

Williamsville School District #15



REQUEST FOR PROPOSALS
FOR THE PURPOSE OF

Performance Contract for Infrastructure
Improvements

Issue Date: May 24, 2019
Submission Due: June 27, 2019 at 9:00 a.m.

Overview

Objective

Williamsville School District (hereinafter referred to as Owner or District) is seeking proposals from interested companies (hereinafter referred to as Respondent) capable of implementing a comprehensive facilities infrastructure replacement program and sustainability strategies that maximize funding sources. The program should include "Facility Improvement Measure" which means any improvement, repair, alteration, or betterment of any building or facility owned or operated by a school district or any equipment, fixture, or furnishing to be added to or used in any such building or facility that is designed to reduce energy consumption or operating costs, and may include, but not limited to the following: building envelope and infrastructure, windows, doors, insulation, roofing, weather stripping, caulking, flooring, electrical, lighting, heating, air conditioning, building automation, temperature control, facility management, water conservation domestic water and sewer, security systems, fire alarm, energy recovery systems, or other energy conservation measures that provide long term operating cost reductions.

Purpose

The purpose of this Request For Proposals (RFP) is to identify a Qualified Provider or Respondent that has strong in-house engineering, project management and implementation capabilities and proven success in developing and implementing facility improvements through comprehensive energy and operational efficient strategies and the replacement and/or updating of large capital cost items utilizing In accordance to 105 ILCS 5/19b-5. The District may elect to implement further improvement measures in phases pursuant to the RFP over a number of years.

Standard Contract Information

This RFP does not obligate the District to perform until a letter of intent or contract is signed and approved by both parties. Once there is written approval, it is effective from the date of written approval by the District. The Owner shall not be responsible for work done, even in good faith, prior to approval of the letter of intent or contract. The selected Respondent will be required to assume total responsibility of the project. The selected contractor will be considered the prime contractor and the sole point of contact with regard to all contractual matters. In accordance with the Illinois School Code Article 19B-3, the District discloses that Johnson Controls participated in the preparation of this RFP.

Payment Structure

The structure of the payment obligations of the District for these improvements and services will be negotiated with the final proposal. The Qualified Provider must be prepared to guarantee the associated savings to the District and make payment for any shortfall in guaranteed savings on an annual basis in cash.

Point of Contact

All inquiries or clarifications regarding the RFP process, timeline, and submission requirements can be directed to Tip Reedy reedy@wcusd15.org. Any communications regarding matters of clarification must be made in writing on or prior to the submission deadline wherein a response is deemed appropriate to the process. Questions will be answered and forwarded on to all Respondents of record.

Required Experience and Qualifications

The following are the minimum qualifications required to respond to this RFP:

1. Respondent must provide evidence that it is an accredited member of the National Association of Energy Services Companies (NAESCO) and have been an accredited member for a minimum of five years from the date of issuance of this RFP. If a respondent is partnering with another firm, both firms must comply.
2. Respondent must provide an engineering and technical support staff that will be directly engaged in this project and possesses training and experience specific in current technical practices and techniques in the field of utility cost reduction, building operations and sustainable practices.
3. Respondent must have experience in designing, installing and maintaining automated controls systems and HVAC systems (chillers, air-handling units, rooftops, etc.)
4. Respondent must have Fire, Security & Life Safety capabilities to help guide school district questions around code, safety, compliance, etc.
5. Respondent must be certified in installation of Metasys building automation systems.
6. Respondent must be able to demonstrate and discuss research capabilities and knowledge of upcoming technologies, equipment innovation, etc.
7. Respondent must provide services and contact information for twenty-four (24) hour service needs and a 1-800 phone number for emergency service needs. Respondent must be able to respond to any service need with a maximum response time of four (4) hour for Owner defined critical systems.
8. Respondent must have service branch located within 30 miles of the Williamsville School District Office.
9. Respondent must employ Professional Engineers licensed in the State of Illinois.
10. Respondent must be able to provide district with data aggregation system for energy management, tracking and predictive maintenance. Remote operation and monitoring services must be available.
11. Respondent must have factory trained technicians on staff and must be able to provide direct in-house training.
12. "Respondent must warrant to the District that it will in all ways provide, pay for, and comply with the Illinois Prevailing Wage Act, 820 ILCS 130/ et seq., and that it will hold the District harmless from violations thereof."

