

REQUEST FOR QUALIFICATIONS

April 15, 2024

**For Guaranteed Energy Savings Contracting Services
St. Clair County Schools, Alabama**

PROPOSALS DUE ON OR BEFORE 3 PM, May 2, 2024

Contact:

Mr. Justin Burns, Superintendent
St. Clair County Schools
410 Roy Drive
Ashville, Alabama 35953

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REQUEST FOR PROPOSALS
For
Guaranteed Energy Savings Contract Services

1. INTRODUCTION

St. Clair County Schools (SCCS) is located in Central Alabama.

Facility	
Ashville Elementary School	
Ashville High School	
Ashville Middle School	
Eden Career Technical Center	
Margaret Elementary School	
Moody Elementary School	
Moody High School	
Moody Junior High School	
Moody Middle School	
Odenville Elementary School	
Odenville Intermediate School	
Odenville Middle School	
Ragland High School	
Ruben Yancy Alternative School	
Springville Elementary School	
Springville High School	
Springville Middle School	
St. Clair County High School	
St. Clair County Virtual Preparatory Academy	
Steele Elementary School	

2. BACKGROUND

SCCS is seeking proposals from experienced Energy Services Companies (ESCOs) to develop Guaranteed Energy Savings Contract(s) to implement potential energy/utility/operational cost saving measures and related facility improvement measures.

SCCS is considering procurement of ESCO services primarily to construct and commission various energy and water cost savings measures and related facility improvements (Measures) in order to reduce utility and operating costs while addressing various infrastructure needs.

The intent of this document is to determine the cost of services of ESCOs to provide energy conservation and related facility improvement services to SCCS. Completing and submitting the data requested in this RFP should provide the required information needed to evaluate and identify suitable ESCO(s) as partner(s) potentially to address SCCS's energy efficiency and infrastructure needs at the appropriate time.

3. CONSIDERATIONS

ESCOs (Proposers) need to note the below items that describe some of SCCS's requirements and intent with respect development and execution of a potential guaranteed energy savings contract.

- a. Scope for a potential guaranteed energy savings contract would primarily be from a list of Measures that would be identified through an investment grade audit by selected ESCO and approved by SCCS.
- b. SCCS will require ESCO(s) to obtain at a minimum of three (3) prices for construction (all materials and labor) for each Measure through competitive bidding. If any of the construction work would be performed by the ESCO's employees or needs to be sole sourced, a detailed breakdown of labor and material costs will be required for SCCS review and approval. SCCS reserves the right to accept or reject any bids or request rebidding based on pricing and/or engineering aspects. SCCS may require ESCO(s) to deliver Performance Bonds, Labor, and Material Payment Bonds before starting any construction work. Bonding costs may need to be identified separately.
- c. **FINANCING** – SCCS requires the selected ESCO to provide financing directly under a monthly installment plan where SCCS pays the ESCO directly for guaranteed energy savings contract and related services.

Selected ESCO obtains financing directly as the borrower or finances it using ESCO's internal funds at interest rates and financing fees comparable to interest rates and fees that would expect when procured directly by allowing SCCS to enter into an installment agreement(s) with the selected ESCO to pay the ESCO (not a 3rd party) over a contract term not to exceed twenty (20) years.

- d. **DEVELOPMENT & IMPLEMENTATION STEPS** – SCCS expects overall process to be generally as follows:
 - i. SCCS completes proposal review and selection process.
 - ii. Selected ESCO and SCCS negotiate acceptable general terms and conditions of an Energy Services Agreement as described in Paragraph 4 below.
 - iii. SCCS authorizes ESCO, based on fee proposed in response to this RFP, to proceed with and complete Investment Grade Audit (IGA). ESCO completes IGA and submits a report.
 - iv. SCCS approves all or part(s) of scope developed under IGA for design and competitive pricing development. SCCS authorizes ESCO, based on fee proposed in response to this RFP, to develop detailed design and pricing. ESCO develops detailed design for pricing and obtains competitive pricing for each measure as per this RFP requirements.
 - v. ESCO submits a Guaranteed Energy Savings proposal with detailed cost breakdown of all proposed work including proposed fees for all performance period services and cost of IGA and design/pricing development. This proposal shall include details of proposed financing structure and associated fees / interest rates.
 - vi. **SCCS reserves the right to terminate the process after any step mentioned above if deemed in the best interest of the system. SCCS would be responsible to compensate the ESCO based on authorized and incurred costs to the point of termination only.**

4. DEVELOPMENT OF ENERGY SERVICES AGREEMENT

Upon selection of ESCO(s), SCCS intends to negotiate acceptable general terms and conditions of an Energy Services Agreement consistent with the intent and spirit of this RFP. However, SCCS reserves the right to terminate negotiations if an acceptable general terms and conditions of an Energy Services Agreement(s) cannot be negotiated within ninety (90) calendar days with an ESCO and to pursue a different ESCO. Acceptable general terms and conditions of an Energy Services Agreement will be necessary before SCCS commits to incurring any costs towards development of a Guaranteed Energy Savings Contract Proposal.

