

LAKE PARK COMMUNITY HIGH SCHOOL DISTRICT 108

REQUEST FOR PROPOSAL (RFP) FOR A GUARANTEED ENERGY SAVINGS CONTRACT PROJECT

**Lake Park Community High SD 108
590 S. Medinah Rd.
Roselle, IL 60172
(630) 295-5397
12/1/15**

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GUARANTEED ENERGY SAVINGS CONTRACT

TIMELINE

(Lake Park CHSD 108)

| <u>Date</u> | <u>Action Item</u> |
|--------------------|---|
| December 1, 2015 | RFP is posted on the Capital Development Board website and public notice of RFP is published in The Daily Herald. |
| December 8, 2015 | Mandatory Pre-Proposal meeting (10:00 am Administration Office). |
| January 5, 2016 | Deadline to submit sealed proposals to the District at the Administration Building (10:00 am). Public opening and announcement of the proposals (10:00 am). |
| January 25, 2016 | Board discussion the selection of Qualified Provider recommended by Administration. |
| February 22, 2016 | Board Approval of Qualified Provider recommended by Administration. |

**Request for Proposal
For
Guaranteed Energy Savings Contract**

Notice is hereby given that Lake Park Community High SD 108 shall receive sealed proposals for a Guaranteed Energy Savings Contract until 10:00 a.m. on January 5, 2016 at the Administrative Office located at 590 S. Medinah Rd., Roselle, IL 60172. EXTENSIONS WILL NOT BE GRANTED. The contract shall follow the requirements of Article 19b of the Illinois School Code – “School Energy Conservation Measures.” For more information contact Bob Ungaro, Directors of Operations, (630) 295-5397.

The Qualified Provider to whom the work is awarded shall conform to the local common wage rates as determined for this project. The District requests 3 copies of the proposal which must include a proposal with the content and in the format described within the RFP.

A mandatory pre-proposal meeting for all Qualified Providers has been scheduled for 10:00 am on Dec 8, 2015 at the Administration Building. Any provider looking to respond to the RFP **MUST** be present.

The District reserves the right to terminate this project prior to proposals being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered. Upon review of the Proposals received in response to this RFP, the District may enter into a contract with the provider that best meets the needs of the District. The District will only consider those companies who meet all requirements listed in the RFP.

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.

In accordance with the Illinois School Code Article 19B-5, we disclose that Performance Services, Inc. participated in the preparation of these specifications.

I. PROPOSAL CONTENT & FORMAT

Lake Park Community High SD 108 (the District) requests proposals for the implementation of energy conservation measures, repairs and replacement services at Lake Park Community High SD 108 on a performance contracting basis. The District's objectives in issuing this Request for Proposal are to provide a competitive means in which to select a single Qualified Provider (state certified guaranteed energy savings company) to perform the implementation of a guaranteed energy savings contract. The contract shall follow the Illinois School Code and the following RFP format. Qualified Providers must submit three (3) sealed copies of their proposals.

Proposals must be submitted in the format outlined in this section. For each proposal a 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 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 respondent's overview of the project. Project pricing/breakdown must be included in the summary.

C. Company Profile

This section should include the following information on the Qualified Provider.

1. Company Qualifications-
2. Location of Northern Illinois Office and Corporate Headquarters.
3. Resumes of all key project personnel. Include the name of the engineer(s) or engineering firm providing the design engineering for the project including their PE numbers as well as the PE numbers of all full time employees of the Qualified Provider who are professional engineers registered in the State of Illinois and who will be working on this project.
4. References- List completed Guaranteed Energy Savings Contracts (GESCs) with dates, where similar solutions to those proposed for this project have been implemented within the last 3 years.
5. Litigation- List any projects with schools with which the Provider has entered into litigation or arbitration during the past 5 years. Provide a brief summary detailing the litigation/arbitration. Omission of any past litigation will result in disqualification.

