

REQUEST FOR PROPOSALS ON QUALIFICATIONS

BY

Richmond R-XVI School District

FOR

SELECTION OF AN ENERGY SERVICES COMPANY TO PROVIDE ENERGY
EFFICIENCY AND CONSERVATION SERVICES
RELATED TO
ENERGY PERFORMANCE CONTRACTING

Submittal Deadline: Wednesday, March 22, 2017

Issued: Wednesday, February 15, 2017

REQUEST FOR QUALIFICATIONS

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**REQUEST FOR QUALIFICATIONS FOR SELECTION
OF AN ENERGY SERVICES COMPANY**

SECTION 1

INTRODUCTION AND BACKGROUND

The objective of this Request for Qualifications is to solicit proposals for a project to assist the Richmond R-XVI School District in becoming as energy and operationally efficient as possible, through the installation of energy-efficiency facility-improvement measures, and energy conservation training programs. The Richmond R-XVI School District wishes to implement energy conservation measures on a guaranteed energy savings performance contract basis per Missouri Statute 8.231.

Energy Services Companies interested in contracting with the Richmond R-XVI School District to develop an energy savings performance contract are encouraged to submit an application as outlined below.

It is currently planned that the District will purchase, finance, and own any new equipment installed as a result of any project. It is expected that savings and/or guarantees provided by the energy service company selected pursuant to this RFQ and eventual Investment Grade Audit will fully offset the acquisition costs involved for the Richmond R-XVI School District.

DISTRICT SCHOOLS REPRESENTATIVE

Questions concerning the technical specifications relative to this proposal package should be directed in writing to:

Dr. Mike Aytes, Superintendent
Richmond R-XVI School District
1017 E Main St
Richmond, MO 64085
maytes@richmond.k12.mo.us

1.1. Description of the Richmond R-XVI School District

The Richmond R-XVI School District serves the residents of Richmond, Missouri and the surrounding area. The district provides education for approximately 1,600 students across five educational facilities.

1.2. Background and Special Circumstances

The Richmond R-XVI School District anticipates a reduction in annual utility costs through the implementation of an energy conservation program. Respondents to this Request for Qualifications shall identify their experience and qualifications to develop, design, install, verify and manage a major energy conservation project incorporating energy conservation management retrofits. The Richmond R-XVI School District envisions the replacement and upgrading of outdated and obsolete building equipment, components and applications that include environmental system controls, interior lighting, and water consumption systems.

The Richmond R-XVI School District intends to select an Energy Services Company based on qualifications and award a single contract to perform an Investment Grade Audit to find cost effective energy conservation retrofit projects. The Energy Services Company will provide a written guarantee, backed by corporate assets, of all utility reduction and provide any necessary financing for the project. The Richmond R-XVI School District intends to structure the program's implementation schedule in a manner to minimize the program's financed capital needs.

SECTION 2

NOTICE TO ENERGY SERVICES COMPANY

2.1. Submittal Deadline

The Richmond R-XVI School District will accept qualifications submitted in response to this RFQ until **3:00 pm**, Central Standard Time, on Wednesday, March 22, 2017 (the “**Submittal Deadline**”).

2.2 Background and Special Circumstances

Proposals are to be prepared simply, providing straight forward and concise answers to all questions in the format requested. Repetitions of terms and conditions of this proposal request, without additional explanation, will not be considered sufficiently responsive. The proposal document should respond completely to the requirements indicated in this request.

2.3 Complete Proposals

Incomplete proposals will not be considered. Proposers must answer all questions and follow the format requested. Proposals should be sealed and marked RFQ for Energy Services Company. No email, telephone, or faxed proposals will be accepted.

2.4 Richmond R-XVI School District Contact Person

Questions or points of clarification must be communicated in writing (Fax or email) and directed to Dr. Mike Aytes no later than 3:00 pm on Friday, March 3, 2017. Dr. Aytes’s contact information is provided below.