Submittal Requirements

General

Respondents shall submit an original and three (3) copies of their RFP submission. The sealed RFP submittal shall include a statement signed by an official with the authority to contractually bind the Respondent located in the Appendix. The name and title of the individual signing the transmittal should be typed immediately below the signature. Attach the Delegation of Authority (if necessary).

“Award of guaranteed energy savings contract. Sealed proposals must be opened by a member or employee of the school board..., at a public opening at which the contents of the proposals must be announced. Each person or entity submitting a sealed proposal must receive at least 13 days’ notice of the time and place of the opening. The school district or area vocational center shall select the qualified provider that best meets the needs of the district The school district or area vocational center shall provide public notice of the meeting at which it proposes to award a guaranteed energy savings contract of the names of the parties to the proposed contract and of the purpose of the contract. The public notice shall be made at least 10 days prior to the meeting.”

Sealed submissions must be received on or before June 27th, 2019 at 9:00 a.m. Submittals must be clearly marked on the package **“Performance Contract for Infrastructure Improvements”**. **No electronic submissions or electronic modifications to the submission will be considered.** Submissions received thereafter will be disqualified and returned unopened. Sealed submissions should be delivered to the following address:

Mr. Tip Reedy, Superintendent
Williamsville School District
800 South Walnut, Williamsville, IL 62693

Preparation of Submissions

RFP submissions must be complete and correct in format. Clear and concise submissions are required rather than elaborate promotional materials. Respondents must address each item in the order as described in “Submission Format, Content and Specific Criteria” of this RFP and clearly reference the respective section being addressed.

Proprietary Data

Submissions and any other information submitted by Respondent in response to this RFP shall become the property of the District. 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.

Right to Reject

Submissions that are incomplete, do not follow the requested format, or are otherwise contrary to the guideline of this RFP, may be rejected as non-responsive. The District reserves the right to accept in part or in whole any submission, waive any formalities, or minor technical inconsistencies or delete any item/requirements from the RFP or resulting contract when deemed to be in the District’s best interest.

Cost of Submission Preparation

The District will not provide compensation to the Respondent(s) for any expense incurred preparing this submission.

***The District Administration and School Board will not schedule meetings with ESCO’s during the RFP process. We ask that all questions be sent via e-mail.

Submission Format, Content and Specific Criteria

Submission Format

Request for Qualifications (RFP) submissions must be submitted in the following format:

Table of Contents

Submissions shall include a table of contents properly indicating the section and page numbers of the information included.

Executive Summary

Submissions shall include a concise abstract of no more than three (3) pages stating the respondent's overview of the project. Please summarize the scope of services (design, financial, operations and maintenance, training, etc.) that would be offered by your firm for this project.

Company Background and Qualifications

- A. **Firm Profile:** Provide general information on the responding firm, including:
 - a. Name, address, and local telephone number
 - b. Officers of the firm
 - c. Contact person(s) for this project
 - d. A profile of the local office presence
 - e. Year firm was established
- B. **NAESCO Accreditation:** Provide documentation that the responding firm is an accredited member of National Association of Energy Services Companies (NAESCO) and has been in good standing for a minimum of 5 years prior to the issuance of this RFP.
- C. **Financial History and Stability of Respondent's Firm:** Respondents shall provide a copy of their most recent annual report and a copy of the current balance sheet. Publicly held companies should include a 10K or annual report. Provide financial statements on parent company when the Respondent is not the parent company. Include any additional information that pertains to the financial soundness of the Respondent's firm. You may submit a CD with the required information in lieu of a printed report.
- D. **Philosophy:** The Respondent shall describe their organizations philosophy for dealing with the issues of sustainability on a District campus. Describe the approach which would be utilized to address the wide range of sustainability issues ranging from the design and construction or renovation of a building, the efficiency improvement of a portfolio of facilities or the development of an organization-wide sustainability strategic plan. Include sustainable organizations and affiliations the respondent is involved with and how this would assist the District.

Team Member Overview and Performance Contracting Approach

- A. **Respondent's Team Information:** Provide a Project organizational chart or other materials that identify the employees of the Respondent's firm that would work on the project. Specify the team members any other pertinent information shall be included for each member of the Respondent's project team. If the Respondent has more than one office involved with the project, indicate the total number of employed full-time personnel in each office. Also include an organization chart indicating the branch and corporate level positions.
- B. **General Approach to Performance Contracting:** Briefly describe your performance contracting approach that would be performed as part of a project. Discuss any strategies or technologies used in the development of the project to mitigate risk.
- C. **Project Management:** Briefly describe your project management philosophy. Include any specific responsibilities, lines of communication, authority of the Respondent's management to control projects, typical procedures for identifying problems and preventing schedule setbacks and cost overruns. Include a sample timeline showing the necessary activities and

schedules for implementation of the project. Address the means and methods by which new technology can be introduced to the project team, as it becomes available.

