

**Excelsior Springs School District**

**REQUEST FOR PROPOSAL ON QUALIFICATIONS  
FOR A DISTRICT-WIDE ENERGY CONSERVATION SERVICES  
PROGRAM**

**SEPTEMBER 10, 2019**

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## **I. PURPOSE OF SOLICITATION**

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The intent of this Request for Proposal on Qualifications (RFQ) is to solicit qualification proposals from a NAESCO accredited Energy Services Companies (ESCOs). For the purpose of this RFQ, “ESCO” refers to any company that is qualified to provide a turnkey energy conservation program that includes all services listed in this RFQ. Pursuant to Missouri Revised Statute §8.231, responses to this RFQ shall describe the ESCO’s capability to identify the need for, design, install, maintain, monitor, and arrange the financing of a large-scale, comprehensive energy-conservation program that includes the services listed herein. Excelsior Springs School District intends to select an ESCO and award contract(s) to perform cost-effective energy conservation retrofits. Excelsior Springs School District is herein referred to as CUSTOMER.

At a minimum, the ESCO must meet the following qualifications:

- Holds a National Association of Energy Services Companies (NAESCO) certification
- Holds a place on the Department of Energy’s Qualified List of Energy Services Companies
- Has demonstrated experience in the implementation of Energy Performance contracts.

Please note that responses to this RFQ must be received by **12:00 NOON, CST, September 27<sup>th</sup>, 2019** at the address below. One (1) paper copy of the response must be sealed and plainly marked: “Proposal on Qualifications – Energy Services Program” and delivered to:

**Excelsior Springs School District**  
**300 West Broadway, Excelsior Springs, MO 64024**  
**Re: Proposal on Qualifications for a Comprehensive Energy Conservation Services Program**  
**ATTN: Superintendent - Dr. Dan Hoehn**

**CUSTOMER is not liable for any cost incurred by any person or firm responding to this RFQ.**

CUSTOMER reserves the right to reject as non-responsive any proposals that do not contain the information requested in Section VII and Appendix A of this RFQ. Additionally, CUSTOMER reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFQ.

Any and all questions regarding this RFQ and the program it represents must be submitted in writing by 12:00 Noon, CST, on September 17<sup>th</sup>, 2019 to:

Customer Contact: Dr. Dan Hoehn  
Email: dhoehn@ga.essd40.com

All questions will be answered by email to all bidders.

Prospective respondents must limit their contact regarding this RFQ to Dr. Dan Hoehn. Communications by Firms, its agents, employees, and/or representatives with any employee, agent, or representative of CUSTOMER or CUSTOMER School Board, other than Dr. Dan Hoehn, regarding its proposal or intention to submit a proposal in response to this RFQ will be considered inappropriate communications. If any such inappropriate communications are deemed to hinder, influence and/or alter the competitive proposal process, CUSTOMER, in an effort to ensure a fair and equitable review and selection process, reserves the right to decline consideration of the offender’s sealed proposal.

**Environmental Impact**

Your actions do make a difference! By submitting only one paper copy of your proposal response, you make the following contributions to the environment:



**Waste**

5.7 pounds of solid waste not generated



**Tree**

6% of a tree preserved



**Water Conservation**

46.78 gallons of waste water avoided



**Lighting**

97036.73 BTUs of energy not consumed



**Greenhouse Gas**

14.23 pounds of greenhouse gas prevented

Healthy forests filter water, remove air pollution, sequester carbon and provide homes for wildlife. To plant a tree in return for your paper usage, go to <http://www.americanforest.org/>.

*\*Calculations are for one 500 page proposal response printed on regular paper. It does not include binders and dividers.*

## II. BACKGROUND

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CUSTOMER proposes to address all gas, water, and electric utility uses in all of its facilities (owned cooperative or leased) for this conservation program. Additionally, CUSTOMER intends to upgrade outdated and obsolete building equipment and perform property improvements through the program.

CUSTOMER anticipates a major reduction in annual utility costs through the implementation of this energy conservation program. The ESCO will provide a written guarantee of all utility reduction and provide all financing for the project. The contract life of the program is expected not to exceed 3 years. CUSTOMER intends to structure the program's implementation schedule in a manner to minimize the programs financed capital needs.

Respondents to this Request for Qualifications (RFQ) shall identify their experience and qualification to design, install and manage a major energy conservation project that involve energy conservation measure (ECM) retrofits which address the following building components and applications: lighting, space heating, ventilation, air-conditioning, envelope, heat recovery, energy management systems, environmental system controls, motors, domestic water heating, fuel switching, air distribution systems and water consumption systems. CUSTOMER is also interested in the respondents' qualifications and experience related to programs designed to train building occupants and maintenance workers in energy conservation awareness.

