

Unified School District 352



REQUEST FOR PROPOSALS (RFP) GOODLAND USD 352 MAX JONES FIELDHOUSE – ENERGY EFFICIENT LIGHTING UPGRADES

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1. REQUEST FOR PROPOSALS.

Goodland USD 352 (School District), is requesting proposals from qualified energy service companies (ESCO) to provide comprehensive professional, technical and financial services related to the identification and implementation of energy conservation measures in existing facilities.

2. DEFINITIONS.

For purposes of this RFP:

- A. Energy conservation measure means an energy study, audit, improvement or equipment which is designed to provide energy and operational cost savings at least equivalent to the amount expended by a participating political subdivision or state agency for such energy study, audit, improvement or equipment over a period of not more than 30 years after the date such improvement or equipment is installed or becomes operational, as the case may be.
- C. Energy service company (ESCO) means a person or business experienced in the implementation and installation of energy conservation measures.

3. PROJECT INFORMATION.

The preliminary plan for the project is:

- A. Site. Max Jones Fieldhouse
1209 Arcade Ave
Goodland, KS 67735
- B. Scope and Nature. School District desires to:
- upgrade all interior and exterior lighting at the Site to energy-efficient LED;
 - install automated lighting controls;
 - maintain or improve light levels throughout the facility;
 - improve aesthetics through the installation of new LED fixtures;
 - verify the efficacy of the installation through savings measurement and verification;

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C. Schedule:

A preliminary project schedule is outlined below. All dates are subject to change at the discretion of the School District. However, the School District desires that the selected ESCO will complete installation in the timeframe outlined. The selected ESCO will work with the School District to develop a phasing plan to minimize disruption to school activities (e.g. PE class, Strength & Conditioning, basketball, volleyball, etc.)

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Activity

Date

RFP Released

Sept. 21, 2020

Proposals Due

Oct. 9, 2020

District Approves Selected ESCO

Oct. 12, 2020

Project Implementation Begins

Nov. 1, 2020

Project Implementation Complete

Jan. 15, 2021

Final M&V Savings Report

Jan. 15, 2022

4. PROPOSAL EVALUATION CRITERIA AND REQUIREMENTS.

The proposal evaluation criteria and the relative weight of each criterion is listed below. **Proposals shall be no more than 20 pages in length.** The proposal shall include the following:

A. The character, integrity, reputation, judgment, and experience of the ESCO (20%).

(1) ESCO shall list a reference in the following categories (provide name, company, address, phone and relationship to the reference):

- a. Financial (bank or surety)
- b. Project of similar scope (contractual point of contact for political subdivision)
- c. Facility user of project of similar scope (such as school principal, department manager or facility manager)

(2) Whether ESCO or its team have been cited for failure to comply with local, state or federal law of any nature in the last five (5) years. If yes, explain in detail.

(3) Whether there are any civil or criminal actions pending against the ESCO any proposed member of the team. If yes, explain in detail

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B. Provide an organization chart identifying the ESCO's team, the organization of such team, and the lead individual in each role classification. (15%)

- (1) List any specialty subconsultants required for the project.
- (2) For each key member of your team, provide the following resume information:
 - a. Name and role in the project
 - b. Relationship to ESCO (employee, subconsultant, subcontractor, etc.)
 - c. Company
 - d. Contact information (address, phone)
 - e. Professional registrations/certifications
 - f. Years with current firm and with other firms
 - g. List of three (3) relevant or similar projects including:
 - i. Project name and brief scope of services provided
 - ii. Year completed
 - iii. Reference (name, title, phone and email address)
 - iv. Identify any equipment included that was manufactured, sold, or distributed by your firm or subsidiaries

C. Such other information as may be secured having a bearing on the selection (15%).

- (1) Subcontractors: List the work on this project you expect to subcontract.
- (2) Any proposed energy financing contract
- (3) Whether the proposed energy financing contract is a performance contract, shared-saving contract, guaranteed contract, or lease-purchase contract.
- (4) Describe your company's approach to providing or obtaining financing for projects of this nature
- (5) Does your company manufacture, distribute, or sell any equipment that will be considered for use in this project? If so, please identify all equipment that will be utilized.

