

Highland Community Unit School District #5



REQUEST FOR PROPOSAL (RFP)

ENERGY PERFORMANCE CONTRACTING PROJECT

December 04, 2015

10:00 A.M. CST

HIGHLAND, ILLINOIS

Highland Community Unit School

District #5

400 Broadway Avenue

Highland, IL 62249

(618) 654-2106

Request for Proposal – Energy Performance Contract Project

Highland Community Unit School District #5 is seeking proposals for the above named project. Sealed proposals are due by **12/04/2015 at 10:00 A.M.**, at which time they will be publically opened and read aloud. Proposals are to be submitted to:

Highland Community Unit School District #5
Attn: Michael Sutton, Superintendent of Schools
400 Broadway Avenue
Highland, IL 62249

Failure to comply with these proposal documents and submit all required forms may lead to disqualification of your proposal.

We look forward to your participation in this proposal.

Sincerely,

Michael Sutton
Superintendent of Schools

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EXHIBIT A - SCOPE OF WORK

EXHIBIT B - CTS PRELIMINARY REPORT

SOLICITATION

Highland Community Unit School District #5 (hereinafter referred to as District) is seeking specific proposals from Qualified Energy Services Companies (ESCOs) which are capable of providing comprehensive infrastructure and energy-related capital improvement services.

PROJECT OVERVIEW

District is interested in contracting for a full range of energy and water service and energy-related capital improvements (hereinafter referred to as project). These services and improvements are to be delivered on a performance contracting basis with guaranteed savings. In accordance with 105 ILCS 5/19b requirements.

The District's objective in issuing this Request for Proposals is to provide a competitive means in which to select a single provider to fulfill all aspects of this project. The Board of Education is interested in developing an Infrastructure Master Plan and may elect to implement improvement measures in phases pursuant to the final contract. The work to be included in the contract may include upgrades to or replacement of equipment included in, but would not be limited to, the following systems: roofing, building envelope and infrastructure, windows, doors, insulation, weather stripping, caulking, flooring, electrical, lighting, heating, air conditioning, building automation, temperature control, facility management, bathroom renovations including domestic water and sewer, fire alarm, energy recovery systems, or other energy conservation measures that provide long term operating cost reductions. Specifically, items identified in the attached EXHIBIT A Scope of Work should be addressed.

QUALIFICATION

QUALIFIED PROVIDER

A Qualified Provider is a person or business experienced in the design, implementation and installation of energy cost savings measures. As required by Section 19b-1.3 of the School Code, the minimum training required for any person or employee under shall include the satisfactory completion of a least 40 hours of course instruction dealing with energy conservation measures.

REQUIRED CAPABILITES

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 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 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.

EXPERIENCE

Qualified provider must be able to demonstrate a successful track record of similar comprehensive guaranteed energy savings contracts performed by the proposed Qualified provider team under 105ILCS 5/19b. Preference will be given to Illinois K-12 projects of similar size and scope as proposed.

OVERVIEW OF TERMS AND CONDITIONS

CONTRACT TERM

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. No contract shall exceed 20 years in duration.

GUARANTEE

The project must result in a guaranteed minimum **annual** energy, water and O&M savings guarantee, as well as defined levels of occupant comfort; maintenance, monitoring, training or other services.

PROJECT ADVISORS

The DISTRICT reserves the right to have an Architect/Engineer representative advise and consult with the DISTRICT during the project and/or the installation of the facility improvements.

EXECUTION OF GUARANTEED ENERGY SAVINGS CONTRACT AND FINANCING DOCUMENTS.

The DISTRICT shall attempt to negotiate and execute the Guaranteed Energy Savings Contract with the selected ESCO and all financing documents required by the selected financing source. The ESCO to whom the contract is awarded shall give a sufficient bond to the District for its faithful performance. The ESCO shall also provide a written guarantee that either the energy or operational costs savings, or both, will meet or exceed within 20 years the cost of the energy conservation measures. The ESCO shall reimburse the DISTRICT for any shortfall of guaranteed energy savings projected in the contract.

PROFESSIONAL ENGINEER INVOLVEMENT

A registered professional engineer must, at a minimum, review and approve design work done under the final contract.

Documentation: ESCO Proposals will need to identify the equipment manufacture that you intend on using for each piece of equipment installed for HVAC.

