

# **Beach Park School District #3**

## **Request for Proposal (RFP) For Guaranteed Energy Savings Contract Project**

**Beach Park School District #3  
11315 W. Wadsworth Rd  
Beach Park, IL 60099**

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# GUARANTEED ENERGY SAVINGS CONTRACT

## TIMELINE

### Beach Park School District #3

<u>Date</u>	<u>Action Item</u>
09/17/19	RFP is posted on the Capital Development Board website.
09/19/19	Mandatory Meeting at District Office (10:00am)
09/24/19	Walkthroughs of District facilities (3pm-7pm) *must schedule ahead
09/25/19	Walkthroughs of District facilities (3pm-7pm) *must schedule ahead
09/26/19	Walkthroughs of District facilities (3pm-7pm) *must schedule ahead
10/18/19	Proposals are received at the District Office (2pm).
11/13/19	Board approves the selection of Qualified Provider recommended by Administration.

### **Legal notifications/announcements for issuing RFP**

- The requests for proposals (RFP) shall be announced in the Illinois Procurement Bulletin and through at least one public notice, at least **30 days** before the proposals are due. Posting an RFP on the Illinois Procurement Bulletin requires the public entity to send an email with an attachment of the RFP document to [Nicki.Patterson@Illinois.gov](mailto:Nicki.Patterson@Illinois.gov)

#### **Request for Proposals for a Guaranteed Facility Improvement Program**

"Notice is hereby given that Beach Park School District #3 is soliciting Proposals from Qualified Providers to select a provider and subsequently consider a Guaranteed Energy Savings Contract pursuant to Section 19b of the Illinois School Code (105 ILCS 5/19b-1 et. seq.) The contract shall follow the requirements of Article 19b of the Illinois School Code – "School Energy Conservation Measures," as well as those listed in this RFP.

The District's objective in issuing this Request for Proposal (RFP) is to provide a transparent and open means through which to select a single Qualified Provider to potentially implement a Guaranteed Energy Savings Contract on behalf of the district.

Proposals will be received no later than 2:00pm 10/18/2019 at the District Office located at 11315 W. Wadsworth Rd., Beach Park, IL 60099. **EXTENSIONS WILL NOT BE GRANTED.** The District is requesting 4 sealed copies and one (1) electronic of the proposals which will be publicly opened and announced immediately following the proposal due date and time. Proposals will be in accordance with said Article 19b of the School Code and the RFP guidelines. For more information, contact Jose Medina, Supervisor of Buildings and Grounds, by E-Mail only, at [jmedina@bpd3.org](mailto:jmedina@bpd3.org).

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 may elect to implement similar facility improvements to those proposed, throughout the duration of the contract with the Qualified Provider 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. Failure to meet any of the "Required Criteria" will result in automatic rejection of the proposal.

- Sealed proposals must be opened by a member or employee of the District at a public opening.
- The District shall select the qualified provider that best meets the overall needs of the District

## **Confidentiality**

- Respondents should be aware the School District is subject to the Illinois Freedom of Information Act and cannot guarantee that any document provided by a respondent will be considered exempt from public disclosure under such Act.
- If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page which it is found. If the District receives a request for disclosure of such information marked as confidential, the District may choose to withhold such information from disclosure at the request of the Qualified Provider provided that the Qualified Provider agrees to reimburse the District for all costs, expenses, and fees, including attorney fees, that the District incurs arising from such request.

## **PROJECT OVERVIEW**

District is interested in contracting for a full range of energy 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.

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 Guaranteed Energy Savings Contract. The work to be included in the contract may include improvements to all district facilities, including, but not limited to; mechanical equipment, roofing, insulation, building envelope, windows, doors, weather stripping, caulking, electrical, lighting, heating, air conditioning, building automation, security, access control, facility management, bathroom renovations including domestic water and sewer, fire alarm, energy recovery systems, other Energy Conservation Measures that provide long term operating cost reductions, as well as work related to the implementation of the Energy Conservation Measures that are deemed reasonable or necessary.

