



# **Request for Qualifications**

## **RFQ/P No. 2122-BUS04**

FOR

CONSULTING SERVICES IN CONNECTION WITH  
COMPREHENSIVE ENERGY CONSERVATION, RENEWABLE  
ENERGY, AND ENERGY RELATED CAPITAL  
IMPROVEMENT PROJECTS

**Deadline: 3:00 P.M., Friday, May 13, 2022**

### **Alum Rock Union School District**

2930 Gay Avenue

San Jose, California 95127

<http://www.arusd.com>

#### **For Information Contact:**

Kolvira Chheng

Assistant Superintendent, Business Services

2930 Gay Avenue

San Jose, CA 95127

[kolvira.chheng@arusd.org](mailto:kolvira.chheng@arusd.org)

The Alum Rock Union School District (District) is seeking qualified firm(s) capable of providing consulting services in connection to energy conservation, energy efficiency, renewable energy and energy related capital improvement projects as described within this Request for Qualifications and Proposals (RFQ/P). The District expects reduction in annual utility costs through the implementation of these services. It is our intent to enter into an agreement with the successful firm to conduct a District-Wide Energy Conservation / Efficiency Audit, and assist the District procure and administer contract(s) to design and implement cost-effective energy retrofits.

**Proposal Deadline:** All Statements of Qualifications must be received on or before Friday, **May 13, 2022, no later than 3:00 pm.**

Please note that any successful proposer must comply with the California Department of Public Health’s August 11, 2021, Order requiring workers on District sites to be fully vaccinated against COVID-19, or else subject to weekly testing for COVID-19.

**RFQ/P SCHEDULE SUMMARY**

DATE	ACTION ITEM
Friday, April 22, 2022	Release and advertisement of RFQ/P #2122-BUS04.
Friday, April 22, 2022	RFQ/P packages available for distribution.
Friday, April 29, 2022 at 10:00 A.M.	Optional Informational Meeting.
Tuesday, May 3, 2022 at 5:00 P.M.	Last day to receive written questions from Respondents.
Friday, May 6, 2022 at 5:00 P.M.	Last day for District to issue addenda to answer questions/clarifications.
Friday, May 13, 2022 at 3:00 P.M.	Deadline for submissions in response to RFQ/P #2122-BUS04.
TBD	Release of shortlist qualified Respondents and interview notifications.
TBD	Interviews of qualified Respondents.
TBD	Notice to selected developer to commence contract negotiation.

Answers will be posted on the District website by **5:00 P.M. on Friday, May 6, 2022**  
<https://www.arusd.org/district/departments/business-services/purchasing/bids>

**The District reserves the right to change the dates on the schedule without prior notice.**

Alum Rock Union School District  
**Request for Qualifications and Proposals**  
Consulting Services in connection with Comprehensive Energy Conservation,  
Renewable Energy, and Energy Related Capital Improvement Projects

**INTRODUCTION**

The Alum Rock Union School District (District) is seeking qualified firm(s) capable of providing consulting services in connection to energy conservation, energy efficiency, renewable energy and energy related capital improvement projects.

This Request for Qualifications and Proposals (“RFQ/P”) defines the services sought from Respondents and generally outlines the Project requirements. Respondents to this RFQ/P shall submit a completed Statement of Qualifications (“SOQ”) along with the Proposal (collectively “RFQ/P Packet”).

**BACKGROUND**

The District consists of twenty-two (23) facilities. Information regarding the District’s Facilities is below. In addition, the District may include Charter Schools in the energy program.

The District is interested in applying for the California Schools Healthy Air, Plumbing, and Efficiency (AB841 Program). In addition to this funding, the District also may utilize additional funding sources identified by the respondent.

