

**Hillsboro R-III School District**

**REQUEST FOR PROPOSAL FOR A GUARANTEED ENERGY  
PERFORMANCE CONTRACT**

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## I. PURPOSE OF SOLICITATION

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 energyconservation program that includes the services listed herein. Hillsboro R-III School District intends to select an ESCO and award contract(s) to perform cost-effective energy conservation retrofits. Hillsboro R-III 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 in Missouri School Districts

Please note that responses to this RFQ must be received by **12:00 NOON, May 14th, 2021** at the address below. Ten (10) paper copies and one (1) electronic copies of the response must be sealed and plainly marked: "District-Wide Energy Conservation Services Program" and delivered to:

**Hillsboro R-III School District  
5 Ridgewood Dr.  
Hillsboro, MO 63050  
Re: Proposal for a Guaranteed Energy Performance Contract  
ATTN: Dr. Jon Isaacson**

Hillsboro R-III 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. **Hillsboro R-III School District is not liable for any cost incurred by any person or firm responding to this RFQ.**

CUSTOMER reserves the right to reject as nonresponsive 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 nonresponsive 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 May 10<sup>th</sup>, 2021 to:

Customer Contact: Dr. Jon Isaacson  
Email: [isaacson\\_jon@hsdr3.org](mailto:isaacson_jon@hsdr3.org)

**All questions will be answered by email to all bidders.**

Prospective respondents must limit their contact regarding this RFQ to Dr. Jon Isaacson. Communications by Firms, its agents, employees, and/or representatives with any employee, agent, or representative of CUSTOMER or CUSTOMER School Board, other than Dr. Jon Isaacson, 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.

## **II. BACKGROUND**

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.

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, airconditioning, 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

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 criterion.

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
- Daylighting 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**

### **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.

### **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 Investment Grade Audit 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.

## V. SCHEDULE OF EVENTS

### PROPOSED PROJECT SCHEDULE

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The following schedule is the proposed schedule and may change during the project.

	Dates
Advertise/Issue RFQ	April 29 <sup>th</sup> , 2021
Written Qualifications Due	May 14 <sup>th</sup> , 2021
ESCO Selection	May 27 <sup>th</sup> , 2021

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

Please note that responses to this RFQ must be received May 14<sup>th</sup>, 2021, by 12:00 PM at the address below. Ten (10) paper copies and one (1) electronic copies of the response must be sealed and delivered to:

**Hillsboro R-III School District**  
**5 Ridgewood Dr.**  
**Hillsboro, MO 63050**  
**Re: Proposal for a Guaranteed Energy Performance Contract**  
**ATTN: Dr. Jon Isaacson**

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. CUSTOMER may interview respondents if they so choose.

## VI. SELECTION 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. (Percentage weighting among categories of selection criteria is noted.)

### Personnel Qualifications (10%)

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

### Project Management Plan (20%)

- 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, within budget, and to customer satisfaction
- Approach to change orders
- 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 (15%)

- Experience with energy conservation projects in the 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 at least three Missouri K-12 references

### Equipment, Maintenance and Training (15%)

- 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

### 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
- List all current or previous litigation/lawsuits in the State of Missouri resulting from the design and/or implementation of a performance or construction contract. Failure to disclose this information will lead to immediate disqualification

ESCO will provide financial statements including income statement, balance sheets and statements of changes for two (2) most recently completed fiscal years. ESCO will include this only on the electronic version to be more sustainable.

### Value Added Services (5%)

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

## **VII. RESPONSE FORMAT AND COMMENTS**

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.

### **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. Also describe your firm's approach to change orders.

### **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: Prior Project Performance**

Provide information on at least three Missouri performance contracts

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

#### **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: 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 a letter of recommendation from a financial institution.
- List all current or previous litigation/lawsuits in the State of Missouri resulting from the design and/or implementation of a performance or construction contract. Failure to disclose this information will lead to immediate disqualification.

#### **Section 9: Value Added Services**

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

## APPENDIX A: PROPOSAL FORMS

1. The first page of the proposal form is the cover sheet. It should contain the following information:

- Project title
- Project number
- Applicant's name and address
- Applicant's telephone and fax numbers
- Applicant's e-mail address
- Applicant's website address
- Applicant's contact person and telephone number
- Applicant's date of completion
- Applicant's date of submission

2. The second page of the proposal form is the abstract. It should contain a brief summary of the project, including the objectives, methods, results, and conclusions. The abstract should be no longer than 200 words.

3. The third page of the proposal form is the introduction. It should contain a brief overview of the project, including the background, objectives, and methods. The introduction should be no longer than 500 words.

4. The fourth page of the proposal form is the methodology. It should contain a detailed description of the methods used in the project, including the design, data collection, and analysis. The methodology should be no longer than 1000 words.

5. The fifth page of the proposal form is the results. It should contain a detailed description of the results of the project, including the data, tables, and figures. The results should be no longer than 1000 words.

6. The sixth page of the proposal form is the discussion. It should contain a detailed description of the discussion of the results, including the interpretation, implications, and limitations. The discussion should be no longer than 1000 words.

7. The seventh page of the proposal form is the conclusion. It should contain a brief summary of the project, including the objectives, methods, results, and conclusions. The conclusion should be no longer than 200 words.

8. The eighth page of the proposal form is the references. It should contain a list of references used in the project, including books, journals, and websites. The references should be no longer than 1000 words.

9. The ninth page of the proposal form is the budget. It should contain a detailed description of the budget for the project, including the items, quantities, and costs. The budget should be no longer than 1000 words.

10. The tenth page of the proposal form is the appendix. It should contain any additional information related to the project, including tables, figures, and appendices. The appendix should be no longer than 1000 words.

## **FORM A: PROPOSAL CHECKLIST AND OUTLINE**

**Section 1: Cover Letter**

**Section 2: Introduction**

- Proposal Table of Contents
- Executive Summary

**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: Financial Information**

**Section 9: Value Added Services**

- Appendix