

PETERS TOWNSHIP SCHOOL DISTRICT

**REQUEST FOR PROPOSAL ON QUALIFICATIONS
FOR A GUARANTEED ENERGY SAVINGS PERFORMANCE
CONTRACT**

**IN ACCORDANCE WITH THE PROVISIONS OF
PENNSYLVANIA ACTS 163, 57, 77 AND 39,
TITLE 62**

DECEMBER 6, 2019

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I. PURPOSE OF SOLICITATION

The intent of this Request for Proposal on Qualifications (RFQ) is to solicit qualification proposals from Energy Services Providers (ESP). For the purpose of this RFQ, "ESP" refers to any company that is qualified to provide a guaranteed energy savings performance contract in accordance with Pennsylvania Acts 163, 57, 77 And 39, Title 62. Responses to this RFQ shall describe the ESP's capability to benchmark facilities, develop baseline performance data, identify energy efficiency measures, perform savings calculations, cost estimating, construction management, and all other services listed herein. **Peters Township School District** intends to select an ESP and award contract(s) to perform a guaranteed energy savings performance contract.

Please note that responses to this RFQ must be received on **December 20, 2019** at the address below. One (1) original copy and 3 copies of the response must be sealed and delivered to:

**Mr. Brad Rau, Business Manager
Peters Township School District
631 East McMurray Road
McMurray, PA 15317**

Re: Proposal on Qualifications for a Guaranteed Energy Savings Performance Contract

Peters Township School District 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. **Peters Township School District is not liable for any cost incurred by any person or firm responding to this RFQ.**

Peters Township School District reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFQ. Additionally, Peters Township School District 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 to:

**Mr. Brad Rau, Business Manager
raub@pt-sd.org**

All questions will be answered by email to all bidders.

II. REQUESTED SERVICES

Peters Township School District (PTSD) proposes to address all utility uses in the Peters Township High School for this guaranteed energy savings performance contract. Services may be extended to additional facilities at the sole discretion of Peters Township School District.

The ESP will provide a comprehensive building energy audit including all aspects of energy efficiency being considered, accurate savings and cost estimates, and recommended measurement and verification methods. The audit shall include benchmarking of facilities, analysis of utility rates, on-site observations, data logging, energy modeling, energy efficiency measure development and analysis, energy savings calculations, recommendations, and measurement and verification methods. Peters Township School District anticipates a significant reduction in annual utility costs through the implementation of the energy efficiency measures identified in the audit.

Respondents to this Request for Qualifications (RFQ) shall identify their experience and qualification to engineer and manage a major energy conservation project that involves energy efficiency measure (EEM) retrofits which address the following building components: lighting, space heating, ventilation, air conditioning, building envelope, heat recovery, energy management systems, domestic water heating, fuel switching, air distribution systems, electrical systems and water consumption systems. Peters Township School District is also interested in the respondents' qualifications and experience related to programs designed to train building occupants and maintenance workers in energy conservation techniques and awareness.

The ESP is responsible for all certification and documentation of personnel necessary to comply with the laws to perform work in in the state of Pennsylvania.

III. SELECTION PROCESS

Proposal Evaluation

Interested ESPs responding to this RFQ with a proposal must provide the information required to complete the RFQ. Peters Township School District will evaluate submittals and choose the most highly qualified ESP. Peters Township School District may require oral presentations of the responses by the most qualified responders as determined by Peters Township School District. The determination and selection of the most qualified ESP shall be the sole discretion of Peters Township School District.

Final Contract

Upon selection the ESP will negotiate specific scope and competitive industry rates for execution of the guaranteed energy savings performance contract.

IV. SCHEDULE

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

December 6, 2019	Release of RFQ
December 20, 2019	Proposal received –12:00 p.m.
January 6, 2020	Present recommendation
January 21, 2020	Selected Vendor approved by School Board

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

Peters Township School District 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.

Peters Township School District reserves the right to reject, as non-responsive, any proposal that does not contain the information. Additionally, Peters Township School District reserves the right to reject, as non-responsive, any proposals which are not organized and formatted as described in this RFQ.

