

**PRAIRIE GROVE CONSOLIDATED  
SCHOOL DISTRICT 46**

**PERFORMANCE CONTRACT FACILITY  
IMPROVEMENT PROGRAM**

**REQUEST FOR PROPOSAL (RFP)**

**December 12, 2014**

Mrs. Anna Kasprzyk, Business Manager  
3223 IL Route 176  
Crystal Lake, IL  
60014

(815) 459-3023

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## Notice of RFP

Notice is hereby given that Prairie Grove Consolidated School District 46 is requesting Qualified Providers to propose energy conservation measures through a guaranteed facility improvement contract on a performance contracting basis. The contract shall follow the requirements of Article 19b of the School Code of the State of Illinois – “School Energy Conservation and Savings Measures.” (105 ILCS 5/19(b), et.seq.)

**Proposals will be received no later than 2:00 p.m. on January 20, 2015** at the District Office located at 3223 IL Route 176, . **EXTENSIONS WILL NOT BE GRANTED.** The District is requesting (3) sealed hard copies and (1) electronic copies (flash drives preferred). Proposals will be time stamped upon arrival. For more information, contact Mrs. Anna Kasprzyk, Business Manager at (815) 459-3023 /email at [akasprzyk@dist46.org](mailto:akasprzyk@dist46.org).

**A mandatory pre-proposal meeting is scheduled for December 18 at 9:30 a.m. at the District Office.** This meeting will allow respondents to ask specific questions about the project. Any additional information requested should be directed to Mrs. Kasprzyk at this meeting or any time prior to the RFP due date. A 2-hour site visit will take place immediately following the pre-proposal meeting for those interested. The District will also allow only one (1) additional site visit upon request during the week of 1/5/15. The specific day/time must be coordinated with Mrs. Kasprzyk in advance. **THE DISTRICT WILL ONLY CONSIDER RESPONSES FROM THOSE FIRMS PRESENT.**

The District will base its qualified provider selection on the following criteria:

1. Experience and Qualifications
2. Technical Approach
3. Financial Approach
4. Implementation Plan

Upon review of Proposals received in response to this RFP, the District’s intent is to enter into a contract with the provider that is most responsible and responsive to the requested criteria and which firm provides the best overall value to the District per the evaluation criteria set forth within this RFP. The successful provider shall be required to submit a 100% Performance and Material Payment Bond upon award of Contract along with a Certificate of Insurance.

**The District will only consider those companies who meet the following requirements of Section 1(A) Experience and Qualifications. Any submittals that do not fully adhere to this Section will be considered a Non-Qualified submittal and dismissed from consideration.**

The District may elect to implement additional facility improvements, as applicable, in a multi-phased approach with the selected Qualified Provider. The scope is to include energy and operational related improvements including, but not limited to, mechanical, electrical, plumbing (MEP), water, building envelope and other pertinent building improvements pursuant to the contract.

The District reserves the right to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered. Such decisions shall be final. Notices of all final recommendations will be made public, posted and consistent with the requirements of the Illinois compiled statutes, 5 ILCS 120/2.02 (OPEN MEETINGS ACT). 4

## **PROPOSAL CONTENT & FORMAT**

Proposal must be submitted in the format outlined in this section. Each proposal will be reviewed 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. Experience and Qualifications** (Qualified Providers **MUST** possess the following credentials: Failure to comply with the items shown below will be construed as **NON-QUALIFIED** and dismissed from consideration).

1. Company history – structure of company, financial stability and longevity.
2. Corporate and local branch location. All personnel dedicated to the project must have an office(s) in IL containing a minimum of (5) engineers, (3) project managers and a dedicated service team equipped to handle the ongoing technical support of the District.
3. Demonstration of accreditation level as ESCO from National Association of Energy Services companies (NAESCO).
4. Resumes and Organizational chart of those individuals who will be responsible for the project .
5. The company’s experience with guaranteed energy savings contracts (References). References must include the project cost, savings, scope of work and date work was completed, (include all multiple phases if applicable), school district name, address, contact person, telephone number, and email address.
6. Minimum of ten (10) Illinois K-12 references with executed work in excess of \$1,000,000 for each reference identified. All references must be Performance Contracts that your firm implemented in the state of IL. Please **DO NOT** list out of state projects.
7. Most recent Annual Report and **AUDITED** Financial Statement.