**Adelante I Academy TK-8**  
2999 Ridgmont Drive  
San Jose, CA 95127

**Ryan STEAM Academy**  
1241 McGinness Avenue  
San Jose, CA 95127

**A.J. Dorsa Elementary School**  
1290 Bal Harbor Way  
San Jose, CA 95122

**Sylvia Cassell Elementary School**  
1300 Tallahassee Drive  
San Jose, CA 95122

**Hubbard TK-8 School**  
1745 June Avenue  
San Jose, CA 95122

**Donald Meyer Elementary School**  
1824 Daytona Drive  
San Jose, CA 95122

**Adelante II Academy TK-8**  
1970 Cinderella Lane  
San Jose, CA 95116

**Cesar Chavez Elementary School**  
2000 Kammerer Avenue  
San Jose, CA 95116

**Renaissance Academy at Mathson**  
2050 Kammerer Avenue  
San Jose, CA 95116

**Aptitud Community Academy at Goss TK-8**  
2475 Van Winkle Lane  
San Jose, CA 95116

**Joseph George Middle School**  
277 Mahoney Drive  
San Jose, CA 95127

**Ocala STEAM Academy**  
2800 Ocala Avenue  
San Jose, CA 95148

**Russo/McEntee Academy**  
2851 Gay Avenue  
San Jose, CA 95127

**District Office**  
2930 Gay Avenue  
San Jose, CA 95127

**Millard McCollam Elementary School**  
3311 Lucian Avenue  
San Jose, CA 95127

**Horace Cureton Elementary School**  
3720 E Hills Drive  
San Jose, CA 95127

**Ben Painter Elementary School**  
500 Rough and Ready Road  
San Jose, CA 95133

**Linda Vista Elementary School**  
100 Kirk Avenue  
San Jose, CA 95127

**Lyndale Elementary School**  
13901 Nordyke Drive  
San Jose, CA 95127

**Renaissance Academy at Fischer**  
1720 Hopkins Drive  
San Jose, CA 95122

**San Antonio Elementary School**  
1855 E San Antonio Street  
San Jose, CA 95116

**William Sheppard Middle School**  
480 Rough and Ready Road  
San Jose, CA 95133

**Cassell Elementary School**  
1300 Tallahassee Drive  
San Jose, CA 95122

#### **A. QUALIFICATIONS**

The District may award a contract to the firm(s) that, in its sole opinion, is the most capable of providing the range of services described in the RFQ/P, and in the long-term best interest of the District. To be considered for this project a respondent must demonstrate knowledge and experience in similar projects:

- Established records of the respondent's ability to perform the work
- California K-12 references that can attest to the quality of the respondent's past work
- An established record of technical performance on typical projects within California
- A proven record of on-time and on-budget performance
- Credentialed, trained, and knowledgeable staff
- Ability to effectively communicate with the District's Board, administration, staff, students, and community as needed

The District reserves the right to investigate the qualifications of all respondents under consideration and to confirm any part of the information furnished, or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of the possible energy design-build services.

## **B. SERVICES REQUESTED**

The District is interested in the identification, engineering, design, installation, training, maintenance, and financing of approved Energy Conservation and Renewable Energy Measures for all of its facilities utilizing AB841 Funding and/or energy savings generated.

The District intends for the selected firm to perform Phases 1 and 2 of the following Scope of Work under substantially the same terms and conditions provided in the attached Agreement. However, each phase will require a separate Notice to Proceed before the selected Firm is authorized to begin work. The District reserves its right to terminate the Agreement at any time. The exact scope of work to be performed in Phase 3, if any, shall be determined at the conclusion of Phase 2 and any agreed-upon work shall be added to the Agreement between the District and Consultant as an amendment, subject to the same general terms and conditions as the original agreement except as amended by mutual agreement.

### **1. Phase 1 – Energy Assessment**

Selected firm shall commence a District-wide energy survey, and produce a comprehensive report which shall include:

- Assessment of the District’s past, current and projected future energy usage on a District-wide and site-specific basis;
- Site-specific evaluation of all District facilities as to potential energy conservation strategies and the likely energy savings resulting from each including without limitation:
  - Interior Lighting System Retrofits
  - Exterior Lighting System Retrofits
  - HVAC Upgrades
  - EMS Integration
  - EV Charging
  - Solar Generation
  - Back-up Generation;
- Site-specific evaluation of all District facilities as to the potential and suitability of each site for potential renewable energy production, including suitability of the site and structures thereon and compatibility of the use(s) of the site with the operation of various systems;
- Evaluation of all District-owned equipment and vehicles as to potential energy conservation strategies, including replacement and/or retrofitting with energy efficiency equipment or alternative power systems;
- Analysis of the likely costs and benefits of various energy efficiency measures and clean energy systems that will reduce costs and maximize the net economic benefit to District, including life-cycle costs, likely energy cost savings and potential for fee generation for the District;
- Review of current operative laws and regulations and the trends, likelihood and potential impact of changes in existing laws and regulations and District compliance with same; and

