PUBLIC NOTICE FOR REQUEST FOR PROPOSALS

Hillsboro School District #3 hereby gives public notice that it is requesting proposals from interested and qualified energy services companies for the following project:

COMPREHENSIVE PERFORMANCE CONTRACT FOR ENERGY CONSERVATION & FACILITY IMPROVEMENT PROJECTS TO BE PAID FROM GUARANTEED ANNUAL ENERGY AND OPERATIONAL COST SAVINGS IN ACCORDANCE WITH 105 ILCS 5/19b REQUIREMENTS

The District plans to select the most qualified contractor for the purpose of negotiating a final contract. A Letter-of-Intent (LOI) will be issued to the selected qualified contractor.

Copies of the Request-for-Proposal (RFP) are available from:

Hillsboro School District #3
1311 Vandalia Road
Hillsboro, IL 62049

Proposal must be received by May 28, 2013, 2:00 PM CST, after which time and date they will no longer be accepted. A public opening of all proposals received shall follow immediately.

NO DUE DATE EXTENSIONS SHALL BE GRANTED.

REQUEST FOR PROPOSALS

COMPREHENSIVE PERFORMANCE CONTRACT FOR ENERGY CONSERVATION & FACILITY IMPROVEMENT PROJECTS TO BE PAID FROM GUARANTEED ANNUAL ENERGY AND OPERATIONAL COST SAVINGS IN ACCORDANCE WITH 105 ILCS 5/19b REQUIREMENTS

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SECTION 1— BACKGROUND AND PROCESS OVERVIEW

A. TYPE OF PROCUREMENT

Pursuant to 105 ILCS 5/19b, these specifications are structured as a Request-For-Proposal (RFP) type procurement to allow Hillsboro School District ("District") to select a firm ("Qualified Provider") which, in the sole judgment of the District, offers the greatest value to the District.

B. SCOPE OF SERVICES

Scope of Facility Audit/Services will include Respondents' proposed energy and operational cost saving measures as defined in Section I, paragraph C.1 of this RFP for the following facilities:

- Hillsboro High School Main Building
- High School Library/Cafeteria Building
- Main Gym Building
- Hillsboro Junior High School
- Beckemeyer Elementary School
- Coffeen Elementary School

C. 105 ILCS 5/19b DEFINITIONS

1. "Energy Cost Savings Measure". "Energy conservation measure" means any improvement, repair, alteration, or betterment of any building or facility owned or operated by a school district or any equipment, fixture, or furnishing to be added to or used in any such building or facility that is designed to reduce energy consumption or operating costs, and may include, without limitation, one or more of the following:

a. Insulation of the building structure or systems within the building.
b. Storm windows or doors, caulking or weather stripping, multi-glazed windows or doors, heat absorbing or heat reflective glazed and coated window or door systems, additional glazing, reductions in glass area, or other window and door system modifications that reduce energy consumption.
c. Automated or computerized energy control systems.
d. Heating, ventilating, or air conditioning system modifications or replacements.
e. Replacement or modification of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable State or local building code for the lighting system after the proposed modifications are made.
f. Energy recovery systems.
g. Energy conservation measures that provide long-term operating cost reductions.

2. “Guaranteed Energy Cost Savings Contract".

A contract for: (i) the implementation of an energy audit, data collection, and other related analyses preliminary to the undertaking of energy conservation measures; (ii) the evaluation and recommendation of energy conservation measures; (iii) the implementation of one or more energy conservation measures; and (iv) the implementation of project monitoring and data collection to verify post-installation energy consumption and energy-related operating costs. The contract shall provide that all payments, except obligations on termination of the contract before its expiration, are to be made over time and that the savings are guaranteed to the extent necessary to pay the costs of the energy conservation measures.

3. “Qualified provider".

A person or business whose employees are experienced and trained in the design, implementation, or installation of energy conservation measures. The minimum training required for any person or employee under this Section shall be the satisfactory completion of at least 40 hours of course instruction dealing with energy conservation measures. A qualified provider to whom the contract is awarded shall give a sufficient bond to the school district or area vocational center for its faithful performance.

4. “Request-for-Proposals" or "RFP".

A negotiated procurement.

D. PROJECT TIMETABLE

4/26/2013 Advertise RFP
5/9/2013 Project Walk Through @ 10:00AM CST
5/28/2013 Proposal Due Date
5/29/2013 Proposals reviewed by District Administration
6/11/2013 BOE to issue letter-of-intent
Summer 2013 Mobilize Construction

E. LETTER-OF-INTENT

Once a selection has been made the Qualified Provider will be issued a Letter-of-Intent to proceed with a Detailed Energy Audit. This audit with the District will result in a final Project scope of work, including specific project cost and guaranteed savings. Upon agreement of the scope, cost, and savings, the Qualified provider shall enter into a Performance Contract Agreement consistent with the sample provided in the RFP response, in accordance with Section 105 ILCS 5/19b and as subsequently negotiated between the Qualified Provider and the District. If the District and the Qualified Provider have not executed the Agreement within (45) days after its submission to the Qualified provider, the school district may terminate negotiation with that Qualified Provider and may initiate negotiations with an alternative respondent.

