

**REQUEST FOR PROPOSAL (RFP)  
FOR AN  
ENERGY PERFORMANCE CONTRACTING PROJECT**

**Issued by:** *Jacksonville School District #117*

*Jacksonville School District #117* (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 at Jacksonville School District #117 (hereinafter referred to as project). These services and improvements are to be delivered on a performance contracting basis with guaranteed savings.

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 may elect to implement further 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, security, flooring and sidewalks, 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.

**DISCLOSURE**

The RFP was drafted from the Illinois Department of Commerce and Economic Opportunity format. The School District discloses that Control Technology and Solutions (CTS) has helped prepare the specifications of this RFP.

**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 at least 40 hours of course instruction dealing with energy conservation measures. In addition, the District is requiring that the Qualified Provider have at least 5 years of experience in performance contracting, must be accredited by the National Association of Energy Service Companies (NAESCO), and must also be Qualified as an ESCO by the U.S. Department of Energy (DOE). Please note that NAESCO members that do not have accreditation will not be considered.

## **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 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.

## **OVERVIEW OF TERMS AND CONDITIONS**

1. **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.
2. **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.
3. **Execution of Guaranteed Energy Savings Contract and Financing Documents.** The District will 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 cost savings, or both, will meet or exceed within 20 years the costs of the energy conservation measures. The ESCO shall reimburse the District for any shortfall of guaranteed energy savings projected in the contract.

## **PROCUREMENT PROCESS**

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

|   | <u>Dates</u>       |
|---|--------------------|
| Advertisement and Issue RFP                   | August 21, 2015    |
| Submission of Qualified Provider Profile Form | September 3, 2015  |
| Submissions of Proposals                      | September 23, 2015 |
| Selection of ESCO (Issue LOI)                 | October 21, 2015   |
| Contract Approval                             | November 17, 2015  |
| Preferred Project Completion                  | August 2016        |

**Submission of 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.

**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.**

**INSTRUCTIONS TO PROPOSERS**

**Failure to complete any question in whole or in part, or any deliberate attempt by the proposer to mislead District, may be used as grounds to find the proposing ESCO ineligible.**

Please submit any questions regarding the RFP, and the **Qualified Provider Profile Form** by **September 3, 2015** to the following contact person:

Ms. Jamie Hadjan, Chief Financial Officer  
Jacksonville School District #117  
District Office  
516 Jordan Street  
Jacksonville, IL 62650  
email: jhadjan@jsd117.org  
217.243.9411 phone

***Any contact with Board of Education Members during the RFP Process without prior approval of the Superintendent or Chief Financial Officer will be grounds for immediate disqualification of the firm.***

The **Jacksonville School District #117** requires that interested respondents complete the attached Company Profile Form

**QUALIFIED PROVIDER  
PROFILE FORM**

The District requests that submittal of this form be mandatory by **September 3, 2015**. In submitting this form, it is understood by the respondent that the right is reserved by the District to reject any and all proposals of respondents that do not meet the specified minimum requirements of a Qualified Provider (see below).

1. **FIRM NAME:** \_\_\_\_\_  
ADDRESS OF PROJECT EXECUTION OFFICE  
\_\_\_\_\_  
\_\_\_\_\_

2. **NAMES AND TITLE OF TWO CONTACT PEOPLE**  
1) \_\_\_\_\_ Phone \_\_\_\_\_  
2) \_\_\_\_\_ Phone \_\_\_\_\_

3. **YEAR FIRM WAS ESTABLISHED AS AN ESCO** (Minimum requirement of 5 years of operation)  
\_\_\_\_\_

4. **YEARS OF PERFORMANCE CONTRACTING EXPERIENCE UNDER PRESENT COMPANY NAME:**  
(Minimum requirement of 5 years): \_\_\_\_\_

