

# REQUEST FOR PROPOSALS PERFORMANCE CONTRACT

Metamora CCSD #1 at 815 E Chatham St. Metamora, IL 61548 is requesting Qualified Providers to propose innovative solutions and energy conservation measures through a guaranteed savings contract on a performance contracting basis.

These proposals may include, but are not limited to, implementation of energy equipment; repair, modernization, maintenance services at various locations on a performance contracting basis as defined by the State of Illinois, in Article 5/19b, School Energy Conservation and Savings Measures of the School Code (105 ILCS/5).

The District's objective in issuing this Request for Proposals is to provide a competitive means in which to select a single Qualified Provider with whom to negotiate a final contract. The District may elect to implement further improvement measures in phases pursuant to the contract.

Proposals shall be received in the office of:

Metamora CCSD #1  
815 E Chatham St  
Metamora, IL 61548

Deadline for Proposals:

Monday, November 29, 2021  
at 1:00 PM.

**NO EXTENSIONS WILL BE GRANTED**

Please provide three (3) Hard copies and one (1) Electronic copy of the proposal to the school district. The sealed proposals will be publicly certified as received when delivered. A copy of the Request for Proposal (RFP) specification can be obtained from the Administration Office at 815 E Chatham St. Metamora, IL 61548.

A mandatory site visit and pre-proposal meeting will be held on Wednesday, November 10, 2021 at 1:00 PM at Metamora CCSD #1, 815 E Chatham, IL 61548.

The District will evaluate all proposals and make a Qualified Provider recommendation, at which time the Qualified Provider that best meets the needs of the District will be notified. The District reserves the right to accept and/or reject any or all proposals or parts thereof. Any technical submissions under this request shall become property of the district.

For questions concerning the RFP process, contact Vince Uzelac at [vuzelac@mgsredbirds.org](mailto:vuzelac@mgsredbirds.org). Contact by firm or its representatives with Board of Education or other Departments and Administration during the RFP process will be grounds for disqualification of the firm.

# **I. PROPOSED PROJECT**

- A. The work to be included in the project may include upgrades or replacement of equipment and/or material including, but not limited to roofing, tuckpointing, parking lots, doors, windows, flooring, lighting, domestic water, HVAC and fire protection devices. The facilities to be included in the RFP, but not limited to are: Metamora Grade School.
- 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 District may elect to implement similar facility improvements throughout the duration of the contract with the Qualified Provider pursuant to the contract.
- 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. Qualified provider must be able to demonstrate successful implementation of similar programs. Preference will be given to experience with projects in the K-12 market in Illinois.
- F. 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.

## II. PROPOSAL FORMAT

Proposal must be submitted in the format outlined in this section. Tabs must identify each section. Every proposal will be reviewed to determine if it is complete prior to actual evaluation. The school 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: TABLE OF CONTENTS

### B: EXECUTIVE OVERVIEW

Include: The challenges faced by the District and areas the Company can impact.

### C: FIRM PROFILE

Include:

- General Information
- Name of Firm
- Local and Corporate Office Addresses
- Primary Contact Information: Name, Title, Address, Phone Number
- Name of the Officer Authorized to Bind the Firm and Office Address
- Number of full time Engineers and Project Managers residing in Illinois
- Organizational Chart of Illinois Team
- Bonding Information: Name of bonding agent and contact information
- Provide a list of executed guaranteed energy savings contracts completed in Illinois over the past 15 years. If the firm's experience is from other projects designed and implemented in other states or personal references when working with other companies please do not include them. List only references where your company was the prime contractor.

### D: QUALIFICATIONS

Documentation must be submitted to support required qualifications as part of the ESCO's response.

- National Association of Energy Service Companies (NAESCO)
  - Certificate of Accreditation
- US Department of Energy (DOE)
  - Listed on the qualified DOE list of ESCO
- LEED® AP Certification
  - Certificate for LEED AP
- Licensed design firm in the State of Illinois
  - Certificate from the State of Illinois designating firm as a Professional Design Firm
- Employees who reside in the state of Illinois
  - Provide a table showing number of employees in Sales, Engineering, Project Management, and Measurement and Verification with state residency.

#### E: RELEVANT EXPERIENCE

- Management Team
  - List Management Team, Position and Number of Years with the Company
  - Provide a list of project types the management team has been involved with.
- Case Studies and References
  - Provide project and reference information on at least 10 projects in the Illinois K-12 market completed by the responding company. Include: Project Name, Project Phases, Project Scope, Project Size, Project Saving, and Reference Information.

#### F: PERSONNEL QUALIFICATIONS

- Brief Bio of Illinois Team
  - Include: Name, Job Title, Number of Years in Industry, Job Description, Job Responsibilities, and Educational Background.
- Management Team Resumes

#### G: TECHNICAL APPROACH

- Existing conditions
  - Describe the current condition of the facilities
- Asbestos Abatement  
Answer Questions Below:
  - How does your firm address asbestos?
  - Do you include asbestos abatement work within your guaranteed energy savings contract?
- Recommended Improvements
  - Description of solutions for the project
- Describe your approach to engineering and design of the project
- List additional capabilities

#### H: FINANCIAL APPROACH and GUARANTEE

- Project Financials: Project Cost and Savings

#### I: PROJECT MANAGEMENT

- Describe the company's approach to project and construction management
- Contractor Safety
- Building Access

### **III. Proposal Evaluation Criteria**

A School District evaluation team will evaluate all proposals and recommend an award subject to approval by the School Board. 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 at a date and time to be determined. If required by the District, it is anticipated that such presentation, if required, will not exceed one (1) hour. 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.

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.

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 exercise of this discretion will be final.

The School District discloses that Ameresco has helped prepare the specifications of this RFP.