Selection of ESCO(s) by SCCS and negotiation of acceptable Energy Services Agreement does NOT guarantee award of Guaranteed Energy Savings Contract(s).

5. SCOPE OF SERVICES & ESCO'S EXPERIENCE

- a. SCCS anticipated to enter into an agreement with the selected ESCO for IGA services. SCCS may pay for these services directly or may opt to included them in financed costs of the overall project.
- b. Selected ESCO will be required to perform an investment grade audit (IGA) in all SCCS facilities listed and develop guaranteed energy savings contract proposal for SCCS review and consideration.
- c. SCCS anticipates ESCO's to develop energy conservation measures that are typical to school buildings in Alabama. These measures may primarily include upgrades to lighting, DX HVAC (split or rooftop), water source heat pumps, and HVAC controls. Additional measures may include renewable, water conservation, etc.
- d. Selected ESCO will be required to obtain at least three (3) competitive prices/quotes for all the energy conservations measures approved for implementation.
- e. ESCOs are required to provide in the proposal the name, title, and contact information for **three (3) energy savings project references with construction value of greater than \$1.0 million**. References should be familiar with the ESCO's business organization, finances and operational style. Provide a very brief description of the services provided for each reference.
- f. ESCOs need to provide in the proposal the name, title, and contact information for **three (3) other references** familiar with the firm's business organization, finances and operational style.

6. SITE WALK-THROUGH

No site walk-throughs are planned under this RFP.

7. COST OF ESCO'S SERVICES

SCCS requires an "Open Book Policy" in reference to all costs of various potential Measures. SCCS also has a preference to competitively procure pricing for construction of individual Measures. For this reason, ESCOs need to complete and submit all price schedules referenced in Attachment 1 – Cost of Services Methodology as a part of ESCO's proposal in response to this RFP.

The ESCOs cost of services is not the only criteria for SCCS choosing a particular ESCO but for the ESCO to be chosen, cost of services will need to be shown to be competitive with other ESCOs. If a firm chooses not to submit this attachment, SCCS will exclude this firm from consideration regarding this RFP.

8. ADDITIONAL REQUIRED INFORMATION

The following should also be addressed in ESCO's proposals.

- a. Quality Assurance & Safety - Explain ESCO's quality control and safety processes / procedures. At a minimum, please describe:
 - i. The corrective measures proposed to deal with quality control and safety issues. How will SCCS be notified of such problems?
 - ii. The specific quality control plan, including criteria to judge auditor performance, design engineering performance, construction management performance, commissioning performance, etc.
- b. Financial / Bonding – Please provide ESCO's bonding capabilities at the bottom of Attachment 1
- c. ESCO's Submission Statement - ESCOs must complete and include Attachment 2 – ESCO's Submission Statement.

9. PROPOSAL SUBMITTAL CHECKLIST / PROPOSAL FORMAT

Ensure that ESCO's proposals includes all of the following in the order listed in addition to any other information an ESCO may opt to present in its proposal:

- Contact name, email address, phone number and mailing address for a primary point of contact of ESCO regarding this RFP.
- Detailed ESCOs Experience & Services
- References – Three relevant references (with a description of services provided)
- References – Three other references
- Financial / Bonding capabilities of your ESCO
- ESCO's Quality Assurance and Safety information
- Completed Price Schedules Referenced in Attachment 1 – ESCO Cost of Services
- Signed Attachment 2 – Firm's Submission Statement

10. EVALUATION CRITERIA

SCCS intends to procure ESCO services based on cost-effectiveness, financing options offered by ESCO while adhering to technical innovation, high quality, accuracy, and other relevant industry standards. Proposals will be evaluated on pricing, financing, experience, past client references, proposed quality assurance and safety programs, the financial stability of the firm, proposed financial structure and the compliance with insurance, bonding, and other relevant factors.

SCCS may interview the shortlisted ESCO teams for further evaluation.