- Review and analysis of state and federal energy credits, rebates, and/or other state or federal benefits or programs from which the District may obtain funding or revenue which are currently available or which are likely to become available in the future and the potential value to the District of such credits, benefits or programs.

## **2. Phase 2 – Energy Program Development**

Upon completion of the Phase 1 Energy Assessment, the selected Firm shall develop and provide recommendations to the District for adoption of a District-wide Energy Program which shall be intended to reduce or eliminate the District’s need for outside energy sources. Said recommendations shall include:

- Site-specific recommendations and analysis of alternatives for energy conservation measures, including but not limited to replacement, removal or upgrading of existing equipment and/or installation of new equipment for management and/or reduction of energy usage.
- Site-specific recommendations and analysis for the acquisition, development, and operation of systems for the generation of renewable energy.
- An analysis of the anticipated life-cycle costs and anticipated cost-savings associated with all recommended systems or equipment, including determination of useful life, initial costs, maintenance costs, replacement costs, and likely cost savings over time;
- An analysis of the potential that any recommended systems or equipment is likely to generate fees or other revenue for the District. All recommended Energy Program components, systems and equipment shall comply with all applicable state, federal and local laws and the requirements of all permitting and regulatory agencies with jurisdiction over school construction and/or over the work proposed in the Consultant’s recommendations.

## **3. Phase 3 – Energy Program Management**

Following adoption by the District of an Energy Program, selected Firm may be retained to provide program management services at the request of the District including but not limited to:

- Review and analysis of proposals by others for the provision of energy efficiency equipment and/or renewable energy generation systems;
- Recommendations to the District as to the feasibility and likely cost-benefit to the District of such proposals, systems and equipment;
- Project management in connection with replacement, removal or upgrading of existing equipment and/or installation of new equipment for management and/or reduction of energy usage;
- Project management in connection with capital improvement projects and/or other projects involving development and/or installation of equipment or systems for generation of alternative and/or renewable forms of energy; and

- Manage the associated AB841 program application process and comply with any and all applicable pre-installation verification, benchmarking, project reporting and post-implementation Measurement & Verification (M&V) requirements as defined by the California Energy Commission (CEC).

### **C. SUBMITAL REQUIREMENTS**

Respondents must have demonstrated technical and managerial capability across a broad range of energy, analysis, design, construction, funding, operations, and maintenance areas. Respondents must meet the following minimum requirements to participate in the District's RFQ/P process:

- Accredited by the National Association of Energy Service Companies (NAESCO)
- Included on the U.S. Department of Energy's (DOE) Qualified List of Energy Service Companies
- Successfully implemented at least five (5) energy performance contracts for the K-12 public sector of at least \$5 million each in Northern California in the last 5 years

#### **1. Table of Contents**

The table of contents of the Statement of Qualifications (SOQ) should include a clear and complete identification of the materials submitted by tab section and page number.

#### **2. Cover Letter**

Provide a signed and dated letter of interest (no more than two (2) pages), stating:

- the respondent's interest and qualifications in providing the services as outlined in the RFQ/P;
- the following statement: "[RESPONDENT'S NAME] received a copy of the District's Agreement ("Agreement") attached at Appendix A to the RFQ/P. If given the opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to the use of the Agreement."; and
- that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

**Please describe how the respondent meets the minimum requirements as described in the RFQ/P.** The cover letter should be signed by the respective respondent's President, company CEO or an alternate person authorized to sign on behalf of the firm.