### **B. Technical Approach**

1. Describe in detail the specific facility improvement measures that your firm considers to be necessary to implement. The facility improvement measures may include but are not limited to the acquisition, installation and modification of existing and new equipment to reduce energy consumption and related costs associated with the HVAC, lighting systems, building envelope, water and sewage.
2. Include a section explaining the methodology used for calculating energy savings for each improvement. Respondents are encouraged to use energy and operational savings/capital offsets (Stipulated Savings). Savings must be well defined and comply with IL statute.
3. All work proposed must fully comply with the building codes including, but not limited to the Illinois Administrative Code Part 180 and all current editions of the International Building Code, the International Energy Conservation Code, the Illinois Plumbing Code, the Illinois Accessibility Code, and the Americans with Disabilities Act.
4. Respondents should describe how they will effectively provide a cloud based (or similar) data management platform designed to help the District optimize the performance of the buildings and achieve various sustainability goals.
5. Respondents should describe their firms’ in house ability and expertise to bring awareness to the District’s students, faculty, administration and workforces in areas of STEM education and energy conservation.
6. Respondents should include specific hands on educational activities for grades K-8 with emphasis on the environment and an awareness to energy conservation.

### **C. Financial Approach**

Section C. should contain the following information about the financial terms of the proposed transaction.

1. Cash Flow Analysis: Include a cash flow analysis with energy savings operational savings, annual program cost and net cash flow. List energy and operational savings separately.
2. Payments: Respondents must list the start date, payment amount and frequency (payment schedule) for the proposed scope of work.
3. Guarantee: Provide a complete description of the guarantee methodology that will be used for each facility improvement proposed.

### **D. Implementation Plan**

1. Include in your proposal an implementation plan and timetable including completion dates describing how your firm intends to execute the proposed project.
2. Describe how your firm will work with district staff and execute the project without disruption to school activities.

**I. EVALUATION CRITERIA**

District personnel will carefully evaluate each section and rank the respondents per the items outlines on the previous page shown under “Proposal Content & Format”. The District reserves the right to hold oral interviews if required. The District’s intent is to follow the timelines described below with respect to evaluations and issuing a Letter of Intent to the successful respondent.

**II. PROPOSED TIMELINE**

1/20/15	RFP Due
1/20-26/15	Evaluations of RFP Responses
2/10/15	Board Meeting to Award Letter of Intent to Successful Respondent
2/11 - 3/7/15	Develop Final Scope
3/10/15	Finance Committee (discussion of scope and costs)
4/14/15	Board Meeting (Information – recommendation from Committee)
4/15/15- 5/7/15	Contract Preparation & Legal Review
5/12/15	Board Meeting to Approve Final Contract
5/19/15	Procurement / Prep Work to Commence
6/7- 8/15/16	Implementation (summer break)

**III. CONTRACT REQUIREMENT**

**A. General**

1. The District is not liable for any costs incurred by a respondent in preparing or submitting a Proposal, or in Preparing the contract.
2. All responses, inquires, or correspondence relating to or in reference to the RFP, and all other Reports, charts, displays, schedules, exhibits and other material submitted as part of a proposal will become the property of the District when received.
3. Pursuant to State law, and under penalty of perjury, the signer of any proposal submitted in response to the RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of State Or Federal laws.

**B. Warrantees**

The District expects that all projects recommended and equipment replaced will have a minimum of one year Manufacturer’s or construction warrantees appropriate to the project.

**C. Insurance**

The District’s insurance requirements will be available for the successful respondent.

**IV. DISCLOSURE**

The District discloses that Siemens Industry, Inc., assisted with development of this RFP.