



REQUEST FOR PROPOSAL ON QUALIFICATIONS  
FOR A DISTRICT-WIDE ENERGY CONSERVATION SERVICES  
PROGRAM

April 1, 2021

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## **I. PURPOSE OF SOLICITATION**

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The intent of this Request for Proposal on Qualifications (RFP) is to solicit qualification proposals from Energy Services Companies (ESCOs). For the purpose of this RFP, "ESCO" refers to any company that is qualified to provide a turnkey energy conservation program that includes all services listed in this RFP. Responses to this RFP shall describe the ESCO's capability to identify the need for, design, install, maintain, monitor, and arrange the financing of a large-scale, comprehensive energy-conservation program that includes the services listed herein. SAINT CLAIR COUNTY SCHOOL SYSTEM intends to select an ESCO and award contract(s) to perform cost-effective energy conservation retrofits.

Please note that responses to this RFP must be received on **May 6, 2021 at 10:00 AM** at the address below. One (1) paper copy and one (1) electronic copy of the response must be sealed and delivered to:

ST CLAIR COUNTY SCHOOLS

175 College St

Odenville, AL 35120

RE: Proposal on Qualifications for District-Wide Energy Conservation Services Program

ATTN: Mr. Jeremy Mitchell

**SAINT CLAIR COUNTY SCHOOLS is not liable for any cost incurred by any person or firm responding to this RFP/Q.**

SAINT CLAIR COUNTY SCHOOLS reserves the right to reject as non-responsive any proposals that do not contain the information requested in Section VII and Appendix A of this RFP/Q. Additionally, SAINT CLAIR COUNTY SCHOOLS reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP/Q .

All questions regarding this RFP and the program it represents must be submitted in writing to:

Mr. Jeremy Mitchell

Email: [jeremyw.mitchell@sccboe.org](mailto:jeremyw.mitchell@sccboe.org)

All questions will be answered by email to all bidders.

Prospective respondents must limit their contact regarding this RFP/Q to Mr. Jeremy Mitchell. Communications by Firms, its agents, employees, and/or representatives with any employee, agent, or representative of SAINT CLAIR COUNTY SCHOOLS or SAINT CLAIR COUNTY SCHOOL BOARD, other than Jeremy Mitchell, regarding its proposal or intention to submit a proposal in response to this RFP will be considered inappropriate communications. If any such inappropriate communications are deemed to hinder, influence and/or alter the competitive proposal process, SAINT CLAIR COUNTY SCHOOLS, in an effort to ensure a fair and equitable review and selection process, reserves the right to decline consideration of the offender's sealed proposal.

**Environmental Impact**

Your actions do make a difference! By submitting only one paper copy of your proposal response, you make the following contributions to the environment:



**Waste**

5.7 pounds of solid waste not generated



**Tree**

6% of a tree preserved



**Water Conservation**

46.78 gallons of waste water avoided



**Lighting**

97036.73 BTUs of energy not consumed



**Greenhouse Gas**

14.23 pounds of greenhouse gas prevented

Healthy forests filter water, *remove* air pollution, sequester carbon and provide homes for wildlife. To plant a tree in return for your paper usage, go to <http://www.americanforest.org/>.

*\*Calculations are for one 500 page proposal response printed on regular paper. It does not include binders and dividers.*

## **II. BACKGROUND**

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SAINT CLAIR COUNTY SCHOOLS have 22 facilities.

SAINT CLAIR COUNTY SCHOOLS proposes to address all gas, electric, water, and other utility uses in all its facilities for this conservation program. Additionally, SAINT CLAIR COUNTY SCHOOLS intends to upgrade outdated and obsolete building equipment and perform property improvements through the program.

SAINT CLAIR COUNTY SCHOOLS anticipates a major reduction in annual utility costs through the implementation of this energy conservation program. The ESCO will provide a written guarantee of all utility reduction and provide all financing for the project. The contract life of the program shall meet Alabama State Statute. SAINT CLAIR COUNTY SCHOOLS intends to structure the program's implementation schedule in a manner to minimize the programs financed capital needs.

