

MOORPARK USD

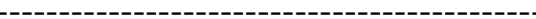


REQUEST FOR QUALIFICATIONS (RFQ)

FOR  
DESIGN/BUILD ENERGY EFFICIENCY

PROPOSITION 39 LIGHTING PROJECT

REQUEST FOR QUALIFICATIONS SUBMITTAL DEADLINE  
4/10/19



SUBMIT TO  
Moorpark USD  
Department of Maintenance, Operations,  
Facilities, & Grounds  
Attn: Bob, Director  
5297 Maureen Lane  
Moorpark, CA 93021

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Section 1  
Purpose and Scope of RFQ

1.1 Background

The Moorpark Unified School District (the District) is a public school district located in Ventura County, California with 12 school sites and over 6,500 students.

The District proposes to address as many energy-efficient lighting upgrades as practical in several of its facilities as identified by the District’s Energy Expenditure Plans submitted and approved by the California Energy Commission under the Proposition 39 Program. The District intends to implement this project by selecting a qualified design-build company through a competitive solicitation. This competitive process will result in the best-qualified design build firm having the size, resources, financial ability, expertise, and necessary experience to provide the services required for the Project. Additionally, implementation of this project must meet all requirements of the Proposition 39: California Clean Energy Jobs Act Program Implementation Guidelines as listed in Exhibit “E” of this RFQ.

As a part of the District’s Proposition 39 Energy Expenditure Plan, the District’s energy consultant prepared investment grade audits on three schools: Moorpark High School, Chaparral Middle School, and Mountain Meadows Elementary School. These audits are available at

[https://moorpark-ca.schoolloop.com/pf4/cms2/view\\_page?d=x&group\\_id=1499065597140&vdid=i4f1s1mxwe](https://moorpark-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1499065597140&vdid=i4f1s1mxwe)

The District’s intention is to identify and select a well-qualified Design Build company, through competitive means, to perform the scope of work described by the Technical Specifications (Exhibit “A”), prepared by the District’s energy consultant, for the three school sites listed above. Respondents may identify additional energy efficient lighting measures beyond the scope of the original energy audits. As the next step, a RFP will be issued to the top candidates (up to 3 candidates) who have successfully responded to this RFQ and achieved the highest scores among the attendees. Finally, an implementation contract will be negotiated with the top contender of the RFP process for performance of the scope of the project. The implementation of this work is set in conjunction with the provided funding under the Proposition 39 guide lines.

The District is allocated approximately \$1,300,000 in funding for this project. The list of schools, the energy audit reports, and the technical specifications are included in the attached Exhibit “A” of this RFQ.

1.2 RFQ Response

Firms wishing to participate in this solicitation shall submit a complete response to this RFQ by the date and time specified in Section 2, Schedule of Events. Responses will be reviewed and evaluated by an evaluation team comprised of representatives from the Moorpark Unified School District. RFQ responses shall be submitted in accordance with the instructions contained in this RFQ. Responses or partial responses and modifications thereof received after closure time specified will not be considered.

SECTION 2  
SCHEDULE OF EVENTS

<u>Action</u>	<u>Date</u>
Release of RFQ: .....	3/26/19
Last Day to Submit Written Questions: .....	4/5/19
(Questions received after this date and time may not receive a written response).	
District’s Written Response to Questions: .....	4/9/19
RFQ Response Due: .....	4/10/19
(RFQ Responses received after this date and time will not be accepted).	
Short list announcement: .....	4/12/19
Issue RFP to the short listed DB firms: .....	4/12/19
Mandatory Job Walk.....	4/23/19
Bid Opening: .....	4/30/19

All dates following the RFQ Response Due date are provided for planning purposes only and are subject to change without notice.

All Responses and other materials submitted in response to this RFQ shall become the property of the District. A Firm may at any time withdraw its Response by providing written request for withdrawal to the District. At any time prior to the deadline for submittal of Responses specified in this RFQ, a Firm may modify its Response by submitting the modified Response together with a written request to withdraw the original Response and replace it with the modified Response.

