.

B. Technical Approach (35 points)

1. Design and quality of the proposed solutions.
2. Depth, breadth and detail of the engineering.
3. Effectiveness of the proposed solutions related to energy savings, operational / maintenance improvement and learning environments.

Preference will be given to proposals that include a detailed and sound technical approach to meeting the District's objectives.

C. Financial Consideration and Net Economic Impact (20 points)

1. Value offered by the Provider in terms of price and the scope of work.
2. Pricing structure and process to be utilized to price any work negotiated after contractor selection.
3. Energy savings approach and company's past performance related to guaranteed energy savings in Illinois schools.

D. Performance Guarantees (20 points)

1. Value offered by the energy savings guarantee.
2. Value offered by other guarantees included in the proposal.

PART III

CONTRACT TERMS AND CONDITIONS

The minimum contract terms and conditions District will accept from the selected ESCO include:

1. Technical Requirements

Standards of Comfort and Service The ESCO will be responsible for maintaining the levels of comfort and service for each building as specified by the District.

Professional Engineer Involvement A registered professional engineer must, at a minimum, review and approve design work done under this contract. The professional engineer will be required to process all building permits necessary for the project.

Guaranteed Savings The District requires a minimum annual guaranteed level of savings approach to the project. If the project does not generate the guaranteed level of savings in any given year, the ESCO will be responsible for reimbursing the District the amount of any shortfall.

Construction Management The ESCO will be required to work with current building management and maintenance personnel in order to coordinate construction and provide appropriate training in operations and maintenance of all installed improvements. The District requires full time on-site Construction Superintendent during the construction. No equipment or other improvements will be installed that would require the District to hire additional personnel unless contract negotiations produce an explicit exemption for a specific installation. Maintenance responsibilities shall be retained by the District, but at their discretion they can negotiate for maintenance services with the selected ESCO.

O & M Manuals At least two hard copies and one electronic version of the operation and maintenance manuals for each site will be provided for all equipment replacements and/or upgrades. Manuals are subject to approval of District.

As-Built Drawings Where applicable, ESCO must provide electronic (.pdf) "as built" and record drawings (or such electronic equivalents as may be agreed to with District) of all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals within 30 days of completed project installation.

Follow-up Maintenance, Monitoring and Training Services The ESCO will be responsible for measurement and verification of implemented measures to ensure optimal performance as well as for ongoing training, however, District has the option to negotiate the extent of any contracted on-going maintenance service contract.

District Energy Improvement Projects District reserves the right to make energy and water improvements to the facility and to negotiate adjustments to the savings measurement and verification methodology to account for such improvements.

2. Minimum Contract Provisions

Proposal Submissions The contents of the ESCOs RFP submission will become part of any final agreement between District and the ESCO.

Project Schedule The ESCO must provide a final schedule of project milestones including construction, equipment-service and preventive maintenance provisions that will become part of any final contract. In the event any milestone or service provision is not met as scheduled, without prior approval from the District, the District reserves the right to consider it a default and withdraw from all contractual obligations without penalty.

District Inspection The District retains the right to have its representative visit the site during the audit and implementation phases of the project, and to attend relevant on-site or off-site meetings of the ESCO and/or its subcontractors. The District will have the right to inspect, test and approve the materials and work conducted in the facilities during construction and operation.

Final Approval of District The District retains final approval over the scope of work and all end-use conditions.

Ownership of Drawings, Reports and Materials All drawings, reports and materials prepared by the ESCO specifically in performance of this contract shall become the property of the District and will be delivered to District as needed, requested or upon completion of construction.

Compliance All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations including all building codes and appropriate accreditation, certification and licensing standards. Work must be in accordance with sound engineering and safety practices, be installed in a workmanlike manner and be in compliance with all District regulations relative to the premises. The ESCO and its subcontractors will be responsible for obtaining any and all required governmental permits, consents and authorizations, and for payment of any and all state and city required taxes and fees which result from this contract.

Handling of Hazardous Materials All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations regarding waste disposal and treatment/disposal of any hazardous materials that could result from this project. Work must also be in accordance with sound engineering and safety practices, and in compliance with all District rules relative to the premises.

Methodology to Adjust for Material Changes The contract must contain a mutually acceptable clause whereby unanticipated changes in facility use, occupancy, schedule and/or utility rates can be accommodated in a fair manner agreeable to both parties.

Hiring and Wage Requirements If applicable, the ESCO will comply with all requirements for the payment of prevailing wages and minority and women-owned business enterprises.