## **REQUIRED CRITERIA**

### **Qualified Provider**

A qualified provider is defined as those defined in Article 19b of the Illinois School Code – "School Energy Conservation Measures". In addition, the District is required that the ESCO have at least 10 years of experience in Guaranteed Energy Savings Contracting work completed with Illinois School Districts and be Accredited by the National Association of Energy Services Companies (NAESCO).

### **Capabilities**

Proven ability to provide comprehensive energy services and innovative solutions for the District, which may include any improvement, repair, alteration, or betterment of any building or facility owned or operated by a school district or area vocational center or any equipment, fixture, or furnishing to be added to, or used in, any such building or facility. The specific nature of these items will be left up to future engagement between the Qualified Provider and the District. Proven ability to provide a more comfortable and healthier indoor environment for building occupants. This may include repair or modernization of existing environmental systems. The specific nature of repair or modernization will be determined through future engagement between the Qualified Provider and the District.

## **OVERVIEW OF TERMS AND CONDITIONS**

1. **Contract Term.** The duration of the contract will be mutually determined between the Qualified Provider and the District based on authorizing legislation, final project scope and financial factors.
2. **Guarantee.** The Project must result in a guaranteed minimum **annual** energy 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 Qualified Provider and all financing documents required by the selected financing source. The Qualified Provider to whom the contract is awarded shall give a sufficient bond to the District for its faithful performance. The Qualified Provider 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 Qualified Provider 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	September 17, 2019
Submissions of Proposals	2:00p.m. October 18, 2019
Final Selection	November 13, 2019

**Submission of Written Proposals.** Qualified Providers interested in providing the services requested, must respond in writing. All submissions become the property of District and will not

be returned to the Qualified Provider. All costs associated with submission preparation will be borne by the submitting Qualified Provider.

**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.**

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1. 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 Qualified Provider to submit 4 hard copies and 1 electronic copy of your proposal. Submissions should be addressed to:

**Dr. Craig Doster, Superintendent**

District Administrative Office  
11315 W. Wadsworth Rd  
Beach Park, IL 60099

The proposal must be sealed and packaged with clear identification on the container to read as follows: "Request for Qualifications Performance Contractors"

The deadline for submitting your response will be no later than Friday, **October 18th, 2019 at 2:00PM**. Submissions received after that date and time will not be considered. No electronic submissions or electronic modifications to the submission will be considered.

Questions or clarification may be directed to Jose Medina, Supervisor of Buildings & Grounds, by e-mail, at [jmedina@bpd3.org](mailto:jmedina@bpd3.org).

***Any contact with the Board of Education members, without the superintendent's authorization, during the RFP process will be grounds for immediate disqualification of the firm.***

2. Proposal Review and Selection of Finalists

District will establish a Project Evaluation Team to review and evaluate the Qualified Provider's written responses to this RFP. 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) Qualified Providers 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. The criteria listed below will be used in the evaluation of the written proposals, client references and responses of the Qualified Provider finalist during oral interviews, as appropriate.

Letter of Intent Award may be considered for the Qualified Provider who best meets the needs of the District.

3. Professional Engineer Involvement

A registered professional engineer must design work done under this contract. The District requires a LEED® AP Certification for the firm's professional engineer who will head the Project design team.

4. As-Built Drawings

Where applicable, the Qualified Provider must provide 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. The Qualified Provider will be responsible for permits and associated paperwork and construction documents.

5. Bonding Requirements

By submitting a proposal each Firm agrees to furnish a Performance Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the Contract sum. The District requires that the bond surety must carry a "AM Best Rating of A+ of Better" and the District has no objection to the Bond Surety.

6. Insurance Requirements

Prior to the commencement of work, the Qualified Provider must provide evidence of insurance in amounts and types acceptable to the District, for both the construction and operations phases of the Project.

7. Subcontractor Approval

District retains the right to approve any Qualified Provider 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.

8. Hiring and Wage Requirements

The Qualified Provider shall comply with prevailing wage requirements and, if applicable, minority and women-owned business enterprises.

