

# **REQUEST FOR PERFORMANCE CONTRACT PROPOSALS**

New Berlin CUSD #16 at 600 N. Cedar, New Berlin, IL 62670, is requesting Qualified Providers to propose innovative solutions and energy conservation measures through a guaranteed savings contract on a performance contracting basis.

These proposals may include, but are not limited to, implementation of energy equipment; repair, modernization, maintenance services at various locations on a performance contracting basis as defined by the State of Illinois, in Article 5/19b, School Energy Conservation and Savings Measures of the School Code ( 105 ILCS/5).

The District's objective in issuing this Request for Proposals is to provide a competitive means in which to select a single Qualified Provider with whom to negotiate a final contract. The District may elect to implement further improvement measures in phases pursuant to the contract. The District's primary focus is on the Junior High. Any further recommendations for the District will be considered.

Proposals shall be received in the office of: New Berlin CUSD #16. 600 N. Cedar New Berlin, IL 62670. Deadline for Proposals: December 20, 2012 at 2:00 p.m. CST, NO EXTENSIONS WILL BE GRANTED.

The sealed proposals, 9 copies, will be publicly opened at that time and the contents will be announced. A copy of the Request for Proposal (RFP) specification can be obtained from the Administration Building Office at 600 N. Cedar, New Berlin, IL 62670.

A mandatory pre-proposal conference will be held on December 3, 2012, promptly at 10:00 a.m. at the District office. Attendance at the pre-proposal conference is mandatory. The District will allow walk-through site visits of the buildings after this mandatory meeting. The District representatives will be available to answer questions regarding the RFP and the project.

The District will evaluate all proposals and make a Qualified Provider recommendation, at which time the Qualified Provider that best meets the needs of the District will be notified. The District reserves the right to accept and/or reject any or all proposals or parts thereof.

The School District discloses that Trane, GRP and CTS helped prepare the specifications of this RFP. For questions concerning the RFP process, contact Mr. Adam Ehrman, Superintendent at (217) 488-2040.

# **I. PROPOSED PROJECT**

- A. The work to be included in the project may include upgrades or replacement of equipment and/or material include in, but not limited to roofing, tuck-pointing, parking lots, doors, windows, flooring, lighting, domestic water, HVAC and fire protection devices. The facilities to be included in the RFP, but not limited to are: New Berlin Elementary School, New Berlin Middle School and New Berlin High School.
- B. The intent of this RFP is to provide the owner with the means to realize maximum energy and operational savings and/or related improvements to its facilities.
- C. The qualified provider will provide a financial package that will allow payments over a specified term. This will allow the school district the option to pay for the program within existing budget allocations.
- D. A savings guarantee will be offered as part of the qualified provider's proposal. The savings in energy and operating costs are guaranteed to cover the cost of the contract.
- E. Qualified provider must be able to demonstrate successful implementation of similar programs. Preference will be given to experience with projects in the K-12 market in the local area.
- F. If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page which it is found. Data or information so identified will be used by the school solely for the purpose of evaluating proposals and conducting contract negotiations.

## **II. PROPOSAL FORMAT**

Proposals should be submitted in the format outlined in this section. Tabs must identify each section. Every proposal will be reviewed to determine if it is complete prior to actual evaluation. The school reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

### **TABLE OF CONTENTS**

#### **EXECUTIVE OVERVIEW**

Include: The District's Mission Statement and areas the Company can impact.

#### **EXPERIENCE and QUALIFICATIONS**

##### **Firm Profile**

Include: General Information, Name of Firm, Business Address, Telephone Numbers, Name of the Officer Authorized to Bind the Firm, Contact Person for this Project and K-12 Experience Overview.

##### **Qualifications**

Documentation must be submitted to support required qualifications as part of the ESCO's response.

- Resumes of the team relevant to the project.
- Current Professional Engineering License for lead members of the audit team.

##### **Relevant Experience**

Include: List projects completed, contacts, contract value and scopes implemented. Provide information on similar projects in Illinois K-12 market completed by your firm. Please provide the name and contact information of a reference person for each project that can speak to the work you did on the project.

##### **Personnel Qualifications**

Include: Project team member names and background.

## **TECHNICAL APPROACH**

Include: A description of the facility needs and their solution.

## **FINANCIAL APPROACH and GUARANTEE**

Include: Base proposal pricing, alternatives if applicable, financing options, analysis of implementation costs and payback and financial experience.

## **PROJECT MANAGEMENT**

Include: Description of approach for project and construction management including processes, type and availability of company resources to support the project.

## **SERVICE**

Include: Any additional information and training.

# **III. Proposal Evaluation Criteria**

A School District evaluation team will evaluate all proposals and recommend an award subject to approval by the School Board. The District reserves the right to, but is not obligated to, request and require that the proposing firm provide an oral presentation of its proposal in January. The date and time is to be determined. The District reserves the right to hire an outside, 3<sup>rd</sup> party reviewer of the proposals. The written proposal and oral presentation, if required, will be the basis for determining the successful firm. Proposals will be evaluated according to the following criteria:

- Qualifications and experience of the proposer and past performance of the firm on other contracts in terms of size, scope and quality of services. The District may solicit reference information from previous clients.
- Qualifications and experience of committed personnel.
- Technical Approach – quality and responsiveness of the proposal to the needs of the district in terms of scope of work, methodology, and project management.
- Financial Approach – Total Project Cost, Projected Savings and sources and types of potential financing.

The School Board or its designee will, in the exercise of their sole discretion, determine which proposal best meets the needs of the School District. The District is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract or for any finder's fee.

## **IV. Timetable**

The District expects to undertake the selection process described below according to the following schedule:

Advertisement and Issue RFP	November 20, 2012
Mandatory Pre-Proposal Conference	December 3, 2012
Submissions of Proposals	December 20, 2012
Interviews with Finalist	Week of January 14, 2013
Selection of ESCO	January BOE Meeting
Award Contract	February BOE Meeting
Project Completion	August 1, 2013