

Request for Proposals (RFP) for qualifications for an ESCO Partner for an Energy Performance Contracting Project

Issued by: Burbank School District 111

February 23, 2012

Burbank School District 111 (hereinafter referred to as Burbank School District 111) is seeking specific proposals from qualified and NAESCO accredited Energy Services Companies (ESCOs) which are capable of providing comprehensive energy management and energy-related capital improvement services at Burbank School District 111's four buildings:

Burbank School District 111 Administration

Luther Burbank School

Richard E. Byrd School

Harry E. Fry School

Jacqueline B. Kennedy School

Rosa G. Maddock School

Frances B. McCord School

Edward J. Tobin School

Liberty Junior High School

Project Overview

Burbank School District 111 is interested in contracting for a full range of energy services and energy-related capital improvements (hereinafter referred to as the project) designed to reduce energy and water use and related costs at its facilities. These services and improvements are to be delivered on a performance contracting basis, which may allow Burbank School District 111 to:

- a) Incur no initial capital cost
- b) Achieve significant long-term savings, which are measured and verified
- c) Obtain an annual savings guarantee, which will be equal to or greater than the total annual project costs
- d) Obtain consistent levels of occupant comfort and system functionality
- e) Capture environmental benefits such as hazardous material disposal

- f) Finance the project through an installment payment or a lease purchase arrangement over an extended contract term

Burbank School District 111 seeks to maximize energy savings and related improvements within the framework of the maximum allowable 20 year contract term and available financing. Therefore, once an ESCO is chosen through this RFP for qualifications approach the ESCO will be encouraged to structure a project which provides the greatest possible energy, water, and operation and maintenance (O&M) savings and the most beneficial project scope for Burbank School District 111. Burbank School District 111 is interested in essential services and improvements that will reduce facility energy and water consumption, upgrade energy-related capital equipment, improve building operations and maintenance, save costs through fuel switching, improve demand management and aid in meeting Burbank School District 111's environmental, health and health life safety management responsibilities.

Burbank School District 111 is utilizing the comprehensive implementation process as described and outlined in Article 105 ILCS 5/19b of the Illinois School Code, School Energy Conservation and Saving Measures. Energy and/or operational cost savings that may be attributed to this project will be reviewed, documented and verified by the ESCO and approved by Burbank School District 111.

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, an energy audit, 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 Burbank School District 111'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. No contract shall exceed 20 years in duration and may be subject to annual appropriations. The duration of the contract will be mutually determined between the ESCO and Burbank School District 111 based on authorizing legislation, final project scope and financial factors.

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. The goal of this project is to achieve savings sufficient to cover all project costs including lease or installment payments and fees for maintenance; monitoring; training and other services, on an annual basis, for the duration of the contract term.

Financial Review. Detailed financial projections of project benefits are dependent upon the scope of technical measures finally selected and installed. It is premature to place a major emphasis on projected financial benefits prior to the completion of the energy audit and negotiation of the project structure.

Insurance. Prior to the commencement of work, the successful ESCO must provide evidence of insurance for the construction phase of the project. By submitting a proposal, each ESCO agrees to furnish and maintain, at its own expense, insurance covering all operations under the contract, whether performed by the ESCO or its subcontractors, if any, including, without limitation, workers' compensation insurance, employers' liability insurance and commercial general liability insurance. All insurers shall be licensed by the State of Illinois. At any time following contract award, the ESCO shall submit to Burbank

