

Keeneyville School District 20

**PERFORMANCE CONTRACT FACILITY  
IMPROVEMENT PROGRAM**

**REQUEST FOR PROPOSAL (RFP)**

**December 13, 2019**

Mrs. Wendy Flaherty, Director of Finance & Operations  
5540 Arlington Drive East  
Hanover Park, IL 60133

**TABLE OF CONTENTS**

Item	Page
<b>Notice of RFP</b>	<b>3</b>
<b>I. Proposal Content &amp; Format</b>	<b>4</b>
<b>II. Evaluation Criteria</b>	<b>5</b>
<b>III. Contract Requirements</b>	<b>5</b>
<b>IV. Disclosure</b>	<b>6</b>

## Notice of RFP

Notice is hereby given that Keeneyville School District 20 is requesting Qualified Providers to propose energy conservation measures through a guaranteed facility improvement contract on a performance contracting basis. The contract shall follow the requirements of Article 19b of the School Code of the State of Illinois – “School Energy Conservation and Savings Measures.” (105 ILSC 5/19(b), et.seq.)

**Proposals will be received no later than 2:00 p.m. on January 14, 2020** at the District Office located at 5540 Arlington Drive East, Hanover Park, IL 60133. **EXTENSIONS WILL NOT BE GRANTED.** The District is requesting (1) sealed hard copies and (1) electronic copies (flash drives preferred). Proposals will be time stamped upon arrival. For more information, contact Mrs. Flaherty via EMAIL ONLY at wflaherty@esd20.org. PHONE CALLS WILL NOT BE ACCEPTED. All on-site visits must be coordinated by contacting Mrs. Flaherty directly.

### **The District will base its qualified provider selection on the following criteria:**

1. Experience and Qualifications
2. Technical Assessment
3. Financial Analysis
4. Implementation Plan
5. Maintenance & Training Approach

The District will award the Contract to the provider that demonstrates the best overall value to the District per the evaluation criteria set forth within this RFP. 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 will only consider those companies who meet the following requirements of Section 1(A) Experience and Qualifications. Any submittals that do not adhere to this Section will be considered a Non-Qualified submittal and dismissed from consideration.**

The District may elect to implement additional facility improvements in a multi-phased approach with the selected Qualified Provider if applicable. The scope is to include energy related improvements including, but not limited to, mechanical, electrical, plumbing (MEP), water, building envelope, windows, building automation, fire, security and other pertinent energy and/or operational projects 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. Notices of all final recommendations will be made public, posted and consistent with the requirements of the Illinois compiled statutes, 5 ILCS 120/2.02 (OPEN MEETINGS ACT).

## I. PROPOSAL CONTENT & FORMAT

Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

### A. Experience and Qualifications

Qualified Providers MUST possess the following credentials: Failure to comply with the items shown below will be construed as NON-QUALIFIED and dismissed from consideration.

1. **Provide Company History** - structure of company, financial stability and longevity.
2. Provide Corporate & local branch location(s).
3. Provide proof/documentation of your firm having accreditation level from National Association of Energy Services Companies (NAESCO)
4. Provide an organizational chart for only those individuals who will be directly involved in this project. Your team of Sales, Engineers and PM's associated with this specific project all must work out of a corporate or branch office in IL.
5. **References** – List ONLY those references that meet the IL School Code, (105 ILSC 5/19(b), et.seq.) Company must list a minimum of **Ten (10) K-12 performance Contracts that have been implemented in Illinois. Out of state references will not be accepted.** Please include the name of the school district, address, contact person, telephone number and, email address and project details including the total installed cost, savings; scope of work and date work commenced and completed.
6. Provide your firm's most recent Annual Report and Audited Financial Statement.

### B. Technical Approach

1. Describe in detail the specific facility improvement measures that your firm has identified to implement. The facility improvement measures may include, but are not limited to, the acquisition, installation and modification of existing and new equipment to reduce energy and operational consumption and related costs associated with the HVAC, lighting systems, electrical, building envelope, life safety, water and sewage.
2. All work proposed must fully comply with code including, but not limited to the Illinois Administrative Code Part 180 and all current editions of the International Building Code, the International Energy Conservation Code, the Illinois Plumbing Code, the Illinois Accessibility Code, and the Americans with Disabilities Act.

### C. Financial Plan

1. Include a section explaining the methodology used for calculating energy savings for each improvement.
2. Respondents are encouraged to use energy and operational savings as part of your methodology in accordance to Illinois statute.

3. **Cash Flow Analysis:** Include the projects total installed cost and applicable energy & operational savings List energy and operational savings separately.
4. **Payments:** Respondents must include a payment schedule for the proposed scope of work.

#### **D. Implementation Plan**

1. Describe your firm's philosophical approach to project management.
2. Include in your proposal an implementation plan and timetable including completion dates describing your intent to execute the proposed project.

#### **E. Maintenance & Training Approach**

1. Project staff must possess an in-house service team equipped to handle the ongoing technical support of the District.
2. Describe your firm's philosophical approach to maintenance and training.
3. Provide a sample of maintenance tasks that your firm is currently providing to a school district of similar size.
4. Provide any/all HVAC and Building Automation training that your firm offers to district personnel.
5. Ability to seamlessly integrate into their existing Siemens automation systems.

## **II. EVALUATION CRITERIA**

Contract Award will be the firm who rates the highest in the categories outlined in the "Proposal Content and Format" and who best meets the needs of the District. These include:

1. Experience and Qualifications
2. Scope of Work and Financial Impact
3. Ability to Implement the Project
4. Ability to Comprehensive Service and Ongoing Maintenance

## **III. CONTRACT REQUIREMENTS**

### **A. General**

1. The District is not liable for any costs incurred by a respondent in preparing or submitting a proposal, or in preparing the contract.
2. All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits and other material submitted as part of a proposal will become the property of the District when received.
3. Pursuant to State law, and under penalty of perjury, the signer of any proposal submitted in response to the RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of State or Federal laws.

**B. Warrantees**

The District expects that all projects recommended and equipment replaced will have a minimum of one year manufacturer's or construction warrantees appropriate to the project.

**C. Insurance**

The District's insurance requirements will be available for the successful respondent.

**IV. DISCLOSURE**

The District discloses that Siemens Industry, Inc., assisted with development of this RFP.