Respondents to this Request for Qualifications (RFP/Q) shall identify their experience and qualification to design, install and manage a major energy conservation project that involve energy conservation measure (ECM) retrofits which address the following building components and applications: lighting, ventilation, air-conditioning, envelope, and energy management systems. SAINT CLAIR COUNTY SCHOOLS is also interested in the respondents' qualifications and experience related to programs designed to train building occupants and maintenance workers in energy conservation awareness.

### III. SERVICES REQUESTED

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For this RFP/Q, SAINT CLAIR COUNTY SCHOOLS is interested in Energy Services Companies for the identification, engineering, design, installation, training, maintenance, and financing of approved ECMs for all its facilities. SAINT CLAIR COUNTY SCHOOLS has the option to contract all or some of the services listed above.

If SAINT CLAIR COUNTY SCHOOLS contracts project financing through the ESCO, payment for the contracted services will be indexed to measure reductions in annual energy costs or consumption and will not begin until after the project is operational and generating savings. Financing shall be structured so that annual payments never exceed annual savings. Services will be required to provide the financing in such a manner as to ensure that all costs are paid for from only the utility and operational savings associated with the energy conservation program. Operational savings will be strictly scrutinized as part of annual savings. The ESCO must make available a program that guarantees the energy and operational savings of the energy conservation services financed. The ESCO's demonstrated ability to provide this guarantee will be an evaluation criteria.

It is expected that, as a minimum, the following energy conservation techniques will be investigated on an individual basis or in combination with other techniques and implemented, if deemed cost effective by SAINT CLAIR COUNTY SCHOOLS and the ESCO:

- Energy management control system
- Large-scale lighting control
- Individual room lighting control (motion sensors)
- Optical reflectors for fluorescent/ LED light fixtures
- Fluorescent lamp and ballast replacement to LED
- Incandescent to florescent/ LED lighting conversion
- Conversion to HID or LED
- Motion sensor control
- Day lighting control
- Exit sign conversion
- Other lighting modifications
- Air conditioning unit replacement
- Heating, ventilating and air conditioning system modifications
- Building envelope improvements
- Energy conservation awareness training

Any other ECMs proposed by the ESCO will also be considered. All ECMs considered shall be proven, commercially available and result in verifiable energy savings.

All equipment provided by the ESCO for this program shall have a history of successful operating experience in similar installations and shall be in new and unused condition. This equipment shall be state-of-the-art with readily available replacement parts. All equipment used for this program shall be approved by SAINT CLAIR COUNTY SCHOOLS prior to installation.

## **IV. SELECTION PROCESS**

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### **Proposal Evaluation**

Interested ESCOs responding to this RFP/Q with a proposal must provide the information required to complete the forms included in Appendix A. SAINT CLAIR COUNTY SCHOOLS will evaluate submittals and choose the most highly qualified ESCO.

### **Engineering Proposal**

Upon completion of the proposal evaluation, SAINT CLAIR COUNTY SCHOOLS and the ESCO will design a Letter of Agreement which, when approved by SAINT CLAIR COUNTY SCHOOLS, will allow the ESCO to proceed with the energy analysis, feasibility study, conceptual engineering design and permitting plan for a district-wide energy conservation program.

Upon acceptance of the Letter of Agreement by the Board of Education, SAINT CLAIR COUNTY SCHOOLS and the ESCO will sign the agreement, thereby requiring the ESCO to proceed. If during this phase, it is determined that the program options identified by the ESCO do not fall within mutually agreed upon acceptable financing requirements and project scope, the Letter of Agreement will be terminated with no financial liability to SAINT CLAIR COUNTY SCHOOLS. Shall it be determined that the project's feasibility is within the agreed-upon financing parameters and project scope and SAINT CLAIR COUNTY SCHOOLS terminates the Letter of Agreement for any reason, then SAINT CLAIR COUNTY SCHOOLS agrees to compensate the ESCO a mutually-agreed upon amount for the engineering design and permitting effort incurred through termination. That amount will be stated in the Letter of Agreement.