Documentation: Prior to Final Contract Approval, the DISTRICT will require the following documentation from the ESCO: Final Pricing, Scope of Work, Design Development level drawings including detailed, architectural or engineering drawings for each improvement item. In Addition, the ESCO will need to provide a detailed equipment list for all equipment proposed. Provide a separate list per building in a table format providing manufacturer, type, model, size and quantity.

Table Example A				
Material and Equipment List Highland Community Unit School District #5 High School				
Manufacturer	Equipment Type	Model #	Capacity	Quantity
ABB	Variable Frequency Drives	ACH550	10 H.P. ea.	10
Trane	Air handling Unit	T5000	5000 CFM	1
Trane	Air handling Unit	T8000	8000 CFM	1
Hydrotherm	High Efficacy Condensing Boiler	H3000	3 MBTU	3
Taco	Hot Water Pumps	F14009C	20 H.P. ea.	2
JCI/York	Air Cooled Condensing Units	YCUL0051EE17	300 ton	1
Carrier	Air Cooled Chiller	C4002014	400 ton ea.	2

The ESCO must provide the cost, savings and simple payback for each improvement being proposed as shown below.

IMPROVEMENT DESCRIPTION	COST	UTILITY REBATE	OPERATIONAL SAVINGS	ENERGY SAVINGS	SIMPLE PAYBACK
BASE SCOPE					
A. High School					
1. RTU#1 Replacement (M106)	\$ 65,000	\$ 2,500	\$ 3,500	\$ 3,500	9.0
2. Unit Ventilator #207 (M104)	\$ 2,000		\$ 20	\$ 180	10.0
3. Exterior Lighting (E102)	\$ 25,600		\$ 2,514	\$ 2,634	4.0
ALTERNATE BIDS					
A. High School					
1. RTU#4 Replacement (M106)	\$ 2,100	\$ 100	\$ 20	\$ 180	10.0
2. VCT Floor Time Replaced (A6)	\$ 6,000		\$ 6,000	\$ -	0.0

A requirement of this project will be complete open book pricing and shall explicitly show any and all components of the cost of work associated with any improvements.

PERMITS, LICENSES, INSPECTION AND TAXES

The Qualified Provider shall obtain and pay for all permits and licenses, and shall give all notices, pay all taxes and comply with all laws, ordinances, rules and regulations bearing on the work. If the specifications are at variance herewith, the work shall be installed in accordance with local laws, rules and regulations and ordinances.

BONDING REQUIREMENTS

By submitting a proposal each Qualified Provider agrees to furnish a Performance Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the contract sum. Owner requires that the bond surety must carry a “AM Best Rating of A+ or Better” and the owner has no objection to the Bond surety.

INSURANCE REQUIREMENTS

Prior to the commencement of work, the ESCO must provide evidence of insurance for both the construction and operations phases of the project.

SUBCONTRACTOR APPROVAL

DISTRICT retains the right to approve any ESCO selected subcontractor prior to its commencement of work on this project. Names and qualifications of subcontractors must be submitted at least two weeks in advance of subcontractor scheduled start date.

HIRING AND WAGE REQUIREMENTS

The ESCO shall comply with all prevailing wage requirements

DISCLOSURE

In accordance with the Illinois School Code Article 5/19b-5, we disclose that CTS and GRP participated in the preparation of these specifications.

See EXHIBIT B Executive Summary of Preliminary Infrastructure & Assessment Report at the end of this document.

PROCUREMENT PROCESS & TIME TABLE

The District expects to undertake the selection process described below according to the following schedule:

Pre-submission Walkthrough Interested ESCO’s are encouraged to attend a site visit beginning at the Main Office at 8:00 am on November 5th to tour the buildings. The Director of Buildings and Grounds will be available to lead the site visits and answer any technical questions.

