

Request for Proposals
Proposition 39
Energy Service Companies (ESCO)



Proposals Due By:

November 5th, 2015 2:00PM

Santa Paula Unified School District
201 S. Steckel Drive, Santa Paula 93060
Donna Rose, Assistant Superintendent, Business Services

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Santa Paula Unified School District (“District”), acting by and through its Governing Board, will receive proposals for the award of an energy services agreement up to, but not later than 2:00PM on November 5th, 2015.

All proposals must be delivered to the District Office located at 201 S. Steckel Drive, Santa Paula, CA 93060 no later than 2:00PM on November 5th, 2015.

Each proposal must conform to the requirements in this Request for Proposal. Copies of this RFP are now on file and may be obtained at the District Office located at the above address or downloaded from the District’s website at www.santapaulaunified.org.

The District reserves the right to reject any or all RFP responses, in whole or in part, and to waive any irregularities or informalities. The selection of one or more companies/individuals will be solely at the discretion of the District. The District reserves the right to negotiate contract fees, terms, and conditions and to terminate such negotiations at any time, and to not enter into a contract with any or all RFP responders. The District also reserves the right to expand the scope of work to include the implementation of projects identified through the initial scope of work.

REQUEST FOR PROPOSAL

Energy Services Agreement

The Santa Paula Unified School District ("District") is issuing this Request For Proposal ("RFP"), inviting statements of qualifications and proposals ("Proposals") from experienced energy services companies ("ESCOs") to assist the District in completing various energy efficiency projects related to the District's goal of implementing energy efficient buildings pursuant to the California Clean Energy Jobs Act, known as Proposition 39 ("Project"). The ESCO should be able to (1) perform an American Society of Heating, Refrigerating and Air-Conditioning Engineers ("ASHRAE") Level 2 energy audit, (2) propose specific energy projects as result of the audit, (3) assist with Proposition 39 program requirements, such as reviewing electrical and gas usage data, completing benchmarking processes, submitting an energy expenditure plan(s), and completing reporting requirements, and (4) perform turnkey implementation of projects and/or assist the District in finding experienced contractors to implement the projects.

Attached as Exhibit A, is a list of school sites and District buildings and their respective square footages for the Level 2 energy audit.

RESPONSE DEADLINE FOR PROPOSALS:

Thursday, November 05, 2015 at 2:00 p.m.

**Deliver two original signed Proposals to the District Office at
201 S. Steckel Drive, Santa Paula, CA 93060**

All requests for further information must be submitted to Douglas Henning, Facilities & Construction Manager, at dhenning@santapaulaunified.org no later than November 02, 2015 by 4:00 p.m.

I. PROCESS

The District intends to select a qualified ESCO for the development and implementation of an energy services program meeting all Proposition 39 requirements ("Project") from a review of Proposals received on November 5th, 2015. At the District's discretion, interviews will be scheduled with selected ESCOs. The District reserves the right to reject any or all Proposals.

The selected ESCO will complete an audit of District's energy usage; recommend installations or improvements to reduce energy usage; implement one or more of the recommendations selected by the District; assist the District in preparing the Proposition 39 application for funding and all applicable pre-installation verification, benchmarking, and post-implementation measurement and verification ("M&V") required by the California Energy Commission for compliance with Proposition 39.

II. PROJECT GOALS

The District's ultimate goal is to redirect financial savings realized from improved energy efficient buildings towards other upgrades and programs that enhance student learning. The selected ESCO will support the District's goal by proposing energy services that accomplish the following:

- Achieve persistent long-term cost savings through reduced energy use and related operating cost savings
- Achieve an annual cost savings for each year of the contract
- Upgrade older and/or inefficient systems
- Maintain consistent and reasonable levels of occupant comfort
- Maintain building functionality and compatibility with existing equipment
- Improve utilization of technology to achieve optimum performance and savings
- Provide additional benefits that directly result from energy services such as reduced maintenance needs, improved indoor air quality, reduced greenhouse gases, etc.
- Minimize financial and technical risk to the District
- Provide training to employees on maintenance and repair of equipment and controls
- Provide comprehensive funding solutions
- Educate and train students, staff, and the community about energy conservation and efficiency, and the benefits thereof
- Identify additional funding for energy efficiency projects and, at District's request, assist District to obtain additional funding to supplement Proposition 39 funds, including but not limited to grants, loans, rebates, and incentives.