SCCS will evaluate proposals based on firm's original submittal. No proposal or revised proposal will be accepted following the proposal submission due date and time.

SCCS reserves the right to reject any or all submissions and to waive informalities and minor irregularities in proposal submissions received and to accept any proposal submissions if deemed in the best interest of the SCCS to do so.

SCCS will notify the ESCO(s) of its acceptance of a proposal by e-mail notice.

11. LIMITATIONS

This RFP or ESCO's submission of a proposal in response to this RFP do not commit SCCS to enter into a contract or an energy services agreement, to reimburse any costs incurred in the preparation of the proposal, to procure or contract for services and or supplies. SCCS reserves the right to accept or reject any or all proposals received, or to cancel this RFP in part or in its entirety, if in doing so is in the best interest of SCCS.

12. CLARIFICATIONS

Any questions about this RFP shall be submitted in writing via email to justin.burns@sccboe.org on or before 3:00 PM on April 25, 2024. SCCS will provide responses to written questions in writing on or before April 30, 2024. Any comments made or questions answered by SCCS staff or any of the SCCS representatives during site visits cannot be considered as an official response from the system. Only the information provided in this RFP and clarifications provided in writing shall be considered as official communication from SCCS with respect to this RFP.

13. SUBMITTAL

ESCOs shall submit proposals via email in pdf format to Mr. Justin Burns, Superintendent at justin.burns@sccboe.org. Proposal shall be submitted as one (1) pdf file and be less than 10 MB in file size.

14. DEADLINES

Deadline for Request for Clarifications	3:00 PM (CDT), April 25, 2024
Target Date to Issue Responses to Questions	3:00 PM (CDT), April 30, 2024
Deadline for Proposal Submission	3:00 PM (CDT), May 2, 2024
Notice of Intent to Award Successful ESCO	TBD

Attachment 1 – Cost of Services Methodology

Primary factor that will be used in selecting an ESCO partner will be cost of services. For these costs to be compared, the ESCO must be willing to be paid based **on a percent of the construction cost based on accepted bids for the Measures that are installed**. In order to establish the cost of services, proposers are required to submit completed **Pricing Schedules 1 and 2 (attached to this RFP)**.

PRICING SCHEDULE 1

In response to this RFP the ESCO will need to propose cost of services during implementation period. It is understood that these fees, if provided as a percentage of the cost of the accepted prices for construction, will vary based on the size of the project. For this reason, the ESCO is required to complete Pricing Schedule 1 (a sample is shown below) for the ESCO's "Cost of Services" for contracts ranging in price of \$5 million to \$25 million in accepted construction costs.

SAMPLE "ESCO's COST OF SERVICES" SCHEDULE

Total Contract Price Range (construction costs before financing)	ESCO's Cost of Services (to be completed ESCOs)
<\$1 million	18 %
>\$1 million – \$2 million	15 %
>\$2 million – \$4 million	14 %
>\$4 million – \$6 million	13 %

Notes & Clarifications:

1. The contract price ranges shown above is only meant to be an example. The ESCO should break their fees down by whatever contract price range that is preferred by the ESCO.
2. "ESCO's Cost of Services" represents the cost for services provided by the ESCO for this project based on information included in the RFP. This may include costs associated with construction period services such as project management, construction management, overhead and profit, markups, etc.
3. Do NOT include costs associated with i) IGA, design and/or pricing development or ii) Guaranteed Energy Savings Proposal development or iii) commissioning or iv) anticipated performance period services during contract period.

PRICING SCHEDULE 2

In response to this RFP the ESCO will need to propose the fees for IGA and design related services in Pricing Schedule 2.

Notes & Clarifications:

1. Fee for design services shall not exceed maximum recommended per Alabama Building Commission's guidance for A/E fees.
2. Proposers may list additional line items. However, proposer shall include a detailed explanation of any such additional line items in the proposal.

Attachment 2 – ESCO’s Submission Statement

The following form must be completed and included in each ESCO’s proposal:

The undersigned firm hereby offers to perform the services as described in this RFP dated April 15, 2024 prepared by SCCS, in accordance with the Proposal attached hereto. This Proposal offer is firm and shall remain in effect for a period of one (1) year after receipt thereof by SCCS.

In connection with such offer, the undersigned represents and warrants to SCCS that it has carefully and thoroughly reviewed the entire RFP and that it possesses the experience, skills, and abilities necessary to perform the services bid on in accordance with specifications in the RFP.

Name of Firm

(Print or type)

Signature

Name of Signatory

(Print or type)

Position with Company

(Print or type)

Date _____