### **Negotiating and Signing of Contract**

Upon the determination that the project is feasible and acceptable to SAINT CLAIR COUNTY SCHOOLS, an Energy Services Agreement (ESA) will be drawn up between SAINT CLAIR COUNTY SCHOOLS and the ESCO. All engineering, design and permitting cost incurred by the ESCO under the Letter of Agreement will be incorporated into the ESA. Upon acceptance of the ESA by the School Board, the ESA will be signed, and the program will commence. It is anticipated that the ESA will be presented to the School Board on or before May 18, 2021.



## V. SCHEDULE OF EVENTS

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The following time frame is expected to be followed during the procurement period of this RFP/Q

March 1, 2021	Release of RFP/0
May 6, 2021	Proposal received - <b>10:00 AM</b>
May Board Meeting	Vendor selected
May Board Meeting	Investment Grade Audit contract approved by School Board

This is a tentative schedule, and dates are subject to change.

Please note that responses to this RFP/Q must be received on May6, 2021 by 10:00 AM at the address below. One (1) paper copy and one (1) electronic copy of the response must be sealed and delivered to:

ST CLAIR COUNTY SCHOOLS

175 College St

Odenville, AL 35120

RE: Proposal on Qualifications for District-Wide Energy Conservation Services Program

ATTN: Mr. Jeremy Mitchell

SAINT CLAIR COUNTY SCHOOLS reserves the right to reject any and all responses resulting from this RFP/Q. Late responses will not be accepted and will be returned to the submitting company unopened. SAINT CLAIR COUNTY SCHOOLS is not liable for any cost incurred by any person or firm responding to this RFP/Q.

SAINT CLAIR COUNTY SCHOOLS reserves the right to reject, as non-responsive, any proposal that does not contain the information requested in Section VII of this RFP/Q and on the forms contained in Appendix A. Additionally, SAINT CLAIR COUNTY SCHOOLS reserves the right to reject, as non-responsive, any proposals which are not organized and formatted as described in this RFP/Q.

## **VI. SELECTION CRITERIA**

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Qualification of all business entities that respond to this solicitation, including any subcontractors to be used, will be evaluated using the following selection criteria. (Percentage weighting among categories of selection criteria is noted.)

### **Business and Financial Qualifications (20% maximum)**

- Business unit dedicated to providing guaranteed energy savings programs
- Business unit dedicated to ensuring project performance
- Years in business
- Affiliation with energy and/or business organizations (including ISO certification and EPA or DOE affiliations)
- Demonstrable ability to bond savings through a third-party surety
- Financial viability of entity proposed to provide technical and financial guarantees
- Financing capability and lines of credit

ESCO will provide financial statements including income statement, balance sheets and statements of changes for three (3) most recently completed fiscal years.

The ESCOs will provide information documenting the source(s) of proposed financing.

### **Personnel Qualifications (20% maximum)**

Quality of personnel assigned to this project and degree of pertinent experience.

### **Project Management Plan (20% maximum)**

- Comprehensiveness and rationale of project management plan, based on:
  - Approach to project management, including staffing and contractor-oversight
  - Ability to successfully complete projects on time and to customer satisfaction.
- Method employed to establish baseline energy use in individual buildings and facility-wide
- Method of measurement and verification used to demonstrate energy use reduction and cost savings as guaranteed

### **Prior Project Performance (40% maximum)**

- Experience with energy conservation projects of a similar size and type to that proposed for SAINT CLAIR COUNTY SCHOOLS
- Experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of ECMs, design, installation, operation, training, financing, savings verification, etc.)
- Performance on prior projects, including data on projecting, achieving, documenting, and verifying energy savings in order to ascertain accuracy of projections
- References from prior and current customers.

## **VII. RESPONSE FORMAT AND COMMENTS**

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The responses to this Request for Proposal on Qualifications will consist of nine (9) specific information subject areas which must be completed and returned in the order indicated below with each section divided and tabbed with the appropriate section title. Additional forms (as detailed below) are provided in Appendix A. For areas that do not require a form, the ESCO shall provide specific information directly addressing the information requested in that section. SAINT CLAIR COUNTY SCHOOLS may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any ESCO. Any additional information not specifically requested in this RFP/Q must be put in a separate Appendix at the end of the response. Additionally, all supplemental materials (brochures, product information sheets, etc.) not specifically tailored to this response must be placed in the Appendix. Responses must be paginated, with page numbers appearing in the lower right-hand corner of each page and must include a table of contents.