5. **PROVIDE A COPY OF YOUR FIRMS NAESCO ACCREDITATION. FIRMS WITHOUT THIS ACCREDITATION WILL NOT BE CONSIDERED. FIRMS THAT ARE NAESCO MEMBERS BUT DO NOT HAVE ACCREDITATION WILL NOT BE CONSIDERED. PLEASE ALSO PROVIDE DOCUMENTATION SHOWING THAT YOU ARE APPROVED THROUGH THE US DEPARTMENT OF ENERGY.**

6. **FIVE YEAR SUMMARY OF CONTRACT VALUES FOR ENERGY PERFORMANCE CONTRACTING PROJECTS WHERE YOUR FIRM WAS THE PRIME CONTRACTOR WITH A FIRST PARTY WRITTEN SAVINGS GUARANTEE TO THE DISTRICT:** (Note: If you are a branch office of a larger firm indicate only those contract values associated with that specific branch.)

2014: \$ \_\_\_\_\_  
2013: \$ \_\_\_\_\_  
2012: \$ \_\_\_\_\_  
2011: \$ \_\_\_\_\_  
2010: \$ \_\_\_\_\_

7. **ATTACH WITH THIS FORM, PROJECT SUMMARIES OF AT LEAST FIVE (5) REFERENCES THAT HAVE PREVIOUSLY ENTERED INTO GUARANTEED ENERGY SAVINGS CONTRACTS WITH THE ESCO.** List only references that Provide information on at least five (5) similar projects in the Illinois education market completed by your firm. **List only references where your company was the prime Energy Service Company that provided a energy guarantee and not a subcontractor.**

### Submitting your Response

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. It will be the responsibility of the ESCO to submit 10 copies of your proposal. Submissions should be addressed to: sealed and packaged with clear identification to read as follows:

Ms. Jamie Hadjan, Chief Financial Officer  
Jacksonville School District #117  
District Office  
516 Jordan Street  
Jacksonville, IL 62650  
email: jhadjan@jsd117.org  
217.243.9411 phone

The proposal sealed and packaged with clear identification on the bottom back of the envelope to read as follows: "Request for Proposal Performance Contractors"

The deadline for submitting your response will be no later than **September 23, 2015 at 2:00 PM**. Submissions received after that date and time will not be considered. No electronic submissions or electronic modifications to the submission will be considered. Proposals will be opened publicly on **September 23, 2015 at 2:00 PM** at *Jacksonville School District #117, 516 Jordan St., Jacksonville, IL 62650*.

Questions or clarification may be directed to Jaime Hadjan via email at jhadjan@jsd117.org

#### 1. Proposal Review and Selection of Finalists

The District will establish a Project Evaluation Team to review and evaluate the qualified ESCOs written responses to this RFP and will determine which company best meets the qualifications and maximizes benefits. The Project Evaluation Team will check client references which will also be included in the evaluation. The District intends to select no more than three (3) ESCOs as finalists, and may elect to not hold any 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.

#### 2. Professional Engineer Involvement (For large projects)

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

#### 3. As-Built Drawings

Where applicable, ESCO must provide mylar, reproducible "as built" and record drawings (or such electronic equivalents as may be agreed to with District) of all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals within 30 days of completed project installation. ESCO will be responsible for ROE permits and associated paperwork and construction documents.

4. 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 Best Rating of A and the the owner has no objection to the Bond Surety.

5. 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.

6. 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.

7. Hiring and Wage Requirements

If applicable, the ESCO will comply with all requirements for the payment of prevailing wages and minority and women-owned business enterprises.

8. Follow-up Maintenance, Monitoring and Training Services

The ESCO will be responsible for measurement and verification of implemented measures to ensure optimal performance as well as for ongoing training, however, District has the option to negotiate the extent of any contracted on-going maintenance service contract. Project savings will be verified and reconciled on an annual basis.

## **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. EXECUTIVE SUMMARY**

### **B. ESCO PROFILE**

1. General Firm Information- Firm name, mailing address, and phone number. Names, titles, and phone number of two principal contact persons. List any division or Branch Offices that will participate materially in the development of the proposal, in its evaluation process, and/or in the conduct of any services provided.