School District 111 certificates of insurance satisfactory of insurance coverage or its policies upon request of Burbank School District 111. The ESCO shall have its general liability insurance endorsed to provide that Burbank School District 111, a body politic and corporate, and its Board members, employees, agents, officers, officials and any other entity as may be designated by Burbank School District 111, are listed as "ADDITIONAL INSURED-OWNERS, LESSEES OR CONTRACTORS" – on primary basis, without recourse or right of contribution. The ESCO shall require its insurer(s) to submit insurance certificate(s) naming Burbank School District 111 as certificate holder and evidencing coverage maintained by the ESCO indicating that (1) Burbank School District 111, and its Board members, employees, agents, officers, officials, and such other parties as may be designated by Burbank School District 111 are additional insured on the general liability insurance and (2) the insurer will provide sixty (60) days prior written notice of a material change, cancellation, or non-renewal to the Superintendent or authorized official of Burbank School District 111. The ESCO shall require any subcontractors under the contract to maintain comparable insurance which shall name the ESCO, Burbank School District 111 inclusive of its Board members, employees, agents, officers, officials and other entity designated by Burbank School District 111 as Additional Insured. The ESCO will maintain a file of subcontractors' insurance certificates evidencing compliance with these requirements.

Prevailing Wage. All laborers, workers and mechanics employed by on or behalf of Burbank School District 111 in the construction of public works must be paid the general prevailing rate of hourly wages (including allotments for training and approved apprenticeship programs, health and welfare, insurance, vacation and pension benefits) for work of a similar character in the locality in which the work is performed.

Procurement Process

The evaluation and selection of an ESCO, and the negotiation and procurement of services, will proceed as follows:

There will be no plans and specifications or site visits prior to the selection of an ESCO. For this contract, the ESCO selected, from this RFP for qualifications, for final negotiations will be required to demonstrate how they will achieve and implement the project goals.

Submission of Written Proposals. ESCO's interested in providing a response for the services requested, must respond in writing by March 23, 2012, no later than 2:00 pm CST. All submissions become the property of Burbank School District 111 and will not be returned to the ESCO. 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 on which it is found. Data or information so identified will be used by Burbank School District 111 solely for evaluating the proposals and conducting contract negotiations. All costs associated with submission preparation will be borne by the submitting ESCO.

Proposal Review and Selection of Finalists. Burbank School District 111 may establish a Project Evaluation Team to review and evaluate the ESCO's written responses to this RFP for qualifications in accordance with the evaluation criteria identified in Part II of this document. The Project Evaluation Team will check client references which will be heavily weighted in the evaluation of this RFP for qualifications response. Burbank School District 111 intends to select one (1) ESCO as the finalist.

Burbank School District 111 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 Burbank School District 111 to do so.

Development of Energy Services Agreement. After completion and acceptance of the Facility Evaluation and Project Proposal by the selected ESCO, Burbank School District 111 intends to negotiate an Energy Services Agreement (ESA). If an acceptable ESA cannot be negotiated within 30 days from the date of acceptance of the Facility Evaluation and Proposal, negotiations with the next-ranked ESCO may be initiated.

To aid ESCOs in their response to this RFP for qualifications, the following sections are attached:

1. PROPOSED PROJECT SCHEDULE
2. EVALUATION CRITERIA
3. INSTRUCTIONS TO PROPOSERS
4. ESCO PROFILE, ESCO QUALIFICATIONS AND APPROACH TO PROJECT
5. SUPPORTING DOCUMENTS

1. PROPOSED PROJECT SCHEDULE

The following is the proposed project schedule, which may be adjusted as necessary during the procurement of services.

ACTIVITY	DATE
Issue RFP	February 23, 2012
Proposals Due	March 23, 2012, 2:00 p.m. CST
Proposal Review and Selection of Finalist (potential semi-finalist interviews)	March 23 - 28, 2012
Board approval of selected ESCO	March 28, 2012
Notification of ESCO Selection (Letter of Intent)	March 29, 2012
Development of Energy Services Agreement (ESA)**	March 29 – April 30, 2012
Execute Implementation of ESA**	May 4, 2012

** Includes negotiation, approval, and signing

NOTE: Date (s) is subject to change based upon the needs of Burbank School District 111.

No extensions will be granted.

