REQUEST FOR PROPOSAL (RFP)
FOR AN
ENERGY PERFORMANCE CONTRACTNG PROJECT

Issued by: ***Triad Community Unit School District #2***

Triad Community Unit School District #2 (hereinafter referred to as District) is seeking specific proposals from Qualified 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 a full range of energy and water service and energy-related capital improvements at Triad Middle School (hereinafter referred to as project). These services and improvements are to be delivered on a performance contracting basis with guaranteed savings.

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: roofing, building envelope and infrastructure, windows, doors, insulation, weather stripping, caulking, security, flooring and sidewalks, electrical, lighting, heating, air conditioning, building automation, temperature control, facility management, bathroom renovations including domestic water and sewer, fire alarm, energy recovery systems, or other energy conservation measures that provide long term operating cost reductions.

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 3 years of experience in performance contracting and be accredited by the National Association of Energy Service Companies (NAESCO).

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

1. **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.

2. **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.

3. **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 District expects to undertake the selection process described below according to the following schedule:

	Dates
Advertisement and Issue RFP	September 13, 2012
Pre-Proposal Conference / Site Visit	October 5, 2012
Submissions of Proposals	October 15, 2012
Interviews with Finalist	**TBD**
Selection of ESCO	by November 26, 2012
Investment Grade Audit / Final Design Development	Complete by February 15, 2013
Review by Consultant	late February – early March
Award Contract	by March BOE Meeting
Preferred Project Completion	August 10, 2013

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.

District reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to be the sole judge of the value and merit of the proposals offered.

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.

1. Pre-Proposal Conference

   A pre-proposal conference will be held on October 5, 2012 at the Triad Middle School, 9539 East US Highway 40, St Jacob, Illinois, 62281. **Attendees must submit attached Company Profile form within 5 days before the conference to be considered. Proposals from those who do not provide the Company Profile will not be considered.** This will be the only day that the District will allow walk-through site visits of Triad Middle School.

   Information will be provided (at the pre-proposal conference) that will include:

   1. Facility square footage (by building)
   2. Construction dates of buildings
   3. Hours of operation (District to stipulate hours of operation to be utilized in energy calculations).
   4. Utility history (26 months).
   5. Reduced scale floor plans.
   6. School environmental standards.

   Additional information will be provided as requested to all ESCOs equally.

   The District representatives will be available to answer questions regarding the RFP and the project during the pre-proposal conference and site walk through. To make arrangements to submit the **Company Profile Form** and schedule your **attendance of the Pre-Proposal Conference**, please contact the following person:

   Ben Keefe, Director of Facilities
   Triad Community Unit School District #2
   Triad Central Office
   203 E. Throp Street
   Troy, IL 62294
   email: ben.keefe@triadunit2.org
   618 667-8851 ext. 1210
   618 977-9822 cell phone
   618 667-8854 (Fax)

The ***Triad Community Unit School District #2*** requires that interested respondents complete the attached Company Profile Form

QUALIFIED PROVIDER
PROFILE FORM

The District requests that submittal of this form be mandatory within five days of the pre-proposal conference. In submitting this form, it is understood by the respondent that the right is reserved by the District to reject any and all proposals of respondents that do not meet the specified minimum requirements of a Qualified Provider (see below).

1. **FIRM NAME:**_____

   ADDRESS OF PROJECT EXECUTION OFFICE

   _____

   _____

2. **NAMES AND TITLE OF TWO CONTACT PEOPLE**

   1)_____Phone_____

   2)_____Phone_____

3. **YEAR FIRM WAS ESTABLISHED AS AN ESCO** (Minimum requirement of ***3 years*** of operation)

   _____

4. **YEARS OF PERFORMANCE CONTRACTING EXPERIENCE UNDER PRESENT COMPANY NAME:** (Minimum requirement of ***3 years***):_____

5. **PROVIDE A COPY OF YOUR FIRMS *NAESCO* ACCREDITATION.**

6. **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: $_____

7. **ATTACH WITH THIS FORM, PROJECT SUMMARIES OF AT LEAST FIVE (5) REFERENCES THAT HAVE PREVIOUSLY ENTERED INTO GUARANTEED ENERGY SAVINGS CONTRACTS WITH THE ESCO**. List only references that Provide information on at least five (5) similar projects in the Illinois education 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.***