Dr. Mike Aytes, Superintendent
Richmond R-XVI School District
1017 E Main St
Richmond, MO 64085
Phone: 816-776-6912
Fax: 816-776-5554
maytes@richmond.k12.mo.us

Any and all communication with respect to this solicitation shall be made to Dr. Mike Aytes, Superintendent, in writing via email or Fax. No individual representing an Energy Services Company shall attempt to communicate with Richmond R-XVI School District Board of Education Members, other administrators, district staff or other district employees. Any Energy Services Company found to be in violation of the communication expectations of the Richmond R-XVI School District will be subject to disqualification.

2.5 Criteria for Selection

An in-house committee of the Richmond R-XVI School District will evaluate responses. The evaluation of responses and the selection will be based on the information provided by the Energy Savings Company and deemed the most advantageous and offering maximum benefit to Richmond R-XVI School District.

The Richmond R-XVI School District reserves the right to award a Contract for all or any portion thereof, award multiple contracts, or reject any and all responses if deemed to be in the best interests of the Richmond R-XVI School District.

The Richmond R-XVI School District has made no representation, guarantee or commitment under this RFQ. Furthermore, the Energy Services Company recognizes and understands that any cost borne by the Energy Services Company which arises from Energy Services Company's performance hereunder shall be at the sole risk and responsibility of the Energy Services Company.

Criteria to be considered by the Richmond R-XVI School District in evaluating responses will be the Energy Services Company's demonstrated competence and qualifications using selection criteria similar to, but not limited to the following:

1. Business and Financial Qualifications	10%
2. Experience	20%
3. Personnel Qualifications	20%
4. Project Development and Management Approach	20%
5. Guarantee Approach	20%
6. Submission of a Completed Proposal	10%

No more than three (3) Energy Services Companies will be selected to make oral presentations to an in-house committee. The structure of these presentations will cover qualifications of the Energy Services Company, experience in performance contracting projects, experience in performance contracting projects with school districts, explanation of performance contracting, process and approach to energy efficiency improvements, explanation of the financial guarantee, and risk to the district.

2.6 Key Events Schedule

Issuance of RFQ	Wednesday, February 15, 2017
Deadline for Questions/Comments	Friday, March 3, 2017
Submittal Deadline (3:00 p.m. CST)	Wednesday, March 22, 2017
Review of Proposals by Committee	Friday, March 24, 2017
Oral Presentations to Committee	Thursday, April 6, 2017
Board Meeting Approval	Tuesday, April 11, 2017

SECTION 3

INSTRUCTIONS TO RESPONDENTS

3.1. Number of Copies

Energy Services Company must submit one (1) original proposal signed by an authorized company representative and four (4) copies. In addition, Energy Services Company must submit one (1) electronic copy of the proposal.

3.2. Submission

Responses should be sent to Dr. Mike Aytes at the address below in a sealed envelop, marked "Energy Services Company RFQ." Responses must be received no later than 3:00 pm on March 22, 2017. Faxed copies and late submissions will not be accepted.

Dr. Mike Aytes, Superintendent
Richmond R-XVI School District
1017 E Main St
Richmond, MO 64085

3.3. Response Validity Period

Responses must state that they will remain valid for acceptance by the Richmond R-XVI School District for a minimum of ninety (90) days after the Submittal Deadline to allow time for evaluation, selection, and any unforeseen delays.

3.4. Terms and Conditions

3.4.1. Proposers must comply with the requirements and specifications contained in this RFQ, the Notice to Energy Services Companies (see **Section 2** above) and the Specifications (see **Section 4** below). If there is a conflict among the provisions in this RFQ, the provision requiring Energy Services Company to supply the better quality or greater quantity of services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence:

3.4.1a. Notice to Energy Services Company (**Section 2** above);

3.4.1b Specifications (**Section 4** below).

3.4.2 Energy Services Company shall pay the rate of wages for workmen required for any proposed work or construction to comply with the Department of Labor and Industrial Relations of the State of Missouri and consistent with the current wage order or subsequent wage orders applicable at the time of the final contract execution, if different.

3.5. Submittal Checklist

Each response should include a statement that information therein as being true and valid and each of the four (4) copies being exact responses.

