

Request for Proposal (RFP) for an Energy Performance Contracting Project

Issued by: Hoopeston Area CUSD #11

Hoopeston Area CUSD #11 (hereinafter referred to as the District) is seeking proposals from experienced and qualified Energy Services Companies (ESCOs) which are capable of providing comprehensive energy management and energy-related capital improvement services throughout the District's various facilities.

Project Overview

The District is interested in contracting for a full range of energy services and energy-related capital improvements (hereinafter referred to as the project) designed to reduce energy and water use and related costs at its facility(ies). These services and improvements are to be delivered on an energy performance contracting basis which may allow the District to:

- a) incur no initial capital cost,
- b) achieve significant long term savings which are measured and verified,
- c) obtain an annual savings guarantee which will be equal to or greater than the total annual project costs,
- d) obtain consistent levels of occupant comfort and system functionality,
- e) capture environmental benefits such as hazardous material disposal, and
- f) finance the project through an installment payment or a lease purchase arrangement over an extended contract term.

The District seeks to maximize energy savings and related improvements within the framework of the allowable twenty (20) year contract term and available financing, therefore, ESCOs are encouraged to structure a project which provides the greatest possible energy, water, operational and maintenance (O&M) savings and the most beneficial project scope for the District. The District is interested in essential services and improvements that will reduce facility energy and water consumption, upgrade energy-related capital equipment, improve building operations and maintenance, save costs through fuel switching, improve demand management and aid in meeting the District's environmental, life and safety management responsibilities.

The District is utilizing the comprehensive implementation process as described and outlined in the State of Illinois, Article 5/19b, School Energy Conservation and Savings Measures of the School Code (105 ILCS/5); energy and/or operational cost savings that may be attributed to this project will be reviewed, documented and verified by the ESCO and approved by the District. It is the District's intent to select an ESCO to perform an Energy Audit (EA) based upon the responses it receives to this RFP. This RFP is issued pursuant to Section 1.4 of Article 19b which provides for a negotiated procurement.

Disclosure

The District discloses that Energy Systems Group (ESG) assisted in the preparation of the Request for Proposal (RFP) document.

Required Capabilities

The ESCO must have the demonstrated technical and managerial capabilities to provide a comprehensive set of energy and water services including, but not limited to, an energy audit, design, acquisition, installation, training and commissioning of new and/or existing energy systems as well as project monitoring and savings measurement and verification. Additional services may include operation and maintenance for all improvements and/or training of the District's staff on routine maintenance and operation of systems. Monitoring and verification services shall include appropriate measurement and timely reporting of the performance and savings from project.

Overview of Terms and Conditions

Contract Term. No contract shall exceed twenty (20) years in duration and may be subject to annual appropriations. The duration of the contract will be mutually determined between the ESCO and the District based on authorizing legislation, final project scope and financial factors.

Guarantee. The project must result in a guaranteed minimum annual energy, water and operational and maintenance (O&M) savings guarantee, as well as defined levels of occupant comfort; maintenance, monitoring, training or other services. The goal of this project is to achieve savings sufficient to cover all project costs including lease or installment payments and fees for maintenance; monitoring; training and other services, on an annual basis, for the duration of the contract term.

Financial Review. Detailed financial projections of project benefits are dependent upon the scope of technical measures finally selected and installed. It is premature to place a major emphasis on projected financial benefits prior to the completion of the energy audit and negotiation of the final project scope and structure.

Procurement Process

The evaluation and selection of an ESCO, and the negotiation and procurement of services, will proceed as follows:

Mandatory ESCO Pre-Bid Meeting. A mandatory ESCO pre-bid meeting will be held on Wednesday, April 30th, 2014 at 9:00 AM local time. The meeting will be held in the District Office Conference Room, 615 E. Orange St., Hoopeston, Illinois, 60942. ESCOs failing to arrive on time and attend this meeting will automatically be disqualified from responding to the RFP.

Information to be provided at the pre-bid meeting will include:

1. Facility square footage
2. Construction date of building
3. Hours of operation (District to stipulate hours of operation to be utilized in energy calculations)
4. Utility history (12 months)
5. Reduced scale floor plans
6. School environmental standards

For any and all questions related to the ESCO pre-bid meeting and/or the RFP, contact Mr. Mark Eighner at (217) 283-6663 or eighnema@hoopeston.k12.il.us. ESCOs, or any representatives thereof, MAY NOT, directly or indirectly, contact any other District employee, Administrator, staff member or Board Member.

Site Visits. ESCOs are encouraged to be prepared to conduct their site visit on the day of the pre-bid meeting. If additional site visits are required prior to the submission of the response, please contact Mr. Mark Eighner.

