



WOODRIDGE
SCHOOL DISTRICT 68

**Request for Proposals
for a
Guaranteed Energy
Savings Contract
(GESc)**

**Woodridge School District #68
District Administrative Center
7925 Janes Avenue
Woodridge, IL 60517
(630) 795-6800
3/1/2022**

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Guaranteed Energy Savings Contract Timeline

Woodridge School District 68

<u>Date</u>	<u>Action Item</u>
03/01/2022	Request for Proposals is posted on the Capital Development Board Procurement Bulletin and Released to the General Public
03/09/2022	Mandatory Pre-RFP Meeting at 11:00AM at the District Administrative Center Conference Room
04/04/2022	Proposals to be received by 11:00AM and opened at the District Administrative Center Conference Room
04/25/2022	Board of Education approves selection of Qualified Services Provider and enters into a Guaranteed Energy Savings Contract

**GUARANTEED ENERGY SAVINGS CONTRACT
REQUEST FOR PROPOSALS**

Notice is hereby given that Woodridge School District 68 (Owner) shall receive proposals for a Guaranteed Energy Savings Contract (GESC) involving renewable solar energy until 11:00 AM on Monday April 4, 2022, at 7925 Janes Avenue, Woodridge, IL 60517, at which time the proposals will be opened. Please mark your responding package with “GESC-Solar” and include your company name and return address on the package, mailing or delivering your proposals to the District Administrative Center (DAC), 7925 Janes Avenue, Woodridge, IL 60517. Extensions of time will not be granted and any late arriving proposals will be returned unopened.

The procurement process and contract shall follow the requirements of Article 19b of the Illinois School Code – “School Energy Conservation and Saving Measures.” For more information contact Curtis Saindon, Assistant Superintendent for Business Services/CSBO, at (630) 795-6821 or saindonc@woodridge68.org .

The qualified service provider to whom the work is awarded shall conform to the local prevailing wage rates for 2023 for DuPage County as required for this project. The Owner requests three (3) copies of the proposal, which must be submitted with the content, and in the format, described within this Request for Proposals (RFP).

A mandatory Pre-RFP Meeting for all interested GESG Companies has been scheduled for 11:00 am on Wednesday March 9, 2022, in the DAC Conference Room. Any prospective company looking to respond to the RFP must be present.

The Owner reserves the right to terminate this RFP process prior to proposals being received or opened, to reject any and all proposals as may be in their best interests, and to be the sole judge of the value and merit of the proposals submitted. Upon review of the proposals received, the Owner may enter into a contract with the Qualified Service Provider that best meets the needs of the Owner. The Owner will only consider those companies who meet all requirements listed in the RFP and have the requisite experience with regard to renewable solar energy projects in schools.

In accordance with the Article 19b of the Illinois School Code, we disclose that Performance Services, Inc. has participated in the preparation of these RFP specifications, by providing sample copies of prior RFP’s received for similar projects from other Illinois School Districts.

I. PROPOSAL CONTENT & FORMAT

A. Table of Contents

B. Executive Summary (not to exceed 5 pages)

Provide a concise summary of your overall proposal regarding renewable solar energy for the Owner, the general timeline for milestones to be completed, and the proposed project scope of work for a summer 2023 installation window. The project scope and pricing breakdown must be included in the summary, along with any other pertinent information.

C. Company Profile

This section should include the following information about the Qualified Provider.

1. **Company Overview.** Provide a general overview of your company. Include information on your company's approach to customer satisfaction. Include information on your company's involvement with relevant customer associations. Provide answers to the specific questions below:
 - a. How many employees does your company have that live and work in the Chicagoland area and are dedicated to GESC projects?
 - b. How many GESC projects have you undertaken with Illinois Public School Districts in the past three years?
 - c. How many employees does your company have that are licensed in Illinois as a Professional Engineer (PE)?
 - d. Is your company accredited by the National Association of Energy Service Companies (NAESCO) as an Energy Service Company (ESCO)?
 - e. Is your company a subsidiary to another company?
 - i. If yes, will your company's parent company be financially responsible for the energy savings guarantee on this project?
2. **Company Personnel.** Include resumes for all key personnel who will be involved on the proposed solar project. Include the name of the engineer(s) or engineering firm to be used for the design engineering for this project, including their PE license numbers.
3. **Company References.** Provide a list of all GESC projects installed by your company in the Chicagoland area under Article 19b of the Illinois School Code in the last five (5) years. For each project, include the year the project was implemented and at least one reference contact (name, phone number, email).
4. **Litigation.** List any projects with which your company has entered into litigation or arbitration with any K-12 public school district during the past five (5) years. Provide a brief summary detailing the litigation/arbitration. Omission of any past litigation may result in immediate disqualification.

