



HEBER SPRINGS SCHOOLS

Request for Proposals

Energy Performance Contracting Services: Investment Grade Audit & AEPC Project Proposal

REQUEST FOR PROPOSALS

ENERGY PERFORMANCE CONTRACTING SERVICES

Investment Grade Audit & AEPC Project Proposal

Section 1 – SELECTION PROCESS

General Background & Purpose

This Request for Proposals (RFP) seeks Energy Service Companies (ESCOs) to develop and complete an Investment Grade Audit (IGA) and Energy Performance Contract (EPC) contract proposal for *Heber Springs School District* hereinafter referred to as “Owner”. The Owner has executed a Memorandum of Understanding with the Arkansas Department of Environmental Quality – Arkansas Energy Office (AEO)’s Arkansas Energy Performance Contracting (AEPC) Program and will follow the program’s rules and guidelines.

As this project is being conducted through the AEPC program, Owner will only consider proposals from AEO’s pre-qualified list of ESCOs, which may be found at:

<https://www.adeq.state.ar.us/energy/incentives/performance.aspx>

Lead Contact Information & Inquiries

For inquiries regarding this RFP, please contact:

- *Dr. Andy Ashley*
- *Superintendent*
- *501-362-6712*
- *andy.ashley@heberschools.org*

Communication with other officials of the Owner, the Selection Committee, or others associated with the project with regard to this RFP is prohibited.

Inquiries must be submitted in writing or electronically to the Owner’s lead contact by *August 31, 2022, at 5:00 p.m.* Inquiries received prior to this deadline will be answered and distributed via the AEO to all ESCOs who have stated a written interest in responding to the RFP.

Timeline

Please find the anticipated timeline for the Owner’s AEPC project following.

Issue Request for Proposals for EPC	<i>August 15, 2022</i>
Hold Pre-Proposal Walkthrough/Meeting	<i>August 26, 2022</i>
Deadline for Questions	<i>August 31, 2022</i>
Anticipated Response to Questions	<i>September 6, 2022</i>
Proposals Due	<i>September 16, 2022</i>
Review Proposals	<i>September 19-23, 2022</i>
Interview ESCOs (<i>if necessary</i>)	<i>October 10-13, 2022</i>
Select ESCO	<i>October 24, 2022</i>

Scope of Work

The Owner intends to pursue the following Energy Conservation Measures (ECMs) through this project, though this does not preclude the ESCO from suggesting other ECMs deemed beneficial to the Owner during the IGA process:

- *Offset energy usage through the installation of a photovoltaic solar array*
- *Convert patchwork of lighting devices to LED lighting, including but not limited to interior lighting, exterior lighting, and lighting located at extracurricular facilities.*
- *Reduction in water usage through conservation upgrades*
- *Training and behavior modification for staff and administration*
- *Building envelope improvements*
- *Retro-commissioning of HVAC equipment*
- *Building automation controls*

In addition to the ECMs mentioned above, the Owner is soliciting proposals to develop a net-metering facility. This facility will ideally produce solar energy purchased by the Owner in the form of a third-party ownership agreement (such as a solar services agreement or a lease) as authorized by Act 464 of 2019. Such an arrangement will allow the Owner, as a tax-exempt entity, to realize tax benefits heretofore unavailable. If an ESCO believes that an alternative procurement model such as outright ownership is preferable, detailed justification and analysis for such an approach should be provided.

Relevant utility data may be found as Attachment A. Building information for the facilities being considered in the project scope may be found as Attachment B.

Pre-Proposal Walkthrough/Meeting

Owner will hold a pre-proposal site walkthrough and meeting on *August 26, 2022, at 9:00 a.m.* The intent of the walkthrough is to provide potentially interested qualified ESCOs access to Owner's facilities and an overview of their current energy usage. The intent of the meeting is to provide an opportunity to interact with Owner's staff.

Submittal Instructions

Proposals are due by the date specified in the Timeline by *5:00 p.m.* Proposals may be submitted electronically, mailed, or delivered. Proposals must be addressed to Owner's lead contact at the following address:

- Heber Springs Schools
- ATTN: *Dr. Andy Ashley*
- *1100 W. Pine St., Heber Springs, AR 72543*
- *andy.ashley@heberschools.org*

Evaluation and Selection

The Owner will appoint a Selection Committee to review the proposals by the submitted deadline. The evaluation process will objectively grade the responses on their merit. Proposals will be reviewed to confirm the accuracy of the material presented in the response.

The AEO will provide the Owner's Selection Committee with technical assistance during the evaluation process but will not and cannot participate as a member of the Selection Team.