### **Section 1: Cover Letter**

The ESCO's proposal will include a cover letter at the beginning of the proposal. The cover letter shall provide a summary of the information presented in the proposal, names and telephone and fax numbers of persons authorized to provide any clarification required, and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. This cover letter shall also include the name of the person(s) authorized to conduct final contract negotiations on behalf of the ESCO.

### **Section 2: Introduction**

#### **Table of Contents**

The ESCO's proposal should include a Table of Contents referencing each information section of this RFP/Q. The Table of Contents should be further subdivided to describe information included within each section of the proposal.

#### **Executive Summary**

The ESCO will provide an Executive Summary highlighting the ESCO's unique qualifications and capabilities for this project.

#### **Statement of Responsibility**

**The respondent must be the Prime Contractor.** The Prime Contractor will be responsible for all work and subcontractors involved in the project. The Prime Contractor will submit a list of all participants in the project prior to the actual contract negotiations. If some or all of the participants are not known at this stage, a selection strategy shall be identified noting which participants have not been selected. A statement of responsibility must be provided, using **FORM B** in the Appendix.

#### **Section 3: Personnel**

Each ESCO will attach a Project Staffing Plan, as shown in **FORM C** in the Appendix. The proposed plan will include a description of proposed staffing showing the project organization, supervisory responsibilities and lines of authority. Identify the corporate affiliation for each staff member listed in the Project Staffing Plan. Attach resumes of all individuals who will have a role in the project.

Provide a graphical representation (organizational chart) of the participants listed in the ESCO's proposal and their responsibilities in the program. The chart is to be used to show the company and personnel responsible for each phase of the project, lines of authority, and relationships between prime contractor and subcontractors.

**Section 4: Project Management**

Describe respondent's approach to project management, including coordination with subcontractors, division of responsibility among project staff, and interaction with SAINT CLAIR COUNTY SCHOOLS representatives. Include a sample of any contracts and/or agreements between the respondent and subcontractor(s) that would be used in this project in an appendix.

**Section 5: Energy Savings**

Provide a textual and numerical description of the normal method used to establish baseline energy use in individual buildings and facility wide. Describe the method used to justify variances between the baseline consumption and actual annual consumption. Variances between baseline energy consumption/cost and actual energy consumption/cost can be attributed to changes in the unit price of energy, rate schedules, weather, occupancy, building utilization and building size, to name a few. Describe and justify the methods used in measurement and verification of project savings.

Include a sample guarantee contract in the Appendix to this response. Failure to include a sample contract will be viewed as unresponsive.

Respondents must show calculations and formulas in this section **and** document where those calculations are to be found in the sample contract.

**Section 6: References**

Provide information on at least 5 performance contracts, similar in size and scope to the project proposed for SAINT CLAIR COUNTY SCHOOLS that the respondent has successfully implemented within the last ten years within the state of Alabama.

References shall include:

- Customer Name
- Name and Telephone Number of Contact
- Brief Description of the Project
- Project Beginning and Ending Dates
- Specific ECMs installed
- Project Cost and Savings
- Percent of Project Savings Resulting from Deemed or Stipulated Savings (Separate energy and non-energy savings. If savings other than energy were used, specify what these savings were, how they were calculated, and how they were guaranteed.)

**Section 7: Equipment & Training**

The ESCO shall describe any relationships with manufacturers of energy equipment, including those manufactured by the respondent or listed subcontractors. The ESCO should also demonstrate willingness to propose and ability to work with different makes of equipment should such equipment prove to be the optimal choice for SAINT CLAIR COUNTY SCHOOLS.

The ESCO shall outline any training proposed as part of the project, including the subject, duration, and location of training. Respondent shall also describe the relationship with the organization providing training, if not provided by the prime contractor.