Richmond R-XVI School District reserves the right to reject, as non-responsive, any proposal that does not contain the information requested in RFQ or provides any false or misleading information. Additionally, the district reserves the right to reject, as non-responsive, any proposals which are not organized and formatted as described in this RFQ.

Richmond R-XVI School District reserves the right not to proceed with a project after receiving RFQ submissions and to reject any and all responses resulting from this RFQ. Late responses will not be accepted and will be returned to the submitting company unopened. Richmond R-XVI School District is not liable for any cost incurred by any person or firm responding to this RFQ.

SECTION 4
SPECIFICATIONS

4.1. General

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Energy Services Company as part of its response, are set forth below.

4.2. Requirements

Each response must include information that clearly indicates that the Energy Services Company meets each of the following minimum qualification requirements:

4.2.1 Experience performing analysis, design engineering, preparation of engineering plans and specifications, installation, commissioning, monitoring and verification of savings, and management of a major utility conservation project in an educational facility that has involved energy conservation measures which address facility components and applications.

4.2.2 Such components and applications shall include:

Lighting, space heating, ventilation, air-conditioning, building envelope, heat recovery, energy and water management systems, environmental system controls, electrical systems and monitoring, motors, domestic water heating, fuel switching, air-distribution systems, or other energy and water conservation related improvements or equipment including improvements or equipment related to renewable energy.

4.2.3 Experience related to training facility occupants and maintenance workers in energy and water conservation awareness.

4.3. Additional Requirements Specific to this RFQ

Energy Services Company must submit the following information as part of the Energy Services Company's response **in the order listed below**. All proposals will be evaluated in accordance with the criteria established herein.

1. Business and Financial Qualifications (10%)

Business Qualifications

4.3.1a. Provide general information on your firm including corporate name, corporate mailing address and contact information for two principals or officers of the firm. Include any information on your parent company which you may deem as important.

- 4.3.1b. Identify the number of years the Energy Services Company has been in business.
- 4.3.1c. Describe the Energy Services Company's organizational structure; include third-party consultants, limited partnerships and how they will be applied to this project.
- 4.3.1d. Identify and describe any business associations with equipment manufacturers or suppliers that might be specified for this project.

Financial Qualifications

- 4.3.1e. Provide the most recent three (3) years audited financial statements including income statement, balance sheets and statements of changes. Failure to do so will be considered unresponsive and will eliminate Energy Services Company from consideration.
- 4.3.1f. Provide a financial rating and any related documentation that indicates financial stability (i.e. Dunn and Bradstreet Analysis).
- 4.3.1g. Provide information documenting the source(s) and levels of financing (e.g., a letter from a financial institution describing relationship with the Energy Services Company).
- 4.3.1h. Provide the financial capability of the Energy Services Company and available lines of credit.
- 4.3.1i. Provide a letter from Energy Services Company's surety company demonstrating the Energy Services Company's capability to provide a payment and performance bond associated with this project. The letter should also state bonding capacity of the Energy Services Company.

2. Experience (20%)

Energy Performance Contracting Experience

- 4.3.2a. Describe the Energy Services Company's complete range of energy services and capabilities in the areas of engineering, design, auditing, energy and water equipment selection and installation, operation and maintenance, commissioning, monitoring and verification, and training.
- 4.3.2b. List all services which the Energy Services Company performs with its own employees.
- 4.3.2c. List the types of services that are usually subcontracted.
- 4.3.2d. Describe the Energy Services Company's approach to working with the community as it relates to the possibility of facility improvement projects with the district.

- 4.3.2e. Describe the Energy Services Company’s approach to change orders.
- 4.3.2f. Describe any risk minimizing strategies intended to protect the Richmond R-XVI School District.
- 4.3.2g. Describe the Energy Services Company’s approach to a savings shortfall:
 - i. Give an example of a shortfall check written to a client, an explanation of the circumstances for the shortfall, and what the overall resolution was.
 - ii. Provide a list with contact information of all savings shortfalls the Energy Services Company has experienced.
- 4.3.2h. Provide a complete list of all projects that:
 - i. Have canceled or non-appropriated a performance contract with the respondent (list reason); or
 - ii. Have past or pending lawsuits or litigation regarding a performance contract with a customer (list reasons); or
 - iii. Have been reimbursed for non-performance on guaranteed savings; or
 - iv. Have past “out of court” settlements regarding a performance contract (list reasons).

