

REQUEST FOR QUALIFICATIONS  
FOR  
ENERGY CONSERVATION PROGRAMS MEETING  
PROPOSITION 39 GUIDELINES

January 17, 2017

**Prepared By**

**Dixon Unified School District  
Facilities and Operations  
Department**

REQUEST FOR  
QUALIFICATION

NOTICE IS HEREBY GIVEN that the Dixon Unified School District of Solano County, California, acting by and through its Governing Board, hereinafter referred to as the District will receive up to, but not later than 3pm (PST) on February 10<sup>th</sup> 2017, proposals for the award of a contract for the following:

Energy Conservation Programs meeting Proposition 39 Guidelines

(Request for Qualification Packet may be requested from Dixon Unified School District via email at [john.calise@dixonusd.org](mailto:john.calise@dixonusd.org) or picked up at the Dixon Unified School District Office by first calling Stephanie Arias at 707-693-6300)

Such proposals shall be received in the Facilities and Operations Office of the Dixon Unified School District, 180 South First Street, Suite 14, Dixon CA. 95620, and shall be opened at the stated time and place.

Each proposal must conform and be responsive to this invitation, General Instructions and Conditions, the Request for QUALIFICATION, and all other documents comprising the pertinent Contract Documents. Copies of the QUALIFICATION Requirements are now on file and may be obtained in the Facilities and Operations Department at the above address.

The District reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals or in the bidding.

No bidder may withdraw his proposal for a period of sixty (60) days after the date set for the opening of proposals.

Dixon Unified School District

John Calise

Director of Facilities and Operations

## **REQUEST FOR QUALIFICATION**

### Energy Performance Contracting Services

The Dixon Unified School District is looking for an organization to assist the District in performing an American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) level 2 Energy Audit to include Savings to Investment Ratio (SIR) according to Proposition 39 Guidelines established by the California Energy Commission. In addition, the organization awarded a contract will provide assistance in Proposition 39 Program requirements by reviewing all electrical and gas usage data, complete benchmarking, submit an energy expenditure plan (s) and complete reporting requirements as required. The organization awarded a contract may perform turnkey implementation of selected projects.

#### **RESPONSE DEADLINE FOR PROPOSALS:**

**All Requests for Information must be submitted no later than  
3PM (PST) on February 10, 2017**

Pursuant to California Government Code 4217, Dixon Unified School District is requesting sealed proposals for Energy Performance Contracting Services.

#### **I. RFQ PROCESS**

The District intends to select a qualified provider/organization for the development and implementation of an energy efficiency program meeting the requirements outlined in the California Energy Commission guidelines for Proposition 39.

At the District's sole discretion, the awarded respondent may be chartered to manage the associated Prop 39 grant application process and comply with any and all applicable pre-installation verification, benchmarking, and post-implementation Measurement & Verification (M&V) requirements as defined by the California Energy Commission.

The District, at its sole discretion, may select the awarded respondent for subsequent energy conservation phases of work.

The District reserves the right to reject any or all bidders.

#### **II. PROJECT GOALS**

The District's ultimate goal is to redirect financial savings realized from more efficient buildings towards other upgrades and programs that enhance student learning. Respondents shall support the District's goal by offering a turn-key energy savings program that accomplishes the following:

- Achieves persistent long-term cost savings through reduced energy use and related operating cost savings
- Achieves an annual guarantee for cost savings for each year of the contract
- Upgrades old and/or inefficient systems
- Maintains consistent and reasonable levels of occupant comfort
- Maintains building functionality and compatibility with existing equipment
- Improves utilization of technology to achieve optimum performance and savings
- Provides additional benefits that directly result from energy related services & capital improvements, reduced maintenance needs, improved indoor air quality, building improvements, reduced greenhouse gases, etc.
- Minimizes financial and technical risk to the District
- Provides training to employees on maintenance and repair of equipment and controls
- Provides comprehensive funding solutions
- Promotes private sector job creation

### **III. MINIMUM REQUIREMENTS**

Respondents must meet the following minimum requirements to participate in the District's RFQ process:

- Accredited by the National Association of Energy Services Companies (NAESCO)
- Demonstration of ASHRAE Level 2 Audit capability to references of previous clients within the last five (5) years—preferably K-12 school districts.
- Successfully implemented at least five (5) energy performance contracts for the public sector, preferably K-12 school districts, in the last five (5) years
- No pending or recent litigation in the past five (5) years associated with the savings performance and/or measurement and verification (M&V) of a guaranteed energy savings project. Provide an acknowledgment letter stating such, signed by an officer of the company. Please include title of company officer. Failure to provide accurate and complete information as requested is grounds for disqualification.