2. 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 and client references as appropriate. The maximum number of points is 100. The point value system for evaluation of RFP responses will apply in the following manner:

Team Experience & Qualifications	30
Technical Approach	25
Implementation & Project Management	25
Financial Approach	20

3. INSTRUCTIONS TO PROPOSERS

Failure to complete any question in whole or in part, or any deliberate attempt by the proposer to mislead Burbank School District 111, may be used as grounds to find the proposing ESCO ineligible.

PROPOSAL SUBMITTAL INFORMATION

ESCOs who wish to have proposals considered by Burbank School District 111 must submit **three (3) copies**, by **2:00 p.m. CST on March 23, 2012** to the following address: **Mr. Ted Stec – Business Manager, Burbank School District 111, 7600 South Central Avenue, Burbank, IL 60459.**

Responses will be opened on March 23, 2012, at 2:00 p.m. CST at 7600 South Central Avenue, Burbank, IL 60459.

4. ESCO PROFILE, QUALIFICATIONS AND PROPOSED APPROACH TO PROJECT

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 that 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 Burbank School District 111 as grounds to find the ESCO ineligible. If a question or directive does not pertain to your company in any way, please indicate with the symbol N/A.

TEAM EXPERIENCE & QUALIFICATIONS

4.1 Company Information

Please provide the ESCO name and address and the names and titles of two contact people. Present any and all company information including, but not limited to the number of years the ESCO has been in business, parent company information, financial information which must include at least five (5) years of annual gross revenue.

Identify ESCO's legal counsel for this project. Give the name and address of the primary individual responsible for contract negotiation. Certify that your company is not currently under suspension or debarment by any government entity, and that it does not owe any back taxes. Describe any pending lawsuits against your company.

4.2 Financial References

Provide a copy of your company's most recent annual report. Provide a Balance Sheet and Cash Flow statement. Please provide the name, address, and the telephone number of the firm(s) that prepared the Financial Statements.

Please enclose banking references including financial institution, address, contact person, telephone number, and specific information on your company's credit that may be used to fund construction for large-scale projects.

Enclose bonding references including company name, address, contact person, telephone number and information on your company's maximum bonding capability.

4.3 Technical Qualifications and Personnel Information

Indicate the number of guaranteed energy savings projects currently under contract with your company. Indicate the installed project cost value, and identify all projects currently in repayment.

4.4 Customer References

Provide a minimum of 7 customer references for projects performed by the specific branch, division, office, or any individual in such branch, division or office that will be specifically assigned to this project.

TECHNICAL APPROACH

4.5 Overview of Services and Approach to Projects

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

4.6 Preliminary Technical Approach

Describe the design process that your company utilizes to assure that the technical solution meets Burbank School District 111's needs. Include how your company addresses the mechanical and energy related systems.

4.7 Measurement and Verification of Energy Savings

Describe the methods you expect to use to compute baseline energy use for this project. Describe any computerized modeling programs used by your company 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.

Please summarize procedures, formulas and methodologies including any special metering or equipment, your company will use to measure and calculate energy savings for this project. Indicate how your company identifies, documents and measures operational cost savings opportunities. Describe your company's proposed approach to the treatment of savings achieved during construction and how those savings will be documented and verified.

IMPLEMENTATION & PROJECT MANAGEMENT

4.8 Project / Construction Management

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

4.9 Training Provisions

Describe your company'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 company will address any turnover of key facility personnel as it relates to project performance.

4.10 Approach to Equipment Maintenance

Describe any major changes in operations or maintenance for this project that your company anticipates. Address how you would approach the role of Burbank School District 111's personnel in performing maintenance on the new and existing equipment.

FINANCIAL APPROACH

4.11 Project Financing

Describe your company's preferred approach to providing or arranging financing for this project.

5. SUPPORTING DOCUMENTS

Include any documents, sample reports, etc. which demonstrate your company's expertise, technical approach and capabilities.

Disclosure:

The District discloses that Energy Systems Group did assist in preparation of the Request for Proposal document.

This RFP is qualifications-based and site visits are not required; therefore, no extensions will be granted.