#### **3. Energy Project History/References**

Provide detailed project history for a minimum of five (5) public sector K-12 clients in California that the respondent has contracted with for similar energy efficiency projects. Describe the scope of work of the project, indicating start/completion date, services and equipment provided, savings performance history, project cost, funding description, contract term, educational tools/services provided and additional benefits to the client. Describe your experience with DSA, PG&E interconnection and CEC funding. Provide the owner's name, address, telephone number, and contact person for each reference and type of products/services provided. Include any experience you may have with the Alum Rock Union School District.

#### **4. Background and Project Team**

Provide general information on the respondent including: a brief history of the firm, length of time performing services, key differentiating factors, areas of expertise, safety record, location of main office, telephone number, contact name, local resources, etc.

Include resumes of key personnel who would likely be assigned to projects associated with the District. Specifically define the role of each person and outline his or her individual experience and responsibilities. Indicate the name of the person(s) who would serve as the primary contact(s) for the District. Describe the management structure of the responding firm and include an organizational chart. If the firm would utilize resources from more than one office, indicate office locations and how work would be coordinated.

#### **5. Project Approach**

- Provide a description of the respondent's approach to performing audits / assessments, and identifying improvement measures.
- Provide a description of the respondent's approach to managing the project and procedures for minimizing occupant disruptions.
- Describe enhanced training program available for District employees to ensure continued savings.
- Describe the steps taken by the respondent during and after the turnover process to ensure successful project implementation.

#### **6. Savings**

- Describe in detail your firm's methodology for calculating energy cost savings.
- Describe your firm's expertise in applying/securing funding for energy conservation / efficiency infrastructure improvements for CA K-12 clients, including but not limited to:
  - Third party funding, including but not limited to state, federal, and utility funds, grants, rebates, incentives, etc.
  - Financing options, procurement options, etc.

#### **7. Post Construction Services**

- Describe the respondent's approach to post construction services including Operations and Maintenance and Measurement and Verification.
- Describe the methodology, formulas and reporting of the savings and the associated IPMVP option used to quantify savings.
- Provide a description of monitoring services after installation to ensure continued savings.

#### **8. Firm's Engagement Model and Fee Structure**

Describe in detail; including process, scope, and commitment points, the firm's engagement model and fee structure.

- Provide hourly billing rates by position (as proposed); staffing plan (as proposed); and reimbursable schedule (as proposed).

- The Schedule of Rates (SOR) shall include each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership.
- The staffing plan shall consist of a list of proposed staff and the level of effort of each identified position for the duration of the initial contract period.
- Included within the fee proposal should be the identification of proposed reimbursements and any other program costs (i.e., office supplies, copies, etc.).

**9. Additional Benefits and Value Added Elements**

Please describe any additional benefits that may result from ECM implementation. Discuss the respondent’s added value elements in implementing this energy program.

**10. Form of Agreement**

Respondents must acknowledge they will be able to execute the District’s standard form of Independent Consultant Agreement for Professional Services (“Agreement”) attached to this RFQ/P as Appendix “A.” Respondents must thoroughly review the Agreement included herewith and must identify any term or condition of the Agreement that the Respondent requests modifying or deleting or if the Respondent is proposing to add new provisions. Respondents must set forth a clear explanation of what modification would be sought and specific alternate language. The District will review but is not obligated to accept any proposed changes.

**11. Insurance**

The District requires at least the following insurance coverage from the selected respondent:

<b>Professional Liability</b>		\$2,000,000
<b>Commercial General Liability</b>	Product Liability and Completed Operations, Fire Damage Liability – Split Limit	\$1,000,000 per occurrence; \$2,000,000 aggregate
<b>Automobile Liability – Any Auto</b>	Combined Single Limit	\$1,000,000
<b>Workers’ Compensation</b>		Statutory limits under State law
<b>Employer’s Liability</b>		\$1,000,000

Respondents shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. Insurance policy(ies) shall not be amended or modified and coverage amounts shall not be reduced without thirty (30) days’ written notice to the District prior to modification and/or cancellation. The District shall be named as an additional insured under the Commercial General Liability and Automobile Liability policies. Any insurance carried by the District shall only be secondary and supplemental. Respondents shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of insurance required of the respondent or subcontractor has been provided to and accepted by the District.

## 12. Certifications

Provide executed Non-Collusion Declaration (Appendix "B").