- D. Team Capabilities and Local Support:** The Respondent should describe all team capabilities available to the Williamsville School District within the District boundaries to address emergency or immediate requests.
- E. Problem Resolution Process:** Address how your firm will staff, support, and respond to and resolve issues relative to the project in a timely and efficient manner. Provide at least one example and contact information for a resolution in previous projects.
- F. Customer References:** References shall describe the services provided, project cost, savings amount and benefits to the Owner. Provide the Reference's name, address, current telephone number, and contact person for each reference. Provide a brief description of the projects: type of facility, scope of work, duration of project, any other pertinent information regarding the project.
 - a. Provide a minimum of five Performance Contracting references from Illinois for projects of similar size, scope, and complexity located in Illinois indicating the Respondents recent experience with government institutions. **List only references where your company was the prime Energy Service Company that provided an energy guarantee and not a subcontractor or personal references when working with other companies.**
- G. Customer Experience** Describes your firms experience in working with the District

Partnering and Commitment to the Customer

- A. Corporate Commitment and Support:** State your local commitment to an ongoing relationship with the Owner once the construction and commissioning phases have come to a close. Develop your firm's strategies that will allow the Owner to receive full benefit from corporate involvement and local branch representation. Develop and explain your corporate commitment to service during both the construction phase and after project completion.
- B. Student Engagement and Other Education and Awareness Tools:** The Respondent will provide examples of how the company plans to engage and employ students. The Respondent shall describe sustainable education and awareness tools which could assist the District in utilizing the benefits of their services to improve the overall environment.
- C. Research & Development:** The Respondent must demonstrate their knowledge, capabilities and expertise in continuing research and development of upcoming technologies, equipment innovation, etc. Give an example of how your company stays on top of the cutting-edge technologies available to improve building performance.
- D. Security & Fire:** The Respondent shall demonstrate their knowledge, capabilities and expertise in delivery of Fire, Security and Life Safety enhancements to their projects. Give an example of a Fire & Security bundle included in a performance contract by your company.
- E. Information Technology Solutions:** The Respondent must demonstrate their knowledge, capabilities and expertise in delivering a streamlined Information Technology solution for the entire campus. Give an example of an IT component in a performance contract by your company.
- F. Potential Project Funding Sources:** If possible, provide a list of alternative funding sources for the District to utilize which may assist with the projects.
- G. Grant Writing:** The respondent shall be able to provide support resources to help the district apply for grants the District may choose to pursue.
- H. Service and Training:** Describe the Respondent's approach to operations and maintenance. Include the Respondent's in-house capabilities for servicing HVAC equipment,

building automation systems, procedures for handling emergencies, monitoring capabilities, and integration capabilities such as fire and security system, etc. Provide detailed information on local training programs available to maintenance staff.

Technical Approach and Performance Guarantee

- A. **Project Overview:** Briefly describe your project. Include a description of your firm's energy conservation measures and provide any detail you feel important for the District to know. Address the means and methods by which your solutions can be introduced to the project, and how new technology can be introduced as it becomes available. Describe your approach to engineering and design of your project.
- B. **Renewable Energies:** The Respondent shall share their experience and expertise in completing projects using renewable energies. Please provide a list of the various renewable energy solutions installed or used in projects completed and what factors were used to select those solutions. Give an example of renewable energies components included in a performance contract by your company.
- C. **Energy Savings Projections:** The Respondent shall describe their approach to projecting the energy savings. Describe the methodology and processes used to project energy savings. Provide sample savings calculation with all supporting information. The sample energy calculations shall show energy cost, energy units, operating hours and all assumptions made. Savings estimates shall show how savings estimates take into account interactive effects and the overall impact on rates and prices from energy supplies.
- D. **Operational Savings Projections:** The Respondent shall describe their approach to projecting operational and maintenance savings. Describe the methodology and processes used to project operational and maintenance savings. Provide sample savings calculation with all supporting information. The sample operating savings calculations shall show labor/equipment units, operating hours and all assumptions made.
- E. **Savings Guarantee:** The Respondent shall describe and provide their guarantee documents. Provide a description of the methodology, formulas, and reporting to be used to measure energy and operating savings. Include any methods to be used to adjust for factors such as weather, change in use, or change in the structure). **Third party guarantees are not acceptable.**
- F. **Shortfall Guarantee:** Please provide documentation and evidence of an instance where your energy savings guarantee was short, and a shortfall check was paid to customer. Please provide a current contact name and phone number of the individual where the shortfall was paid. If awarded, the guaranteed energy savings contract shall include a written guarantee of the Respondent 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 successful Respondent shall reimburse the school district or area vocational center for any shortfall of guaranteed energy savings projected in the contract.
- G. **Bonding References:** Provide the following information concerning your Company's bonding: Name of bonding agent, largest privately financed and guaranteed Energy Program received in the last five years, state whether the Respondent's firm has had a bond invoked in the last five years and state the total bonding capacity and bonding limit. Third party bonding will not be accepted.
- H. **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. ESCO is responsible for background checks, costs and proper documentation for all contractors and sub-contractors that will be on-site at the District facilities.
- I. **Non-collusion and Non-discrimination Affidavit:** Respondent must sign and notarize the document located at the end of this RFP.

