Williamsville School District

Williamsville, IL

REQUEST FOR PROPOSALS

FOR

Performance Contract for School Energy Conservation and Infrastructure Improvements

Issue Date: June 14th, 2013

Submission Due: July 15th, 2013 at 2:00 p.m.

Williamsville School District
800 South Walnut
Williamsville, IL 62693

DATE: June 14th, 2013

NOTICE TO RESPONENTS:

1. We are submitting herewith for your consideration an invitation to respond to a proposal covering Performance Contract for Energy Conservation and Savings Measures

2. Please note that proposals must be **SEALED** and addressed to Williamsville School District, 800 South Walnut , Williamsville IL 62693. Bid envelope must be plainly marked in lower left-hand corner of individual envelopes "**Performance Contract for School Energy Conservation and Infrastructure Improvements".** Any bids received not properly and clearly marked and thus inadvertently opened will be rejected.

3. Proposal must be submitted separately; i.e., not attached to outside of package or enclosed in a package containing samples.

4. Please note that proposals must be on file in the Superintendent's office no later than 2:00 p.m., July 15th, 2013; bids received after the date and hour specified will be rejected.

5. Proposals will be opened and publicly read on the date and hour specified. Award, if any, will be made as soon thereafter as possible.

6. All proposals must be guaranteed for thirty (30) days after the date of opening.

WILLIAMSVILLE SCHOOL DISTRICT
800 South Walnut, Williamsville, IL 62693

1. Proposals will be in accordance with said article 105 5/19b requirements

2. The Williamsville School District reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted, and to accept any part of bid deemed to be in the best interest of the District.

3. Proposal shall be firm for acceptance for thirty (30) days from date of bid opening.

4. The Williamsville School District and all its agencies are exempt from payment of all federal excise and all state and local sales taxes. Such taxes shall not be computed or quoted as part of the bid. Contractors performing construction activities will pay state tax on the cost of materials.

5. All bids submitted must be accompanied by the enclosed Noncollusion and Nondiscrimination Affidavits properly executed by an authorized representative of the responder. Proposal acceptance is contingent upon their receipt.

6. The Williamsville School District reserves the right to cancel any purchase order or contract for failure of the contractor to comply with the terms, conditions, and specifications of this inquiry.

7. Williamsville School District is not liable for any costs incurred in replying to this request. All proposals become the property of the district and are public records.

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

9. No due date extensions shall be granted

10. In accordance to 105 ILCS 5/19b-5, Williamsville School District discloses that Johnson Controls Inc. has assisted in preparing the specifications listed in the RFP.

Section I. Overview

Purpose

Williamsville School District (hereinafter referred to as Owner or District) is seeking proposals from interested companies (hereinafter referred to as Respondent) capable of implementing a comprehensive facilities infrastructure replacement program and sustainability strategies that maximize funding sources. The program should include "Energy Conservation Measure" which 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:

1. Insulation of the building structure or systems within the building.
2. 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.
3. Automated or computerized energy control systems.
4. Heating, ventilating, or air conditioning system modifications or replacements.
5. 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.
6. Energy recovery systems.
7. Energy conservation measures that provide long-term operating cost reductions.

The Owner intends to award a negotiated contract to one firm to provide the services and/or equipment under terms and conditions considered most favorable among those submissions offered. All interested firms may respond to the RFP.

The Owner reserves the right to evaluate previously completed contract installations at the locations provided as referenced by the firm.

Respondents shall be willing and able to facilitate the financing for this project in accordance with all-applicable Federal, State and Local Laws. Proposed financing shall permit early payment of the loan by the District. The District will consider different financing approaches that provide low interest.

Required Experience and Qualifications

The following are the minimum qualifications required to respond to this RFP:

1. Engineering and technical support staff that will be directly engaged in this project must possess training and experience specific in current technical practices and techniques in the field of utility cost reduction, building operations and sustainable practices. Engineering services must be available in the field of heating, ventilating, and air conditioning systems, interior and exterior lighting, integrated HVAC and lighting control systems, domestic and heating water delivery system, utility service cost control, maintenance planning and execution, customer service, training and project commissioning. Respondent should have a sufficient number of completed performance contracting projects within the last five years that can demonstrate the vendor's ability and skill in establishing and maintaining mutually beneficial partnerships with customers.

