



**Request For Proposals
for
Guaranteed Energy Savings Contract Project**

**by
Eminence Community Schools**

October 18, 2023

TABLE OF CONTENTS

	<u>Page</u>
• Table of Contents	2
• Timeline	3
• RFP for Guaranteed Savings Program Advertisement	4
I Proposal Format & Content	5
II Evaluation Criteria	10
III Performance Guarantee Agreement	11

GUARANTEED ENERGY SAVINGS CONTRACT TIMELINE

(Eminence Community Schools)

<u>Date</u>	<u>Action Item</u>
June 15, 2023	School Board approves advertisement for Request for Proposals (RFP) for a Guaranteed Energy Savings Project
September 1, 2023	RFP is advertised in two local paper(s)
September 15, 2023	RFP is advertised a second time in two local paper(s)
October 18, 2023	Proposals are received at Administration Building 2pm EST (a minimum of 30 days after the last advertisement)
October 26, 2023	Board selects the best Qualified Provider as recommended by the Facility Review Committee (FRC)
TBD	The FRC and selected Provider finalize / prioritize the desired scope of work, preferred contractors and equipment suppliers
TBD	The Qualified Provider designs and bids the selected scope of work
TBD	Subcontractor and equipment pricing quotes are received and reviewed with the FRC / desired contractors, equipment and scope are selected
TBD	School Board approves the project as recommended by the FRC and enters into a contract with the selected Provider
TBD	Work Commences
TBD	Substantial Completion

**Request For Proposals
for
Guaranteed Savings Contract**

Notice is hereby given that the Eminence Community Schools shall receive proposals for a Guaranteed Savings Contract until 2:00 p.m. EST on October 18, 2023, at the Office of the Administration located at 6764 State Road 42 North, Eminence, IN 46125. Proposals will be in accordance with IC36-1-12.5 and the Request for Proposals (RFP) guidelines. A copy of the RFP will be available at <http://www.eminence.k12.in.us/corporation> on and after September 1, 2023. For more information contact Wes Hammond, Superintendent at (765) 528-2101.

All Bids must include a proposal with the content and in the format described within the RFP.

The Board reserves the right to terminate this project prior to bids being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

Board of School Trustees
Eminence Community School Corporation
Holly Webb, Secretary

PUBLISH IN: IBJ COURT AND COMMERCIAL
INDIANAPOLIS STAR
MARTINSVILLE REPORTER TIMES

Dates: September 1, 2023
September 15, 2023

I. PROPOSAL CONTENT & FORMAT

Eminence Community Schools (the Owner) requests Proposals for the implementation of energy conservation measures, repairs, and replacement services at Eminence Elementary School, and Eminence Junior & Senior High School on a performance contracting basis. The Owner's objectives in issuing this Request for Proposals are to provide a competitive means in which to select a single Qualified Provider to perform the implementation of a guaranteed savings contract. The contract shall follow IC36-1-12.5 and RFP guidelines. Qualified Providers must submit six (6) hard copies of their proposals and one (1) electronic copy. The cost of preparing a response to this request, including site visits and engineering analysis will not be reimbursed by the School Corporation.

Proposals must be submitted in the format outlined in this section. For each proposal a checklist will be used in reviewing the proposal to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

1) Table of Contents

- A. Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

2) Executive Summary

- A. Responses shall include a concise abstract stating the respondent's understanding of the project contained on no more than three pages.

3) Company Qualifications

A. Company Profile:

- 1) Provide general information on the responding firm including: company name, address, telephone number, evidence of Qualified Provider status under I.C. 36-1-12.5, contact person(s) for this project.
- 2) Provide the most recent annual audited financial report for the company.
- 3) Where is the company's headquarters located?
- 4) How many years has the company operated in Indiana?

Eminence Community Schools

- 5) Energy Monitoring of Schools: Where are your performance assurance and/or energy monitoring groups located?

B. Project Team:

- 1) List the lead personnel employed by the Qualified Provider involved in this project. Include a resume on each person listing name, title, education, experience, work history and responsibilities on this project. Identify specifically the type of work performed by each person and for how long.
- 2) *Legal Grievances:* The Qualified Provider shall describe in detail any litigation related to any construction projects, past or present, with an Indiana public school entity.

C. References:

- 1) Past performance is a critical component in the selection process of this project. Therefore, each Qualified Provider must include a *summary* of ***all*** contracts performed with Indiana School Corporations including building, technology, and security updates. In addition, each Qualified Provider must have completed a minimum of five (5) similar contracts) with public schools to be considered for this project. References will not be considered for projects performed by the Qualified Provider's employees while working with a different employer. Include the following detailed information on the five (5) contracts with Indiana School Corporations.
 - a. School name, contact, telephone number
 - b. Description of scope of work
 - c. Start & completion date of the installation phase of the project

D. Certifications:

I.C. 36-1-12.5 requires that Qualified Providers submit with their proposal certification from the Indiana Department of Public Works that they are certified to perform the work included in their proposal. This statute also requires that each Qualified Provider be a Certified Professional Services company that employs a minimum of one full time employee registered in the State of Indiana as a Professional Engineer.

- 1) Include a copy of the certification(s) from the Indiana Department of Public Works that proves the Qualified Provider is a Certified Professional Services Company.
- 2) Include a copy of the certification(s) from the Indiana Department of Public Works that proves the Qualified Provider is a Certified Contractor.
- 3) Include the names and PE numbers for all full-time employees who are professional engineers registered in the State of Indiana.

