

Hinckley-Big Rock CUSD 429

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

**Hinckley-Big Rock CUSD 429
700 East Lincoln Highway
Hinckley, IL 60520
(815)286-7578
1/18/13**

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GUARANTEED ENERGY SAVINGS CONTRACT

TIMELINE

(Hinckley-Big Rock Community Unit School District 429)

<u>Date</u>	<u>Action Item</u>
Jan 18, 2013	RFP is posted on the Capital Development Board website.
Jan 22-31, 2013	Walk throughs of District facilities on weekdays (3pm-7pm). Please call in advance to schedule your walk through.
Mar 1, 2013	Proposals are received at Administration Building (11am).
Mar 4-8, 2013	Interviews-(if necessary)
March 27, 2013	Board approves the selection of Qualified Provider recommended by Administration and approves contract with the Provider.

**Request For Proposal
For
Guaranteed Savings Contract**

Notice is hereby given that Hinckley-Big Rock CUSD 429 shall receive proposals for a Guaranteed Savings Contract until 11:00 am on March 1, 2013 at the Administrative Office located 700 East Lincoln Highway, Hinckley, IL 60520. Extensions will not be granted. The contract shall follow the requirements of Article 19b of the Illinois School Code – “School Energy Conservation Measures.” For more information contact **Dr. Peter Pasteris, Superintendent, at (815) 286-7580.**

The Qualified Provider to whom the work is awarded shall conform to the requirements of the Illinois Prevailing Wage Act and all other applicable laws. The District requests **6** copies of the proposal which must include a proposal with the content and in the format described within the RFP.

The District reserves the right to terminate this project prior to proposals being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered. Upon review of the Proposals received in response to this RFP, the District may enter into a contract with the provider that best meets the needs of the District. The District will only consider those companies who meet all requirements listed in the RFP.

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

Hinckley-Big Rock CUSD 429 (the District) requests proposals for the implementation of energy conservation measures, repairs and replacement services at Community Unit School District 429 on a performance contracting 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 **six (6)** 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 Offices, Facilities, and 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 may result in disqualification.

6. List of contracts schools or other energy management contract clients in which energy savings guarantees were not met, including a description of the factors leading to the failure to meet the guarantee.

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 Improvements Must be Provided** (Failure to provide drawings may result in evaluation point deductions)
 - 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.**
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: (4) Four Season Optimization:** 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.
 - 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-2 through 19B-4.
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. 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 as determined in the discretion of the Board of Education. The best value proposal may, but will not necessarily, 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.