Relevant Educational Performance Contracting Experience

- 4.3.2i. Provide detailed information for three (3) educational projects in the Energy Services Company’s construction management portfolio in the past five years that are of a similar type to that proposed by the Richmond R-XVI School District. For each selected project include:
 - i. Describe the total scope of services provided to the owner;
 - ii. Date of Project
 - iii. Project Title and Location
 - iv. Name, Address, and Phone Number of Owner’s Representative
 - v. Nature of the Energy Services Company’s responsibility
 - vi. Scope of work including types of energy conservation measures evaluated and installed
 - vii. Total dollar contract amount and term in years
 - viii. Source of Project Funding
 - ix. Projected and Actual Start and End Dates
 - x. Annual Utility Savings

3. Personnel Qualifications (20%)

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

- 4.3.3a. Provide general information on the office or branch office(s) which would be servicing Richmond R-XVI School District including name, mailing address and contact information for main point of contact(s). Include any information on your local office which you may deem as important.
- 4.3.3b. Provide an organizational chart that clearly describes the Energy Services Company's project organization and status of each member of the Energy Services Company's team (e.g. direct company employee, third-party consultant, contract employee)
- 4.3.3c. State the qualifications and related experience of each member of the proposed project team and designate the employ of each team member (e.g. direct company employee, third-party consultant, contract employee)
 - i. Resumes for key personnel and their responsibilities for the duration of the Contract.
 - ii. Indicate the education, Professional Registration by State and licensing of each person designated to this project. Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.
 - iii. Clearly identify who will have primary technical responsibility for utility analysis, engineering and design work, contract negotiations, construction management, training, and performance monitoring.
 - iv. Include state of Missouri Professional Engineer registration numbers for individuals that will have design, inspection, testing, and certification responsibility for the specific requirements.

4. Project Development and Management Approach (20%)

- 4.3.4a. Provide a comprehensive plan of managing different aspects of the project based on approach to project management including staffing, contractor oversight, and ability to successfully complete projects on time and to customer satisfaction. Include a detailed process that will be used for the assignment of tasks, project scheduling, and budget control, as well as capability to provide all services required for construction and implementation of retrofit projects on a performance contracting basis.
- 4.3.4b. Describe any specialized area of expertise or unique capability your firm might provide which would be relevant to a project at Richmond R-XVI School District .

- 4.3.4c. Describe your firm's general approach to project pricing and typical pricing models.
- 4.3.4d. Include projected cost of Investment Grade Audit.

5. Guarantee Approach (20%)

Financial Guarantees

Explain in detail how you will guarantee the savings associated with this project. Discuss the following areas in detail:

- 4.3.5a. Frequency of Reconciliation;
- 4.3.5b. Repayment of Missed Savings;
- 4.3.5c. Treatment of "Operational" (non-utility) Savings as they pertain to the Guarantee;
- 4.3.5d. Any Situations that would void the Guarantee;
- 4.3.5e. If measured specific guarantees are OR are not used, explain how and to what extent.
- 4.3.5f. If stipulated savings are to be used, explain how and to what extent.
- 4.3.5g. Does the Performance Guarantee reside directly with the Energy Services Company and not a third party entity or construction firm?

Energy Savings Verification

- 4.3.5h. Changes to the estimated energy savings can occur as a result of installation of additional mechanical, natural gas, and lighting equipment, expansion of operating schedule, and weather fluctuation. Explain how you will account for this and include an actual Utility Audit Report, Measurement and Verification Plan, and Periodic Utility Savings Report that the Energy Services Company developed for a facility of similar size and scope.
- 4.3.5i. Describe methodology for calculating baseline utility consumption for an educational facility. If proprietary software is used, provide a copy of the manual.
- 4.3.5j. Describe how the Energy Services Company treats actual savings that exceed the guaranteed savings amount.