2. Responding company must provide repair services available twenty-four (24) hours a day and have a service office located with-in 30 miles of our District.

3. Respondents company must employ a Professional Engineer, licensed in the State of Illinois

4. Respondents must provide evidence that it is a "qualified provider" and shall provide evidence as to whether it is an accredited Energy Service Provider (ESP) by the National Association of Energy Service Companies (NAESCO) and provide documentation to this fact.

5. Qualified Provider shall provide evidence that they have at least one full-time employee in their Illinois local office that is a LEED AP and provide documentation to this fact.

6. Respondent must be Factory trained and Certified to install, commission and service the existing Metasys building automation system. Any proposed control system enhancements shall be extensions of the existing Metasys BAS.

The following information shall be included in the response to the RFP.

1. Certificate of Insurance and copy of additional insured endorsement. The Owner reserves the right to request a certified copy of the Respondent's insurance policies.

2. If the Respondent is a foreign corporation, i.e., not incorporated under the laws of Illinois, a certificate of Good Standing from the Secretary of State showing the right of the Respondent to do business in the State.

3. An officer or a principal of the corporation, partnership or sole proprietorship shall print or type the legal name of the business entity on the line provided and sign the Official Statement by Respondent. All signatures must be original. The same procedure shall apply to the Submission of a joint venture, except that the signature and title of an officer or a principal of each member firm of the joint venture shall be required.

4. If an individual other than an officer or principal has been granted signature authority on behalf of the responding entity, Respondent shall submit such delegation of authority with the Official Statement.

Standard Contract Information

This RFP does not obligate the District to perform until a letter of intent or contract is signed and approved by both parties. Once there is written approval, it is effective from the date of written approval by the District. The Owner shall not be responsible for work done, even in good faith, prior to approval of the letter of intent or contract. The selected respondent will be required to assume total responsibility of the project. The selected contractor will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

Point of Contact

For additional information regarding this document, please contact:

Mr. Dave Root, Superintendent
Williamsville School District
800 South Walnut, Williamsville, IL 62693
Phone 217 566 2014 email rootd@wcusd15.org

Any communications such as regarding matters of clarification must be made in writing to the contact person listed above. Clarifications regarding the request for proposal process, timeline, submission requirements can be directed to the Superintendent at the above address.

All inquiries must be received in writing on or before eight (8) working days prior to the submission deadline, wherein a response is deemed appropriate to the process, will be answered and forwarded on to all Respondents of record.

Section II. Submittal Requirements

General

Respondents shall submit an original and four (4) copies of their RFP submission. The sealed RFP shall include a statement signed by an official with the authority to contractually bind the Respondent located in the Appendix. The name and title of the individual signing the transmittal should be typed immediately below the signature. Attach the Delegation of Authority (if necessary).

Sealed submissions must be received on or before July 15th, 2013 at 2:00 p.m. Submissions received thereafter will be disqualified and returned unopened. Sealed submissions should be delivered to the following address:

Mr. Dave Root, Superintendent
Williamsville School District
800 South Walnut, Williamsville, IL 62693

Submittals must be clearly marked on the package **“"Performance Contract for Energy Conservation Measures and infrastructure Improvements”.** Submissions that are incomplete, do not follow the requested format, or are otherwise contrary to the guideline of this RFP, may be rejected as non-responsive.

Pre-Bid Meeting

A pre-bid meeting will be held on June 27th, 2013 at 8:00 am at the Williamsville District Office located at 800 South Walnut, Williamsville, IL 62693. This will provide an opportunity for respondents to tour the buildings and ask questions.

Preparation of Submissions

RFP submissions must be complete, and correct in format. Clear and concise submissions are required rather than elaborate promotional materials. Respondents must address each item in the order as described in Section III, “Submission Format, Content and Specific Criteria” of this RFP and clearly reference the respective section being addressed. The Respondent is expected to respond to all items in as much detail as necessary for the District and its resources to make an objective evaluation of the RFP responses.

