

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

Issued by: St. Joseph-Ogden CHSD #305

St. Joseph-Ogden Consolidated High School District #305 (hereinafter referred to as 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

District is interested in contracting for Heating, Ventilation, & Air Conditioning and energy-related capital improvements at the St. Joseph-Ogden CHSD #305 High School Building (hereinafter referred to as project). These services and improvements are to be delivered on a performance contracting 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 in, but would not be limited to, the following systems: lighting, heating, air conditioning, temperature control, mechanical, Facility Management, domestic water, security, fire alarm, doors, windows and roofs.

DISCLOSURE

The RFP was drafted from the Illinois Department of Commerce and Economic Opportunity format. CTS assisted the district in assembling this RFP

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 Section 19b-1.3 of the 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 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. No contract shall exceed 20 years in duration.

Guarantee. The project must result in a guaranteed minimum **annual** energy, water and O&M 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

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 upon request, District will arrange a 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. To make arrangements for a walk-through inspection tour, please contact the following person:

James Acklin
St. Joseph-Ogden Consolidated High School District #305
301 North Main, Box 890
St. Joseph, IL 61873
email: AcklinJ@sjo.k12.il.us
217-469-2291
217-469-2478(Fax)

Submission of Written Proposals. ESCO's interested in providing the services requested, must respond in writing. All submissions become the property of District and will not be returned to the ESCO. All costs associated with submission preparation will be borne by the submitting ESCO.

Proposal Review and Selection of Finalists. 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. District intends to select no more than two (2) ESCOs as finalists.

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 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.

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 procurement of services.

ACTIVITY	DATE
Issue RFP	May 31,2012
Site Visit	June 5, 2012
Proposals Due	July 2, 2012
Proposal Review and Selection of Finalist	July3, 2012
ESCO Interviews and Ranking (<i>optional, at the district's discretion</i>)	July 10,2012
ESCO Selection (includes negotiation and signing LOI)	July 11, 2012
Preferred Project Completion	August 1, 2013

PART II

EVALUATION CRITERIA

Evaluation of Proposals: Responses will be evaluated based on the quality and completeness of the information provided. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the written proposals, client references and responses of the ESCO finalist during oral interviews, as appropriate.

A. Business and Financial Qualifications

1. Business Unit (project team and management) dedicated to ensuring project performance.
2. Member of the National Association of Energy Service Companies (NAESCO).
3. Five years minimum experience working with Illinois School Districts
4. Financial viability of entity proposed to provide technical and financial guarantees.

B. Personnel Qualifications

1. Quality of personnel assigned to this project and degree of pertinent experience.
2. LEED® AP Certification for lead member of the ESCOs project team.
3. Current Professional Engineering License for lead member of the ESCOs Project Team.

C. Program Management

1. Comprehensiveness and rationale of project management plan, based on:
 - Approach to project management, including staffing and contractor-oversight
 - Willingness to consider multiple phases to District's Infrastructure Improvements.
2. Indicate the plan to complete all phases of the project on schedule and in a manner that does not unnecessarily interrupt the educational process.
3. Method employed to establish baseline energy use in individual buildings and facility-wide
4. Method of measurement and verification used to demonstrate energy use reduction and cost savings as guaranteed
5. Evaluation of district energy consumption and alternative plans to contain energy costs district wide.
6. Support with Grants, or any other project supporting financial resources, should be presented and/or described.

D. Prior Project Performance

1. Project team's and Firm's experience with similar energy conservation projects that have been proposed for the District with other Illinois districts. **If the firm's experience is from other projects designed and implemented in other states or personal references when working with other companies, they will not be considered to be qualified**
2. Experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of ECMs, design, installation, operation, training, financing, savings verification, etc.)
3. Performance on prior projects, including data on projecting, achieving, documenting, and verifying energy savings in order to ascertain accuracy of projections.
4. The ESCO shall submit at least ten (10) references that have previously entered into Guaranteed Energy Savings Contracts with the ESCO. List only references that Provide information on at least five (10) similar projects in the Illinois K-12 market completed by your firm. **List only references where your company was the prime Energy Service Company that provided a energy guarantee and not a subcontractor.**

E. Financial Consideration and Net Economic Impact

1. Total, turnkey project cost. **Guarantee Maximum Pricing will be required.**
 - Principal turnkey construction costs
 - On-going services
 - Training
 - Identification of contractor team to be utilized, by trade
2. Preferences will be given to the proposals that responsibly maximize the net economic benefit to the District and that responsibly minimize the risk to the District.
3. The annual costs for annual Measurement & Verification on any on-going proposed maintenance services must be revealed within the RFP. This will include an explanation of District's ability to restructure or terminate the services if so desired by the District.
4. Cash flow analysis must include both costs and indentified savings. Financing arrangements and assumptions should be clearly identified.
5. Name of recommended financier(s) to be involved

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. (For large projects) A registered professional engineer must, at a minimum, review and approve design work done under this contract. The District prefers a LEED® AP Certification for the firm's professional engineer who will head the project design team.

Guaranteed Savings. 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 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 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 three 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 mylar, reproducible "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 ESCO's 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 District, District reserves the right to consider it a default and withdraw from all contractual obligations without penalty.