D. Technical Approach

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

1. **Needs & Solutions:** Include a "Needs & Solutions" section explaining facility needs and solutions the Provider recommends for all proposed improvements.
2. **Detailed Scope of Work:** Proposals may include any and all improvements that the Qualified Provider feels would be of benefit to the District as part of this RFP. All solutions must include a base project of **new** equipment including all piping and ductwork. Repair/rebuild solutions may be submitted as an alternate. Improvements should be listed for any school where the Provider identifies needs and appropriate solutions and broken into specific and separate components. These separate components should be described independently within each section of the proposal.
3. **Documentation:** For any work where the provider will be providing pricing, provide the following documentation for the scope of work being proposed.
 - a. **Engineering Drawings of Proposed Improvements Must Be Provided** (Failure to provide drawings may result in evaluation point deductions)
 - b. Separate from the drawings provide in Section D of the proposal an **Equipment/Material Table providing: manufacturer, type, model, size, and quantity for all equipment provided.**
4. **Engineering Approach:** Describe your firm's approach to the technical design of this project.
5. **Energy Engineering:** Provide a detailed explanation of how the Provider intends to calculate energy savings and what types of guarantees will be offered (utility bill analysis, actual measurements and stipulated savings and the cost of each option). Show the actual energy savings calculations and an energy savings contract of the provider's recent project.
6. **Contractor Selection:** Described the process that the Provider utilizes to obtain their contractors and what criteria will be used to make the contractor selections.
7. **Equipment Selection:** Described the process that the Provider utilizes to obtain the equipment to be used on the project and specifically what criteria will be used to make equipment selections.
8. **Installation Approach:** Describe how the Provider intends to implement the installation phase of the project in terms of approach, priorities, philosophies, timelines, change-orders and commissioning

9. **Commissioning: (4) Four Season Optimization:** Described in detail the commissioning processes that the Provider intends to utilize to commission the building for the learning environment and energy efficiency. Provide actual documents for past projects where this same approach was utilized.
10. **Performance Assurance:** Described in detail the performance assurance processes that the Provider intends to utilize to insure the building operates at peak performance both at the completion of the installation phase and throughout the contract term. Provide actual guaranteed savings reports from past projects where this same approach was utilized showing how both energy and operational savings were calculated.
11. **Additional Information:** Supply any additional information about the Provider's technical approach to the project may be included in the proposal.

E. Financial Aspects

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

1. **Pricing:** Describe in detail the process that the Provider intends to utilize to obtain the best prices for the District both initially and if additional work is required. Explain why this is the best approach.
 - a. Include the firm cost and guaranteed energy savings amount for all proposed improvements for each facility.
 - b. Provide the pricing process for any future work including percentage markup for expected general conditions/internal costs, engineering labor, project management labor and profit markup.
2. **Energy Savings:** Explain how the Provider intends to maximize energy savings and the advantage to the Provider's approach. Include in this proposal the provider's actual Guarantee Energy Savings Contract for the priced improvements along with all corresponding calculations. Break out actual (real dollar) energy and operational savings in the RFP response.
3. **Energy Savings Results:**
 - a. Provide an annual energy savings report (M&V) to the district. Detail how the report is generated. Include any information with regards to cost and timing of the report.
 - b. Shortfalls
 - ◆ The Provider must include a summary of the reported annual savings for all completed projects. Any projects that did not meet the annual energy guarantee must be listed with an explanation for the shortfall.
4. **Project Funding:** Project funding will be developed by the District after selection of the provider.

F. Implementation Plan

1. Include in your proposal an implementation plan including dates describing how the Qualified Provider intends to execute the project that meets the timelines set forth in these specifications.
2. Describe in detail your approach to project management for this energy conservation program.
3. Provide an implementation timetable as well as a staffing plan identifying key project management personnel.

II. EVALUATION CRITERIA

The District will likely reject any proposal that does NOT meet the minimum criteria described in this RFP and may at their discretion deduct points from the scoring rubric if the RFP format is not followed. For proposals meeting or exceeding the minimum criteria, the District will rate each proposal based on the weighted scoring criteria shown below. The District intends to award a contract to the Provider offering the best value proposal. The best value proposal will be the proposal with the highest score based on **100** total points.

A. Ability of the Team to Successfully Implement Program (30 points)

1. Reputation of the Provider for successfully implementing energy savings projects and providing proven energy savings with scopes of work similar to those being considered for this project.
2. Background and Proposals of the people responsible for implementing the proposed GESC. This includes in-house engineers and technicians responsible for the designing, programming and commissioning of the project.
3. References of the company and people responsible for implementing the project.

B. Technical Approach (30 points)

1. Refer to section I-D for criteria
Preference will be given to proposals that include a detailed and sound technical approach to meeting the District's objectives.

C. Financial Consideration & Net Economic Impact (30 points)

1. Refer to section I-E for criteria

D. Performance Guarantees (10 points)

1. Value offered by the energy savings guarantee
2. Methodology and value of proposed measurement and verification plan