V. EVALUATION CRITERIA

Qualification of all business entities that respond to this solicitation, including any subcontractors to be used, will be evaluated using the following selection criteria.

Proposal Presentation

Preferences will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFQ, and providing authoritative documentation of the respondent's financial condition and stability.

Personnel Qualifications

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

Services and Approach

- The respondents approach to energy conservation projects shall be significant criteria for selection, respondents demonstrating innovative and cost effective approaches shall be strongly considered.
- The range of services offered shall also be an important consideration.
- Methodologies and technical approach will be evaluated for practicality and soundness.

Project Experience

- Experience with energy conservation projects of a similar size and type to that proposed for Peters Township School District
- Experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of EEMs, design, installation, operation, training, savings verification, etc.)
- References

Business and Financial Qualifications

- Business unit dedicated to providing energy savings programs.
- Affiliation with energy and/or business organizations
- Financial viability

VI. FORMAT OF RESPONSE

The responses to this Request for Qualifications will consist of five (5) 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. Peters Township School District may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any ESP. 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.

➤ **Section 1: Cover Letter**

The ESP'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 and title of the person(s) authorized to conduct final contract negotiations on behalf of the ESP.

➤ **Section 2: Introduction**

○ **Table of Contents**

The ESP'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 ESP will provide an Executive Summary highlighting the ESP's unique qualifications and capabilities for this project. Additionally, please confirm that your firm is prequalified by the PA Department of General Services for each of the following:

- Contractor for the Commonwealth's Guaranteed Energy Savings Program
- Energy Consultant for the Commonwealth's Guaranteed Energy Savings Program
- Statewide Construction Management
- Statewide Commissioning Agent

➤ **Section 3: Personnel**

Each ESP will attach a Project Staffing Plan, the proposed plan will include a description of proposed staffing showing the project organization, supervisory responsibilities and lines of authority. Identify the corporate affiliation for each staff member listed in the Project Staffing Plan. Attach resumes of all individuals who will have a role in the project.

Provide a graphical representation (organizational chart) of the participants listed in the ESP'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.

➤ **Section 4: Services and Approach**

Provide an overview of the ESP's approach to energy conservation projects and range of services provided directly by the ESP. Specifically address the following areas:

- *Services, Approach and EEM Experience*
Provide a description of the ESP's approach to energy efficiency improvements and identify specific energy efficiency measures that the ESP has had responsibility over including, design, implementation and measurement and verification. List all types of services provided by your firm.
- *Benchmarking and Energy Savings Verification*
Provide a description of the normal method used to establish benchmarks, baseline energy use and verification methods. Describe the method used to justify variances between the baseline consumption and actual annual consumption. Describe and justify the methods used in measurement and verification of project savings.
- *Cost and Savings Estimating and Bid Procurement Experience*
The ESP shall describe experience and accuracy of cost and savings estimating; provide examples of cost estimates, bid procurement experience and accuracy.
- *Building Commissioning Experience*
Describe respondent's experience and approach to building commissioning and/or retro-commissioning, including: in house expertise and project experience.

The ESP shall outline any training proposed as part of the project, including the subject, duration, and location of training. Respondent shall also describe the relationship with the organization providing training, if not provided by the prime contractor.

- *Project/Construction Management*
Describe respondent's experience and approach to project management, including: coordination with subcontractors, division of responsibility among project staff, and interaction with Peters Township School District representatives.

➤ **Section 5: Project References**

- *Project References*
Provide information on 5 related projects that the respondent has successfully implemented within the last five years.
 - References shall include:
 - Customer Name
 - Name and Telephone Number of Contact
 - Brief Description of the Project
 - Project Beginning and Ending Dates
 - Specific EEM's recommended
 - Project Cost and Savings Estimates

➤ **Section 6: Financial Information**

The ESP shall include the company's annual report, audited financial statements or equivalent showing information for the past three (3) complete financial year periods. If a bound document (such as an annual report) is included, it must be placed in the response's Appendix section.

➤ **Section 7: Additional Information**

Respondents may attach any additional information that is not contained within the RFQ.