Submission of Written Proposals. ESCOs interested in providing the services requested, must respond in writing by the date and time specified in the RFP. All submissions become the property of the District and will not be returned to the ESCO. All costs associated with submission preparation will be borne by the submitting ESCO.

Response Review and Selection ESCO. The District will review and evaluate the ESCOs written responses to this RFP in accordance with the Evaluation Criteria identified in Part 2. of this document. The ESCOs' client references will also be contacted and evaluated.

The District reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of the District to do so. The District will determine how well ESCOs meet the requirements and evaluation criteria. The District will rank responses, from best to least qualified, using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation. ESCOs who fail to meet minimum requirements will not be considered for an award.

ESCO Ranking. Each responsive ESCO will ranked based on how their response satisfies the evaluation criteria. Based on results from the written responses to the RFP and client reference responses, the District will rank the ESCOs. An Energy Audit (EA) of the District's facilities will follow with the top-ranked ESCO.

Development of Energy Performance Contract. After completion of the EA and acceptance of the facility evaluation and project scope, the District intends to negotiate an Energy Performance Contract (EPC). If an acceptable EPC cannot be negotiated within thirty days from the date of acceptance of the facility evaluation, negotiations with the next-ranked ESCO may be initiated.

To aid the ESCOs in their response to this RFP, the following information is attached:

- 1. PROPOSED PROJECT SCHEDULE**
- 2. EVALUATION CRITERIA**
- 3. INSTRUCTIONS TO ESCOS**
- 4. ESCO PROFILE, QUALIFICATIONS AND PROPOSED APPROACH TO PROJECT**
- 5. SUPPORTING DOCUMENTS**

1. PROPOSED PROJECT SCHEDULE

The following is the proposed project schedule, which may be adjusted as necessary during the procurement of services.

ACTIVITY	DATE
Issue RFP	April 25, 2014
Mandatory ESCO Pre-Bid Meeting	April 30, 2014 – 9:00 AM Local Time
Proposals Due – NO EXTENSIONS WILL BE GRANTED	May 27, 2014 – 1:00 PM Local Time
Review of RFP Responses	May 27, 2014 – June 3, 2014
Selection of ESCO	June 5, 2014
Award of an Energy Performance Contract (EPC) *	TBD

* Includes negotiation, legal and technical review, Board approval and execution.

2. EVALUATION CRITERIA

Evaluation of Responses. 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 below will be used in the evaluation of the written responses using a point system.

Experience and Qualifications – 40 points

- Qualifications, expertise and experience of ESCOs' personnel with guaranteed energy savings contracts.
- National Association of Energy Service Companies (NAESCO) accreditation.
- Customer references.
- Overview of past projects.
- Clarity, organization and level of detail in written response.

Technical Approach – 30 points

- Quality of a proposed technical approach to conducting an EA, including methods of analysis and understanding of existing building systems and conditions.
- Quality of the Sample EA .
- Quality of proposed training for facility staff.
- Quality of approach to savings measurement and verification.
- Quality of approach to project commissioning.

Project Management Approach – 20 points

- Ability to effectively manage project construction and complete projects on schedule.
- Clear assignment of responsibility for various project tasks to specific individuals.
- Quality of approach to operations and maintenance on past projects.
- Quality of monitoring, maintenance, and measurement and verification services on past projects.

Financial Standing– 10 points

- Financial soundness and stability of the ESCO.
- Demonstrated ability to provide or arrange project financing.
- Adequate bonding capability.
- Attractiveness of ESCO's Guarantee.

3. INSTRUCTIONS TO ESCOS

Failure to complete any question in whole or in part, or any deliberate attempt by the ESCO to mislead the District, may be used as grounds to disqualify the responding ESCO.

PROPOSAL SUBMITTAL INFORMATION

ESCOs who wish to have responses considered by the District must submit three (3) sealed responses (faxed or emailed copies will not be considered), by 1:00 PM Local Time on May 27th, 2014 to the attention of: Mr. Mark Eighner – Business Manager/Transportation Director, Hoopston Area CUSD #11, 615 E. Orange St., Hoopston, Illinois, 60942. The responses will be opened, announced and recorded by an authorized employee of the District at this time.

4. ESCO PROFILE, QUALIFICATIONS AND PROPOSED APPROACH TO PROJECT

Each ESCO is required to fully answer all questions in each category listed below. Provide responses on 8 ½ " x 11" sheets of paper and number and title each answer to the corresponding category. Double-sided printing is acceptable. Font size should be no smaller than 10 point. All pages in your response should be numbered sequentially. ESCOs must also include a table of contents which indicates the section and page numbers corresponding to the information included.