D. Technical Approach

This section should include the following information on the Qualified Provider's technical approach to meet the District's energy efficiency, operating cost reduction and occupant comfort objectives.

1. **Proposed Scope of Work.** Provide a detailed overview of the proposed scope of work. Include any related or future project work considerations, as applicable.
2. **Scope Documentation.** Provide the following documentation for any work where the Qualified Service Provider is providing firm pricing:
 - a. **Engineering drawings of proposed improvements must be provided**
Failure to provide drawings may result in evaluation deductions, if applicable
 - i. These may be included in the proposal binder, if possible, or provided as a separate set of drawings (half size sets are preferred)
 - b. **As-built drawings are required for all improvements upon project completion**
3. **Engineering Approach.** Provide an overview of your company's general engineering approach and professional capabilities. Include information on how your company completes design work and calculates energy savings.
4. **Building Controls Approach.** Provide an overview of your company's general approach to building automation and controls systems and capabilities. Include information on how your company designs, installs, programs, and commissions building automation and controls systems.

E. Financial Components/Aspects

This section should include the following information on the financial elements of the Qualified Service Provider's proposed project:

1. **Project Cost and Savings.** Provide an "Improvement List" to convey the cost, savings and rebates for each proposed scope of work item or piece of equipment.
2. **Project Cash Flow.** Provide a cash flow projection for the proposed project over the proposed guaranteed term length (15 year minimum).
3. **Project Pricing Approach.** Provide an overview of your company's general approach to pricing project work and developing cost savings and cash flow projections.

4. **Project Guarantees.** Provide an overview of your company's general approach to project guarantees. Include information on how your company monitors and reports energy savings. Include your written energy savings guarantee for the proposed project.

F. Implementation Plan

1. **Project Management Approach.** Provide an overview of your company's general approach to project management. Include information on your company's standard processes for implementing project work.
2. **Preliminary Project Schedule.** Provide a preliminary project schedule for the proposed scope of work. Include information on any specific scheduling considerations or critical dates, if applicable.
3. **Post Installation Approach.** Provide an overview of your company's general approach to post installation support. Include information on project warranties and your company's process for identifying and addressing any project issues that occur after substantial completion of the project.

II. EVALUATION CRITERIA/SCORING RUBRIC

The Owner will likely reject any proposal that does not meet the minimum criteria described in this RFP and may at their discretion deduct points from the scoring rubric if the RFP format is not followed, or if information is incomplete or missing. For proposals meeting or exceeding the minimum criteria required, the Owner will rate each proposal based on the following scoring criteria:

A. Qualifications and Experience (30 points)

- a. Strength of customer references and referrals
- b. Experience with implementing GESC projects under Article 19b of the Illinois School Code
- c. Past experience and performance on projects similar to that proposed
- d. Qualifications and experience of personnel assigned to the project

B. Technical Solutions and Implementation Plan (30 points)

- a. Quality of technical approach and ability of proposed scope of work to meet Owner objectives
- b. Clarity and detail of project scope documentation
- c. Quality of implementation plan and project management approach
- d. Quality of post-construction management and warranty support

C. Project Cost and Savings (30 points)

- a. Value of project in consideration of cost and savings
- b. Value of project in consideration of the scope of work
- c. Value of project in consideration of guarantees and commitments
- d. Clarity of project costs, savings and guarantees

D. Project Guarantees (10 points)

- a. Strength and value of project guarantees
- b. Rational and determination of project guarantees
- c. Experience in delivering on past project guarantees

Summary

This RFP for a potential GESC regarding a renewable energy solar project in Woodridge School District #68 has been prepared per the requirements of Article 19b of the Illinois School Code, as it relates to Guaranteed Energy Savings Contracts, and as such it is the School District's intention to select a Qualified Service Provider (QSP) from this RFP who best meets the needs and objectives of the School District in completing an energy savings project involving renewable solar energy. As mentioned previously, the School District reserves the right to accept or reject any proposal, as may be in their best interests, and to waive any informality or inconsistency in the proposals that are deemed to be minor or immaterial. Any QSP selected agrees to follow any and all laws and regulations related to public works projects for school districts in Illinois, including but not limited to, prevailing wages, equal employment and opportunity, fair labor standards and practices, anti-discrimination, safety, and any other such State and Federal laws and regulations as may be applicable.

Any questions should be directed to Curt Saindon, Assistant Superintendent for Business Services in writing (to 7925 Janes Avenue, Woodridge, IL 60517) or via email (to saindonc@woodridge68.org). Addendums to any questions submitted, for which answers to all interested responders is advisable, will be prepared and emailed to all on file wishing to receive such information. No verbal or voicemail questions will be considered formal requests and will not be addressed by written addendums.