Proprietary Data

Submissions and any other information submitted by Respondent in response to this RFP shall become the property of the District. Respondent must clearly identify any proprietary information that the contractor does not want disclosed to the public. The District and their consultants for the purpose of evaluation and contract negotiations will use data or information so identified. Disclosure of any proprietary information by the District shall be in accordance with the laws and regulations regarding disclosure in force in the State of Illinois.

Right to Reject

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.

Cost of Submission Preparation

The District will not provide compensation to the Respondent(s) for any expense incurred by the Respondent(s) for Submission preparation, product evaluations, or demonstrations that may be made.

Evaluation and Selection Procedures

The District has appointed a selection team to formally evaluate each response. The evaluation process will grade the responses on their merit and responsiveness. The evaluation process will include verification of references and project team members, confirmation of financial information, and may include other information as deemed important by the District.

The RFP submissions will be evaluated according to the criteria listed in Section IV. The selection process is planned to be in the follow steps. The steps involve:

District will establish a Project Evaluation Team to review and evaluate the ESCOs written responses to this RFP in accordance with the evaluation criteria identified below. The District will check references which will also be included in the evaluation. The District intends to select no more than two (2) ESCOs as finalists, and will determine if necessary to hold interviews.

Responses will be evaluated based on the quality and completeness of the information provided. Failure to provide any of the requested information may result in disqualification. The criteria listed in this RFP will be used in the evaluation of the written proposals, client references and responses of the ESCO finalist during oral interviews, as appropriate.

Proposal Format

Request for Proposals (RFP) submissions must be submitted in the format outlined in this document, referencing each respective section being addressed. Each submission will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate from further consideration any response deemed to be substantially or materially nonresponsive. The intent is that all RFP's follow the same format in order to evaluate each fairly.

Submissions that are qualified with conditional clauses, alterations, items not called for in the RFP or irregularities of any kind are subject to disqualification by the District, at its option. Each submission should be prepared economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. Submissions will be evaluated on their responsiveness to the requirements and scope of this package and not on extraneous supplements.

The response to the RFP shall be submitted in a three-ring or spiral-bound binding with specific tab sections as listed below. A further clarification of the contents for each of the sections follows the tab listings.

- Table of Contents
- Executive Summary
- Section I - Background and Qualifications
- Section II - Partnering and Commitment to Customer
- Section III - Technical Approach
- Section IV - Financial, Performance Guarantee and Contract Documents
- Appendix -

Table of Contents

Request for Proposals shall include a table of contents properly indicating the section and page numbers of the information included.

Executive Summary

Request for Proposals shall include a concise abstract of no more than three (3) pages stating the respondent's overview of the project. Please summarize the scope of services (design, financial, operations and maintenance, training, etc.) that would be offered by your firm for this project.

Background and Qualifications (Section I)

Section I should provide an overview of the organizational philosophy for approaching this project. Include an organizational vision or mission statement if they have been developed, adopted and embraced by the Respondent. Include information regarding Respondent's commitment to the governmental marketplace.

A. **Firm Profile:** Provide general information on the responding firm, including: name, business address, local telephone number, officers of the firm, and contact person(s) for this project. Also, provide a certificate of insurance detailing present coverage and limits, and a profile of the number and locations of Illinois offices. Provide the year the Respondent's firm was established, and former firm name(s) if applicable. If the firm is a separate legal entity from a manufacturer, for example a distributorship or manufacturer's representative or engineering firm, specify the legal business classification of the responding firm, if any.

B. **NAESCO Certification:** Provide documentation that the responding firm is a certified member of National Association of Energy Services Companies (NAESCO) and is good standing.

C. **Respondent's Team Information:** Provide a Project organizational chart and resumes that identifies the employees of the Respondent's firm that would work on the project. Specify the team members any other pertinent information shall be included for each member of the Respondent's project team. If the Respondent has more than one office involved with the project,

indicate the total number of employed full-time personnel in each office. Also include an organization chart indicating the branch and corporate level positions.

D. **Philosophy:** The Respondent shall describe their organizations philosophy for dealing with the issues of sustainability on a District campus. Describe the approach which would be utilize to address the wide range of sustainability issues ranging from the design and construction or renovation of a building, the efficiency improvement of a portfolio of facilities or the development of an organization-wide sustainability strategic plan. Include sustainable organizations and affiliations the respondent is involved with and how this would assist the District.