### **IV. SCOPE OF WORK**

Upon award, the selected respondent will be required to perform site walks at District facilities to evaluate facility infrastructure improvements as part of an energy master plan for the District:

Specifically, the awarded respondent will evaluate and propose applicable energy conservation measures (ECMs) including but not limited to:

- Detailed Analysis of energy consumption to quantify base loads, seasonal variation, and effective energy costs
- Evaluation of lighting, air quality, temperature, ventilation, humidity, and other conditions that may affect energy performance
- Heating Ventilation & Air Conditioning (HVAC) system optimization, retrofit, upgrade or replacement
- Interior and exterior lighting retrofit or replacement

- Building Automation System (BAS) installation, upgrade, or expansion leveraging existing technology
- Building envelope upgrades
- Other infrastructure improvements
- Other training, remote monitoring services, and on-going support services that will ensure objectives of program are met over the term of the agreement
- Work with District management/staff to explore potential problem areas, and clarify financial and non-financial goals of the program
- Complete the 8 step process to participate in Proposition 39 program
- Prioritize eligible energy project according to Proposition 39 11 factors in development of energy expenditure plans

All proposed ECM's must be provided on a turn-key basis including all necessary permits, engineering, Division of the State Architect (DSA) requirements, delivery, installation, commissioning, training and warranty service.

## **V. PROPOSAL INSTRUCTIONS**

### Ink or Typewritten

All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the proposal.

### Signature Verification

To be considered for award, each proposal must be signed by a legally authorized representative of your company.

### Examination of Contract Documents

It is the responsibility of your firm to thoroughly examine and be familiar with the contract documents. The failure or neglect of the company to receive or examine any of the contract documents shall in no way relieve them from any obligations with respect to the RFQ. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any Solicitation document.

### Proposal Documents

Failure to completely execute and submit the required documents before the bid submittal deadlines will render a proposal non-responsive.

### Formation of Contract

A signed proposal, a signed and dated Purchase Order from the District, and an independent consultant contract shall constitute the contract documents. Should the respondent require the School District to enter into an additional contract, a copy of that contract must be included with your proposal.

### Informed Respondent

It will be your responsibility to be fully informed as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at your firm's own risk and relief cannot be secured on the plea of error.

## **VI. PROPOSAL SUBMISSION REQUIREMENTS**

Two (2) originals and (1) electronic copy of the proposal shall be submitted in the format contained in the RFQ. The original and copy of proposal shall be submitted in a three (3) ring loose-leaf binders or report cover. It is critical that all responses follow the same format to allow equal and fair evaluation of each response. Responses should be limited to thirty (30) pages (not including table of contents, cover letter, sample contracts/agreements or M&V report and include the following:

### SECTION TABS

Proposals should be divided by tab sections according to items in the index. This will assist the evaluating team in identifying items and information submitted with the proposal.

### TABLE OF CONTENTS

The table of contents of the proposal should include a clear and complete identification of the materials submitted by tab section and page number.

### COVER LETTER

A signed letter of interest (no more than two (2) pages), stating the respondent's interest and qualifications in providing the services as outlined in the RFQ. **Please describe how the respondent meets the minimum requirements as described in Section III of the RFQ.** The cover letter should be signed by a company official designated to conduct contract negotiations.

### Tab 1: Background, Financial Capacity & Management Structure

Provide general information on the respondent including: a brief history of the firm, length of time performing services, location of main office, telephone number, contact name, local resources, etc.

Contractors Fee Structure: Include cost for all personnel and/or categories of employees as well as overhead and profit and any other charges through June 30, 2017, FY 18, FY 19. Hourly rates should be fully burdened for key professionals on team.

Provide a statement of the respondent's financial capacity and capability to perform to the terms of this solicitation request. Provide three (3) years of audited financials.

List the members of the project team. Provide a list of the personnel to be used on this project and their qualifications. Please breakdown core competency, key partners and subcontractors. Describe the management structure of the responding firm and include an organizational chart.

