

# **Request for Qualifications**

In Preparation for a Guaranteed Energy Savings Contract

Issued by:

**Madison-Grant United School Corporation**

## **OVERVIEW**

The Madison-Grant United School Corporation Board of Trustees of Fairmount, Indiana is seeking the submission of qualifications from qualified and interested firms capable of providing comprehensive energy management and energy-related capital improvement services for the buildings described within this Request for Qualifications (RFQ). All energy and energy related capital improvements will be developed with a guaranteed savings plan to demonstrate and verify reductions in the operating budget for the buildings in accordance with the Indiana Code 36-1-12.5, Guaranteed Energy Savings Contracts and Energy Efficiency Programs.

## **PROJECT SCOPE**

The goal of Madison-Grant United School Corporation is to reduce energy consumption and demand, while improving the infrastructure, and minimizing the operational and maintenance costs across the entire energy and operations infrastructure. Madison-Grant United School Corporation Board of School Trustees is considering energy-related capital improvement services for all of the Madison-Grant United School Corporation facilities.

It will be the responsibility of the selected firm to develop cost-effective energy efficiency projects for Madison-Grant United School Corporation. The School is considering the installation of solar and LED lighting assets in its facilities. No other energy conservation measures are considered at this time but may be considered in the future.

## **QUALIFICATIONS OF THE FIRM**

The Board of Trustees will seek qualifications from interested parties and future pricing from the selected energy services provider and may award a contract to the firm that, in its sole opinion, is most capable of providing the range of services described and anticipated by this RFQ, and in the long-term best interest of Madison-Grant United School Corporation. To be considered for this project, a Qualified Provider must demonstrate knowledge and experience in similar projects from the following:

- Adequate financial resources to support the range of alternatives anticipated.
- References that can attest to the quality of the Qualified Providers past work.
- A proven track record of completed projects by the responding firm.
- An established record of technical performance on similar energy related projects.
- A proven record of on-time and on budget performance.
- The ability to deliver a self-performed MEP, building envelope, or alternative energy project with your own internal manpower (not subcontracted).
- Trained and knowledgeable staff.
- Competent management support at all levels.
- Ability to work in a dynamic, fluid and progressive environment.
- Ability to effectively communicate with the School and its representatives, as necessary.

Madison-Grant United School Corporation reserves the right to investigate the qualifications of all Providers under consideration and to confirm any part of the information furnished by a Qualified Provider, or to require other evidence of managerial, financial or technical capabilities that are considered necessary for the successful performance of the contract.

The intent of this RFQ is to select a firm to develop future Energy Conservation Measures and negotiate scope and pricing and a future Guaranteed Energy Savings Contract.

## **SUBMITTAL REQUIREMENTS**

The submitting Providers must have demonstrated technical and managerial capability across a broad range of energy, design, construction, operations and maintenance areas. The School Corporation will consider the following background and experience factors in the evaluation of all proposals.

### **Proposal Format:**

1. Cover Page
2. Table of Contents

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

### 3. Executive Summary

- Responses shall include a concise abstract of no more than one (1) page.

### 4. General

Include the following information on the Qualified Provider:

- Name of Company
- Address
- Telephone Number
- Fax Number
- Contact Person for this Project

### 5. Firm's Qualifications and Management

- Number of Years Company Has Operated in Indiana
- List the Lead Personnel employed by the Qualified Provider involved in this project. Include a resume on each person listing education, experience, work history, and responsibilities on this project.
- An up to date Letter of Bondability showing the Company's aggregate project bonding amount.
- Include a copy of the certifications(s) from the Indiana Department of Public Works that proves the responding firm is a Certified Professional Design Services Provider.
- Include a copy of the certifications(s) from the Indiana Department of Public Works that proves the responding firm is a Certified Construction Services Provider for projects in the State of Indiana in excess of \$150,000.00 in size.
- Include what percentages of a typical \$2,000,000.00 MEP or alternative energy project you will self perform in the categories shown below. Also, how do you contract for the following trades work:
  - mechanical and piping trades work
  - electrical trades work
  - lighting trades work
  - controls trades work
  - solar or alternative energy work
  - general construction work

### 6. Engineering

Each Qualified Provider shall provide the information requested below regarding the engineering services they will provide if selected to implement this project:

- In-house Engineering Staff: Provide resumes on all Professional Engineers registered in the State of Indiana who are direct employees of the Qualified Provider and reside in responding branch only who will perform engineering services on this project. In addition, list all other technical personnel who are direct employees of the Qualified Provider who will perform engineering services on this project. Specifically identify which engineers will be performing which engineering services.
- Engineering Approach: Include a detailed explanation of how engineering services will be implemented. This explanation should include the people, specific engineering services, timeline and external forces that could affect his approach.