All questions must be addressed by the ESCO in order for this response to be properly completed. Failure to answer any question, or comply with any directive contained in this RFP, may be used by the District as grounds to find the ESCO ineligible. If a question or directive does not pertain to your company in any way, please indicate with the symbol "N/A".

4.1 Company Information

Please provide the ESCO name and address and the names and titles of two (2) primary customer representatives and the number of years these representatives have been directly employed by the respondent. Present any and all company information including, but not limited to, the number of years ESCO has been in business as a guaranteed energy performance contractor, parent company information and financial information which must include at least five (5) years of annual gross revenue from energy performance contracts only.

Identify ESCO's legal counsel for this project. Give the name and address of the primary individual responsible for contract negotiation. Certify that your company is not currently under suspension or debarment by any government entity, and that it does not owe any back taxes. Describe any pending lawsuits against your company.

4.2 Technical Qualifications And Personnel Information

Indicate the number of guaranteed energy savings projects currently under contract with your company. Indicate the installed project cost value, and identify all projects currently in repayment. Include resumes and key responsibilities of all ESCO personnel who will be directly involved in this project, if selected.

4.3 Customer References

Provide customer references for projects performed, in the past five (5) years, by the specific branch, division, office and any individual in such branch, division or office that will be specifically assigned to this project. References based upon employment of any individual with a previous ESCO or company or those of potential subcontractors may not be included. Please include only references from projects that were procured through the comprehensive implementation process as described and outlined in the State of Illinois, Article 5/19b, School Energy Conservation and Savings Measures of the School Code (105 ILCS/5).

4.4 Financial References

Provide a copy of your company's most recent annual report. Provide a Balance Sheet and Cash Flow statement. Please provide the name, address, and the telephone number of the firm(s) that prepared the Financial Statements.

Please enclose banking references including financial institution, address, contact person, telephone number, and specific information on your company's credit that may be used to fund construction for large-scale projects. Enclose bonding references including company name, address, contact person, telephone number and information on your company's maximum bonding capability.

4.5 Overview of Services and Approach to Projects

Summarize the scope of services offered by your company (design, financial, operations, maintenance, training, etc.) for this project including the added value of your company's services.

4.6 Technical Approach

Describe the design process that your company utilizes to assure that the technical approach will meet the the District's needs. Include how your company addresses the mechanical and energy related systems. The Sample Energy Audit (EA) will be critical in the District's evaluation of the Technical Approach.

4.7 Project Management

Describe how your company would work with current building management and maintenance personnel in order to coordinate construction and avoid conflicts with the building's operation and use.

4.8 Training Provisions

Describe your company's proposed approach to providing technical training for facility personnel. Indicate the type and frequency of training that may be provided for the duration of the contract. Indicate how your company will address any turnover of key facility personnel as it relates to project performance.

4.9 Approach to Equipment Maintenance

Describe any major changes in operations or maintenance that may occur as a result of implementing an Energy Performance Contract. Address how you would approach the role of the District's personnel in performing maintenance on any new and existing equipment.

4.10 Project Financing

Describe your company's approach to providing or arranging financing for this project, if required by the District.

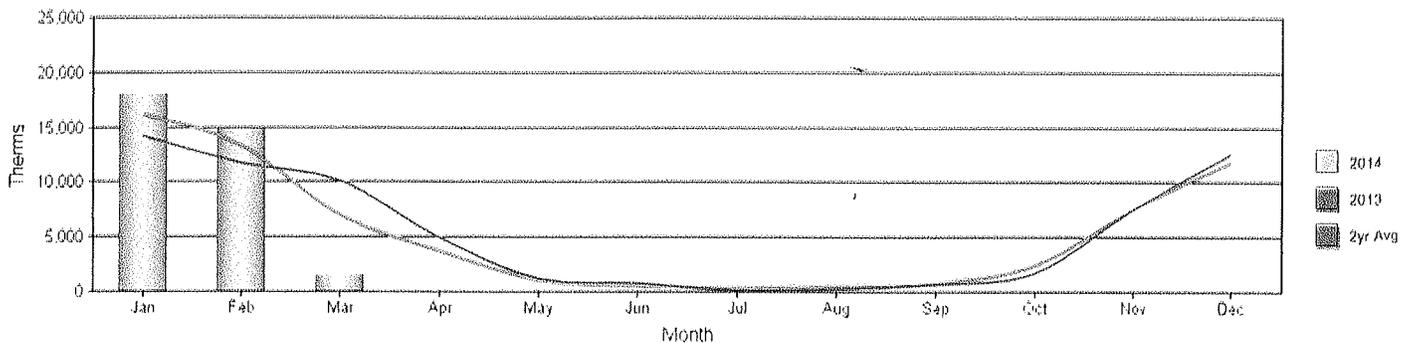
4.11 Measurement and Verification of Energy Savings

