

**Request for Proposals (RFP)**  
for  
**Guaranteed Energy Savings Contract**

**Issued by:**

**Columbia CUSD #4  
5 Veterans Parkway  
Columbia, IL 62236**

**Superintendent: Dr. Victor Buehler**

**Proposal Due Date: February 7, 2020**

## **Request for Proposals for Guaranteed Energy Savings Contract**

Notice is hereby given that Columbia CUSD #4 (the "District") at 5 Veterans Parkway, Columbia, IL 62236, is requesting Qualified Providers to propose innovative solutions and energy conservation measures through a Guaranteed Energy Savings Contract. The District's objective in issuing this Request for Proposal (RFP) is to provide a competitive means in which to select a qualified provider for a Guaranteed Energy Savings Contract under a phased approach for all buildings. The contract shall follow the requirements of Article 19b of the Illinois *School Code*. Proposals shall be in sealed form and submitted no later than February 7, 2020 at 2:00 p.m. at the existing Administrative Building at which time they will be publicly opened. The District's RFP is available online at <https://www2.illinois.gov/cdb/procurement/escos/Pages/default.aspx>. For questions contact Dr. Victor Buehler, Superintendent, (618)- 281-2530.

Providers shall submit ten (10) sealed copies of the proposals. EXTENSIONS WILL NOT BE GRANTED. No faxed nor electronically submitted proposal shall be accepted. Proposals will be in accordance with said Article 19b of the *School Code* and the RFP guidelines. A mandatory ESCO conference and site visit will be held on January 16, 2020 at 1:00 p.m. at the Administrative Building. A Provider performing a walkthrough of the District's facilities must contact the District prior to the walk-through date, in order to give the District enough time to prepare for the Providers arrival.

Proposals may include, but are not limited to, implementation of energy equipment; repair, renovation, modernization and maintenance services at all District buildings and other energy conservation measures on a performance contracting basis.

The District reserves the right to reject any or all proposals, to waive irregularities in the proposal procedure, or accept the proposal that, in its opinion, will serve the best interest of the School District. The District further reserves the right to award all or a portion of the work to one or more Providers. Any such decision shall be considered final. Failure to meet any of the required criteria may result in automatic rejection of the proposal.

The District will not provide compensation to the Respondent(s) for any expense incurred by the Respondent(s) for Submission preparation, product evaluations, or demonstrations that may be made.

In accordance with Article 19b of the Illinois *School Code*, the District discloses that GRP|WEGMAN participated in the preparation of this RFP.

# I. Proposed Project

- A. The work to be included in the project may include but not limited to upgrades or replacement of equipment and/or material include in, but not limited to roofing, tuck-pointing, parking lots, doors, windows, flooring, lighting, plumbing, domestic water, HVAC and security.
- B. The intent of this RFP is to provide the owner with the means to realize maximum energy and operational savings and/or related improvements to its facilities.
- C. The qualified provider will provide a financial package that will allow payments over a specified term.
- D. A savings guarantee will be offered as part of the qualified provider's proposal. The savings in energy and operating costs are guaranteed to cover the cost of the contract.
- E. 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. Data or information so identified will be used by the school solely for the purpose of evaluating proposals and conducting contract negotiations. Disclosure of any proprietary information by the District shall be in accordance with the laws and regulations regarding disclosure in force in the State of Illinois.

## II. Proposal Format

Proposals must contain all required information 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. Moreover, the Board reserves the right to reject any and all proposals and to waive any deficiencies in a proposal.

### A. TABLE OF CONTENTS

### B. EXECUTIVE OVERVIEW

Request for Proposals shall include a concise abstract stating the respondent's overview of the company. Please summarize the scope of services that would be offered by your firm for this project.

### C. EXPERIENCE and QUALIFICATIONS

Include: General Information, Name of Firm, Business Address, Telephone Numbers, Name of the Officer Authorized to Bind the Firm, Contact Person for this Project and K-12 Experience Overview. The District reserves the right to request additional information from any Provider.

#### 1. Qualifications:

A Qualified Provider is a person or business experienced in the design, implementation and installation of energy conservation measures. As required by Section 19b-1.3 of the *School Code*, the minimum training any person or employee shall have under this agreement shall include the satisfactory completion of at least 40 hours of course instruction dealing with energy conservation measures. Documentation must be submitted to support required qualifications as part of the Qualified Provider's response:

- Resumes of the key project personnel to the project
- Current Professional Engineering License for the audit team
- Background checks of all employees on the job site working within the District
- Current Certification from the State of IL that your firm is in good standing with the State of Illinois to perform work/business in Illinois
- Member of NAESCO
- Litigation: List any projects with schools with which the Provider has entered into litigation or arbitration during the past 10 years. Provide a brief summary detailing the litigation/arbitration. Omission of any past litigation will result in disqualification.
- List any projects the Provider has signed a contract and not delivered on the agreed upon contract. Please also explain.

**2. Relevant Experience:**

Qualified provider must be able to demonstrate at least 15 successful guaranteed energy savings projects within the past 5 years in Illinois. Preference will be given to experience with projects in the K-12 market in the State of Illinois. Include: List projects completed, contacts, contract value and scopes implemented. Provide information on similar projects in Illinois K-12 schools market completed by your firm as well as the individuals that will be working on this project, including a copy of at least one sample measurement and verification report. Please provide the name and contact information of a reference person for each project that can speak to the work your company performed.

**3. Personnel Qualifications:**

Include: Project team member names, backgrounds and actual projects they worked on in the K-12 market in Illinois.

**D. TECHNICAL APPROACH**

Include: A description of the facility needs and recommended solutions, as well as the Provider's approach to the technical design of this Project. Proposals may include any and all improvements that the Provider feels would be of benefit to the District.

**E. FINANCIAL APPROACH and GUARANTEE**

Include: Pricing for proposed recommended solutions, alternatives if applicable, and financing options. Provide a detailed explanation of how the Provider will calculate energy and/or operational cost savings and what types of guarantees will be offered. Describe in detail the methodology your firm will use to compute baseline of energy use.

**F. PROJECT MANAGEMENT**

Include: Description of approach for project and construction management including processes, type and availability of company resources to support the project.

**G. SERVICE**

Include: Any additional information, service and training.

### III. Proposal Evaluation Criteria

A School District evaluation team will evaluate all proposals and recommend an award subject to approval by the School Board offering the best value proposal. The District reserves the right to, but is not obligated to, request and require that the proposing firm provide an oral presentation of its proposal. The written proposal and oral presentation, if required, will be the basis for determining the successful firm. Proposals will be evaluated according to the following criteria:

- Qualifications and experience of the proposer and past performance of the firm on other contracts in terms of size, scope and quality of services. The District may solicit reference information from previous clients.
- Qualifications and experience of committed personnel.
- Technical Approach – quality and responsiveness of the proposal to the needs of the district in terms of scope of work, methodology, and project management.
- Financial Approach – Total Project Cost, Projected Savings and sources and types of potential financing.

The School Board or its designee will, in the exercise of their sole discretion, determine which proposal best meets the needs of the School District. The District is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract.

### IV. Proposal Timeline

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

Advertisement and Issue RFP	January 6, 2020
Mandatory Pre-Bid Meeting	January 16, 2020 at 1:00 p.m.
Submissions of Proposals	February 7, 2020
Selection of ESCO	February 11, 2020
Award Contract	February 20, 2020
Substantial Project Completion	August 10, 2020