Operational Savings Verification

4.3.5k. Do you use any of the following types of cost savings to help repay the financing of your project?

- i. Deferred Maintenance
- ii. Manpower
- iii. Materials
- iv. Administrative Costs
- v. Scheduled or Unscheduled Equipment Replacement

4.3.5l. Explain how these savings are calculated. Any savings used to calculate the payback must be guaranteed. Explain how you monitor and verify that operational savings have been realized. In the event that operational savings are not realized, what actions would be taken to rectify the shortcomings?

- i. Is operational and/or maintenance savings included or excluded in your guarantee; explain.
- ii. In the event operational and/or maintenance savings are not realized, how will the Energy Services Company compensate the district?

6. Submission of a Completed Proposal (10%)

Provide a proposal that addresses all of the requirements and questions listed above in the order as specified.

Provide a letter stating all information included in the proposal is true and valid and each of the four (4) copies are exact copies of the proposal.

SECTION 5

SELECTION PROCESS

The Richmond R-XVI School District will follow the process for selecting an Energy Services Company as outlined below.

- 1. Proposal Submission:** Energy Services Companies interested in providing the services requested are asked to submit written proposals based on the requirements contained herein (see **Section 2.1 Submittal Deadline** and **3.1 Number of Copies**). Respondents will not be reimbursed for any costs associated with developing a proposal. All submissions become the property of the Richmond R-XVI School District and will not be returned to the Energy Services Company.
- 2. Proposal Review:** A Richmond R-XVI School District in-house committee will rank the proposals submitted, based on written responses to this RFQ.
- 3. Interviews:** At the discretion of Richmond R-XVI School District in-house committee, no more than three (3) Energy Services Companies will be asked to participate in a presentation / detailed interview to answer questions and more fully discuss how its approach to this project satisfies the district's evaluation criteria.
- 4. Selection:** following the presentations / interviews, the Richmond R-XVI School District Committee intends to select one Energy Savings Company to recommend to the Richmond R-XVI Board of Education to perform an Investment Grade Audit.
- 5. Contract for Investment Grade Audit:** upon selection of the top-ranked Energy Savings Company, contract negotiations will begin for an investment grade audit, which will allow the Energy Services Company to proceed with the energy analysis, feasibility study, conceptual engineering design and permitting plan for a district-wide energy conservation program. .
- 6. Board Approval for Investment Grade Audit:** at the Board of Education meeting scheduled for April 11, 2017, the Board will consider the recommendation of the interview committee for the selection of an Energy Services Company to perform an Investment Grade Audit. If the Board approves the selection of the company, they will also consider a contract for the Investment Grade Audit.
- 7. Investment Grade Audit:** Following approval of the selection of the Energy Savings Company and approval of the Investment Grade Audit contract, the Energy Savings Company will conduct the investment grade audit.

8. Guaranteed Energy Cost Savings Performance Contract: Upon completion of the Investment Grade Audit and the determination that the project is feasible and acceptable to Richmond R-XVI School District, a Guaranteed Energy Cost Savings Performance Contract will be drawn up between the district and the Energy Services Company. Upon acceptance of the contract by the District Administration and Board of Education, it will be signed and the project installation will commence.

9. Termination of Investment Grade Audit Contract: After completion and acceptance of the Investment Grade Audit, the district will begin to negotiate a Guaranteed Energy Cost Savings Performance Contract. If during this phase, it is determined that the program options identified by the Energy Services Company do not fall within mutually agreed upon acceptable financing requirements and project scope, the Investment Grade Audit Agreement will be terminated with no additional financial liability to the Richmond R-XVI School District. Shall it be determined that the project's feasibility is within the agreed-upon financing parameters and project scope and the District terminates the Investment Grade Audit Agreement for any reason, the Richmond R-XVI School District agrees to compensate the Energy Services Company a mutually-agreed upon amount for the engineering design and permitting effort incurred through termination. That amount will be stated in the Investment Grade Audit Agreement.