Subcontractor Approval The District retains the right to approve any ESCO selected subcontractor prior to its commencement of work on this project. Names and qualifications of subcontractors must be submitted at least three weeks in advance of subcontractor scheduled start date.

Bonding Requirements The ESCO will be required to provide a performance and payment bond for the successful completion of this project equal to 100% of the project cost. Owner requires that the bond surety must carry a Best Rating of A and the the owner has no objection to the Bond Surety.

Insurance Requirements Prior to the commencement of work, the ESCO must provide evidence of insurance for both the construction and operations phases of the project. Specifications and dollar amounts will be made available to ESCO *and allowed ample time to procure documentation.*

Annual Reconciliation Project savings will be verified and reconciled on an annual basis. ESCO will provide timely monthly savings reports to the District, unless otherwise agreed to by the parties.

Contract Term No contract shall exceed 20 years in duration and may be subject to annual appropriations.

PART IV

INSTRUCTIONS TO PROPOSERS

Failure to complete any question in whole or in part, or any deliberate attempt by the proposer to mislead the District may be used as grounds to find the proposing ESCO ineligible.

PROPOSAL SUBMITTAL INFORMATION

ESCOs who wish to have proposals considered by the District must submit three (3) copies of Part IV-A (ESCO Profile Form) and Part IV-B (ESCO Proposal and Approach to Project) by November 28th, 2012 to the following address, in a sealed envelope or box marked RFP for Dixon Schools, to:

Kevin Schultz, Director of Building & Grounds
1335 Franklin Grove Road
Dixon, IL 61021

Responses will be opened on November 28th, 2012 at 2:00 PM (CST) at the District Administration Office.

PART IV-A

ESCO PROFILE AND QUALIFICATIONS FORM

Each ESCO is required to fully answer all questions in each category listed below. Provide responses on 8 ½ x 11 sheets of paper and number and title each answer to the corresponding category. Font size should be no smaller than 10 point. All pages in your response should be numbered sequentially. ESCOs must also include a table of contents which indicates the section and page numbers corresponding to the information included.

All questions must be addressed by the ESCO in order for this application form to be properly completed. Failure to answer any question, or comply with any directive contained in this form, may be used by District as grounds to find the ESCO ineligible. If a question or directive does not pertain to your firm in any way, please indicate with the symbol N/A.

A-1 Firm Name _____

Business Address _____

City _____ State _____

County _____ Zip Code _____

A-2 Names and Titles of Two Contact People

1) _____ Phone (_____) _____

2) _____ Phone (_____) _____

A-3 Submittal is for:

- Parent Company (List any Division or Branch Offices to be involved in this project)
- Division (attach separate list if more than one is to be included)
- Subsidiary
- Branch Office

Name of Entity: _____

Address: _____

A-4 Type of Firm:

- Corporation
- Limited Liability Corporation
- Partnership
- Sole Ownership
- Joint Venture

A-5 **Federal Employer Identification Number** _____

A-6 **Year Firm was Established** _____

A-7 **Name and Address of Parent Company (if applicable)** _____

A-8 **Five Year Summary** of Contract Values for Energy Performance Contracting Projects, where your firm was the prime contractor with a first party written savings guarantee to the customer. [Note: If you are a branch office of a larger firm, indicate both the branch and main office information.]

Main office	2011: \$ _____	Branch office	2011: \$ _____
	2010: \$ _____		2010: \$ _____
	2009: \$ _____		2009: \$ _____
	2008: \$ _____		2008: \$ _____
	2007: \$ _____		2007: \$ _____

A-9 **Corporate Background/Historical Data**

How many years has your firm been in business under its present business name?
Please identify all states in which your firm is legally qualified to do business.

Indicate all other names by which your organization has been known and the length of time known by each name.

Certify that your company does not owe the state of Illinois any taxes.

Certify that your company is not currently under suspension or debarment by the state of Illinois, any other state, or the federal government.

Identify your firm's legal counsel for this project. Give the name and address of the primary individual responsible for contract negotiation.

A-10 Technical Qualifications And Personnel Information

Indicate the number of all guaranteed energy savings contracting projects currently under contract with your firm. Limit your response to ONLY those projects that have been managed directly by the specific branch, division, office, or any individual in such branch, division or office who will be specifically assigned to this project. Indicate the installed project cost value, and identify all projects currently in repayment. Attach additional sheets as necessary.