## 7. Training and Support Services

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

## 8. Performance Assurance

- Explain how the Qualified Provider plans to address performance assurance.
- In-house Personnel: Include resumes on any Measurement and Verification Specialist and Measurement and Verification Supervisor in direct employment of the Qualified Provider. Measurement and Verification Specialists responsible for this project must reside in responding office, branch or facility. Please list address and location of these specialists.
- Contracted Personnel: Include resumes on all Personnel not employed by the responding company that will be responsible implementation. I.E. Subcontractors of any work not performed by the responding company.
- Please list all Installation Disciplines the responding company will self-perform for this project and demonstrate your expertise in these areas.
- Organization: Describe the organization the Qualified Provider has in place to ensure the successful performance over the guarantee term.
- Baseline Methodology: Describe the methodology used to compute the energy baseline.
- Discuss energy measurement, verification protocol being used and conformance with International Performance Measurement and Verification Protocol (IPMVP).
- Past Guarantees: Provide a reference list identifying the following for five (5) Indiana customers that falls within IC36-1-12.5 with which the Qualified Provider has a performance guarantee.
- Performance and Payment Bonds: Performance bonds will be required per IC36-1-12.5 to insure the faithful performance of the proposed guaranteed savings project. All Qualified Providers must provide Proof of Bondability with their RFQ response from the surety from whom they intend to purchase performance bonds. The Proof of Bondability must include a commitment from the surety to provide a bond covering 100% the estimated guarantee savings amount over the term of the guarantee. These bonds must have a minimum rating of A from Best rating service. RFQ responses failing to provide a Letter of Bondability as described herein will be rejected.

Upon review of all responses to this RFQ, the Madison-Grant United School Corporation intends to enter into a contract with the most Qualified Provider.

## **PROPOSAL EVALUATION PROCESS**

The School Corporation's evaluation and selection process require that the appropriate specifications and terms of the RFQ be included in the Qualified Providers submission.

Madison-Grant United School Corporation may:

- Reject any or all Requests for Qualifications.
- Cancel the Request for Qualifications.
- Approve or disapprove the use of a particular subcontractor.
- Modify any requirements contained within the RFQ and request a revised submission from all Qualified Providers.
- Negotiate with any, all or none of the Qualified Providers.
- Establish a short list of Qualified Providers eligible for interview after review of written proposals.
- Accept the written qualification and seek a proposal for a specific scope of Work, without negotiation, and issue a notice to proceed.
- Establish an added value point system.
- Establish other evaluation criteria determined to be in the best interest of Madison-Grant United School Corporation Board of School Trustees.

Note: This RFQ does not commit Madison-Grant United School Corporation to negotiate a contract, nor does it obligate the above mentioned to pay for any cost incurred in the preparation and submission of proposal or in anticipation of a contract. Madison-Grant United School Corporation reserves the right to contract with any of the firms responding to this RFQ based solely upon its judgment of the qualifications and capabilities of the firm.

## **SUBMISSION DEADLINE**

An original and nine (9) copies of this Request for Qualifications must be received no later than May 15<sup>th</sup> at 12:00 noon to the following:

Steve Vore, Assistant Superintendent  
Madison-Grant United School Corporation  
11800 S E00 W  
Fairmount, IN 46928  
(765) 948-4143

Request for Qualifications may be either mailed or hand delivered. Madison-Grant United School Corporation Board of School Trustees is not responsible for late delivery caused by the Postal Service or private carriers. Any Request for Qualifications received after the deadline will **not** be evaluated.

All submittals become the sole and unrestricted property of Madison-Grant United School Corporation Board of School Trustees. The content of all submittals will be held confidential until the selection of a Qualified Provider is made. **Any “proprietary material” must be clearly marked.**

## **REQUESTS FOR INFORMATION**

Any requests for clarification or additional information regarding this RFQ shall be submitted by email only to Mr. Steve Vore, Assistant Superintendent at svore@mgusc.k12.in.us

## **ECONOMY OF QUALIFICATIONS**

Qualifications should be prepared simply and economically and give a straightforward and concise description of the Qualified Providers capabilities to satisfy the requirements of the project. Special bindings, colored displays, etc. are not necessary. Emphasis should be placed on completeness and clarity of content.

## **PROPRIETARY MATERIAL**

Any proprietary information in a submittal must be designated clearly and should be bound separately and labeled with the words “PROPRIETARY INFORMATION”. Appropriate references to this information must appear in the body of the qualifications. An entire submittal marked “PROPRIETARY INFORMATION” will not be accepted.

Qualified Providers should be aware that Madison-Grant United School Corporation Board of School Trustees is required by law to make its records available for public inspection with certain exceptions. It is the School Board’s belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings or documentation. However, the Qualified Provider, by submission of materials marked “PROPRIETARY INFORMATION”, acknowledges that Madison-Grant United School Corporation Board of School Trustees will have no obligation or liability to the Qualified Provider in the event that either must disclose these materials.

END.