PROJECT TIMETABLE

10/30/2015	Advertise RFP
11/05/2015	Building Walk-through
12/04/2015	Proposal Due Date
12/01 to 12/11/2015	Proposals reviewed by District
As Scheduled	Oral Interviews (if necessary)
12/21/2015	Select Qualified Provider and issue letter-of-intent
Dec 2015 – Feb 2016	Finalize Engineering/Design/Development
02/22/2015	Board Approval of Contracts (with legal counsel)
Summer 2016	Mobilize Construction

AMENDMENTS

The DISTRICT reserves the right to amend the contents of this solicitation. The intent of such amendments is directed toward finding the best solution available at the associated cost. If it becomes necessary to amend any part of this specification an addendum will be provided to all parties on the distribution list. Each addendum will be numbered (i.e. Addendum #). ESCOS shall acknowledge receipt of said addendums in their response.

REQUEST FOR CLARIFICATION

Any request for clarification or interpretation of provisions of this solicitation must be received at least 3 business days prior to the Opening Date identified on the cover. Written inquires and/or questions regarding this proposal must be emailed to Michael Sutton, Superintendent of Schools at msutton@highlandcusd5.org , with subject heading 'RFP Inquiry/ Question'.

If additional data is necessary to provide clarification of provisions in this solicitation, a supplement will be provided to all parties on the distribution list. Each supplement will be numbered (i.e. Supplement #). ESCO's shall acknowledge receipt of said supplements in their response.

All supplements and addenda so issued shall become part of the specifications. ESCOS shall carefully examine the contents of this solicitation and any subsequent addenda or supplements. Failure to do so shall not relieve ESCO of the obligation to fulfill the terms of the project herein identified.

The DISTRICT shall not be responsible for oral interpretations given by a DISTRICT employee, representative or other individual; including the DISTRICT's contact person. The issuance of a written addendum or supplement is the only official method whereby interpretations, clarifications or additional information can be given that would change the terms and conditions of this solicitation.

RESPONSES TO SOLICITATION

Responses should be prepared simply and economically, providing a straightforward and concise explanation of the ESCO's capabilities that will satisfy the identified requirements.

ESCO shall submit their responses on the forms and in the manner specified and shall respond to each specification.

An individual with authority to bind the ESCO must sign the Proposal.

ESCO shall submit the following documents/information in their Proposal:

Proposal in the format and containing the information as specified within this RFP including all Exhibits, Supplement and Addenda. Five (5) copies of the Proposal shall be submitted. An electronic copy of the proposal shall be submitted on a flash drive delivered with the Proposal. Acknowledgement of receipt of all Exhibits, supplements and Addenda. Any and all exceptions to Requirements, Terms or Conditions shall be specifically identified in writing.

The DISTRICT is exempt from federal and state excise and sales taxes. All prices quoted shall reflect the tax-exempt status. Tax exemptions certifications, if required, will be provided upon request.

All Proposals shall be submitted to Highland Community Unit School District #5, as specified below, no later than the date and time shown on the cover page. It is the responsibility of the ESCO to ensure that the Proposal arrives at the specified location by the deadline. Any proposals submitted after this time will be returned unopened and will not be considered.

Proposals will be opened and DISTRICT acceptance will be recorded immediately following the deadline. The opening and recording will be open to the public.

ESCO may and are encouraged to include additional information and data that is believe to be helpful to the DISTRICT in the evaluation of the services identified herein as an appendix to the response.

WRITTEN PROPOSALS

ESCO's interested in providing the services requested, must respond in writing. All submissions become the property of DISTRICT and will not be returned to the ESCO. All costs associated with submission preparation will be borne by the submitting ESCO.

SUBMISSION OF PROPOSALS

Your response should follow the outline below and be concise. Failure to follow any of the RFP's instructions could nullify your response from consideration.

Proposals will be received at the Highland Community Unit School District #5 Administrative Offices located at 400 Broadway until 10:00 A.M. on December 4, 2015. Proposals will be opened immediately following this deadline, at this same location.
Extensions will not be granted.

Proposals are to be sealed and five (5) copies are to be provided. An electronic copy of the proposal shall be submitted on a flash drive delivered with the Proposal. The proposal shall be sealed and packaged with clear identification on the bottom back of the envelope to read as follows: **“Request for Proposal Performance Contractors Submissions”** and should be addressed to:

Highland Community Unit School District #5
Attn: Michael Sutton, Superintendent of Schools
400 Broadway Avenue
Highland, IL 62249

Any contact of the Board of Education members during the RFP process and consideration of responding firms without approval of the Superintendent Michael Sutton will be grounds for immediate disqualification of the firm.