### III. SERVICES REQUESTED

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For this RFQ, CUSTOMER is interested in Energy Services Companies for the identification, engineering, design, refurbishment, installation, training, maintenance and financing of approved ECMs for all of its facilities. CUSTOMER has the option to contract all or some of the services listed above.

If CUSTOMER contracts project financing through the ESCO, payment for the contracted services will be indexed to measure reductions in annual energy costs or consumption and will not begin until after the project is operational and generating savings. Financing shall be structured so that annual payments never exceed annual savings. Services will be required to provide the financing in such a manner as to ensure that all costs are paid for from only the utility savings associated with the energy conservation program. Operational savings will be strictly scrutinized as part of annual savings. The ESCO must make available a program that guarantees the energy savings of the energy conservation services financed. The ESCO's demonstrated ability to provide this guarantee will be an evaluation criteria.

It is expected that, as a minimum, the following energy conservation techniques will be investigated on an individual basis or in combination with other techniques and implemented, if deemed cost effective by CUSTOMER and the ESCO:

- Energy management control system
- Large-scale lighting control
- Individual room lighting control (motion sensors)
- Optical reflectors for fluorescent light fixtures
- Fluorescent lamp and ballast replacement
- Incandescent to florescent lighting conversion
- Conversion to HID
- Motion sensor control
- Day lighting control
- Exit sign conversion
- Other lighting modifications
- Air conditioning unit replacement
- Economizer control
- Thermal storage for heating and cooling
- Environmental system control replacement
- Heating, ventilating and air conditioning system modifications
- Variable speed/frequency drives
- Air compressor replacement/upgrade
- Fuel conversion
- Building envelope improvements
- Domestic hot and cold water systems
- Air management systems
- Kitchen appliance conversion to gas
- High efficiency motors
- Motor down-sizing
- Energy conservation awareness training and rebates

Any other ECMs proposed by the ESCO will also be considered. All ECMs considered shall be proven, commercially available and result in verifiable energy savings.

All equipment provided by the ESCO for this program shall have a history of successful operating experience in similar installations and shall be in new and unused condition. This equipment shall

be state-of-the-art with readily available replacement parts. All equipment used for this program shall be approved by CUSTOMER prior to installation.

## **IV. SELECTION PROCESS**

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### **Proposal Evaluation**

Interested ESCOs responding to this RFQ with a proposal must provide the information required to complete the forms included in Appendix A. CUSTOMER will evaluate submittals and choose the most highly qualified ESCO.

### **Engineering Proposal**

Upon completion of the proposal evaluation, CUSTOMER and the ESCO will design a Letter of Agreement which, when approved by CUSTOMER, will allow the ESCO to proceed with the energy analysis, feasibility study, conceptual engineering design and permitting plan for a district-wide energy conservation program.

Upon acceptance of the Letter of Agreement by the Board of Education, CUSTOMER and the ESCO will sign the agreement, thereby requiring the ESCO to proceed. If during this phase, it is determined that the program options identified by the ESCO do not fall within mutually agreed upon acceptable financing requirements and project scope, the Letter of Agreement will be terminated with no financial liability to CUSTOMER. Shall it be determined that the project's feasibility is within the agreed-upon financing parameters and project scope and CUSTOMER terminates the Letter of Agreement for any reason, then CUSTOMER agrees to compensate the ESCO a mutually-agreed upon amount for the engineering design and permitting effort incurred through termination. That amount will be stated in the Letter of Agreement.

### **Negotiating and Signing of Contract**

Upon the determination that the project is feasible and acceptable to CUSTOMER, an Energy Services Agreement (ESA) will be drawn up between CUSTOMER and the ESCO. All engineering, design and permitting cost incurred by the ESCO under the Letter of Agreement will be incorporated into the ESA. Upon acceptance of the ESA by the School Board, the ESA will be signed and the program will commence. It is anticipated that the ESA will be presented to the School Board on or before October 14<sup>th</sup>, 2019.



## V. SCHEDULE OF EVENTS

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The following time frame is expected to be followed during the procurement period of this RFQ:

September 10, 2019	Release of RFQ
September 27, 2019	Proposal received – <b>12:00 PM</b>
October 10, 2019	Vendor selected
October 10, 2019	Investment Grade Audit contract approved by School Board

This is a tentative schedule, and dates are subject to change.