## SECTION 3

### RFQ INSTRUCTIONS AND GENERAL PROVISIONS

#### 3.1 Questions Regarding RFQ and Point of Contact

Any questions, interpretations or clarifications, either administrative or technical, about this RFQ must be requested in writing no later than the date indicated in the Schedule of Events. All written questions, not considered proprietary, will be answered in writing and conveyed to all responding firms. Oral statements concerning the meaning or intent of the contents of this RFQ by any person are not considered binding. Questions regarding any aspect of this RFQ should be directed to:

Bob Macauley  
Interim Director of Maintenance, Operations, Facilities, & Grounds  
Moorpark USD  
Department of Maintenance, Operations, Facilities, & Grounds  
5297 Maureen Lane  
Moorpark, CA 93021  
Telephone: (805) 378-6300, Ext. 1430 Fax: (805) 531-8835  
Email: [bmacauley@mrpk.org](mailto:bmacauley@mrpk.org)

#### 3.2 Addenda

The District in its discretion may, at any time, issue one or more addenda to this RFQ and the District will post such addenda on the District's official website at <https://www.mrpk.org> and will be the responsibility of each firm to obtain this information from the mentioned web site. Each Firm is solely responsible for and must, in its Response, acknowledge each addendum that it has received. The District in no event shall be responsible or liable for any failure of a Firm to receive any such addendum.

#### 3.3 Acceptance and/ or Cancellation of the Solicitation

The District will determine which, if any, statements of qualifications are in the District's overall best interest to accept. The District may request any or all respondents to participate in a presentation and/or interviews in regard to their qualifications.

This solicitation does not obligate the Moorpark USD to enter into an agreement. The District retains the right to cancel this RFQ at any time for any reason. The District also retains the right to obtain the services specified in this RFQ in any other way. No obligation, either expressed or implied, exists on the part of the District to make an award or to pay any cost incurred in the preparation or submission of response to the RFQ.

#### 3.4 Delivery of RFQ Response

The responding firm is responsible for the means of delivering the RFQ Response to the appropriate office on time. Delays due to any conditions will be the responsibility of the responding firm. Responding firm must provide a minimum of one (1) original hardcopy (marked as such), Three (3) copies and one (1) electronic copy. LATE, FAXED OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED.

The RFQ Response shall be sealed and received in the Department of Maintenance, Operations, Facilities,

& Grounds, attention Mr. Bob Macauley, at the following address no later than the time indicated on the date specified in Section 2, Schedule of Events:

Moorpark USD  
Department of Maintenance,  
Operations, Facilities, & Grounds  
Attn: Bob Macauley, Interim  
Director  
5297 Maureen Lane  
Moorpark, CA 93021

3.10 Withdrawal of RFQ Response

A RFQ Response may be withdrawn after it is received by the District by written or facsimile request signed by the responding firm or authorized representative, prior to the time and date specified for RFQ Response submission. A RFQ Response may be withdrawn and resubmitted in the same manner if done so prior to the appropriate deadline. Withdrawal or modification offered in any other manner will not be considered.

3.11 RFQ Responses Become the Property of District

RFQ Responses become the property of the Moorpark Unified School District and information contained therein shall become public documents subject to disclosure laws after Notice of Intent to Award. The District reserves the right to make use of any information and/or ideas contained in the RFQ Response.

## SECTION 4 QUALIFICATION REQUIREMENTS

4.1 Introduction

Proposals will be considered only from firm's that can demonstrate all of the following minimum qualifications. Please provide proof of the following:

- 4.1.1 Experience implementing comprehensive energy conservation measures in a minimum of five(5) California K-12 public school districts, in the last seven (7) years.
- 4.1.2 Experience procuring utility incentives.
- 4.1.3 Experience creating strict job-site safety programs, and training and enforcing adherence to safety policies.
- 4.1.4 Have a local office in Southern California staffed by employees dedicated to comprehensive energy services. Employees should include California licensed mechanical and electrical engineers.
- 4.1.5 No pending or recent litigation in the past five (5) years associated with the savings performance and/or measurement and verification (M&V) of a guaranteed energy company.
- 4.1.6 The required California contracting licensed for this project is B.
- 4.1.7 Registered with the California Labor Relations Board

## 4.2 Financial and Administrative Stability

- 4.2.1 Financial Capacity. Proposer shall submit evidence of financial capacity to perform the Program as follows:
- 4.2.1.1 Proposer shall submit its most recent reviewed or audited financial statements.
  - 4.2.1.2 Proposer's accountant must complete and sign the applicable certificate in Exhibit B-1 of this RFQ.
  - 4.2.1.3 Proposer shall complete the Accountant's Release Letter at Exhibit B-2 of this RFQ.

