

Guaranteed Energy Savings Program

REQUEST FOR QUALIFICATIONS
February 22, 2016

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II. PROJECT DESCRIPTION

1. The School District of XXXX (the "District") requests detailed responses from **Qualified Providers (per §66.0133)** regarding the implementation of a Performance Contract for guaranteed energy saving improvements through the replacement of HVAC components such as air handler(s), HVAC controls, lighting, cabinet heaters, building envelope components including doors, windows, weather stripping, plumbing fixtures/showers, installation/purchase of solar power generation equipment and other options yet to be determined by the District.

This Request for Qualifications (RFQ) will provide a competitive means by which to select a Qualified Provider (per §66.0133) to provide the Performance Contract.

2. In general, the components of the program are to:
 - a) Provide energy and operations savings through the replacement of (HVAC controls, lighting, cabinet heaters, building envelope components including doors, windows, weather stripping, plumbing fixtures/showers, installation/purchase of solar power generation equipment) and other options yet to be determined by the District.
 - b) If selected, the Respondent must include, as part of the program, a minimum written guarantee of energy and/or operational savings.
3. The Scope of Work shall be the oversight and savings guarantee for energy and/or operational savings associated with the replacement of (HVAC controls, lighting, cabinet heaters, building envelope components including doors, windows, weather stripping, plumbing fixtures/showers, installation/purchase of solar power generation equipment) and other options as found in the scoping audit. **Current estimated project costs are: \$500,000 to \$1,000,000.** The District reserves the right to change the size and scope of the project.
4. The scope of work for the selected provider may include, but is not limited to, the following tasks:
 - A. Completion of or use of current preliminary scoping audit to identify energy and operational savings that fulfills the requirements as identified in WI Statute 66.0133.
 - B. Project management. The Respondent will be asked to indicate how they will partner with the District in managing and supervising the project.
5. It is expected that the Performance Contractor will work with the District to pursue and obtain any and all possible/practical rebates, grants or other funding for the projects outlined in the Scope of Work and the detailed report prepared by the Performance Contractor in order to minimize the impact on the District taxpayers wherever possible.

III. RESPONSE FORMAT

Responses shall be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the

right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

CONTRACTOR QUALIFICATIONS

Each proposal must include the following information regarding your Firm's qualifications:

1. Provide the general background information of your company and team members including address, contact information, firm type, tax identification numbers, and the year established.
2. Provide a complete overview of your firm/team including personnel assigned to this project. To include but not be limited to their responsibility, individual backgrounds, industry experience, etc.
3. Provide your firm/team's association with any particular product as a manufacturer, authorized supplier, distributor or installer. Also demonstrate the firm/team's ability to work with different manufacturers of equipment should such equipment prove to be the optimal choice for the District.
4. Demonstrate the firm/team's ability to utilize open protocol system architecture for building automation systems and controls.
5. Provide your firm/team's expertise in managing environmental hazards. Note if your firm is properly insured and equipped to manage any environmental issues that arise during the project (asbestos, lead, mold etc...). Include whether the project management of this service will be handled by your company or subcontracted.
6. Provide your firm/team's expertise in assisting school districts on low cost energy savings projects.
7. Provide three (3) references of projects performed by your firm/team for school districts in Wisconsin the last three years including proof of relationships of longevity with at least five (3) school districts in Wisconsin.

The selected respondent must use the existing report or develop a comprehensive report showing firm, guaranteed costs and savings projections for the replacement of HVAC controls, lighting, cabinet heaters, building envelope components including doors, windows, weather stripping, plumbing fixtures/showers, installation/purchase of solar power generation equipment and other options yet to be determined by the District.

District also reserves the right to accept a proposed set fee amount for work to be performed.

IV. THE SELECTION PROCESS

A. TIMETABLE

The District expects to undertake the selection process described below according to the following schedule:

- | | |
|--|-------------------|
| 1. Advertise Request for Qualifications | February 22, 2016 |
| 2. Submission of Qualification Responses | March 16, 2016 |
| 3. Selection of Qualified Provider | March 21, 2016 |
| 4. Award of Contract | TBD |
| 5. Exemption Resolution | TBD |

B. SITE VISITS

Site visits can be scheduled as necessary. Interested parties should contact Frank Helquist, Superintendent at 715-354-3471.

C. PROPOSAL EVALUATION

Responses will be evaluated on the basis of the following criteria:

Contractor Qualifications

Preference will be given to firms/teams that have demonstrated success providing the technical services being requested by the District and that can provide the services to the District the most efficiently and cost effectively.

V. INSTRUCTIONS FOR SUBMITTING PROPOSALS

A. REQUESTS FOR FURTHER INFORMATION

Questions concerning this RFQ and the procedures for responding to the RFQ should be directed to contact Frank Helquist, Superintendent at 715-354-3471.

B. SUBMISSION OF PROPOSALS

Firms shall submit 5 sealed, written Qualification Responses by 2:00 p.m. central time on March 16, 2016 at the School District of Birchwood, Attn: Frank Helquist, 300 South Wilson, Birchwood, WI 54817. Late responses will not be accepted. The District reserves the right to disqualify from consideration proposals which do not substantially provide all of the information requested in this RFQ.

C. RIGHT TO REJECT

In submitting a Qualifications Response, it is understood by the Respondent that the right is reserved by the District to accept any response in any and all parts, to reject any and all responses, and to waive any irregularities or informalities, which are in the best interest of the District.

D. COST OF PROPOSAL PREPARATION

The cost of preparing a response to this RFQ will **not** be reimbursed by the District.