Please note that responses to this RFQ must be received on September 27<sup>th</sup>, 2019, by 12:00 PM at the address below. One (1) paper copy of the response must be sealed and delivered to:

Excelsior Springs School District  
300 West Broadway, Excelsior Springs, MO, 64024  
Re: Proposal on Qualifications for a Comprehensive Energy Conservation Services Program  
ATTN: Superintendent – Dr. Dan Hoehn

CUSTOMER reserves the right 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. CUSTOMER is not liable for any cost incurred by any person or firm responding to this RFQ.

CUSTOMER reserves the right to reject, as non-responsive, any proposal that does not contain the information requested in Section VII of this RFQ and on the forms contained in Appendix A. Additionally, CUSTOMER reserves the right to reject, as non-responsive, any proposals which are not organized and formatted as described in this RFQ.

## VI. SELECTION CRITERIA

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Qualification of all business entities that respond to this solicitation, including any subcontractors to be used, will be evaluated using the following selection criteria. (Percentage weighting among categories of selection criteria is noted.)

### **Personnel Qualifications (5%)**

- Quality of personnel assigned to this project and degree of pertinent experience.

### **Project Management Plan (10%)**

- Comprehensiveness and rationale of project management plan, based on:
  - Approach to project management, including staffing and contractor-oversight
  - Ability to successfully complete projects on time and to customer satisfaction.
- Ability to support the project during the performance phase

### **Energy Savings (20%)**

- Comprehensiveness of the methodology to establish projected savings and adaptability of analysis methodologies
- Soundness of methodology used to calculate cost savings
- Understanding of IPMVP options and their applicability to ECM types
- Ability and approach to monitoring and supporting the project to guarantee ongoing savings

### **Prior Project Performance (20%)**

- Experience with energy conservation projects in the Midwest and state of Missouri with a similar size and type to that proposed for CUSTOMER.
- Experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of ECMs, design, installation, operation, training, financing, savings verification, etc.)
- Performance on prior projects, including data on projecting, achieving, documenting, and verifying energy savings in order to ascertain accuracy of projections
- References from prior and current customers. Must submit three K-12 references from the last three years

### **Equipment, Maintenance and Training (10%)**

- Extent of relationships with manufacturers of energy equipment, including those manufactured by the respondent or listed subcontractors
- Demonstrated ability to work with different makes of equipment
- Comprehensiveness and scalability of proposed training approach

### **Project Non-Performance (15%)**

- Demonstrated track record of performance contracts that have not be canceled or non-appropriated
- Verification of no performance contracts with past or pending lawsuits or litigation
- Verification of no performance contracts with “out of court” settlements
- Complete list of projects with shortfalls in the last 15 years

### **Financial Qualifications (15%)**

- Demonstrable ability to bond savings through a third party surety
- Financial viability of entity proposed to provide technical and financial guarantees
- Financing capability

ESCO will provide financial statements including income statement, balance sheets and statements of changes for three (3) most recently completed fiscal years.

**Value Added Services (5%)**

- Describe any additional benefits that may result from implementation of the comprehensive energy program and the respondent's added value elements in providing products/services for energy products.

## VII. RESPONSE FORMAT AND COMMENTS

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The responses to this Request for Proposal on Qualifications will consist of nine (9) specific information subject areas which must be completed and returned in the order indicated below with each section divided and tabbed with the appropriate section title. Additional forms (as detailed below) are provided in Appendix A. For areas that do not require a form, the ESCO shall provide specific information directly addressing the information requested in that section. CUSTOMER may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any ESCO. Any additional information not specifically requested in this RFQ must be put in a separate Appendix at the end of the response. Additionally, all supplemental materials (brochures, product information sheets, etc.) not specifically tailored to this response must be placed in the Appendix. Responses must be paginated and must include a table of contents.

### **Section 1: Cover Letter**

The ESCO's proposal will include a cover letter at the beginning of the proposal. The cover letter shall provide a summary of the information presented in the proposal, names and telephone and fax numbers of persons authorized to provide any clarification required, and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. This cover letter shall also include the name of the person(s) authorized to conduct final contract negotiations on behalf of the ESCO.

### **Section 2: Introduction**

#### **Table of Contents**

The ESCO's proposal should include a Table of Contents referencing each information section of this RFQ. The Table of Contents should be further subdivided to describe information included within each section of the proposal.

#### **Executive Summary**

The ESCO will provide an Executive Summary highlighting the ESCO's unique qualifications and capabilities for this project.

