



# Lyon County School District

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## Request for Qualifications (RFQ) for Energy Services Company (ESCO)

**RFQ Published ([www.lyoncsd.org](http://www.lyoncsd.org)): December 23<sup>rd</sup>, 2024.**

**RFQ Inquiries Deadline: January 3<sup>rd</sup>, 2025.**

**RFQ Proposal Deadline: January 15<sup>th</sup>, 2025.**

The Lyon County School District ("District") is soliciting proposals from qualified consultants that can help with the developing, implementing, and delivering energy efficiency HVAC and Controls measures district wide.

The purpose of this Request for Qualifications ("RFQ") is to obtain information that will enable the District to select an ideal candidate that can effectively partner with the District to perform various components associated with facilities upgrades. Each consultant firm ("Consultant") responding to this RFQ should be prepared and equipped to provide complete and detailed project planning and services on behalf of the District in an expeditious and timely manner and enable the District to meet deadlines and schedules.

The Lyon County School District provides pre-kindergarten through 12th grade educational services to residents of the Lyon County. The District has an enrollment of 9,100 students and operates 18 schools in five distinct attendance areas – Fernley, Dayton, Silver Stage, Yerington, and Smith Valley.

If your firm is interested in providing such services for, or on behalf of, the District, please submit a detailed summary of your firm's qualifications in accordance with this RFQ. The deadline for receipt of the proposal is **4:00 pm on January 15<sup>th</sup>, 2025**. ("RFQ Deadline"). Note that proposals delivered after the RFQ Deadline may not be considered. Five hard copies and one electronic copy on a flash drive in PDF format of your proposal should be submitted to:

Harman Bains, Executive Director of Operations  
Lyon County School District  
25 E. Goldfield Ave.,  
Yerington NV 89447  
(775) 463-6800

All submittals will become property of the District. Information in the proposals will become public property and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the proposals, reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. All costs associated with the preparation or submission of qualifications for this RFQ are solely the responsibility of the candidates.

In order for the District to make an informed decision regarding selecting a consultant firm among responsible and responsive candidates, your proposal must contain the following described elements or evidence that the consultant candidate meets or exceeds the requirements stated hereto in this RFQ.

25 E. Goldfield Ave., Yerington, NV 89447 | Ph. (775) 463-6800 | Fax (775) 463-6808 | [www.lyoncsd.org](http://www.lyoncsd.org)



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# 1. SCOPE OF SERVICES

## 1.1 Scope of Services

The Contractor's duties may include the following among other duties as identified by the District. The consultant must have the expertise to design, construct, and implement the projects outlined in this RFQ. The consultant should have demonstrated experience with project installations of a similar scope, scale, and complexity. Additionally, respondents are required to utilize subcontractors licensed in the State of Nevada who possess the necessary skills and experience to complete all work with minimal supervision and management oversight from the District.

- Familiarize yourself with each school site and its specific equipment through on-site surveys and maintenance team collaborations.
- Use any audit results provided by the District to design and execute the project. Engage design professionals as needed to develop plans and specifications for the project, including obtaining necessary permits.
- Review all plans and specifications with the District before submitting them for permit approval.
- Acquire and maintain all required licenses, permits, and authorizations for the project.
- Ensure high-quality workmanship and compliance with the contract documents during project installation.
- Oversee the delivery of all necessary materials and equipment to project site(s).
- Verify adherence to all applicable codes and standards.
- Supervise and coordinate all subcontractors involved in the project.
- Provide documentation requested by the District, including progress reports.
- Schedule and attend progress meetings or provide regular updates on the installation as requested by the District.
- Develop and share a detailed schedule for the project's completion.
- Perform commissioning and testing of the completed project as necessary.
- Restore each site to its original condition prior to project commencement. This includes, but is not limited to, paint touch-ups, wall patching, and replacing ceiling tiles damaged during the project.
- Support the District in obtaining applicable rebates, as well as State or Federal incentives.
- Commission the project and provide training on equipment or systems as requested by the District.
- Deliver warranty services for the completed work.

## 2. PROPOSALS

### 2.1 Proposal Deadline

If your firm is interested in partnering with Lyon County School District as an Energy Services Company (ESCO) please submit a detailed summary of your firm's qualifications in accordance with this RFQ. The deadline for receipt of the proposal is **4:00 pm on January 15<sup>th</sup> 2025**. ("RFQ Deadline"). Note that proposals delivered after the RFQ Deadline may not be considered.

### 2.2 Proposal Copies

Five hard copies and one electronic copy on a flash drive in PDF format of your proposal should be submitted to:

Harman Bains, Executive Director of Operations  
Lyon County School District  
25 E. Goldfield Ave.,  
Yerington NV 89447  
(775) 463-6800

All submittals will become property of the District. Information in the proposals will become public property and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the proposals, reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. All costs associated with the preparation or submission of qualifications for this RFQ are solely the responsibility of the candidates.

### 2.3 Proposal Inquiries

All inquiries regarding this Request for Qualification must be in writing and submitted via email no later than **January 3<sup>rd</sup> 2025**, to both of the following district personnel.

Harman Bains, Executive Director of Operations  
[Hbains@lyoncsd.org](mailto:Hbains@lyoncsd.org)

Cheryl Veil, Administrative Secretary for Business & Educational Services  
[cveil@lyoncsd.org](mailto:cveil@lyoncsd.org)

District reserves the right to share or not share all inquiries made publicly or with other interested consultants for transparency purposes.

