

**Request for Proposals for an HVAC System and Energy Performance
Evaluation issued by Carlinville CUSD #1, 829 West Main, Carlinville, IL
62626 on September 17, 2013.**

Carlinville CUSD #1 of Carlinville, IL is requesting Qualified Providers to develop an HVAC System and Energy Performance Evaluation in the District's two elementary buildings. This Request for Proposals (RFP) is issued pursuant to Illinois School Code 105 ILCS 5/ 19b.

The final selection of the qualified provider could allow Carlinville CUSD #1 to negotiate improvements to any or all of the district's facilities.

Submitted proposals shall be sealed and received in the office of Mr. Michael J. Kelly, Superintendent, Carlinville CUSD #1, 829 West Main Street, Carlinville, IL 62626 no later than 2:00 PM CST on Monday, November 4, 2013. One original and four copies are being requested. No extension will be granted. Any questions regarding this Request for Proposals shall be directed to Mr. Michael Kelly, Superintendent. He can be reached at (217) 854-9823.

Also, on Wednesday, November 6, 2013, companies submitting bids will be given twenty (20) minutes to orally present their proposal to Carlinville CUSD #1's Board of Education Finance Committee. The actual presentation time will be set by district officials.

The Board of Education reserves the right to reject any and all proposals or parts thereof, to waive any formalities or irregularities in the procedures and to award the contract in the manner serving the best interest of the school district.

Furthermore, all Qualified Providers must comply with all applicable Illinois Law governing public projects, including the payment of prevailing wages by all contractors and providing payment and performance bonds.

A. POTENTIAL SCOPE

Scope may include HVAC, building automation systems, building envelope, roofing, plumbing, and electrical.

B. DESCRIPTION OF THE PROCUREMENT PROCESS

1. ORAL INTERVIEW. Each of the selected Qualified Providers may participate in an oral interview to discuss in detail how their approach satisfies the district's needs.
2. SELECTION OF QUALIFIED PROVIDER. The selection of a Qualified Provider to provide an HVAC System and Energy Performance Evaluation shall be based solely on the School District's evaluation of information a Qualified Provider sets forth in its written proposal and oral interview. The School District shall select the Qualified Provider that best meets the needs of Carlinville CUSD #1.

3. LETTER OF INTENT. The School District will issue a Letter of Intent (LoI) to the selected Qualified Provider upon resolution at the November 11, 2013 Board of Education meeting.
4. EXECUTION OF HVAC SYSTEM AND ENERGY PERFORMANCE EVALUATION. The School District will negotiate and execute an agreement with selected Qualified Provider and if required or necessary all financing documents required by the selected financing source.
5. The School District discloses that it has worked with multiple firms and/or ESCO's to help draft the RFP.

C. PROPOSAL CONTENTS

1. All proposals must contain the following:
 - a. Experience and Qualifications
 - b. The Qualified Providers strategy for:
 - i. Evaluation of the HVAC system performance related to comfort, controls, temperature, humidity and maintenance for the district's two elementary buildings.
 - ii. Analysis of energy performance metrics and an assessment of energy savings opportunities, as well as, incentives or grants.
 - iii. Preparing any identified budgets for repairs, improvement and/or retrofits.
 - iv. Developing a plan for implementation of appropriate mix of HLS, energy and performance measures for the district's two elementary buildings.

D. EVALUATION CRITERIA

1. Experience and Qualifications
 - a. Company name and address with primary contact name and number.
 - b. A Brief Company History.
 - c. Company Organizational Chart and resumes of all team members to be involved with the evaluation.
 - d. The individual completing the proposal for the Qualified Provider shall be a registered Professional Engineer in the State of Illinois and a Certified Energy Manager.
 - e. The Qualified Provider shall submit references in Illinois that have or still do use the Qualified Provider's services.

2. Project Management
 - a. Clear assignment of responsibility for various project tasks to specific individuals.
 - b. Ability to plan and complete all phases of the evaluation and assessment on schedule and in a manner that does not unnecessarily interrupt the elementary schools' occupants.
3. Total cost of assessment and evaluation.
4. Recommended approach and strategy to developing and completing the analysis.
5. Service Approach
 - a. Ability to provide consistent, reliable, and quality first party service to meet the School District's needs.
 - b. Proposed response time to facilitate the resolution of assessment.
 - c. Plans for training school district staff.