#### **Statement of Responsibility**

**The respondent must be the Prime Contractor.** The Prime Contractor will be responsible for all work and subcontractors involved in the project. The Prime Contractor will submit a list of all participants in the project prior to the actual contract negotiations. If some or all of the participants are not known at this stage, a selection strategy shall be identified noting which participants have not been selected. A statement of responsibility must be provided, using **FORM B** in the Appendix.

### **Section 3: Personnel**

- Provide a graphical representation (organizational chart) of the participants listed in the ESCO's proposal and their responsibilities in the program. The chart is to be used to show the company and personnel responsible for each phase of the project, lines of authority, and relationships between prime contractor and subcontractors. Attach resumes of all individuals who will have a role in the project.
- A list of key personnel and their responsibilities for the duration of the project contract terms should be listed. Include in this list the number of years each individual has been in the industry. Attach resumes of individuals who will have a role in the project.

### **Section 4: Project Management**

- Describe respondent's approach to project management, including: coordination with subcontractors, division of responsibility among project staff, and interaction with

CUSTOMER representatives. Include a sample of any contracts and/or agreements between the respondent and subcontractor(s) that would be used in this project in an appendix.

### **Section 5: Energy Savings**

- Describe the method used to establish projected savings.
- Describe how you adapt your analysis to specific projects.
- Describe the method used to calculate cost savings.
- Describe the methods used in measurement and verification (M&V) of project savings.
- Describe monitoring and support methods used after installation to guarantee ongoing savings.
- Please also include examples of savings for 3 customers each with 3 years of whole meter Option C guaranteed savings reports.

Include a sample guarantee contract in the Appendix to this response. Failure to include a sample contract and Option C reports will be viewed as unresponsive

### **Section 6: References**

Provide information on at least three performance contracts, similar in size and scope to the project proposed for CUSTOMER that the respondent has successfully implemented within the last three years within the Midwest.

References shall include:

- Customer Name
- Name and Telephone Number of Contact
- Brief Description of the Project
- Project Beginning and Ending Dates
- Specific ECMs installed
- Project Cost and Savings
- Percent of Project Savings Resulting from Deemed or Stipulated Savings (Separate energy and non-energy savings. If savings other than energy were used, specify what these savings were, how they were calculated, and how they were guaranteed.)

### **Section 7: Equipment, Maintenance and Training**

- Describe any relationships with manufacturers of energy equipment, including those manufactured by the respondent or listed subcontractors. Respondent should also demonstrate willingness to propose and ability to work with different makes of equipment should such equipment prove to be the optimal choice for CUSTOMER.
- Outline any training proposed as part of the project, including the subject, duration, and location of training. Respondent should also describe the relationship with the organization providing training, if not provided by the prime contractor.

### **Section 8: Project Non-Performance**

Provide a complete list of all projects that in the last 15 years:

Have canceled or non-appropriated a performance contract with the respondent (list reason); or

Have past or pending lawsuits or litigation regarding a performance contract with a customer (list reasons); or

Have been reimbursed for non-performance on guaranteed savings.

Have past “out of court” settlements regarding a performance contract (list reasons).

If any of the above does not apply, provide an acknowledgment letter stating each that does not apply, signed by an officer of the respondent company. (Please include title of company officer). Failure to provide accurate and complete information as requested is grounds for disqualification.

**Section 9: Financial Information**

- Describe the financial soundness and stability of the ESCO and its ability to support the performance guarantee.
- Provide financial statements for the two most recently completed fiscal years in an appendix. Owner may, during the course of the evaluation process, request additional financial information to supplement and clarify the information provided.
- Describe your firm’s capacity to issue payment and performance bonds. Provide a letter from surety company demonstrating the bonding capacity of the ESCO.
- Describe what resources your firm has available to assist the customer with financing and funding solutions. Provide three bank references that have provided financing for past projects.
- Provide a letter of recommendation from a financial institution.

## APPENDIX A: PROPOSAL FORMS

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## FORM A: PROPOSAL CHECKLIST AND OUTLINE

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Section 1: Cover Letter

Section 2: Introduction

- Proposal Table of Contents
- Executive Summary
- Statement of Responsibility

Section 3: Personnel

- Project Personnel Resumes
- Project Team Organizational Chart

Section 4: Project Management

Section 5: Energy Savings

- Sample Guarantee Contract
- Option C Reports

Section 6: References

Section 7: Equipment, Maintenance and Training

Section 8: Project Non-Performance

Section 9: Financial Information

- Appendix



**FORM B: STATEMENT OF RESPONSIBILIITY**

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**Prime Contractor (ESCO or Contractor);**

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please note possession of any license or registration pertinent to this project.)

Area of Responsibility: (Describe in detail duties and responsibilities applicable to this project.)