### 2.4 Proposal Format

Sealed proposals shall be submitted in four (4) sections:

- 2.4.1 Firm Overview
- 2.4.2 Approach to Project
- 2.4.3 Experience and Past Performance (references)
- 2.4.4 Costs (**included in a separate sealed envelope marked "costs"**)

#### 2.4.1 Firm Overview

Consultants must provide a company profile. Information provided shall include:

- a. Company ownership, if incorporated, the state in which the company is incorporated and the date of incorporation. An out-of-state consultant must become duly qualified to do business in the State of Nevada as a foreign corporation before a contract can be executed.
- b. Disclosure of any alleged significant prior or ongoing contract failure, contract breaches, any civil or criminal litigation or investigation pending which involves the consultant or in which the consultant has been judged guilty or liable.
- c. Current accreditation by the National Association of Energy Services Companies (NAESCO) as an Energy Services Provider (ESP) or Energy Services Company (ESCO)
- d. Currently on the U.S. Department of Energy's (DOE) Qualified List of Energy Service Companies
- e. Active and a copy of General Contractors license in Nevada.
- f. Evidence of a minimum of \$10 Million in bonding capacity
- g. Location(s) of the company offices and service offices servicing any Northern and Southern Nevada account(s).
- h. Number of employees both locally and nationally.
- i. Location(s) from which employees will be assigned.
- j. Provide an organizational chart of the organization.
- k. Resumes for key staff to be responsible for performance of any contract resulting from this RFQ.
- l. Name, address and telephone number of the consultant's point of contact for a contract resulting from this RFQ.
- m. Company background/history and why consultant is qualified to provide the services described in this RFQ.
- n. Length of time consultant has been providing "turnkey" or similar too services described in the RFQ to the public and private sector. With a brief description.

#### 2.4.2 Approach to Project

Describe your firm's approach to providing Energy Services needed by the Lyon County School District.

- a. Describe any special talent, experience or technical expertise your firm will employ regarding schedule, planning, budgets, management, and quality control.
- b. List the strengths that the firm can bring to the program and how these strengths differentiate your firm from others.
- c. How does your firm maintain project team continuity for the program?

#### 2.4.3 Experience and Past Performance (references)

Consultants must provide a minimum of five (5) K-12 districts for which the consultant provided progressive design build turn-key responsibility for programs in the past five (5) years. At least two (2) of these must have a letter of recommendation.

References must include:

- a. Client name
- b. Project scope of work and cost
- c. Project dates (starting and ending)
- d. Staff assigned to reference engagement that will be designated for work per this RFQ

- e. Client project manager name, telephone number and email address

Subcontractor Information: Does this proposal include the use of subcontractors?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

If “Yes”, consultant must:

- f. Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.
- g. Provide the same information for any proposed subcontractors as requested in the 2.1 Firm Overview
- h. References as specified above must be provided for any proposed subcontractors.

Each consultant must include a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the consultant or in which the consultant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The district reserves the right to reject any proposal based upon the consultant’s prior history with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

#### 2.4.4 Costs

Costs must be included in a separate sealed envelope marked “costs”.

- a. Consultants must provide detailed fixed prices for all costs associated with the responsibilities and related services for each of the areas defined in the scope of work. Clearly specify the nature of all expenses anticipated.
- b. Consultants must submit a total cost for the proposal.
- c. The “costs” envelope will remain sealed until such time as the committee selects firms for formal presentation as set forth in section 3.1. Once selected for a formal presentation, the “costs” envelope will be opened and scored.

### 3. Proposal Evaluation and Award Process

#### 3.1 Selection and Presentation

Based on the responses to this RFQ an evaluation committee may select firms to be invited to make a formal in person presentation. Firms invited will be provided thirty (30) minutes for presentation, followed by fifteen (15) minutes of questions and answers.

Proposals shall be consistently evaluated and scored in accordance with NRS 333 based upon the following criteria listed in descending order:

- a. Experience: The qualifications and experience of both the consultant and their proposed team in managing projects of similar scope and complexity.
- b. Clarity and Completeness: Responses must be clear, concise, and comprehensive.
- c. Conformance: Submissions should align with the specified RFQ format.
- d. Suitability: Proposals must address Project objectives outlined in the RFQ, meet the minimum requirements of Section 2.4.1.

- e. Financial Strength: The consultants financial stability and ability to fulfill all obligations, guarantees, warranties, and commitments for the contract duration will be assessed.
- f. Project Management, Execution and Local Service Capabilities: The consultant's ability to effectively plan, coordinate, execute, control costs, maintain quality, and deliver projects on schedule is critical. Availability of service capabilities near the District office will be evaluated.
- g. Insurance: The Respondent must demonstrate the ability to meet all required insurance standards.

The evaluation committee may also contact the references provided in response to the section identified as Experience and Past Performance (references); contact any consultant to clarify any response; contact any current users of a consultant's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal but shall make a recommendation of award based in the best interests of the Lyon County School District.

### 3.2 Award

A Notification of Intent to Award shall be issued upon approval of the Lyon County School District Board of Trustees. Any award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing consultants unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the District upon written notice to all consultants may negotiate a contract with the next highest scoring consultant or withdraw the RFP.

Clarification discussion may, at the District's sole option, be conducted with consultants who submit proposals determined to be acceptable and competitive. Consultants shall be afforded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing consultants.

Any contract resulting from this RFQ shall not be effective unless and until approved by the Lyon County School District Board of Trustees. Services will be required to commence within ten (10) days after receipt of a written notice to proceed from the District.