D. The preliminary scope of work and costs for potential projects (50%).

- (1) Overview of Site's existing lighting systems
- (2) Preliminary list of energy conservation measures
- (3) Turn-key cost for improvement opportunities
- (4) Projected annual energy savings potential
- (5) Annual maintenance savings potential

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5. BONDS AND INSURANCE.

The ESCO shall procure and maintain Workers' Compensation Insurance (statutory), Employers' Liability Insurance (\$1,000,000), Business Automobile Liability Insurance (\$1,000,000), Commercial General Liability Insurance (\$1,000,000/\$5,000,000), and any other insurance required by law or the contract documents. Coverage may be satisfied through an Umbrella or Excess Liability Policy. The ESCO shall procure and furnish Payment and Performance Bonds or any other bonds required by law or the contract documents. Required coverages and limits for the bonds will be furnished to the ESCO during contract negotiations.

6. COMPLIANCE WITH FAIR LABOR STANDARDS.

Each bidder must submit a statement with its bid which attests that the bidder is complying with and will continue to comply with fair labor standards in the pursuit of their business and in the execution of the contract which is being bid.

7. PROPOSAL SUBMISSION.

One electronic copy of the proposal shall be delivered to Superintendent Bill Biermann at bill.biermann@usd352.org. Proposals will be received until noon (Mountain Time) on Oct. 9, 2020. Any bid received after that time and date will not be opened or considered. Following board review, the proposals shall be considered a public record and subject to disclosure upon request except as otherwise provided by law.

8. IDENTIFICATION OF PROPOSAL.

Proposals shall be submitted in an email with the ESCO's name clearly marked in the email. The subject line of the email should read as follows: "PROPOSAL FOR MAX JONES FIELDHOUSE – ENERGY EFFICIENT LIGHTING UPGRADES"

9. WITHDRAWAL OF PROPOSAL.

A request to withdraw a proposal must be made in writing and filed with the Superintendent of Schools prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.

10. PROPOSAL COSTS.

An ESCO is responsible for any costs and expenses it incurs in the preparation and submission of an RFP. In no event shall the School District be liable or responsible for any such costs or expenses.

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11. DISQUALIFICATION OF BIDDERS.

ESCOs may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:

- A. School District has reason to believe that ESCOs have engaged in collusion.
- B. The ESCO being interested in any litigation against the School District.
- C. The ESCO is in arrears on any existing contract or has defaulted on a previous contract.
- D. The ESCO has uncompleted work which, in the judgment of the School District, will prevent or hinder the prompt completion of this construction project, if it were awarded to the ESCO.

12. SELECTION PROCEDURE.

The School District shall select the most qualified ESCO based on its expertise, estimated costs, financial arrangements, and the criteria provided in section 5 above.

13. CONTRACT NEGOTIATION.

The School District shall negotiate the terms of an energy financing contract with the selected ESCO and may enter into an energy financing contract pursuant to KSA 75-37,125. All terms and conditions are subject to negotiation. If an agreement is reached, the ESCO will enter into a written contract and will perform all work pursuant to that contract. The RFP does not constitute an agreement or contract with the School District, and the School District reserves the right to not enter into any agreement with any ESCO.

14. CODE COMPLIANCE.

All aspects of the project must strictly conform to applicable codes as required by state and local authorities.

15. NON-RESPONSIVE PROPOSALS.

An ESCO that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

16. CONTACT WITH ESCOs.

The School District reserves the right to conduct discussions with any or all ESCOs for the purpose of clarification and modification. Discussion and negotiation may include, but is not limited to, the scope of the work, delivery schedule, and pricing.

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17. DEBARMENT.

Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Kansas.

18. REJECTION OF PROPOSALS AND WAIVER OF FORMALITIES.

School District reserves the right

(a) to terminate the proposal process at any time;

(b) to reject any or all proposals; and

(c) to waive formalities and minor irregularities in the proposals received.

School District further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by School District to be necessary for the successful performance of the contract. School District further reserves the right to cancel or amend this RFP at any time and will notify all recipients accordingly.

19. ADDENDUM.

If revisions become necessary, the School District will provide a written addendum to all ESCOs who have received the RFP or have submitted a proposal prior to the opening date and time.

20. NOTICE.

By submitting a proposal, the ESCO agrees to waive any claim it has, or may have, against School District and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

21. INQUIRIES.

Submit all questions, inquiries, or requests for clarification or site inspection in writing to Superintendent Bill Biermann at bill.biermann@usd352.org