Using the format provided below, briefly describe the relevant experience, qualifications and educational background for ONLY those PRIMARY team members (no more than 10 individuals) who will directly be working on this project. Do not include individual resumes.

Name of Project Team Member:	
Current Job Title: Job responsibilities: Number of years with ESCO: Primary Office Location:	
Employment History Company Name: Primary job responsibilities: Number of years with firm:	
Educational Background List all academic degrees, certifications, professional affiliations, relevant publications and technical training.	
List all energy performance contracting projects this individual has been involved with during past 5 years. Include project location, type of facilities, year implemented and dollar value of installed project costs.	
Describe the specific role and responsibilities this individual had for each listed project.	
Provide a detailed description of the role and responsibilities this individual will have for the duration of this project.	
Describe any other relevant technical experience.	
Indicate the total years of relevant energy-related experience for this individual.	

A-11 Energy Performance Contracting Project History And Client References

Using the form on this page, list at least ten (10) energy performance contracting projects currently under contract with your firm. Attach additional sheets as necessary. Please put an asterisk by those project references involving projects with measures and buildings similar to those proposed for this project.

PROJECT HISTORY AND CLIENT REFERENCE FORM

All information requested is required.

Project Name and Location Number of Buildings Primary Use Total square footage	
Project Dollar Amount (installed project costs) Source of Project Financing	
Primary ECMs Installed ESCO Services Provided	
Construction Start & End Dates	
Contract Start & End Dates	
Dollar Value and Type of Annual Operational Cost Savings (if applicable) (e.g., outside maintenance contracts, material savings, etc.)	
Method(s) of Savings Measurement and Verification	
Provide CURRENT and ACCURATE telephone and FAX numbers of the owner(s)' representatives with whom your firm did business on this project. You should ensure that all representatives are familiar with this project.	
Describe the specific roles and responsibilities of ESCO personnel associated with the identified project, limiting your response to only those personnel who will be directly involved in District's project.	
ESCO Notes or Comments	

PART IV-B ESCO's PROPOSED APPROACH TO PROJECT

PROJECT MANAGEMENT

B-1 Project Summary (not to exceed two (2) pages)

Summarize the scope of services (design, financial, operations, maintenance, training, etc.) offered by your firm for this project including the added value of your firm's services.

B-2 Training Provisions

Describe your firm's proposed approach to providing technical training for facility personnel. Indicate the proposed number of personnel to be trained and the type and frequency of training to be provided for the duration of the contract. Indicate how your firm will address any turnover of key facility personnel as it relates to project performance.

B-3 Project Financing

Describe your firm's preferred approach to providing or arranging financing for this project. Describe the structure of the financing arrangement including projected interest rate, financing term, repayment schedule, equipment ownership, security interest required, the responsibilities/liabilities of each party, and any special terms and conditions that may be associated with the financing of this project. Describe how construction will be financed. Include the firm cost and guaranteed energy savings amount for all proposed improvements for each facility. Provide the pricing process for any future work including percentage markup for expected general conditions/internal costs, engineering labor, project management labor and profit markup.

B-4 Cost of Detailed Facility Assessment

Indicate the total cost of the final engineering services to the District if no contract is negotiated.

B-5 Preliminary Technical Approach

The following items are to be considered areas of concern for ESCOs to address when preparing a proposal to this request. The District reserves the right to accept or reject any ESCO's proposal to resolve any of these concerns. In addition to these concerns listed here, ESCOs are invited to submit any additional projects designed to further enhance the District's savings in energy consumption and/or maintenance expenses as Voluntary Alternates.

In order to be considered a viable proposal by Dixon School District #170, each ESCO must provide the following:

Base Scope of Work:

1. District Lighting Interior: Replace all remaining T-12 florescent lighting and magnetic ballast throughout the district with GE High Lumen F32T8 lamps and GE normal, ultramax high efficiency electronic ballast (or equal). Any lighting retrofits to existing troffers may include reflectors if retrofit light levels meet IESNA light standards. If upgrades to current 3-4 bulb T-8 fixtures are available that allow light levels as described above please include as alternates to the base scope. De-lamp and install reflector kits where appropriate. Specular reflectors must be one piece. Ceiling Mounted Dual technology occupancy sensors (passive infrared and ultrasonic technologies) is requested for all classrooms, restrooms, offices, cafeterias and offices. Additional areas that sensors may be applicable please list as a separate alternate.
2. District Lighting Exterior: Replace existing exterior HPS, MH and miscelanneous exterior lights with efficient CFL or LED lighting. [Note: Exclude football field lighting]
3. Any remaining CFL and incandescent exit lights are to be replaced with LED exit lights.
4. Install line plug vending machine occupancy sensors (on non perishable machines) that allow vending machines to shut down after a compressor cycle is finished that control lighting and run time during unoccupied times.
5. Building Envelope Improvements: The scope of work should include the following: Replacement of exterior window systems at Reagan Middle School. Systems should include a thermopane window with low E glass. Units should be comprised of bronze finish aluminum casework sealed in accordance with normal standards.
6. Caulking sides and tops of window casings where air infiltration is observed.
7. Weather-stripping all vestibule and exterior entry doors.
8. Applying weather-stripping at all mechanical room doors and at any service entrance doors opening directly to the outdoors.
9. Include a "Needs & Solutions" section explaining facility needs and solutions the Provider recommends for all proposed improvements.
10. Proposals may include any and all improvements that the Provider feels would be of benefit to the District as part of this RFP. Improvements should be listed for any school where the Provider identifies needs and appropriate solutions and broken into specific and separate components. These separate components should be described independently within each section of the proposal.

11. For any work where the provider will be providing pricing, provide the following documentation for the scope of work being proposed.
 - i. Detailed Engineering Drawings of Proposed Improvements will be required prior to final negotiated contract. However the district would note the inclusion of detailed drawings (although optional at this time) find great value in their inclusion.
 - ii. Separate from the drawings provide in Section D of the proposal an Equipment/Material Table providing: manufacturer, type, model, size, and quantity for all equipment provided. **Mandatory requirement.**
12. Describe your firm's approach to the technical design of this project.
13. Provide a detailed explanation of how the Provider intends to calculate energy savings and what types of guarantees will be offered (utility bill analysis, actual measurements and stipulated savings and the cost of each option). Show the actual energy savings calculations and provide an energy savings contract from one of the Provider's recent projects for example purposes.
14. Described the process that the Provider utilizes to obtain their contractors and what criteria will be used to make the contractor selections.
15. Described the process that the Provider utilizes to obtain the equipment to be used on the project and specifically what criteria will be used to make equipment selections.
16. Described in detail the commissioning processes that the Provider intends to utilize to commission the building for the learning environment and energy efficiency. Provide actual documents for past projects where a similar approach was utilized.
17. The proposal may include any additional information about the Provider's technical approach to the project.

Base Scope of Work Guaranteed Maximum Price \$_____

"M&V and Service" Price \$_____

If service is mandatory through the Performance Contract, please provide annual costs for these proposed services. This would include any Measurement & Verification services as well. Provide first year costs and Total Costs over proposed term of contract.

Voluntary Alternate(s) \$_____

Any alternates are to be identified/proposed as Voluntary Alternates for the District's consideration.

B-6 Energy Baseline Calculation Methodology

Describe the methods you expect to use to compute baseline energy use for this project. Describe any computerized modeling programs used by your firm to establish baseline consumption. Describe factors that would necessitate a baseline adjustment. Describe the methods you will use to adjust the guaranteed level of savings from any material changes that occur due to such factors as weather, occupancy, facility use changes, etc. Explain how the Provider intends to maximize energy savings and the advantage to the Provider's approach. Include in this proposal the provider's actual Guarantee Energy Savings Contract for the priced improvements along with all corresponding calculations. **Break out actual (real dollar) energy and operational savings in the RFP response.**

B-7 Procedure for Calculating Energy and Cost Savings

Please summarize procedures, formulas and methodologies including any special metering or equipment, your firm will use to measure and calculate energy savings for this project. Indicate how your firm identifies, documents and measures operational cost savings opportunities. Describe your firm's proposed approach to the treatment of savings achieved during construction and how those savings will be documented and verified. The Provider must include a summary of the reported annual savings for all completed projects in the past five (5) years. Any projects that did not meet the annual energy guarantee must be listed with an explanation for the shortfall.

B-8 Construction Management

Describe how your firm would work with current building management and maintenance personnel in order to coordinate construction and avoid conflicts with the building's operation and use.

B-9 Approach to Equipment Maintenance

Describe any major changes in operations or maintenance for this project that your company anticipates. Include a description of the types of maintenance services that may be proposed for this project. Address how you would approach the role of the District's personnel in performing maintenance on the new and existing and equipment. Discuss the relationship of maintenance services to the savings guarantee, any required duration of the maintenance agreement, and what impact termination of maintenance prior to the end of the contract term would have on the savings guarantee.