Describe the methods you expect to use to compute baseline energy use for this project. Describe any computerized modeling programs used by your company to establish baseline consumption. Describe factors that would necessitate a baseline adjustment. Describe the methods you will use to adjust the guaranteed level of savings from any material changes that occur due to such factors as weather, occupancy, facility use changes, etc. Please summarize procedures, formulas and methodologies including any special metering or equipment, your company will use to measure and calculate energy savings for this project. Indicate how your company identifies, documents and measures operational cost savings opportunities. Describe your company's proposed approach to the treatment of savings achieved during construction and how those savings will be documented and verified.

5. SUPPORTING DOCUMENTS

Include any supporting documents you deem appropriate including a Draft Energy Performance Contract (EPC) and a Sample Energy Audit (EA), which demonstrate your company's experience and qualifications, technical approach, project management approach and Measurement and Verification plan.

Historical Usage (Therms)							Usage through: 03/07/2014
	2014	2013	2012	2011	2010	2009	2-Yr Avg
Jan	18,117	14,253	15,030	16,441	15,613	17,832	16,185
Feb	14,879	11,769	11,136	12,872	13,466	14,033	13,324
Mar	1,583	10,150	3,862	9,138	7,201	10,028	7,006
Apr		4,975	2,525	4,456	1,924	5,895	3,750
May		1,237	949	1,812	1,332		1,093
Jun		828	388	822	759		608
Jul		119	627	750	742		373
Aug		316	764	716	770		540
Sep		693	976	1,323	914		835
Oct		1,767	3,157	3,080	1,944		2,462
Nov		7,555	7,698	7,874	7,795	5,823	7,627
Dec		12,664	11,108	12,538	17,285	14,465	11,886
Total Th	34,579	66,326	58,220	71,822	69,745	68,076	



Meter Information	
Meter #	HAC3-004
RG-ID:	RG-80015
LDC:	Ameren CIPS
LDC Account #	27741-35006
LDC Meter #	
LDC Rate Class:	
Class Type:	
Gate:	
Pool Election:	
Alternate Fuel:	none
Weather Location:	
Meter Name:	Jr High_High School
Meter Location:	615 E ORANGE STREET HOOPESTON, IL 60942

Recent Historical Peaks		
Date	Day	Therms
Feb 1, 2014	Sat	584
Feb 2, 2014	Sun	584
Jan 1, 2014	Wed	584
Jan 2, 2014	Thr	584
Jan 3, 2014	Fri	584
Jan 4, 2014	Sat	584
Jan 5, 2014	Sun	584
Jan 6, 2014	Mon	584
Jan 7, 2014	Tue	584
Jan 8, 2014	Wed	584
Jan 9, 2014	Thr	584
Jan 10, 2014	Fri	584
Jan 11, 2014	Sat	584
Jan 12, 2014	Sun	584
Jan 13, 2014	Mon	584

Constellation NewEnergy - Gas Division
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Waukesha, WI 53187-2226

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The data presented in this report is provided on a best-efforts basis. This data comes to us from the local utility, is not final and is therefore subject to change throughout the month. In addition, usages shown may not correspond with CNEG's invoices due to unit and locational conversions. The information contained herein has been obtained from sources which Constellation NewEnergy - Gas Division, LLC or Constellation NewEnergy - Gas Division Midcontinent, Inc., as appropriate (collectively, "CNEG"), believes to be reliable. CNEG does not represent or warrant as to its accuracy or completeness. All representations and estimates included herein constitute CNEG's judgment as of the date of the report and may be subject to change without notice. This material has been prepared solely for informational purposes. CNEG does not make and expressly disclaims, any express or implied guaranty, representation or warranty regarding any opinions or statements set forth herein. CNEG shall not be responsible for any reliance upon any information, opinions, or statements contained herein or for any omission or error of fact. This material shall not be reproduced (in whole or in part) to any other person without the prior written approval of CNEG. © 2012. Constellation Energy Group, Inc. The materials provided and any offerings described herein are those of CNEG, a subsidiary of Constellation Energy Group, Inc. Brand names and product names are trademarks or service marks of their respective holders. All rights reserved. Errors and omissions excepted.

Hoopeston Area High School

615 East Orange

12 Month History

2013

KW Usage

Jan – 81,699

Feb – 90,174

Mar – 88,483

Apr – 75,759

May – 86,827

Jun – 83,181

Jul – 103,859

Aug – 88,283

Sep – 111,919

Oct – 71,132

Nov – 71,317

Dec – 74,905