E. Insurance Certificate

- 1) The Qualified Provider shall include a certificate of insurance in the Proposal indicating its insurance coverage, and the Qualified Provider shall maintain such insurance in full force and effect at all times until the Work has been completed, in the following minimum amounts:

<u>COVERAGES</u>	<u>LIMITS OF LIABILITY</u>
General Liability	\$1,000,000
General Aggregate	\$2,000,000
Product & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Workman’s Compensation	\$1,000,000
Umbrella Policy in addition to individual coverage	\$10,000,000

4) Technical Approach

Section 4 should contain the following information about the respondent's technical approach to meeting the Owner's comfort, timelines, energy efficiency and operating cost reduction objectives.

A. Needs & Solutions:

Include a “Needs & Solutions” section explaining facility needs and solutions the Qualified Provider recommends for all proposed improvements. The Qualified Provider needs to demonstrate a clear understanding of the existing conditions of the facilities.

- 1) **Eminence Elementary:**
 - a. *HVAC replacement / upgrades*
 - b. *Digital control replacement / upgrades*
 - c. *Restroom renovations*
 - d. *Roof repairs / replacement*
 - e. *Miscellaneous upgrades and repairs*

- 2) **Eminence Junior & Senior High:**
 - a. *HVAC replacement / upgrades*
 - b. *Digital control replacement / upgrades*
 - c. *Building envelope repairs*
 - d. *Restroom renovations*
 - e. *Roof repairs / replacement*
 - f. *Miscellaneous upgrades and repairs*

3) **Alternate Improvements:**

- a. *Provide any other recommended improvements within ECS's facilities that the Provider believes would be in the best interest of ECS to consider.*

B. Engineering Approach:

Include a detailed explanation of how engineering services will be implemented. This explanation should include the people, specific engineering services, timeline and any external forces that could affect this project.

C. Project Management:

Describe your firm's approach to managing the proposed project from contract award through the guaranteed phase. Include a resume of the project manager who will be responsible for the project. Include in your proposal an implementation plan, including completion dates, describing how the Qualified Provider intends to execute the project based on an October 26, 2023 contract award.

D. Contractor & Equipment Selection:

Describe the process that the Provider will utilize in obtaining their contractor and equipment selections and what criteria will be used to make those selections.

E. Owner Training:

Explain the Qualified Provider's plan for providing training and support services to the Owner. Describe the range of services being offered by your firm, such as maintenance, training, follow-ups, auditing, etc.

F. Performance Assurance:

Describe in detail the process the Qualified Provider will use to ensure the optimal performance of the new systems being installed.

G. No Change Orders – Guaranteed Maximum Price:

The contract shall state that the Qualified Provider shall not submit any change orders to the Owner for payment unless the Owner requests a change in the scope of the project after the contract is executed by the Owner, and the contract shall be a guaranteed maximum price contract with no changes in the contract unless there is a change in the scope of the project requested by the Owner.

H. Additional Information:

Additional information about the Qualified Provider's technical approach to the project may be included in this section of the proposal.

5) Financial Aspects

Section 5 should contain the financial components of the proposed work as identified below.

- A. Pricing:** Describe in detail the process that the Provider intends to utilize to obtain the best prices for the Owner. Describe the process for reviewing the pricing of individual improvement items. Explain why this approach is better than the other available approaches.

- B.** Provide the installed cost and savings for at least one (1) proposed ECM.

II. EVALUATION CRITERIA

The Owner will likely reject any proposal that does NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Owner will rate each proposal based on the weighted scoring criteria shown below. The Owner intends to award a contract to the Provider offering the best value proposal. The best value proposal will be the proposal with the highest score.

A. Ability to Successfully Implement Program (50 points)

1. Reputation of the Qualified Provider for implementing guaranteed savings contract with scopes of work similar to those being considered for this project
2. Background and qualifications of the people responsible for implementing the proposed guaranteed savings contract. This includes in-house engineers and technicians responsible for the designing, programming and commissioning of the project
3. References of the company and people responsible for implementing the project

Preference will be given to respondents demonstrating strong in-house capabilities, experience, and reputation on guaranteed savings contracts with other Indiana schools with similar scopes of work.

C. Technical Approach (35 points)

1. Depth, breadth, quality, creativity, and detail of the firms proposed engineering approach
2. Understanding of the current facility needs within the district
3. Effectiveness of the proposed solutions related to energy savings, operational / maintenance improvement and learning environments

Preference will be given to proposals that include a detailed and sound technical approach to meeting the School Corporation's objectives.

B. Other Financial Consideration (15 points)

1. Pricing structure and process to be utilized to bid and price the proposed work
2. Energy savings approach and company's past performance related to guaranteed energy savings in Indiana schools

III. PERFORMANCE GUARANTEE AGREEMENT

Project: Guaranteed Energy Savings Contract
Eminence Community Schools
Eminence, Indiana

Qualified Provider:

Company Name: _____

Address: _____

City, State, Zip: _____

Representative: _____

Performance Guarantee Information:

Annual Guaranteed Operational Savings Amount = \$ _____

Annual Guaranteed Energy Savings Amount = \$ _____

Total Annual Guaranteed Amount = \$ _____

Program Term = 10 Years

The Guarantee:

(Guarantee Contract, calculations & contractual language is to be provided by each Qualified Provider based on performance guarantees included in their proposal.)