### Tab 2: Energy Project References

Provide detailed project history for five (5) public sector clients, preferably K-12, that the respondent has contracted with for similar energy performance contracting services in the last five (5) years. Include the following:

- owner's name, address, telephone number, and contact person
- description of the scope of work of
- start/completion date
- services and equipment provided
- energy savings guarantee amount
- project cost
- funding description
- contract term
- additional benefits to the client
- identify if an ASHRAE Level 2 energy audit, Investment Grade Audit, was completed as part of the project

Provide 1 measurement and verification report of a K-12 District utilizing the IPMVP, Option C method.

### Tab 3: Project Approach

- a) Provide a description of the respondent's approach to performing audits, and identifying improvement measures
- b) Provide a description of the respondent's approach to managing the project and procedures for minimizing occupant disruptions
- c) Provide a description of monitoring services after installation to ensure continued savings.
- d) Describe training program available for district employees.

### Tab 4: Savings

- a) Provide copies of sample energy savings guarantee documents
- b) Describe the reconciliation process of the guarantee.
- c) What is your experience with obtaining grant funding sources, including but not limited to Pacific Gas & Electric, Energy Commissions, LSI, QZABS, etc.? Specific and dollar values.
- d) Describe the respondent's approach to projecting and proving the energy and operational savings.
- e) Describe the methodology, formulas and reporting of the savings and the associated IPMVP option used to quantify savings.

Note: The base period for the savings guarantee will be the most recent consecutive 12 month period at the time of award of contract.

The baseline period shall only be adjusted in the following events:

1. Changes in utility rates.
2. Changes in the number of days in the utility billing cycle.
3. Changes in the square footage of the facility.
4. Changes in the operational schedule of the facility.

5. Significant changes in the weather (10% or more variation in degree hours from base period to current period)
6. Significant changes in the amount of equipment or lighting utilized in the facility.
7. Significant changes in the nature of intensity of energy use such as change of classroom space to laboratory space.

Tab 5: Additional Benefits and Value Added Elements

Please describe any additional benefits that may result from ECM implementation including but not limited to the potential greenhouse emissions reductions and the number of jobs created. Discuss the respondent's value added elements in implementing this Prop 39 energy program.

Tab 6: Contracts

Provide sample of respondent's applicable contract terms and conditions. Provide Measurement and Verification Agreements. Include a pricing proposal for an Investment Grade Audit at Dixon USD, which provides for an ASHRAE Level 2 audit per Prop 39 requirements. Exhibit A includes all Dixon USD building sites and square footage.

**VII. PROPOSAL EVALUATION CRITERIA**

The District will evaluate qualifications based on the scoring criteria outlined in this section. Respondents who are not actively engaged in providing services of the nature proposed in their response to the RFQ and/or who cannot clearly demonstrate to the satisfaction of the District their ability to satisfactorily perform the work in accordance with the RFQ requirements will not be considered. Respondents who do not meet the minimum requirements will not be considered.

The District shall be the sole judge of the qualifications and services to be offered and its decision shall be final. Discussions may be conducted with respondents who submit qualifications determined to be reasonably acceptable of being selected for award:

Scoring Criteria

- a) **Background:** ie. qualifications, experience, resources, financial strength. (5 points)
- b) **Project Team & Management Structure:** ie. amount of work self-performed, strength of proposed team, trainers, and management structure. (5 points)
- c) **LOCALITY:** ie: physical location of company and relative employees. (5 points)
- d) **Project History & References:** ie. relevant past project experience and information obtained from references. (20 points)
- e) **Project Approach:** ie. approach to audits, savings monitoring, training, etc. (10 points)
- f) **Additional Benefits & Added Value:** ie. additional benefits resulting from ECM implementation and respondent's value added elements. (5 points)
- g) **Savings:** ie. sample energy guarantee, past performance on guarantees, Measurement & Verification practices, IPMVP Option C, etc. (15 points)
- h) **Contracts:** ie. sample contract terms and conditions, sample M&V agreement, pricing proposal for Investment Grade Audit. (5 points)
- i) **Interview Process:** Experience, approach and expertise as demonstrated during the interview process will be considered. (30 points)

Total Maximum Point Valuation: 100



All Requests for Information (RFI) must be submitted no later than February 1<sup>st</sup>, 2017. Any submissions after that date will not be responded to—even a simple question of where to mail something. Any responses to RFIs will be through an addendum issued by the District. All companies submitting a proposal will indicate the number of Addendums issued. Failure to do so will be considered non-responsive.