2. Type of Firm
3. Federal Employer Identification Number
4. Year Firm Established
5. Five-year summary of contract values for energy related services and estimate of total value for all energy-related contracts that are currently in force
6. Corporate Background
  - a. Years under present name- How many years has your firm been in business under its present business name as a Performance Contracting Company.
  - b. Former names- Indicate all other names by which your organization has been know and the length of time by each name.
  - c. Years in energy business- How many years has your firm been providing energy efficiency related business for Illinois School Districts.
  - d. How many years has your firm offered performance contracting services?
  - e. Bankruptcy involvement- Has your firm, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? If yes, explain in detail the circumstances, date of the protection order was filed and the resolution of the case (or current status, if still ongoing)
  - f. Is your firm an accredited member of NAESCO? Firms who are NAESCO members, but do not have accreditation will not be considered.
  - g. Is your firm a Qualified ESCO through the U.S. Department of Energy (DOE)?

## C. GENERAL QUALIFICATIONS

1. Number of contracts- Provide list of your most recently completed (past 5 years) Guaranteed Energy Savings Contract. Include projects located within the state of Illinois ***If the firm's experience is from other projects designed and implemented in other states or personal references when working with other companies, they will not be considered to be qualified. List only references where your company was the prime contractor.***
2. Energy Guarantee History- Briefly describe all 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. Provide, at a minimum, a copy of at least 3 measurement and verification reports for the above referenced projects.
3. Personnel Information
  - a. Full time personnel- indicate the number of full-time personnel employed by your firm and those specifically that will take an active role on this project. Provide all energy related engineering qualifications such as LEED AP, or Certified Energy Manager, for the companies personnel assigned to this project.
4. Qualifications and experience
  - a. Include an organizational chart for all members of your company with specific responsibilities for performance based facility modernization and energy services for public

- sector. Include a brief description and/or resume for each team member to whom will be actively involved in the proposed project.
- b. Include any LEED® AP Certification or current Professional Engineering License for lead member of the ESCOs project team.
5. Areas of Expertise
    - a. List all areas of expertise related to potential energy and water improvements in facilities and infrastructure. Include specialized area of expertise in areas that might be relevant to the project. Also describe the professional and skilled trades that your firm customarily performs with employees.
  6. Grants and Rebates
    - a. Identify grants you have applied for and received for your customers in the past two years.
    - b. Explain your approach to obtaining rebates.
  7. Contract negotiation personnel
    - a. Give the name and address of the person who will have primary responsibility for contract negotiations. Provide a sample copy of the contract document including the energy guarantee.

#### **D. GENERAL APPROACH**

1. Project Summary
  - a. Summarize the scope of services (auditing, design, construction, monitoring, operations, maintenance, training, financing, etc.) that would be offered for this project. Include a brief description of your firm's approach to management and specific benefits your firm can offer the owner.
2. Training Provisions
  - a. Describe your firm's capabilities in providing technical training for Owner's facility personnel and experience on past projects. Describe your firm's involvement in developing training manuals for facility staff.
3. Engineering Design
  - a. Describe your firm's approach to the technical design of the project.
4. Monitoring and Verification
  - a. Describe the methodology proposed for ongoing monitoring and savings verification of each recommended project's performance, including the frequency of such efforts. Note if an industry standard such as the International Monitoring and Verification protocol is used and describe the preferred method.
5. Baseline Calculation Methodology
  - a. Describe in detail the methodology your firm normally uses to compute baseline of energy and water use as well as performance.



