

Crystal Lake CCSD 47

Request For Proposal (RFP) For Guaranteed Energy Savings Contract Project

**Crystal Lake CCSD 47
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Crystal Lake, IL 60014
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GUARANTEED ENERGY SAVINGS CONTRACT

TIMELINE

Crystal Lake CCSD 47

<u>Date</u>	<u>Action Item</u>
9/30/13	RFP is posted on the Capital Development Board website.
10/7/13 - 10/18/13	Walkthroughs of District facilities (4pm-9pm) Monday - Friday
10/31/13	Proposals are received at Administration Building (10am).
11/1/13 - 11/8/13	Review proposals and schedule selected interviews.
11/11/13 – 11/15/13	Interviews
12/16/13	Selection of Qualified Provider recommended by Administration presented to the Board of Education including contract with the Provider.

Legal notifications/announcements for issuing RFP

- The requests for proposals (RFP) shall be announced in the Illinois Procurement Bulletin and through at least one public notice, at least **30 days** before the proposals are due. Posting an RFP on the Illinois Procurement Bulletin requires the public entity to send an email with an attachment of the RFP document to Janet.Blanchard@illinois.gov
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Notice is hereby given that Crystal Lake School District #47 is requesting Qualified Providers to propose energy conservation measures for Richard Bernotas Middle School, Lundahl Middle School, and Husmann Elementary school, through a guaranteed facility improvement contract on a Guaranteed Energy Services Contract basis. The District's objective in issuing this Request for Proposal (RFP) is to provide a competitive means in which to select a single qualified provider of a Guaranteed Energy Savings Contract. The contract shall follow the requirements of Article 19b of the School Code of the State of Illinois – "School Energy Conservation and Savings Measures.

Walkthroughs will be scheduled through the Operations Department. Proposals will be received no later than 10:00 A.M on October 31st, 2013 at the District Central Office (CORE Center), 300 Commerce Drive, Crystal Lake, IL 60014. EXTENSIONS WILL NOT BE GRANTED. No faxed nor electronically submitted proposal shall be accepted. The District is requesting 4 sealed copies of the proposals which will be publicly opened and announced immediately following the proposal due date and time. Proposals will be in accordance with said Article 19b of the School Code and the RFP guidelines.

The successful provider shall be required to submit a 100% Performance and Material Payment Bond upon award of Contract along with a Certificate of Insurance. The District may elect to implement similar facility improvements throughout the duration of the contract with the Qualified Provider pursuant to the contract.

The successful provider must pay the Prevailing Wage Rates for all work per Illinois Law.

The provider shall have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act.

It is the policy of the School District to provide equal opportunity to all qualified businesses in the awarding of contracts and accordingly promotes the utilization of diversified businesses to the maximum extent feasible in any contract issued against the solicitation to submit proposals.

The District reserves the right to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered. Such decisions shall be final.

The Owner reserves the right to reject any or all proposals, to waive irregularities in the proposal procedure, or accept the proposal that, in its opinion, will serve the best interest of the School District. Any such decision shall be considered final. The Owner reserves the right to set aside a proposal from a provider who, in the Owner's opinion, does not exhibit past experience equal to the size and scope of this project. Failure to meet any of the "required" criteria will result in automatic rejection of the proposal.

For more information, contact David Schuh, Director of Operations **by E-Mail only**, at dsschuh@d47.org.

- Sealed proposals must be opened by a member or employee of the District at a public opening. Each entity submitting a sealed proposal must receive at least **13 days** notice of the time and place of the opening
- The District shall select the qualified provider that best meets the overall needs of the District
- The District shall provide public notice of the meeting at which it proposes to award a guaranteed energy contract. The public notice shall be made at least **10 days** prior to the meeting
- Contracts awarded must be published in the next available subsequent Illinois Procurement Bulletin

In accordance with the Illinois School Code Article 19B-3, we disclose that Performance Services, Inc. participated in the preparation of these specifications.

I. PROPOSAL CONTENT & FORMAT

Crystal Lake CCSD 47 (District) requests proposals for the implementation of energy conservation measures, repairs and replacement services at Crystal Lake CCSD 47 on a Guaranteed Energy Savings basis. The District's objectives in issuing this Request for Proposal are to provide a competitive means in which to select a single Qualified Provider (state certified guaranteed energy savings company) to perform the implementation of a guaranteed savings contract. The contract shall follow the Illinois School Code and the following RFP format. Qualified Providers must submit four (4) copies of their proposals.

Proposals must be submitted in the format outlined in this section. For each proposal a checklist will be used in reviewing the proposal 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. Table of Contents

Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

B. Executive Summary

Responses shall include a concise abstract stating the respondent's overview of the project. Project pricing/breakdown must be included in the summary.