Evaluation and Timeline

Initial Evaluation

Each response will be reviewed prior to the selection process for completeness and adherence to the format. Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. The executive summary of each response will be read to give an overview. All submissions will pass this initial screening of responses to determine if all requested sections are included in the proper order and they have addressed all areas described in the RFP. Emphasis shall be on completeness and clarity of content. Incomplete RFP's and/or lack of adherence to format may disqualify respondent from further consideration. The District will determine at the end of their evaluation if it deems necessary to hold interviews.

The following table indicates the importance of the proposal parameters and the weighting that the District will use in evaluating the proposals. Maximum score value is equal to 100.

Criteria	Description	Points
Company Background & Qualifications	Describe the Respondent's company profile, financial stability, and local support structure in place to design, implement and guarantee large-scale projects. Demonstrate Respondent's commitment to integrity, ethical business practices and local participation. Additionally, provide certificate of NAESCO accreditation.	15
Team Member Overview & Performance Contracting Approach	Describe all team member roles, responsibilities, and experience with large-scale performance contracts. Describe any strategies, technologies or tools used in development and/or delivery of the project to mitigate risk to the District. the experience in conducting large-scale K12 performance contracts in the state of IL and elsewhere. Describe other the various markets in which the Respondent has delivered sustainable building solutions, training, service and operations. Highlight areas of expertise (e.g. research & development, cloud-based technology, security & fire, IT solutions, renewable energies, service and training, etc.). Customer experience working with the District	30
Partnering and Commitment to the Customer	Describe how Respondent will work with the District to drive student engagement. Describe any other value-added services the Respondent will provide to the District during the design, implementation and post-project maintenance and on-going local support.	25
Technical Approach and Performance Guarantee	Describe your project. Include a description of your firm's energy conservation measures and provide any detail you feel important for the District to know. Address the means and methods by which your solutions can be introduced to the project. Approach to renewal energy and savings guarantees, Shortfalls in guarantees and how it was handled	20
Price	Describe the respondents pricing philosophy and demonstrate how respondent will reduce risk and drive out project costs	10

Respondent Selection Timeline

The District has appointed a selection team to formally evaluate each response. The evaluation process will grade the Respondents on their merit and responsiveness. The evaluation process will include verification of references, Project Team members, confirmation of financial information, and may include other information as deemed important by the District.

Upon completion of the evaluation process the District will then enter into negotiations for a formal performance contract with the selected Respondent.

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| ■ Requests for Proposals advertised | May 24, 2019 |
| ■ Site visit day | June 10, 2019 9:00 AM |
| ■ RFP Due | June 27, 2019, 9:00 AM |
| ■ Interviews (If determined necessary by the District) | July TBD |
| ■ Selection of Qualified Provider | July 15, 2019 |

Section VI. Non-collusion Affidavit and References

NONCOLLUSION AFFIDAVIT

_____ deposes (Name and Title)

says that _____
(Name of Company or Other Form of Business)

has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition in connection with this proposal leading to the foregoing contract or in connection with the contract.

That the proposal leading to this contract has been independently arrived at without collusion with any other competitor or potential competitor.

That the proposal leading to this contract has not been knowingly disclosed prior to the opening of this proposal to any other competitor.

That no attempt has been made to induce any other person or firm to submit or not to submit a proposal which may have led to this contract.

That the above statement is accurate under penalty or perjury.

Signature

State of _____

County of _____

Subscribed and sworn to before me on

this _____ day of _____, 20_____

Notary Public

My commission expires _____, 20_____