F. PROJECT ADVISOR(S)

The District reserves the right to have an Architect/Engineer representative advise and consult with the District during project development and/or the installation of facility improvements. The District will utilize G&W Engineering Corporation to assist in the evaluation of proposals.

SECTION II — RFP PROCEDURES

A. POINT OF CONTACT

Questions concerning this RFP and the procedures for responding to the RFP should be directed to Mr. David Powell, Superintendent of Schools.

B. MANDATORY PRE-PROPOSAL CONFERENCE

A pre-proposal conference and facility tour will be held on May 9, 2013, promptly at 10:00 AM CST at the District Office.

C. SUBMISSION OF PROPOSALS

Respondent should submit four (4) copies of its proposal by the proposal due date noted. The District will disqualify from consideration proposals received after the time and date specified above.

D. BONDS

A Payment & Performance bond is required to provide the District with adequate protection in the event of default by and/or dispute with the chosen Qualified Provider.

The selected Qualified Provider shall furnish the District with a Payment & Performance Bond for the faithful installation of the proposed/accepted facility improvement included in the final Agreement. The Installation Performance Bond shall be for 100% of the present value of the installation/renovation. The Qualified Provider shall also furnish evidence of bonding ability with the response.

E. ENERGY AND OPERATIONAL SAVINGS

1.One hundred percent (100 %) of all energy and operational savings shall be retained by the District.

2. The reconciliation of guaranteed sums shall be provided by the Qualified Provider on an annual basis, commencing one year from the date of completion and acceptance of the work by the District.

3. The Qualified Provider's energy and operational guarantees shall be a first party direct guarantee from the Qualified Provider to the District. No third party guarantee for the above shall be accepted.

F. PROPRIETARY INFORMATION

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 the District solely for the purposes of evaluating proposals and conducting contract negotiations and will not be disclosed to the public.

G. MODIFICATION OR WITHDRAWAL OF PROPOSAL

Any proposal may be withdrawn or modified by written request of the respondent, provided such request is received by the District at the above address prior to the date and time set for receipt of proposals.

H. RIGHT TO REJECT

In submitting this proposal, it is understood by the respondent that the right is reserved by District to accept any proposal, to reject any and all proposals as non-responsive and to waive any irregularities or informalities when to do so is in the best interest of the District.

I. COST OF PROPOSAL PREPARATION

The cost of preparing a response to this RFP will not be reimbursed by the District.

J. TECHNICAL REQUIREMENTS

Facility analysis and savings calculations shall be performed in accordance with generally accepted engineering practices and professional judgment. All direct engineering and design work related to the installation or modification of facilities, and all installation and construction work, shall be performed by engineers and contractors respectively licensed in the State of Illinois.

SECTION III — EVALUATION/SELECTION CRITERIA

All proposals submitted shall be reviewed and evaluated by Administration in order to select a Qualified Provider for recommendation to the Board of Education. The recommended Qualified Provider shall be asked to attend the next regularly scheduled Board of Education meeting in order to answer any questions and/or present their proposal.

Proposals will be evaluated and scored on the basis of the following criteria, which will be accorded the relative weight indicated in parentheses:

A. Overall Quality of Proposal (10%)

B. Experience and Qualifications (20%)

C. Technical Approach (20%)

D. Financial Terms (20%)

E. Project Management/Schedule (15%)

F. Post-Installation Services (15%)

SECTION IV - PROPOSAL PREPARATION INSTRUCTIONS

The proposal shall set forth, in sufficient detail, the technical and financial plan by which he intends to meet each requirement contained herein. The proposal shall also provide sufficient information for the District and its consultants to evaluate its experience and its qualifications to perform this project.

Proposal must be submitted in the format outlined in this section, with each of the described forms and sections completed in full. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing the information requested in the following format will be considered unacceptable by the District. Proposals will be evaluated in light of the material and the substantiating evidence presented in the proposal, and not on the basis of what is inferred.

The cost of preparing a response to this RFP, including site visits and preliminary engineering analyses, will not be reimbursed in any way by the District.

FORMAT FOR RESPONSE:

A. Executive Summary

B. Background and Qualifications

Section B of the proposal should contain the following information about the respondent and any subcontractors with which the respondent intends to work on the project:

1. Information about the overall makeup of the project team.

2. Resumes and work experience of individuals on the project team.

3. Evidence of a LEED AP on the project team.

4. Annual reports or financial statements covering the most recent fiscal year.

5. Prior relevant work experience where the responding Project Team members were instrumental in the implementation of the referenced project.