2. Submitting your Response

Your response should follow the outline below and be concise. Failure to follow any of the RFP's instructions could nullify your response from consideration. It will be the responsibility of the ESCO to submit 8 copies of your proposal. Submissions should be addressed to: sealed and packaged with clear identification to read as follows:

Ken Miller, Business Manager
Triad Community Unit School District #2
Triad Central Office
203 E. Throp Street
Troy, IL 62294

The proposal sealed and packaged with clear identification on the bottom back of the envelope to read as follows: "Request for Proposal Performance Contractors"

The deadline for submitting your response will be no later than **October 15, 2012 at 2:00 PM**. Submissions received after that date and time will not be considered. No electronic submissions or electronic modifications to the submission will be considered. Proposals will be opened publicly on **October 15, 2012 at 2:00 PM** at *Triad Community Unit School District #2*, 203 E. Throp Stree, Troy, Illinois, 62294

Questions or clarification may be directed to Ben Keefe via phone 618-667-8851 (ext 1210) or email *ben.keefe@triadunit2.org*

3. 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 below. The Project Evaluation Team will check client references which will also be included in the evlaluation. The District intends to select no more than three (3) ESCOs as finalists, and may elect to not hold any interviews.

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.

Contract Award may be considered for the qualified provider who rates the highest in the categories outlined below and who best matches the needs of the District. The maximum number of points is 100.

A. ESCO Profile	25 points
B. General Qualifications	25 points
C. General Approach	20 points
D. Site Specific	30 points

4. Professional Engineer Involvement (For large projects)

   A registered professional engineer must, at a minimum, review and approve design work done under this contract.

5. 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. ESCO will be responsible for ROE permits and associated paperwork and construction documents.

6. Bonding Requirements

   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.

7. 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.

8. 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.

9. 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.

10. 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 negotitate the extent of any contracted on-going maintenance service contract. Project savings will be verified and reconciled on an annual basis.

11. Disclosure

    The District assembled the RFP with the assistance of the CTS Group.

PROPOSAL CONTENT & FORMAT

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

A. EXECUTIVE SUMMARY

B. ESCO PROFILE

1. General Firm Information- Firm name, mailing address, and phone number. Names, titles, and phone number of two principal contact persons. List any division of Branch Offices that will participate materially in the development of the proposal, in its evaluation process, and/or in the conduct of any services provided.

2. Type of Firm

3. Federal Employer Identification Number

4. Year Firm Established

5. Five-year summary of contract values for energy related services and estimate of total value for all energy-related contracts that are currently in force

6. Corporate Background
    a. Years under present name- How many years has your firm been in business under its present business name.
    b. Former names- Indicate all other names by which your organization has been know and the length of time by each name.
    c. Years in energy business- How many years has your firm been providing energy efficiency related business for Illinois School Districts.
    d. How many years has your firm offered performance contracting services?
    e. Bankruptcy involvement- Has your firm, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? If yes, explain in detail the circumstances, date of the protection order was filed and the resolution of the case (or current status, if still ongoing)
    f. Is your firm an accredited member of NAESCO?

C. GENERAL QUALIFICATIONS

1. Number of contracts- Provide list of your most recently completed (past 3 years) Guaranteed Energy Savings Contract. Include projects located within the state of Illinois ***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.***

2. Energy Guarantee History- Briefly describe all energy performance contract guarantees that your firm has managed within the last three (3) years. Identify those project guarnatees involving buildings similar to the District's type. Provide, at a minimum, a copy of at least 3 measurement and verification reports for the above referenced projects.

3. Personnel Information
    a. Full time personnel- indicate the number of full-time personnel employed by your firm and those specifically that will take an active role on this project. Provide all energy related engineering qualifications such as LEED AP, or Certified Energy Manager, for the companies personnel assigned to this project.

4. Qualifications and experience
    a. Include an organizational chart for all members of your company with specific responsibilities for performance based facility modernization and energy services for public sector. Include a brief description and/or resume for each team member to whom will be actively involved in the proposed project.
    b. Include any LEED® AP Certification or current Professional Engineering License for lead member of the ESCOs project team.

5. Areas of Expertise
    a. List all areas of expertise related to potential energy and water improvements in facilities and infrastructure. Include specialized area of expertise in areas that might be relevant to the project. Also describe the professional and skilled trades that your firm customarily performs with employees.

