

REQUEST FOR PROPOSALS PERFORMANCE CONTRACT

Olympia CUSD 16 at 903 E. 800 North Rd., Stanford, IL 61774, is requesting Qualified Providers to propose innovative solutions and energy conservation measures through a guaranteed savings contract on a performance contracting basis.

These proposals may include, but are not limited to, implementation of energy equipment; repair, modernization, maintenance services at various locations on a performance contracting basis as defined by the State of Illinois, in Article 5/19b, School Energy Conservation and Savings Measures of the School Code (105 ILCS/5).

The District's objective in issuing this Request for Proposals is to provide a competitive means in which to select a single Qualified Provider with whom to negotiate a final contract. The District may elect to implement further improvement measures in phases pursuant to the contract.

Proposals shall be received in the office of:

**Olympia CUSD 16
903 E. 800 North Rd.
Stanford, IL 61774**

**Deadline for Proposals:
Friday, December 20, 2013, 10:00 a.m.
NO EXTENSIONS WILL BE GRANTED**

Please provide four (4) copies of the proposal to the school district. The sealed proposals will be publicly opened at that time and the contents will be announced. A copy of the Request for Proposal (RFP) specification can be obtained from the Administration Building Office at 903 E. 800 North Rd., Stanford, IL 61774.

The District will evaluate all proposals and make a Qualified Provider recommendation, at which time the Qualified Provider that best meets the needs of the District will be notified. The District reserves the right to accept and/or reject any or all proposals or parts thereof.

The School District discloses that Ameresco has helped prepare the specifications of this RFP.

For questions concerning the RFP process, contact Joshua R. Olsen, Assistant Superintendent at 309-379-6011.

I. PROPOSED PROJECT

- A. The work to be included in the project may include upgrades or replacement of equipment and/or material include in, but not limited to roofing, tuckpointing, parking lots, doors, windows, flooring, lighting, domestic water, HVAC and fire protection devices. The facilities to be included in the RFP, but not limited to are: Olympia High School, Olympia Middle School, Olympia North Elementary, Olympia South Elementary and Olympia West Elementary.
- B. The intent of this RFP is to provide the owner with the means to realize maximum energy and operational savings and/or related improvements to its facilities.
- C. The District may elect to implement similar facility improvements throughout the duration of the contract with the Qualified Provider pursuant to the contract.
- D. A savings guarantee will be offered as part of the qualified provider's proposal. The savings in energy and operating costs are guaranteed to cover the cost of the contract.
- E. Qualified provider must be able to demonstrate successful implementation of similar programs. Preference will be given to experience with projects in the K-12 market in the local area.
- F. 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 which it is found. Data or information so identified will be used by the school solely for the purpose of evaluating proposals and conducting contract negotiations.

II. PROPOSAL FORMAT

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

TABLE OF CONTENTS

EXECUTIVE OVERVIEW

Include: The challenges faced by the District and areas the Company can impact.

FIRM PROFILE

Include:

- General Information
- Name of Firm
- Business Address
- Telephone Numbers
- Name of the Officer Authorized to Bind the Firm
- Contact Person for this Project
- Number of Full time Engineers and Project Managers in Illinois
- List of all executed performance contracts in Illinois with contract value
- Bonding Information: Name of bonding agent and contact information

QUALIFICATIONS

Documentation must be submitted to support required qualifications as part of the ESCO's response.

- Qualification as an ESCO by the National Association of Energy Service Companies (NAESCO).
- Qualification as an ESCO by the Department of Energy (DOE)
- LEED® AP Certification for lead member of the audit team.
- Registered licensed design firm in the State of Illinois.
- Must have executed at least 10 performance contracts in Illinois

RELEVANT EXPERIENCE

Provide information on at least 10 similar projects in the Illinois K-12 market **completed by your firm**. Include: School District Name, School District Contact Information, Contract Execution Date, Project Dollar Amount, Savings Amount, and Project Scope.

PERSONAL QUALIFICATIONS

Provide resumes for all employees who will be working on this project. Include: Name, Job Title, Job Responsibilities, Employment History, Educational Background, Role and Responsibilities for this project.

TECHNICAL APPROACH

Include:

- A description of the facilities existing conditions
- Description of solutions for the project
- Describe your approach to engineering and design of the project.

FINANCIAL APPROACH and GUARANTEE

- Project Financials: Project Cost and Savings (Energy, and Operational)
- Energy Savings Calculations: Describe in detail their approach to projecting the energy savings. Describe the methodology and processes used to project energy savings. Provide all procedures, methodologies and formulas you will use to calculate energy savings. The energy calculations shall show energy cost, energy units, operating hours and all assumptions made. Financing options, analysis of implementation costs and payback and financial experience.
- Operational Savings: Describe their approach to projecting operational and maintenance savings. Describe the methodology and processes used to project operational and maintenance savings.

PROJECT MANAGEMENT

Describe the companies approach to project and construction management.

APPENDIX

Include: Any additional information.

III. Proposal Evaluation Criteria

A School District evaluation team will evaluate all proposals and recommend an award subject to approval by the School Board. The District reserves the right to, but is not obligated to, request and require that the proposing firm provide an oral presentation of its proposal at a date and time to be determined. If required by the District, it is anticipated that such presentation, if required, will not exceed one (1) hour. The written proposal and oral presentation, if required, will be the basis for determining the successful firm. Proposals will be evaluated according to the following criteria:

- Qualifications and experience of the proposer and past performance of the firm on other contracts in terms of size, scope and quality of services. The District may solicit reference information from previous clients.
- Qualifications and experience of committed personnel.
- Technical Approach – quality and responsiveness of the proposal to the needs of the district in terms of scope of work, methodology, and project management.

The District reserves the right to accept in part or in whole any Submission, waive any formalities, or minor technical inconsistencies or delete any item/requirements from the RFP or resulting contract when deemed to be in the District's best interest.

The School Board or its designee will, in the exercise of their sole discretion, determine which proposal best meets the needs of the School District. The exercise of this discretion will be final.