III. MINIMUM REQUIREMENTS

ESCOs must meet the following minimum requirements to participate in the District's RFP:

- Demonstrate ASHRAE Level 2 energy audit capability by references of previous clients within the last five (5) years — K-12 school districts
- Have successfully implemented at least five (5) energy services projects for K-12 school districts in the last five (5) years.
- Not have pending or recent litigation in the past five (5) years associated with an energy savings project.
- Be licensed in the State of California to design and construct any project listed in the ESCO's Proposal and possess the requisite design licensing and engineering qualifications. Any such licenses must be in good standing at the time of Proposal submission.
- Be able to meet any applicable bonding, insurance, non-collusion, and criminal records check requirements, at District's request.

IV. SCOPE OF WORK

Upon award, the selected ESCO will be required to perform site walks at District facilities to evaluate facility infrastructure improvements as part of an energy master plan for the District.

The selected ESCO will audit and evaluate the District's energy usage, propose energy conservation measures ("ECMs") and install such measures as District determines to be appropriate. The scope of work will include the following, depending on results of the audit:

- Detailed analysis of energy consumption to quantify base loads, seasonal variation, and effective energy costs
- Evaluation of lighting, air quality, temperature, ventilation, humidity, and other conditions that may affect energy performance
- Evaluation of Heating Ventilation & Air Conditioning ("HVAC") system, HVAC optimization, retrofit, upgrade, or replacement
- Interior and exterior lighting retrofit or replacement
- Building Automation System ("BAS") installation, upgrade, or expansion leveraging existing technology
- Building envelope upgrades
- Other infrastructure improvements
- Other training, remote monitoring services, and on-going support services that will ensure objectives of program are met over the term of the contract
- Work with District management/staff to explore potential problem areas, and clarify financial and non-financial goals of the Project
- Assist District to complete the eight-step process to receive Proposition 39 funding
- Prioritize eligible energy projects according to Proposition 39's eleven factors

All proposed ECMs must be provided on a turnkey basis, including all necessary permits, engineering, Division of the State Architect ("DSA") approvals, requirements, delivery, installation, commissioning, training, and warranty service.

V. PROPOSAL INSTRUCTIONS

Ink or Typewritten

All information, prices, notations, signatures, and corrections must be in ink or typewritten.

Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the Proposal.

Signature Verification

To be considered for award, each Proposal must be signed by a legally authorized representative of the ESCO.

Formation of Contract

A signed Proposal, a signed and dated Purchase Order from the District, and an energy services agreement containing the Project specifications, cost, and projected energy savings shall constitute the contract documents. Should the ESCO require the District to enter into an additional contract, a copy of that contract must be included with your Proposal.

Informed Respondent

It will be your responsibility to be fully informed as to the conditions, requirements, and specifications before submitting Proposals. Failure to do so will be at the ESCO's own risk.

Confidentiality

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals submitted in response to this RFP shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either the District and the successful ESCO have completed negotiations and entered into a contract or the District has rejected all Proposals. District will have no liability to the ESCO or any other party as a result of any public disclosure of any Proposal or the contract.

VI. PROPOSAL SUBMISSION REQUIREMENTS

Two (2) originals (hard copies) of the Proposal shall be submitted in a three (3) ring loose-leaf binder or report cover. It is critical that the Proposal follows the format outlined below. Proposals should be limited to thirty (30) pages (not including table of contents, cover letter, sample contracts/agreements, or M&V report) and include the following:

SECTION TABS

Proposals should be divided by tab sections according to items in the table of contents. This will assist the District's evaluating team in identifying items and information submitted with the Proposal.

TABLE OF CONTENTS

The table of contents of the Proposal should include a clear and complete identification of the materials submitted by tab section and page number.

COVER LETTER

A signed letter of interest (no more than one (1) page), should state the ESCO's interest and qualifications in providing the services as outlined in the RFP. **Please describe how the ESCO meets the minimum requirements as described in Section III of this RFP and a general outline of its proposed services for the Project.** The cover letter should be signed by an ESCO official designated to conduct contract negotiations.

Tab 1: Background, Financial Capacity and Management Structure

Provide general information about the ESCO including: Brief history of the ESCO, length of time performing services, location of main office, telephone number, contact name, and local resources.