## 4.3 Management and Personnel Qualification

Proposer must demonstrate their firm has the technical, management and staff capacity to provide appropriate levels of service to the District for the work anticipated. Customer references may be contacted and evaluated as part of this section. Demonstration of this capacity shall take the form of information identifying the management team, their qualifications, and their placement in the organization as follows:

- 4.3.1 Illustrate the management team in the form of an organization chart. Include any partnerships formed to respond to this RFQ.
- 4.3.2 Proposer shall identify and provide resumes of the experience and qualifications of key personnel who will be assigned to this project including designation of the Program manager. Each key personnel (or lead consultant) assigned to various parts of this Program must be qualified in the area to which they are assigned to work.

## Section 5

### CONTENT AND FORMAT OF RESPONSE TO RFQ

#### 5.1 Introduction

To be considered responsive to this RFQ, Proposer shall submit a response in the format identified in this section. All requirements and questions in this RFQ shall be addressed and all requested data should be supplied. The District reserves the right to request additional information which in the District's opinion is necessary to assure that the Proposer's competence, number of qualified employees, business organization and financial resources are adequate to perform according to contract.

Responses to this RFQ will be reviewed and evaluated by an evaluation committee comprised of District's Interim Director of Maintenance, the Assistant Superintendent of Business Services, the Director of Fiscal Services, and any other District employees and/or consultants selected by District, at its sole discretion. All submittals shall be reviewed to verify that Proposer has met the requirements set forth in Section 4, Qualification Requirements. RFQ responses that, in the District's opinion, do not meet requirements will be rejected and removed from further evaluation.

#### 5.2 Delivery of RFO Responses

RFQ Response must be received in the Office of Planning and Facilities no later than the date and time indicated in Section 2, Schedule of Events, of this RFQ. The Proposer is responsible for the means of delivering the RFQ Response to the appropriate office on time. Delays due to any and all reasons will be the responsibility of the Proposer. LATE RFQ RESPONSES WILL NOT BE ACCEPTED.

#### 5.3 Preparation

RFQ Response shall not exceed 25 pages and should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ. Response should emphasize the Proposer's demonstrated capability to perform work of this type. Emphasis should be concentrated on completeness and clarity of content.

#### 5.4 RFQ Response Format

RFQ Responses shall adhere to this required format for organization and content. The Response must be minimally divided into the individual sections listed below, each indexed, and tabbed. Responses may contain additional sections or subsections as necessary to present response content in a concise and logical manner. The Section Tabs and Table of Contents will not be included in the page count, nor will any appendixes.

Section 6  
EVALUATION AND SELECTION CRITERIA

The evaluation committee will assign points according to the point schedule for each evaluation criteria noted below with maximum of 100 points. Only content presented in the following sections will be evaluated:

6.1 Section 1 of Response– (10 Points)

6.1.1 Cover Letter (maximum of 2 pages)

The cover letter should provide a brief overview of the firm's history, a statement of interest and qualifications in providing the services outlined in the RFQ. Please describe how your firm meets the minimum requirements as described in Section 4 of this RFQ. Acknowledge any and all addenda. Specify the number of days the RFQ is valid. Include contact information for the responsible person. The cover letter should be signed by an authorized officer of the Proposer who has legal authority in such transactions.

6.1.2 Company Profile

Company Status (private or publicly-held)

Year founded

Other Firm Names: Indicate all other names by which your organization has been known and the length of time known by each name.

Number of employees, focusing on building efficiency (full time employees, excluding subcontractors or consultants)

Number of employees, focusing on building efficiency in California (full time employees excluding subcontractors or consultants)

Please state the location of your firm's local building efficiency office that is proposed to manage the project.