9. Follow-up Maintenance, Monitoring and Training Services

The Qualified Provider 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.

10. In accordance with the Illinois School Code Article 19B-3, we disclose that CTS Group assisted in the preparation of this RFP, with the final document reviewed and produced by the school district.

## **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. QUALIFIED PROVIDER 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 of 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 within Illinois.
6. Corporate Background
  - a. Years in energy business- How many years has your firm been providing energy efficiency related business for Illinois School Districts.
  - b. How many years has your firm offered performance contracting services?
  - c. Is performance contracting services your primary business, if not indicate what % of your business is performance contracting business vs. your core business?
  - d. 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)

- e. Litigation- List any Illinois projects with which the Qualified Provider has been involved in litigation or arbitration during the past 5 years arising out of any work for any School District; status, or if concluded, the result. Provide a summary detailing the litigation/arbitration. Omission of past litigation (as defined in this section) will result in disqualification.
- f. List if an installation contract between the Qualified Provider (under current or previous names) and an Illinois school district has been terminated within the last 5 years. If so, list the name and contact information for the School District. Provide a summary detailing the circumstances of the termination. Omission of this information (as defined in this section) will result in disqualification.
- g. Is your firm an Accredited member of the National Association of Energy Service Companies (NAESCO)? If so, how many years has your company been an accredited member?

### C. GENERAL QUALIFICATIONS

1. Number of contracts- Provide a list of your most recently completed (past 5 years) Guaranteed Energy Savings Contract for Illinois School Districts. Include only 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 in Illinois. 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 from the above referenced projects that are located in Illinois.
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 company's 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 ESCO's 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 (planning, 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 District.

2. Training Provisions

- a. Describe your firm's capabilities in providing technical training for District'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. Technical Audit

- a. Briefly describe your approach to auditing and long-term facility planning.

5. Handling of Hazardous Materials.

- a. All work completed under this Contract must follow all applicable federal, state and local laws, rules and regulations regarding waste disposal and

treatment/disposal of any hazardous materials that could result from this Project. Work must also be in accordance with sound engineering and safety practices, and in compliance with all District rules relative to the premises. The selected Qualified Provider will be contractually responsible for the removal of any asbestos or other hazardous material required for the project. Qualified Provider needs to be an EPA Lead-Safe Certified Firm for Renovations and the Qualified Provider must have a full-time project manager on site that is a RRP certified renovator.

6. 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 describe the preferred method.
7. 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.
8. 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.
9. 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.
10. Dollar Savings Calculations
  - a. Describe the procedure to assign values to the O&M and energy & water savings.
11. 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.

12. Provision of Warranties

- a. State the nature and term of all warranties that will apply to the Project.  
Describe how your firm supports the District in the applications of warranties.

13. Provisions of Insurance

- a. Describe the level and types of insurance policies applicable to the Project.

14. Sample Contract

Contract negotiation personnel

- a. Give the name and address of the person who will have primary responsibility for contract negotiations.
- b. Provide a sample copy of your firm's standard Contract document including the energy Guarantee

**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.
  
5. 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 District's monitoring and installation and performance of Guaranteed Energy Savings projects, owner's integration of other identified capital needs with Guarantee Energy Savings projects that may or may not contain energy and water savings opportunities.
  
6. Project Financing
  - a. Describe your firm's approach to providing or arranging financing for the proposed Project. Discuss how your firm can assist the District in obtaining low interest loans, pass bond issues, or arrange other financing for the projects.
  
  - 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.
  
7. Recommended Solutions
  - a. List the details of all recommended Solutions, for each facility, evaluated as part of your firm's RFP response.

## **COMPLIANCE**

All work completed under this Contract must follow 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 follow all District regulations relative to the premises. The Qualified Provider 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**

*Beach Park School District #3* will attempt to negotiate and contract for services described in this RFP solicitation with the firm that best meets the needs of the district. If an agreement

cannot be reached, there may be an attempt to negotiate a Contract with the second qualified firm.