All costs for preparing and submitting responses, including the Report, is entirely the responsibility of the ESCO and will not be chargeable in any manner to the DISTRICT.

DISTRICT reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to be the sole judge of the value and merit of the proposals offered.

PROPOSAL CONTENT AND FORMAT

Proposal Format

Proposals must be submitted in the format outlined in this section. For each proposal a minimum criteria 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 or incomplete 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 ESCO's overview of the project.

C. Company Profile

This section should include the following information on the ESCO.

1. Company name
2. Address
3. Telephone number
4. Fax number
5. Contact person(s) for this project
6. Email address
7. Lead Personnel
 - a. List the Lead Personnel employed by the ESCO involved in this project names, backgrounds, and actual projects they work on in the K-12 market in Illinois in the last 5 years while under ESCO employment.
 - b. List key team members – designers and contractors that will be part of your design and installation team. Identify the work that will be designed in-house and work designed by a design partner.

8. References

- a. Each ESCO must have completed a minimum of five performance contract projects with schools to be considered for this project. Provide the following reference information for **at least five** completed projects with similar solutions and scope as those proposed for this project.
 - Project name
 - Owner contact
 - Description of work
 - Installed Cost
 - Guaranteed annual savings
 - Actual annual project savings
 - Completion date

9. Energy Savings Results

- a. Provide a spreadsheet listing each job where the ESCO has at least one year of reported guaranteed savings. Provide school name, project cost, date guarantee started, guaranteed annual savings, most recent actual savings.
- b. Provide a list of all Energy Star label K-12 schools that have resulted from energy efficiency gained from performance contracts with the ESCO.
- c. List any energy savings shortfalls with K-12 schools or other institutions over the past ten years with an explanation for why the shortfalls occurred and how the shortfalls were remedied.

10. Litigation and Arbitration

- a. List any projects with schools or other institutions with which the ESCO has entered into litigation or arbitration with a school or institution during the past ten years. Provide a brief summary detailing the litigation/arbitration. Omission of any past litigation or arbitration may result in disqualification.

11. Financial viability

- a. ESCO will be required to show evidence of financial viability. Provide a letter of bond ability from surety of at least \$10 million per single project and not less than a total of \$40 million per aggregate.

12. Energy Savings Guarantee

ESCO is required to provide an energy savings guarantee for up to 20 years. DISTRICT requires the ESCO to pay the DISTRICT for any shortfall between guaranteed savings and actual savings, on an annual basis. ESCO agrees that language to this effect will be contained in the ESCO's contract language.

D. Technical Approach

Section D should contain information about the ESCO's technical approach to meet the DISTRICTS's energy efficiency, operating cost reduction and comfort objectives.

1. Needs and Solutions: Include a section explaining facility needs and solutions the ESCO recommends for all proposed improvements.

Note: All cost associated with intergrading HVAC controls into the DISTRICTS current Honeywell EBI system shall be included in the ESCO's proposal.
2. Energy Savings Calculations: Provide proposed energy savings calculations for any energy conservation measure included in the ESCOS proposal. Additionally, provide a sample. Energy guarantee for this project in the Appendix of your proposal that includes the energy and operational savings calculations for the Base bid project along with all associated terms and conditions.
3. Installation Approach: Describe how the ESCO intends to implement the installation phase of the project in terms of approach, priorities, philosophies, timelines, project schedule and commissioning. Include a detailed project schedule in this section of the proposal.
4. Training: Explain the ESCOS's plan for providing the training and support service to the DISTRICT.
5. Performance Assurance: Described in detail the performance assurance processes that the REPSONDENT intends to utilize to insure the building operates at peak performance both at the completion of the installation phase and throughout the contract term.
6. Quality Learning Environment: Describe how the ESCO intends to provide a quality learning environment for students and staff at the completion of the project and throughout the contract term.

E. Financial Aspects

Section E should contain the financial components of the proposed work as identified below.

1. Pricing:
 - a. Describe in detail the process that the ESCO used or intends to utilize to obtain the best prices for the DISTRICT both initially and if additional work is requested by the DISTRICT after Contract award. Explain why this is the best approach.