6. Proof of insurance showing the coverage and limits in place at the time of this RFP.

7. Evidence of bonding ability in accordance with requirements in Section II-RFP Procedures.

C. Technical Aspects of the Proposal

Section B of the proposal should contain the following information about the respondent's technical approach to meeting the District's energy efficiency objectives:

1. Information about the specific measures the respondent proposes to implement in the building (identified energy conserving measures, scopes of work, projected annual energy savings, necessary alterations to the structure of the building) and the respondent's description of the scope of work.

2. A description of the respondent's approach to operations and maintenance.

3. A description of the scope of the energy audit which shall be provided for this project. Describe how savings will be calculated and how the energy conservation measures will be designed. Describe any report which will be provided to the District.

4. A description of the method to be used to measure energy savings achieved in the District's buildings through the efforts of the respondent (including any methods to be used to adjust for factors such as weather, or changes in the use or structure of buildings)

5. Factory-authorized startup will be provided for the proposed equipment. Factory-authorized service technicians will perform preventive maintenance and repair which are in accordance with recommended practices by the manufacturer.

6. A one-year manufacturer's warranty on all proposed equipment shall be provided. The warranty period shall begin on the completion date of the project. The mechanical system design, energy management system design, installation practices, and operation and maintenance practices shall not void the manufacturer's warranty. In the event that any warranty is voided during the warranty period, except for those acts demonstrated to be caused by negligence or willful misconduct by the owner or owner's staff, complete repair or replacement will be provided at no additional cost to the owner. 13

D. Financial Aspects of the Proposal

1. An outline of the purchase options available to the District, including the items when such options will be available and the costs of exercising such options.
2. A description of the respondent's source(s) of financing for this project (including, for example, any contingencies that must be met in order to obtain such financing)
3. A description of the savings guarantee and how the respondent will minimize the risk to the District.
4. A sample contract must be included.

E. Schedule for Completion of the Protect

Description of Project Management process

The respondent's projected schedule for completion of the tasks and responsibilities outlined in the proposal.

F. Certification

1. The text of the following certification must be included in the Proposal:

I certify that I am authorized to represent the ESCO named below and that the answers to the foregoing questions and all statements contained in this Proposal are true and correct.

Dated this_____ day of_____ 2013

Name of ESCO:_____

By: _____

Title / Position:_____14

G. Additional Information

Any additional information the respondent believes to be relevant to the District's selection efforts may be included in the proposal as Section G (optional).

SECTION V — GENERAL CONDITIONS

A. STANDARDS OF SERVICE

The standards of service provided for the facility including heating, ventilation, air conditioning, and humidity; shall be in accordance with the requirements of local codes.

B. LIABILITY

The Qualified Provider shall provide comprehensive general liability, comprehensive automobile liability and worker's compensation insurance coverage, according to the requirements for design and construction work in the District.

Required minimum levels of insurance coverage for Commercial General Liability are as follow:

- General Aggregate - $1 Million
- Products Comp/Ops Aggregate - $1 Million
- Personal & Advertising - $1 Million
- Each Occurrence - $1 Million
- Fire Damage - $50,000
- Medical Expense - $25,000
- Employer's Liability and Workmen's Comp - $500,000

C. DESIGN WORK

All design work related to the installation or modification of facilities shall be performed and sealed by architects/engineers licensed in the State of Illinois, as required. All installation and construction work, shall be performed by contractors licensed in the State of Illinois. All project construction work shall be in accordance with all applicable codes, standards and regulations.

D. PREVAILING WAGES

The Qualified Provider shall pay the rate of wages for workmen required for any proposed work or construction to comply with the Illinois Department of Labor.

E. PERMITS, LICENSES, INSPECTIONS AND TAXES

The Qualified Provider shall obtain and pay for all permits and licenses, and shall give all notices, pay all taxes and comply with all laws, ordinances, rules and regulations bearing on the work. If the specifications are at variance herewith, the work shall be installed in accordance with local laws, rules and regulations and ordinances.

F. SALES TAX

The Qualified Provider shall not include Illinois sales tax on all materials furnished in connection with this contract. The District shall provide Qualified Provider with an exemption certificate giving the District's tax exempt status number after selection.

G. CODE COMPLIANCE

All work performed shall comply with the requirements of BOCA code, as well as, any other applicable local codes.

H. DISCLOSURE

Pursuant to 105 ILCS 5/19b-5, Hillsboro School District discloses that Ameresco, Inc. has assisted in preparing the specifications listed in this RFP.