6. Adjustment to Baseline Methodology
  - a. Describe the method(s) used to adjust the energy, water and O&M baseline due to such factors as weather and facility use changes. Describe the factors that would necessitate adjustment.
7. Savings Calculations
  - a. List all procedures, formulas, and methodologies including special metering or equipment your firm will use to calculate energy, water and O&M savings. Include assumptions made in calculations.
8. Dollar Savings Calculations
  - a. Describe the procedure to assign values to the O&M and energy & water savings.
9. Maintenance Contract Flexibility
  - a. Describe the types of services included in the maintenance contract. Comment on whether the owner's maintenance staff can perform some of these duties if desired, and describe any impact on the guarantee (These could include programming and maintaining the control system, installing lighting retrofits, maintaining HVAC equipment, etc.) Describe the required length of the maintenance contract and the relationship with the guarantee in the event the owner chooses to terminate the maintenance contract prior to the end of the performance contract.
10. Cost Savings Guarantee Calculations
  - a. Describe your firm's procedures and schedule for measuring financial performance of projects. Describe how the guarantee provisions work in the event that project results vary from projections. Also describe how excess savings will be documented for the owner's benefit.
11. Provisions of Insurance
  - a. Describe the level and types of insurance policies applicable to the project.
12. Provision of Warranties
  - a. State the nature and term of all warranties that will apply to the project.
13. Sample Contract
  - a. Attach a sample of the contract offered by your firm.
14. Technical Audit
  - a. Briefly describe your approach to auditing a facility.

## **E. SPECIFIC APPROACH AND IMPLEMENTATION PLAN**

- 1) Standards of Comfort
  - a) Describe standards of comfort and functionality that will be used for light levels, space temperatures, ventilation rates, etc. in the intended facilities. Also describe how those standards will be maintained throughout the contract term.

2) Construction Management

- a) Describe how your firm would work with current building management and maintenance personnel in order to coordinate construction and avoid conflicts with the building's operation and use.
- b) Describe your flexibility and/or limitations regarding possible owner's monitoring and installation and performance of ESCO projects, owner's integration of other identified capital needs with ESCO projects that may or may not contain energy and water savings opportunities.
- c) Describe your flexibility and willingness to work with the District's architect on the final design of proposed facility improvements.

3) Project Financing

- a) Describe your firm's approach to providing or arranging financing for the proposed project.
- b) Describe the mechanics of the financing arrangement, equipment ownership, responsibilities/liabilities of each party, security interest required and any special terms and conditions that may be associated with financing this project.

4) Investment Grade Audit

- a) Indicate the total cost of the Investment Grade Audit and final Project development services to District if no Contract is negotiated.
- b) Provide sample Investment Grade Audit material that will demonstrate the level of services that will be provided during project development, and indicate who will own this material if a subsequent implementation contract cannot be successfully negotiated.

**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.

**CONTRACT NEGOTIATIONS**

Jacksonville School District #117 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 respondent in preparing or submitting a proposal, or in preparing the contract or for any finder's fee.

## Preliminary Infrastructure & Energy Assessment

Prepared Exclusively for  
**JACKSONVILLE SCHOOL DISTRICT 117**

*June 2015*

In support of the School District Administration's goal of making the Jacksonville School District #117 a healthy, academically prosperous and environmentally friendly district, 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 their facilities, all while improving the quality of the indoor working environment and preserving previous capital investments.

Within the reports, CTS compared the District schools to benchmark energy performance data. Below is the Energy Use Index (EUI) per gross square foot for the Jacksonville School District #117 Elementary Schools included in the report:

Lincoln Elementary School (EUI) 76.9 / SF / YR  
South Elementary School (EUI) 81.2 / SF / YR  
Washington Elementary School (EUI) 61.2 / SF / YR  
Murrayville Elementary School (EUI) 96.1 / SF / YR

A customized program for the district can only be achieved through a thorough evaluation of your current facility's conditions and operating processes. CTS refers to this approach as a comprehensive needs analysis. The needs analysis provides the information required for the District and CTS to develop a co-authored program that determines what to do, how to do it, how to maintain it, and how to fund it.

Pursuant to Section 19b-1.3 of the Illinois School Code Energy Conservation Act, Jacksonville School District #117 may enter into a contract for infrastructure improvement measures to reduce energy consumption and operating costs. This type of contract is known as a Guaranteed Energy Savings Contract or Performance-based Contract. As its name implies, Performance Contracting is a performance-based, turnkey approach to implementing facility improvement projects that generate savings from energy and operational costs.