### D. RESPONSE FORMAT AND COMMENTS

Responses should be prepared in a way that provides a straightforward and concise description of the respondent's capabilities to satisfy the requirements of the project. Emphasis should be placed on completeness and clarity of content. All submittal requirements listed above should be addressed in full. The Statement of Qualifications must contain all requested information about the firm and must be on no larger than 8 ½ x 11 paper and **no more than forty (40) pages in length.**

Respondents shall describe any relationships with manufacturers of proposed energy equipment, including those manufactured by the respondent or listed subcontractors. The Respondent shall describe any relationships with the organizations providing training, if not provided by the Respondent.

Content shall be tabbed and numbered per the items included in the Submittal Requirements.

### E. SUBMITTAL INFORMATION

The proposer shall submit **ONE (1) Original (unbound), FIVE (5) bound copies and ONE (1) electronic copy** (on USB flash drive) before 3:00:00 PM (local time) on **Friday, May 13, 2022.** All proposals submitted must be in sealed envelopes/boxes bearing on the outside the name of the Proposer, the address, and the name of the project for which the proposal is submitted. Submit sealed responses clearly marked "**RFQ/P for Renewable Energy and Energy Conservation Services**" to the following location:

**Alum Rock Union School Elementary School District  
Attn: Maria Martinez, Procurement Manager  
2930 Gay Avenue  
San Jose, CA 95127**

Responses received after the deadline may be returned. Questions regarding this request for statement of qualifications and proposals (RFQ/P) may be directed to Kolvira Chheng (408) 928-6847; [Kolvira.Chheng@arUSD.org](mailto:Kolvira.Chheng@arUSD.org)

Proposals and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals shall be held confidential by ARUSD and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any Proposal.

## **F. District's Evaluation / Selection Process**

The District intends to select the firm that best meets the District's needs to perform the services as described in this RFQ/P. Firms will be evaluated and preference given to those that illustrate demonstrated range of services, innovative approaches, technical and contractual solutions, additional services, and flexibility developing and implementing successful projects.

The District reserves the right to:

- Reject any or all submittals at its sole discretion.
- Cancel the Request for Qualifications and Proposals (RFQ/P).
- Modify any requirements contained within the RFQ/P and request a revised submission from all respondents.
- Establish other evaluation criteria determined to be in the best interest of ARUSD.
- Contract with any of the firms responding to this RFQ/P based solely upon its judgment of the qualifications and capabilities of the firm.

This RFQ/P does not commit the District to negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFQ/P. All RFQ/P responses will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists, or select a firm or firms to perform work based solely on the evaluation of the RFQ/P responses.

### **Evaluation Criteria**

The following criteria, without limitation, may be used by the District for evaluation:

- Response: Clarity of submittal and responsiveness to this RFQ/P. (5 points)
- Background and Project Team: Qualifications, education and relevant experience of the key team members. (25 points)
- Project History & References: Demonstration of experience in comparable projects. Extensive experience with DSA, CEQA and Title 24 Requirements. Quality of previous projects and record of budget and schedule performance. (25 points)
- Project Approach: The techniques, procedures and tools used in the other similar projects applicable to District project(s). (25 points)
- Savings: Firm's experience with cost-saving features and past performance. (25 points)
- Post Construction Service: Firm's history in maintaining and on-going support of similar system. (10 points)
- Fee proposal: Process, scope, and commitment points, the firm's engagement model and fee structure. (30 points)
- Additional Benefits & Added Value: Additional benefits resulting from ECM implementation and respondent's added value elements. (35 points)

**Maximum Point Valuation: 180**

**G. Full Opportunity**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprise (“SLBE”), Small Emerging Local Business Enterprise (“SELBE”) and Disabled Veterans Business Enterprise (“DVBE”) firms shall be afforded full opportunity to submit qualifications and proposals in response to this RFQ/P. No respondent will be discriminated against in violation of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all applicable administrative rules and regulations in any consideration leading to the award of contract.

**H. Restrictions on Lobbying and Contacts**

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation or selection process/or the award of the contract with any member of the District, Governing Board, selection members, or any member of the Citizens’ Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent submitting a proposal.