E. References: Provide a minimum of five Performance Contracting references for projects of similar size, scope, and complexity located in Illinois indicating the Respondents recent experience with government institutions. Each reference shall describe the services provided, project cost, savings amount and benefits to the Owner. Provide the Reference's name, address, current telephone number, and contact person for each reference. Provide a brief description of the projects: type of facility, scope of work, duration of project, problems, successes, key vendor personnel involved with the project. Identify any awarded utility participation money or funding provided outside of energy savings. **List only references where your company was the prime Energy Service Company that provided an energy guarantee and not a subcontractor.**

F. **Financial History of Respondent's Firm:** Respondents shall provide a copy of their most recent annual report and a copy of the current balance sheet. Publicly held companies should include a 10K or annual report. Provide financial statements on parent company when the Respondent is not the parent company. Include any additional information that pertains to the financial soundness of the Respondent's firm.

G. Bonding References: Provide the following information concerning your Company's bonding: Name of bonding agent, largest privately financed and guaranteed Energy Program received in the last five years, state whether the Respondent's firm has had a bond invoked in the last five years, and state the total bonding capacity and bonding limit.

Partnering and Commitment to Customer (Section II)

A. **Benefits**: Address the benefits the owner will receive by selecting your firm as a partner in lieu of the conventional bidding method, i.e. reduced engineering, risk management, controlled project cost, inventory, quality control, continuity, handling of submittals. Expand on each point.

B. **Corporate Commitment**: State your commitment and your local commitment to an ongoing relationship with the Owner once the construction and commissioning phases have come to a close. Provide your firm's will allow the Owner to receive full benefit from corporate involvement and local branch representation. Develop and explain your corporate commitment to service during both the construction phase and after project completion.

C. **Education and Awareness Tools:** The Respondent shall describe sustainable education and awareness tools which could assist the District in utilizing the benefits of their services to improve the overall District environment.

D. **Problem Resolution Process:** Address how your firm will staff, support, and respond to resolve issues relative to the project in a timely and efficient manner.

Technical Approach (Section III)

A. **Project Overview:** Briefly describe your project. Include a description of your firm's energy conservation measures and provide any detail you feel important for the District to know. Address the means and methods by which your solutions can be introduced to the project, and how new technology can be introduced as it becomes available. Describe your approach to engineering and design of your project.

B. **Project Management:** Briefly describe your project management philosophy. Include any specific responsibilities, lines of communication, authority of the Respondent's management to control projects, typical procedures for identifying problems and preventing schedule setbacks and cost overruns. Include a project timeline showing the necessary activities and schedules for implementation of the project. Address the means and methods by which new technology can be introduced to the project team, as it becomes available.

C. **Service and Training:** Describe the Respondent's approach to operations and maintenance. Include capabilities of the Respondent for servicing HVAC equipment, procedures for handling emergencies, monitoring capabilities, and integration capabilities such as fire and security system, etc. Provide detailed information on training programs available to maintenance staff.

Financial, Performance Guarantee and Contract Documents (Section IV)

A. **Project Financials:** The Respondent shall provide the cost and savings (Energy, and Operational) for the respondents proposed project. Include a cash flow analysis with energy and operational savings.

B. **Energy Savings Calculations**: The Respondent shall 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. Savings estimates shall show how savings estimates take into account interactive effects and the overall impact on rates and prices from energy supplies.

C. **Operational Savings** The Respondent shall describe their approach to projecting operational and maintenance savings. Describe the methodology and processes used to project operational and maintenance savings. Provide sample savings calculation with all supporting information. The sample operating calculations shall show labor/equipment units, operating hours and all assumptions made. The Respondent shall give one specific example of a comprehensive Life Cycle Infrastructure analysis where the District actually modified their decision based upon the analysis. Provide the current name and phone number where this analysis was conducted and implemented.

D. **Baseline Calculation** The Respondent shall describe the methodology your firm will use to compute baseline of energy and water usage. Respondent shall include the method used to adjust energy baseline and describe the factors that would require adjustment.