6.2 Section 2 of Response: Approach/Energy Project Experience (40 Points)

6.2.1 Describe your approach to using the existing ASHRAE Level 2 audits as the basis for the implementation --- audits available at:

[https://moorpark-ca.schoolloop.com/pf4/cms2/view\\_page?d=x&group\\_id=1499065597140&vdid=i4f1s1mxwe](https://moorpark-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1499065597140&vdid=i4f1s1mxwe)

How will you ensure that your approach is consistent with the approach and requirements included in the Technical Specifications (see attached Exhibit A).

6.2.2 Implementation Approach -Construction Experience:

6.2.2.1 Provide a list of all California State Contracting Licenses, including classification numbers and issue date.

6.2.2.2 Describe your process for construction, project management, inspection and project close out.

6.2.2.3 Describe how warranty issues are handled. And describe your ability to perform service and maintenance on either an as-needed or on-going basis.

6.2.2.4 Describe your company's ability to provide performance guarantees. Please provide a detailed description of your method of formulating those guarantees and identify the total guaranteed savings currently under contract. Please submit one (1) copy of a recent Measurement & Verification Report, for a K-12 Project.

- 6.2.2.5 Provide a minimum of five (5) case studies demonstrating your firm's K-12 public school district energy project experience in California. Please provide the following information for each project listed:
  - 6.2.2.5.1 District name and location
  - 6.2.2.5.2 Project size and scope
  - 6.2.2.5.3 Identify whether an ASHRAE Level 2 audit, Investment Grade Audit, was completed as part of the project.
  - 6.2.2.5.4 Additional services (i.e. monitoring, guarantee)
  - 6.2.2.5.5 Historical performance of the project versus guarantee, if applicable
  - 6.2.2.5.6 District reference(s), including phone and email address
- 6.2.2.6 Describe your experience assisting K-12 public school districts to secure utility incentives
- 6.2.2.7 Provide a summary of all settled adverse claims, disputes, or lawsuits between a California K-12 public school district and any member of your firm during the five years preceding the date of this RFQ, in which the claim, settlement, or judgment exceeded \$50,000.

6.3 Proposed Program Team's Experience (10 Points)

- 6.3.1 Overall experience in successfully completing K-12 energy projects
- 6.3.2 Breadth of capabilities to support successful implementation of Program
- 6.3.3 Amount of work self-performed, strength of proposed team, trainers, and management structure

6.4 Proposer's Financial Strength and Stability (10 Points)

- 6.4.1 Overall financial strength of firm based on financial statements
- 6.4.2 Demonstrate your firm's financial capacity to successfully carry out this project. Include company bond rating, bond limits, and evidence of insurability.
- 6.4.3 Ability to comply with minimum insurance requirements
- 6.4.4 Summarize your firm's financial strength and stability in compliance with Section 4 of this RFQ.
- 6.4.5 Describe any instances in which your firm, or its owners, officers, or managing employees, defaulted on a construction contract?
- 6.4.6 Provide your insurance information and credit rating

6.5 Safety Record and Ability to Safely Work on K-12 School Sites (10 Points)

- 6.5.1 Proven strategies and innovative solutions to reduce risk of incidents on construction sites and to minimize interference with normal school site operation
- 6.5.2 Summarize your firm's safety record and provide your firm's OSHA safety rating
- 6.5.3 Has your firm had any prior serious or willful violations of the California Occupational Safety and Health Act (OSHA) or the federal OSHA, settled against any member of your firm?
- 6.5.4 Describe your firm's safety practices for working on K-12 school sites.

6.6 Section 3 of Response – Scope of work (10points)

- 6.6.1 Confirm your ability to perform the work in delivering the project through a design build method for the Summary of the Scope of Work as described in the Technical Specifications attached in Exhibit A.
- 6.6.2 Provide one example of where you have done that type of work in the past
- 6.6.3 Describe any exceptions taken with the Summary of the Scope of Work as described in the Technical Specifications attached in Exhibit A of this RFQ

6.7 Compliance with this RFQ (10 Points) - Structure the SOQ to the requirement of this RFQ