- b. Include the firm **total** cost (including all design, construction and management costs) and guaranteed energy savings amount for all proposed improvements for each facility.
2. Energy Savings: Explain in detail your approach of ensuring that all measures are operating efficiently, and actual savings are being met. How long will this process will be utilized and reported? Provide your proposed cost per year for the year monitoring period in the Financial Aspects/ Pricing section of the proposal.
 3. Project Funding: Project funding will be developed by the DISTRICT after selection of the ESCO.

PROPOSAL REVIEW AND SELECTION OF FINALISTS

The Qualified Provider will be selected based solely on the proposal submitted. Modifications to the proposal including pricing for the purpose of selecting the Qualified Provider will not be accepted after the proposal due date. The School District reserves the right to change any component of the proposal after the qualified Provider has been selected. The cost of preparing a response to this request, including site visits and engineering analysis will not be reimbursed by the School District.

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 Project Evaluation Team will check client references which will also be included in the evaluation. The District intends to select no more than two (2) ESCOs as finalists, and may elect to not hold any interviews.

All proposals shall be evaluated by a team comprised of Facilities, Administrative and/or Board of Education representatives from the District. The evaluation team may conduct interviews with finalist to clarify information provide in the proposals. Following this evaluation, the committee will recommend a Qualified Provider to the Board of Education at the next regularly scheduled meeting.

Contract Award may be considered for the qualified provider who, in the evaluation teams opinion, best matches the needs of the District in the categories outlined below.

- | | |
|----------------------------------|----------------------------------|
| A. Overall Quality of Proposal | D. Financial Terms |
| B. Experience and Qualifications | E. Project Management / Schedule |
| C. Technical Approach | F. Post-Installation Servic |

Acceptance of a preferred proposal does not constitute a contract agreement. ESCO is not given authority to proceed without issuance of a purchaser order or a signed contract.

The DISTRICT reserves the right to accept, negotiate changes to, or reject any or all responses or portions thereof and to accept any responses or portions thereof that may be the most advantageous, and reserves the right to waive technicalities to the fullest extent permitted by law.

It is expressly understood that performance of this solicitation by the DISTRICT shall be contingent upon availability of funding.

It is not the responsibility of DISTRICT to notify unsuccessful ESCOS, however, it may choose to do so.

INDEMNITY

If the parties enter into a Performance Contract, to the extent permitted by law, the ESCO, hereby releases, indemnifies and hold harmless the DISTRICT, its board, officers, employees, agents and officials from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind and nature and character, including costs and reasonable attorney fees, arising out of, or relating to, any and all claims, liens, damages to property or injuries to persons, obligation, actions, suits, settlements or causes of action of every kind, nature and character, in connection with or arising out of the negligent acts or omissions of the Qualified Provider or for any subcontractor or vendor related to the performance of the work.

COMPLIANCE

All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations including all building codes and appropriate accreditation, certification and licensing standards. Work must be in accordance with sound engineering and safety practices, be installed in a workmanlike manner and be in compliance with all District regulations relative to the premises. The ESCO and its subcontractors will be responsible for obtaining any and all required governmental permits, consents and authorizations, and for payment of any and all state and city required taxes and fees which result from this contract.

LETTER-OF-INTENT

Once a selection has been made the Qualified Provider will be issued a Letter-of-Intent to proceed with a Detailed Energy Audit. This audit with the District will result in a final Project scope of work, including specific project cost and guaranteed savings. Upon agreement of the scope, cost, and savings, the Qualified provider shall enter into a Performance Contract Agreement, in accordance with 105 ILCS 5/19b and as subsequently negotiated between the Qualified Provider and the District. If the District and the Qualified Provider have not executed the Agreement within (45) days after its submission to the Qualified provider, the school district may terminate negotiation with that Qualified Provider and may initiate negotiations with an alternative respondent.

CONTRACT NEGOTIATIONS

Highland Community Unit School District #5 will attempt to negotiate and contract for services described in this RFP solicitation with the most qualified firm. If an agreement cannot be reached, there may be an attempt to negotiate a contract with the second qualified firm.

COST FOR PROPOSAL PREPARATION

The District is not liable for any cost incurred by the ESCO in preparing or submitting a proposal, or in preparing the contract or for any finder's fee.

EXHIBIT A

SCOPE OF WORK

Administration Offices – 400 Broadway

Replace inefficient exterior lighting with L.E.D. fixtures

High School

Replace inefficient exterior lighting with L.E.D. fixtures

Replace ALL unit ventilators with new.