District Inspection. 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. 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. 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 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. 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 two weeks in advance of subcontractor scheduled start date.

Bonding Requirements. *(Note: ESCO bonding requirements should be specified including the types of bonds required, the amount of each bond) By submitting a proposal each Qualified Provider agrees to Furnish a Performance Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the contract sum. 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. ***(Note: This should be specified as to type and dollar amount required. If necessary the respondents may be asked to provide this information in a schedule attached to the proposal.)***

Annual Reconciliation. Project savings will be verified and reconciled on an annual basis. ESCO will provide timely monthly savings reports to 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.

Dispute Resolution. The contract will contain an Alternative Dispute Resolution provision.

PART IV

INSTRUCTIONS TO PROPOSERS

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

A mandaory walk thru will take place on June 5, 2012 at 10:00 AM, 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. Site representative 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 the existing building conditions.

PROPOSAL SUBMITTAL INFORMATION

ESCOs who wish to have proposals considered by District must submit three copies of Part IV-A (**ESCO Profile Form**) and Part IV-B (**ESCO Proposal and Approach to Project**) by 2:00 PM on July 2,, 2012 to the following address:

James Acklin
St. Joseph-Ogden Consolidated High School District #305
301 North Main, Box 890
St. Joseph, IL 61873
email: AcklinJ@sj.o.k12.il.us
217-469-2291
217-469-2478(Fax)

Responses will be opened on July 2, 2012 at the District 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
- 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 Minority Business Information *(If applicable to your agency's policies or requirements)*

Recognized MWBE. Is your firm a recognized Minority or Woman-owned Business Enterprise

Category. If yes, please indicate the appropriate category.

- | | |
|---|--|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Spanish Surname |
| <input type="checkbox"/> Asian-American | <input type="checkbox"/> Woman-Owned |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Other |

Certifying Agencies. If yes, indicate which jurisdictions or certifying agencies recognize your firm's MWBE status.

A-9 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 District: (Note: If you are a branch office of a larger firm indicate only those contract values associated with that specific branch.)

2011: \$ _____
2010: \$ _____
2009: \$ _____
2008: \$ _____
2007: \$ _____

A-10 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.

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

A-11 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. List only references where your company was the prime Energy Service Company that provided an energy guarantee.**

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-12 Energy Performance Contracting Project History And Client References

Using the form on the following page, list at least five energy performance contracting projects in repayment by and currently under contract with your firm. **Limit your response to ONLY those projects that have been managed directly by your company and/or specific branch, division, office or any individual in such branch, division or office who will be specifically assigned to this project. If the firm's experience is from other projects designed and implemented in other states or personal references when working with other companies, they will not be considered to be qualified. List only references where your company was the prime contractor.**

Projects with installed costs of less than \$750,000.00 or single technology (e.g. lighting only, controls only, etc.) will not be considered. 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 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.

B-4 Cost of Detailed Facility Assessment

Indicate the total cost of the final engineering services to 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. 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 District savings in energy consumption and/or maintenance expenses as Voluntary Alternates.

Mechanical and Electrical HVAC Improvements.

- Replace existing heating and ventilation systems for the main gym with new heating and cooling units.
- Add cooling to the common area
- Replace the existing heating and cooling system for the South building and add cooling to the shop areas and shop classrooms

Units shall provide proper ventilation as per ASHRAE and the State of Illinois guidelines for the space it is serving. The ESCO shall install all piping and ductwork according to all applicable codes and guidelines. The ESCO shall balance the system after initial startup.

ESCO will be responsible for supplying stamped engineered drawings for the systems, roofing, and assembling ROE / State Documentation. The system shall be installed in a neat and workmanlike manner in accordance with local codes, 2003 international Mechanical Code, 1999 BOCA Building Code and ASHRAE standards.

The necessary electrical service upgrades to accomplish the above installation shall be included in the cost by the contractor.

Building Automation System. Intergrate new heating and cooling systems into the existing Building Automation System

District Lighting. Convert Metal Halide HID lighting in new gymnasium to High Bay T-8 fluorescent fixtures with motion sensors.

Replace the roof on the South Building Roof with a fully Adhered 80 Mil White TPO.

- Remove existing roof membrane to deck.
- Install new R-20, ¼ sloped insulation.
- Mechanically fasten all insulation.
- Install a fully adhered 60 mil white TPO membrane.
- Install appropriate sheet metal closures, Kynar 500.
- Rework all roof drains / provide new covers; as well as flash all curbs, pipes and drains.
- Supply 20-year leak-free, water-tight guarantee.

In order to be considered a viable proposal by District, each ESCO must respond to concerns listed

***Annual Service and Measurement & Verification Costs:** If service is mandatory through the Performance Contract, please provide annual costs for these proposed services.

The District will only accept proposals that have project pricing broken out as follows:

“Package A” Price: \$ _____

Base Bid package to include replacing heating only units for the main gym with heating and cooling units, replace the new gym lights with High Bay Flourescent Lights, add cooling to Commons area, replace the heating and cooling units for the South Building, add cooling to the shop areas and shop classrooms and replace the roof on the South Building

“M&V and Service” Price \$ _____

Any required on-going maintenance agreement or M&V services. 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.

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.

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 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.