6. Grants and Rebates
    a. Identify grants you have applied for and received for your customers in the past two years.
    b. Explain your approach to obtaining rebates.

7. Contract negotiation personnel
    a. Give the name and address of the person who will have primary responsibility for contract negotiations. Provide a sample copy of the contract document includiing the energy guarantee.

D. GENERAL APPROACH

1. Project Summary
    a. Summarize the scope of services (auditing, design, construction, monitoring, operations, maintenance, training, financing, etc.) that would be offered for this project. Include a brief description of your firm's approach to management and specific benefits your firm can offer the owner.

2. Training Provisions
    a. Describe your firm's capabilities in providing technical training for Owner's facility personnel and experience on past projects. Describe your firm's involvement in developing training manuals for facility staff.

3. Engineering Design
    a. Describe your firm's approach to the technical design of the project.

4. Monitoring and Verification
    a. Describe the methodology proposed for ongoing monitoring and savings verification of each recommended project's performance, including the frequency of such efforts. Note if an industry standard such as the International Monitoring and Verification protocol is used and describe the preferred method.

5. Baseline Calculation Methodology
    a. Describe in detail the methodology your firm normally uses to compute baseline of energy and water use as well as performance.

6. Adjustment to Baseline Methodology
    a. Describe the method(s) used to adjust the energy, water and O&M baseline due to such factors as weather and facility use changes. Describe the factors that would necessitate adjustment.

7. Savings Calculations
    a. List all procedures, formulas, and methodologies including special metering or equipment your firm will use to calculate energy, water and O&M savings. Include assumptions made in calculations.

8. Dollar Savings Calculations
    a. Describe the procedure to assign values to the O&M and energy & water savings.

9. Maintenance Contract Flexibility
    a. Describe the types of services included in the maintenance contract. Comment on whether the owner's maintenance staff can perform some of these duties if desired, and describe any impact on the guarantee (These could include programming and maintaining the control system, installing lighting retrofits, maintaining HVAC equipment, etc.) Describe the required length of the maintenance contract and the relationship with the guarantee in the event the owner chooses to terminate the maintenance contract prior to the end of the performance contract.

10. Cost Savings Guarantee Calculations
    a. Describe your firm's procedures and schedule for measuring financial performance of projects. Describe how the guarantee provisions work in the event that project results vary from projections. Also describe how excess savings will be documented for the owner's benefit.

11. Provisions of Insurance
    a. Describe the level and types of insurance policies applicable to the project.

12. Provision of Warranties
    a. State the nature and term of all warranties that will apply to the project.

13. Sample Contract
    a. Attach a sample of the contract offered by your firm.

14. Technical Audit
    a. Briefly describe your approach to auditing a facility.

E. SITE SPECIFIC APPROACH AND IMPLEMENTATION PLAN

1) Describe overall existing conditions and potential recommendations.

2) Standards of Comfort
   a) Describe standards of comfort and functionality that will be used for light levels, space temperatures, ventilation rates, etc. in the intended facilities. Also describe how those standards will be maintained throughout the contract term.

3) Construction Management
   a) 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) Describe your flexibility and/or limitations regarding possible owner's monitoring and installation and performance of ESCO projects, owner's integration of other identified capital needs with ESCO projects that may or may not contain energy and water savings opportunities.
   c) Describe your flexibility and willingness to work with the District's architect on the final design of proposed facility improvements.

4) Project Financing
   a) Describe your firm's approach to providing or arranging financing for the proposed project.
   b) Describe the mechanics of the financing arrangement, equipment ownership, responsibilities/liabilities of each party, security interest required and any special terms and conditions that may be associated with financing this project.

5) Investment Grade Audit
   a) Indicate the total cost of the Investment Grade Audit and final project development services to District if no contract is negotiated.
   b) Provide sample Investment Grade Audit material that will demonstrate the level of services that will be provided during project development, and indicate who will own this material if a subsequent implementation contract cannot be successfully negotiated.

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.

CONTRACT NEGOTIATIONS

Triad Community Unit School District #2 will attempt to negotiate and contract for services described in this RFP solicitation with the most qualified firm. If an agreement cannot be reached, there may be an attempt to negotiate a contract with the second qualified firm.

COST FOR PROPOSAL PREPARATION

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.