Replace Roof Top Units 1, 2, 3, N1 & N2

Reduce size of hot water storage tank in both boys and girls locker rooms

Doors are not rated in the following locations. Provide and install new fire rated doors and frames: 138 wood storage, 142 special education, 2002 storage, 2008 storage, 2011 prep area, 229A storage.

Doors are deteriorated and damaged in the following locations. Provide and install new doors and frames: 129 corridor, 131 storage, 150 kitchen, A-7 Exterior door.

Replace leaking and deteriorated windows with insulated aluminum windows and tempered glass.

Middle School

Replace inefficient exterior lighting with L.E.D. fixtures

Highland Elementary

Replace inefficient exterior lighting with L.E.D. fixtures

Doors are not rated in the following locations. Provide and install new fire rated doors and frames: 26 band room, 27 corridor, 40 special education, 43 break room, 45 activity room, 56 instrument storage, 59 girls toilet.

Doors are deteriorated and damaged in the following locations. Provide and install new doors and frames: 001 boiler room, 40 corridor, A-21 Mid Elementary

Remove steam ventilators in two story classroom section and replace effected flooring.

Tuck-pointing and seal masonry walls.

EXHIBIT A

SCOPE OF WORK

Highland Primary

Replace inefficient exterior lighting with L.E.D. fixtures

Replace Roof Top Units on multi-purpose building

Doors are not rated in the following locations. Provide and install new fire rated doors and frames: 15 speech.

Doors are deteriorated and damaged in the following locations. Provide and install new doors and frames: 001 boiler room, 110 corridor, A-21 Teachers workroom, A-26 Exterior multi-purpose building.

Alhambra Primary

Replace inefficient exterior lighting, A110 Cafeteria lighting and B128 Gym lighting with L.E.D. fixtures

Replace Roof Top Units on East classroom section of building.

Abate flooring and replace with new VCT.

Grantfork Elementary

Replace inefficient exterior lighting with L.E.D. fixtures

EXHIBIT B

EXECUTIVE SUMMARY OF PRELIMINARY INFRASTRUCTURE & ASSESSMENT REPORT

Preliminary Infrastructure & Energy Assessment

Prepared Exclusively for

THE HIGHLAND COMMUNITY UNIT SCHOOL DISTRICT No. 5

July 2015

In support of the Highland School District Administration's goal of making the district facilities a healthy, cost effective and environmentally friendly, CTS has prepared this preliminary report that has identified various strategies available to the District that will aid in lowering future capital investments and the operational and energy costs at each of the five schools, all while improving the quality of the indoor learning environment and preserving previous capital investments.

Within the reports, CTS compared the District schools to multiple benchmark energy performance data. Probably the easiest to relay in this overall summary would be energy costs per square foot. We typically target \$1.00 per square foot when we perform the initial building assessments.

Grantfork Elementary \$0.67 / SF
Ahlambra Elementary \$0.75 / SF
Highland Elementary \$ 0.88 / SF
Middle School \$1.13 / SF
High School \$1.02 / SF

Within the report, there are specific recommendations which can assist the District in achieving your goal of reducing energy and operational expenditures and preserving the existing facilities including upgrades to the existing HVAC systems, expanding/commissioning building automation systems, building envelope improvements, and solar systems.

CTS is recommending the District consider developing an Infrastructure Master Plan that will allow the District to effectively plan a phased approach to renovations across the District. The Infrastructure Master Plan will optimize the existing building systems, while improving the indoor classroom environment with necessary building improvements.

A customized Infrastructure Master Plan for the District can be achieved through a thorough evaluation of the current facility's conditions and operating processes. CTS refers to this approach as a comprehensive needs analysis. The detailed facility audit not only verifies preliminary analysis results, but it also uncovers other potential opportunities that may have been overlooked in the preliminary audit. There are companies like CTS that would be willing to provide this comprehensive needs analysis "at risk" and at no costs to the District.

The next step in order to move forward with the comprehensive analysis is a Request for Qualifications or Proposals in order for the District to select a preferred qualified provider. This phase allows the District to receive proposals from qualified energy services companies. Once the proposals are reviewed, the District can also have interviews to determine the best fit for the District.