Provide a statement of the ESCO's financial capacity and capability to perform to the terms of this RFP. Provide three (3) years of audited financials.

List the members of the Project team and their qualifications. Please list for each team member with her/his core competency, and identify key partners and subcontractors, if known. Describe the management structure of the ESCO and include an organizational chart.

Tab 2: Energy Project References

Provide detailed project history for five (5) K-12 school districts that the respondent has contracted with for Prop 39 energy services. Include the following:

- Client's name, address, telephone number, and contact person
- Description of the scope of work
- Start/completion date
- Services and equipment provided
- Energy savings guarantee amount
- Project cost
- Funding description
- Contract term
- Additional benefits to the client
- Identify if an ASHRAE Level 2 energy audit, Investment Grade Audit, was completed as part of the project

Provide one (1) M&V report of a K-12 school district

Tab 3: Project Approach

- a) Provide a description of the ESCO's approach to performing audits and identifying improvement measures.
- b) Provide a description of the ESCO's approach to managing the Project and procedures for minimizing occupant disruptions.
- c) Provide a description of monitoring services after installation to ensure continued savings.
- d) Describe training program available for District employees.

Tab 4: Savings

- a) Provide a copy of one energy savings projection
- b) Describe the assumptions underlying the calculation of projected savings.
- c) Describe the ESCO's approach to calculating projected savings and proving the energy and operational savings.
- d) Describe the methodology, formulas, and reporting of the savings.

Note: The base period for the savings projection will be the most recent consecutive twelve (12) month period at the time of award of contract.

The baseline period shall only be adjusted in the following events:

1. Changes in utility rates.
2. Changes in the number of days in the utility billing cycle.
3. Changes in the square footage of the facility.
4. Changes in the operational schedule of the facility.
5. Significant changes in the weather (ten percent or more variation in degree hours from base period to current period).
6. Significant changes in the amount of equipment or lighting utilized in the facility.
7. Significant changes in the nature of intensity of energy use such as change of classroom space to laboratory space.

Tab 5: Additional Benefits and Value Added Elements

Please describe any additional benefits that may result from ECM implementation including the potential greenhouse emissions reductions and the number of jobs created. Discuss the ESCO's value added elements in implementing this Proposition 39 energy program.

Tab 6: Contracts

Provide a sample of the ESCO's applicable contract terms and conditions. Provide a sample of an M&V Agreement.

Tab 7: Price

Provide a pricing proposal for an Investment Grade Audit of District's energy usage, and the ASHRAE Level 2 energy audit per Proposition 39 requirements. Exhibit A includes all District building sites and square footage.

VII. PROPOSAL EVALUATION CRITERIA

The District will evaluate Proposals based on the scoring criteria outlined in this section. ESCOs who are not actively engaged in providing services of the nature in their Proposal or who cannot clearly demonstrate to the satisfaction of the District their ability to perform the work in accordance with the RFP requirements will not be considered. ESCOs who do not meet the minimum requirements will not be considered.

The District shall be the sole judge of the Proposals and its decision shall be final. Interviews may be conducted with ESCOs who submit Proposals determined to be reasonably acceptable of being selected for award:

Scoring Criteria:

- a) **Background:** Qualifications, experience, resources, financial strength. (10 points)
- b) **Project Team and Management Structure:** Amount of work self-performed, strength of proposed team, trainers, and management structure. (10 points)
- c) **Project History and References:** Relevant past project experience and information obtained from references. (35 points)
- d) **Project Approach & Savings:** Approach to audits, savings monitoring, training, sample energy guarantee, past performance on guarantees, etc. (15 points)
- e) **Additional Benefits and Added Value:** Additional benefits resulting from ECM implementation and respondent's value added elements. (5 points)
- f) **Contracts:** Sample contract terms and conditions, sample M&V agreement, pricing proposal for Investment Grade Audit. (25 points)

Total Maximum Point Valuation: 100 points

EXHIBIT A

District-Wide Sites & Approximate Square Footage Information

		TOTAL sq. ft per site
Barbara Webster		48,637
Blanchard		35,278
Glen City		49,892
Grace Thille		24,278
Isbell		113,133
McKevett		25,065
Renaissance		8,440
Santa Paula HS		199,308
Thelma Bedell		28,470
	Total Schools =	532,501
District Office		12,100
Maintenance / Facilities		4,555
HR Office		3,150
	Total District =	552,306