C. Company Profile

This section should include the following information on the Qualified Provider.

1. Company Qualifications-
2. Location of Northern Illinois Office and Corporate Headquarters.
3. Resumes of all key project personnel. Include the name of the engineer(s) or engineering firm providing the design engineering for the project including their PE numbers as well as the PE numbers of all full time employees of the Qualified Provider who are professional engineers registered in the State of Illinois and who will be working on this project.
4. References- List completed Guaranteed Energy Savings Contracts (GESCs) where similar solutions to those proposed for this project have been implemented.
5. Litigation- List **any** projects with schools with which the Provider has entered into litigation or arbitration during the past 5 years. Provide a brief summary detailing the litigation/arbitration. Omission of any past litigation will result in disqualification.

D. Technical Approach

Section D should contain the following information about the respondent's technical approach to meet the District's energy efficiency, operating cost reduction and comfort objectives.

1. **Needs & Solutions:** Include a "Needs & Solutions" section explaining facility needs and solutions the Provider recommends for all proposed improvements.
2. **Scope of Work:** Proposals to include all improvements the Provider may choose to offer. Improvements should be identified for the specific school where the Provider identifies needs and appropriate solutions.
3. **Documentation:** For any work where the provider will be providing pricing, provide the following documentation for the scope of work being proposed.
 - a. **Detailed Engineering Drawings of Proposed Phase One Improvements Must Be Provided.**
(Failure to provide drawings will result in automatic disqualification)
 - b. 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. (Failure to provide this information will result in automatic disqualification.)**
4. **Engineering Approach:** Describe your firm's approach to the technical design of this project.
5. **Energy Engineering:** Provide a detailed explanation of how the Provider intends to calculate energy savings and what types of guarantees will be offered for each facility

improvement and the methodology to be used for measurement and verification (utility bill analysis, actual measurements and stipulated savings and the cost of each option).

6. **Contractor Selection:** Described the process the Provider utilizes to obtain their contractors and what criteria will be used to make the contractor selections.
7. **Equipment Selection:** Described the process the Provider utilizes to obtain the equipment to be used on the project and specifically what criteria will be used to make equipment selections.
8. **Installation Approach:** Describe how the Provider intends to implement the installation phase of the project in terms of approach, priorities, philosophies, timelines, change-orders and commissioning
9. **Commissioning:** Described in detail the commissioning processes 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.
10. **Performance Assurance:** Described in detail the performance assurance processes the Provider intends to utilize to insure the building operates at peak performance both at the completion of the installation phase and throughout the contract term. Provide actual guaranteed savings reports from past projects where this same approach was utilized showing how both energy and operational savings were calculated.
11. **Additional Information:** Any additional information about the Provider's technical approach to the project may be included in the proposal.

E. Financial Aspects

Section E should contain the financial components of the proposed work as identified below.

1. **Pricing:** Describe in detail the process the Provider intends to utilize to obtain the best prices for the District both initially and if additional work is required. Explain the benefits of this approach.
 - a. Include the cost and guaranteed energy savings amount for all proposed improvements for each facility.
 - b. Provide the Measurement and Verification Cost for the recommended facility improvements. ***Respondents must provide an option for utilizing the Option "B" approach (based on IPMVP standards) for savings guarantee for all electrical savings associated with mechanical savings, and a yearly cost for the Measurement & Verification associated with this option. Additionally, Respondents must provide an option for utilizing the Option "C" approach (based on IPMVP standards) for savings guarantees for ALL gas savings guarantees.**

- c. Provide the pricing model for any future work.
- 2. **Cash Flow Analysis:** Provide a cash flow analysis illustrating how the project financially meets the criteria of Illinois School Code Article 19B-3.
- 3. **Energy Savings Results:** Any projects that did not meet the annual energy guarantee must be listed with an explanation for the shortfall.
- 4. **Project Funding:** Project funding will be developed by the school after selection of the provider.

F. Implementation Plan

- 1. Include in your proposal an implementation plan including dates describing how the qualified provider intends to execute the project.
- 2. Describe in detail your approach to project management for this energy conservation program, including a staffing plan identifying key project management personnel.

II. EVALUATION CRITERIA

The District may reject any proposals that do 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. Failure to provide design drawings and equipment details will result in automatic disqualification. 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. Experience and Qualifications (20 points)

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. Background and resumes of the people responsible for implementing the proposed GESC. This includes in-house engineers and technicians responsible for the designing, programming and commissioning of the project

B. Technical Approach (30 points)

1. Refer to section I-D for criteria.

C. Financial Consideration & Net Economic Impact (30 points)

1. Refer to section I-E for criteria.

D. Performance Guarantees (20 points)

1. Value offered by the energy savings guarantee
2. Methodology and value of proposed measurement and verification plan.