The Owner, at their choosing, may interview up to three pre-qualified ESCOs after reviewing RFP responses. ESCOs will be notified by AEO to coordinate follow-up interviews if the owner has opted to interview candidates for further clarification.

Once a selection has been made, AEO will notify all respondents and Owner and selected ESCO will negotiate an IGA Contract through the AEPC Program with the intent to execute. Owner reserves the right to reject any and all submissions and to waive any informality if deemed in the best interest of Owner to do so.



Section 2 – SELECTION CRITERIA

Project Design

The Owner expects that communication and coordination during the design and development phase of the IGA will be required to obtain Owner approvals for ECM specifications. Therefore, discuss your ESCO's approach to design and incorporating Owner input into the IGA proposal specific to the ECMs identified in the Scope of Work.

Product Selection & Bidding

Discuss your firm's product bidding and selection procedures. If your ESCO intends to self-perform any ECMs or work on this project with preferred subcontractors, explain how this will deliver benefits to the Owner.

Project Management & Construction

Discuss your firm's project management & construction approach, including:

1. Work plan development and coordination of Owner work requirements
2. Methods of procedures, submittals, and approvals
3. Safety practices and procedures
4. Systems Commissioning Process

Owner Engagement

Discuss your ESCO's approach to cultivating a positive long-term relationship with the Owner through such activities as:

1. Training
2. Staff Engagement
3. Behavior Modification
4. Provision of Record Documents post-Construction

Measurement & Verification

Describe your ESCO's approach to M&V, both generally and concerning the potential Scope of Work proposed by the Owner. Specifically:

1. What would be a reasonable M&V term for this proposed project scope? How often are reports delivered and discussed with the Owner?
2. How do you balance the ongoing cost of M&V with the risk of underperformance for your public partner?
3. What are your typical safety factors for the proposed ECMs?
4. AEO recommends using current Federal Energy Management Program Guidelines for M&V of installed ECMs. Does your ESCO follow these standards? If not, why?
5. Though each project is unique, what does your ESCO consider a reasonable percentage cost for M&V relative to the overall project?

EPC Financing

Describe your ESCO's experience assisting clients through financing guaranteed energy savings projects in Arkansas. Further, please answer the following questions:

1. What, if any, existing relationships does your ESCO have with financiers well-versed in EPC contracts?
2. Would you be willing to consider a financier suggested by the Owner?
3. What vehicle would your ESCO deem most appropriate for this project?

Project Personnel

Identify each individual(s) who will have primary responsibility for the following tasks: technical analyses, engineering design, construction management, construction, training, and post-construction.

Qualifications & Team Experience

Provide information emphasizing your ESCO's qualifications and expertise in the ECMs identified in the Scope of Work. In addition, describe the experience of the team members being proposed for this project. Specifically, provide the following:

1. Qualifications and experience of ESCO's personnel will be involved in the project. Identify primary responsibilities for each team member, as well as any additional resources ESCO expects to be able to provide to the project.
2. Documented experience developing and implementing the ECMs identified in the scope of work.
3. At least three (3) regional client references.

General Conditions

To be considered, proposals must be received by 5:00 PM on September 16th, 2022 outlined in this solicitation. An incomplete submission will not be considered.

It shall be clearly understood that any costs incurred by the ESCO in responding to this request are at the ESCO's own risk and expense as a cost of doing business. Therefore, the Owner is not liable for reimbursement to the ESCO for any expense incurred, regardless of whether or not the submission is accepted.

Any information provided herein will assist the ESCO in preparing submissions necessary to respond to this RFP appropriately. The RFP is designed to provide pre-qualified ESCOs with sufficient information to respond but is not intended to limit content or to exclude any relevant or essential data.

Respondents are required to be thoroughly familiar with the requirements herein and applicable state statutes before submitting their statement of qualification to the Owner for consideration.

The submission must contain the signature of a duly authorized officer or agent of ESCO's firm is empowered with the right to bind and negotiate on behalf of ESCO for the work and terms proposed.



ATTACHMENT A – UTILITY INFORMATION

Electric Utilities

<https://drive.google.com/drive/folders/17FUWfko3qYGbHKYxqSpN6s5woDADb3Sh?usp=sharing>

Water Utilities

<https://docs.google.com/spreadsheets/d/1uAgCFC0ESYy6PRp-tVKoWz2AND42nxqb/edit?usp=sharing&ouid=107228623101718138054&rtpof=true&sd=true>

Gas Utilities

https://drive.google.com/drive/folders/12XrHPzS1juuE_WfzNwEya8FjYOB1PKfh?usp=sharing

ATTACHMENT B: BUILDING AND FACILITY INFORMATION

https://drive.google.com/file/d/1qmG56GQv06JmRDpzglKuYeafW_FlfKTF/view?usp=sharing