E. **Contract Documents:** Provide a copy of the Respondent's contract documents that would be used for this project. Describe the contract language used to agree upon maintenance responsibilities, occupancy schedules, operational savings, and other responsibilities in the contract.

F. **Savings Guarantee Performance:** Energy Guarantee History- Briefly describe all Illinois energy performance contract guarantees that your firm has managed within the last five (5) years. Identify those project guarantees involving buildings similar to the District's type. **Third party guarantees are not acceptable.**

G. **Historical Performance:** The Respondent shall describe their policy relative to projects that do not perform as specified. Give a specific example of a payout on a guarantee project. Identify how the costs are calculated. Show the Respondent's past record of projected costs and savings

compared to actual performance improvements. Provide at least two references with current phone numbers where projects did not perform as specified.

H. **Financing Approach:** Describe the financing mechanisms, including sources and types of financing that could be used to finance improvements and maintenance operations over the term of the contract. Respondents shall be willing and able to facilitate the financing for this project in accordance with all-applicable Federal, State and Local Laws. Proposed financing shall allow early payment of the loan by the District. The District will consider different financing approaches that provide low interest rates and that do not reduce the District's bonding ability. Clearly identify advantages, disadvantages and relative costs associated with each financing method proposed. Provide sample business case analysis for all financing terms proposed by the Respondent using anticipated effective interest rates.

I. **Funding Sources**: If possible, provide a list of alternative funding sources that the District may utilize which may assist with future projects.

J. **Grants and Rebates**: Identify grants and rebates that you have applied for and received for your customers over the last two years

Appendix (Appendixes and Supporting Information)

A. Official Statement by Respondent: The RFP submission must contain a statement to the following effect, signed by an individual authorized to bind the Respondent:

- The Respondent has read and agrees to the terms and conditions set forth in this RFP.
- The terms and conditions set forth in the Submission will remain open for at least 120 days from the deadline for submission.

Submissions must be signed by a company official(s) authorized to commit to such submissions. Failure to execute, sign and submit this form together with all required copies of the Submission package will be a basis for disqualification.

B. Supporting Data: The Respondents are encouraged to organize any extended description of their qualifications, experience, or other lengthy documents germane to the requested information in the Appendix. Any extended documents should be summarized in the main body of the qualifications with supporting information included in appendixes.

Section IV. Evaluation and Timeline

Initial Evaluation

Each response will be reviewed prior to the selection process for completeness and adherence to the format. Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. The executive summary of each response will be read to give an overview. All Submissions will pass this initial screening of responses to determine if all requested sections are included in the proper order and they have addressed all areas described in the RFP. Emphasis shall be on completeness and clarity of content. Incomplete RFP's and/or lack of adherence to format may disqualify respondent from further consideration.

In addition to project cost, the following table indicates the importance of the proposal parameters and the weighting that the District will use in evaluating the proposals.

Criteria	Weighting
Background and Qualifications	20%
Partner and Commitment to Customer	20%
Technical Approach	20%
Performance Guarantee	20%
Provide Comprehensive Maintenance	20%

Respondent Selection

The District has appointed a selection team to formally evaluate each response. The evaluation process will grade the Respondents on their merit and responsiveness. The evaluation process will include verification of references, Project Team members, confirmation of financial information may include other information as deemed important by the District. The District intends to select no more than two (2) ESCOs as finalists, and will determine if necessary to hold interviews.

Upon completion of the evaluation process the District will then enter into a formal performance contract with the selected Respondent.

Timeline

Requests for Proposals advertised	June 14th, 2013
Mandatory Pre-bid meeting	June 27th, 2013
RFP response due	July 15th, 2013
Selection of vendor	August 12, 2013
Contract finalized	September, 2013

CERTIFICATION
Official Statement by Respondent.

_____ (Name and Title)

says that _____
(Name of Company or Other Form of Business)

is authorized to represent the ESCO named above that the answers to the foregoing questions and all statements contained in this Proposal are true and correct.

The Respondent has read and agrees to the terms set forth in this RFP.

That the above statement is accurate under penalty or perjury.

_____
Signature

State of _____

County of _____

this _____ day of _____, 20_____