Respondent shall describe any customer support programs provided in the project. The ESCO shall detail the availability, duration, and services provided through the customer support program, if applicable. If the ESCO proposes a maintenance program, information must be provided detailing services provided and terms of contract, if any. The ESCO should also provide the justification for any proposed customer support or maintenance program.

**Section 8: Project Non-Performance**

Provide a complete list of all projects that in the last 15 years:

Have canceled or non-appropriated a performance contract with the respondent (list reason); or

Have past or pending lawsuits or litigation regarding a performance contract with a customer (list reasons); or

Have been reimbursed for non-performance on guaranteed savings.

Have past "out of court" settlements regarding a performance contract (list reasons).

In addition to litigation, please provide a complete list of all projects nationwide where there was either a criminal indictment or a conviction relating to the conduct of a performance contract. This includes officers and representatives of the company, as well as public officials connected with the project.

If any of the above does not apply, provide an acknowledgment letter stating each that does not apply, signed by an officer of the respondent company. (Please include title of company officer). Failure to provide accurate and complete information as requested is grounds for disqualification.

**Section 9: Financial Information**

The ESCO shall include the company's annual report, audited financial statements or equivalent showing information for the past three (3) complete financial year periods. If a bound document (such as an annual report) is included, it must be placed in the response's Appendix section.

ESCOs shall also provide information documenting source(s) and levels of financing (e.g. a letter from a financial institution describing a relationship with the ESCO and indicating the magnitude of the line credit, copies of limited partnership agreements, a statement of public holdings, etc.). The ESCO shall also describe in detail how they intend to secure the annual savings project guarantee. SAINT CLAIR COUNTY SCHOOLS may, during the course of the evaluation process, request additional financial information to supplement and clarify the information provided in this response.

**APPENDIX A: PROPOSAL FORMS**

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## **FORM A: PROPOSAL CHECKLIST AND OUTLINE**

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Section 1: Cover Letter

Section 2: Introduction

- Proposal Table of Contents
- Executive Summary
- Statement of Responsibility

Section 3: Personnel

- Project Staffing Plan
- Project Personnel Resumes
- Project Team Organizational Chart

Section 4: Project Management

Section 5: Energy Savings

- Baseline and Energy Calculations
- Sample Guarantee Contract

Section 6: References

Section 7: Equipment and Training

- Relationship with Manufacturers
- Training
- Customer Support

Section 8: Project Non-Performance

Section 9: Financial Information

Appendix

**FORM B: STATEMENT OF RESPONSIBILITY**

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**Prime Contractor (ESCO or Contractor):**

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please note possession of any license or registration pertinent to this project.)

Area of Responsibility: (Describe in detail duties and responsibilities applicable to this project.)



**FORM C: PROJECT STAFFING PLAN**

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**RESPONDENT:**

AREA OF RESPONSIBILITY	NAME	AFFILIATION
OVERALL PROJECT MANAGEMENT		
BUILDING AUDITING		
BASELINE ENERGY USE DEVELOPMENT		
ECM EVALUATION:		
LIGHTING		
HVAC		
EMS		
OTHER		
ECM SAVINGS VERIFICATION		
ENERGY USAGE MONITORING		
ENERGY EVALUATION		
FINANCING		
ANNUAL SAVINGS GUARANTEE		
FINANCIAL AFFILIATION		
SUBCONTRACTORS		

## Saint Clair County School System

### Request for Proposals on Qualifications for a District Wide Energy Conservation Program

SAINT CLAIR County Schools is requesting proposals for the implementation of Energy and Operational Efficiency Improvements within a District Wide Energy Conservation Program. The intent of this Request for Proposal (RFP/Q) is to solicit qualification proposals from Interested Parties that describe their capabilities to identify, design, install, maintain, monitor and arrange financing of a large-scale, comprehensive energy-conservation program which includes the services listed in this proposal. Respondents may pick up the RFP/Q Specification Packet at the Annex Office located at 175 College St. Odenville, Alabama 35120. Proposals shall be due 10AM May 6,2021. Additional information pertaining to this solicitation can be obtained through Mr. Jeremy Mitchell by email at [jeremyw.mitchell@sccboe.org](mailto:jeremyw.mitchell@sccboe.org).

