



Request for Qualifications

Date:	September 18, 2025	Project:	Energy Savings Performance Contracting Services
Project Number:	26.05		

Response Due Date and Time:	October 23, 2025 at 2:00 p.m. Local Time
Submit Response to:	All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (https://www.bidnetdirect.com)
Submit Questions to:	Requests for clarification shall be submitted through BidNet Direct and all responses will be released as addendum within the online posting.
Description of Procurement:	Energy Performance Contracting

<u>Estimated Project Timeline:</u>	
Notice of Advertisement in Local Newspaper:	September 18, 2025
Release of RFQ:	September 18, 2025
Pre-Bid Meeting:	September 25, 2025 at 2:00pm Location: RCS Facilities Operations Center 1402 John R. Road, Rochester Hills, MI 48309
Online Requests for Clarification Deadline:	October 10, 2025 at 5:00 p.m. Local Time
Release of Addenda with RFC Answers:	October 16, 2025
Bid Due Date:	October 23, 2025 at 2:00 p.m. Local Time
<i>→Notice: The right to modify the project timeline is held by Rochester Community Schools in absolute discretion.</i>	

Objective:

Rochester Community Schools, known herein as "Owner", seeks proposals from qualified firms to provide energy performance contracting services, as outlined herein.

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Information to Bidders

Overview

Rochester Community Schools, known herein as “Owner” or “District”, is looking to select a skilled and successful firm to provide Energy Saving Performance Contracting Services for the District in order to fund and implement energy saving projects to reduce utility usage and costs. The District consists of 25 buildings: 21 school buildings and 4 support buildings that cover approximately 2.6 million square feet and reside on more than 500 acres.

Project Purpose and Expectations

In an effort to conserve capital, the “District” is seeking qualified firms, that are approved by the State of Michigan, to provide Energy Savings Performance Contracting Services (ESPC), to submit their qualifications for consideration to be selected to provide Energy Savings Performance Contracting Services to the District. Refer to Attachment ‘A’ which contains information on the district’s buildings as well as recent 12-month utility usage information.

Interested firms are to requested to submit their qualifications for consideration in the following format:

- A. Company History: Describe your firm’s history of providing Energy Savings Performance Contracting Services. In particular history with providing services to K-12 and Michigan clients.
- B. Company & Team Experience:
 1. Provide a list of completed ESPC programs or current ESPC programs that you are currently managing that are of similar in size and scope. Provide the following program information:
 - a. Client name & Location
 - b. Contract amount
 - c. Scope of the program
 - d. Approved savings realized
 2. Provide a list of key personnel that will be assigned to the program. List their title and describe their role in the proposed program. Include relevant information regarding their experience and involvement participating with managing an Energy Savings Performance Contracting program.
- C. Approach:
 1. Describe in detail your firm’s process and approach to providing Energy Saving Performance Contracting services. Describe the reasons your firm should be selected to provide Energy Savings Performance Contracting services as opposed the competition.
 2. Based on the size of the District and utilizing the most recent 12 month utility cost detail provided in Attachment ‘A’, please advise on your best estimate of the total potential energy savings that you would anticipate would be realized during the course of the program. Please

provide details as to how you arrived at the proposed energy savings and the proposed duration of the program.

3. Provide a list of the costs and fees that are or will be included with your effort in providing Energy Performance Contracting services. Provide cost information on the following: a) current hourly charge rates for your staff and personnel, b) overhead costs, c) profit and fees, etc. that will be charged to projects or any part of the program.
4. Describe your methods and or capabilities in providing Energy Auditing or Modeling services that are utilized to verify energy usage and energy and cost savings.

D. References: Provide a list of references from completed projects.

Timeline

The expected timeline is as follows:

Notice of Advertisement in Local Newspaper:	September 18, 2025
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→*Notice: The right to modify the project timeline is held by Rochester Community Schools in absolute discretion.*

Selection Process and Owner's Rights

The Owner reserves the following:

1. To reject any or all bids without compensation to the bidders and to waive any or all variances, irregularities, or informalities in the bid package.
2. In the event that all acceptable bids exceed the owner's budget, the Owner reserves the right to negotiate a contract with the lowest and best acceptable bidder or any other one of the acceptable bidders.
3. To select more than one vendor or brand.

The submitted proposals will be evaluated on criteria described in the 'Project Purpose and Expectation Sections.

- A. Company History
- B. Company & Team Experience
- C. Approach
- D. References

The firm that demonstrates the most comprehensive responses to the requested criteria, will be selected to move forward with in the process of providing Energy Savings Performance Contracting services for the district. Upon reviewing the submitted proposals, if the District deems necessary, the District may elect to invite some firms to present their qualification information in person, and to answer questions, in order to assist in selecting a firm.

Bid Due Date and Proposal Submission Requirements:

1. All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) **no later than 2:00 p.m., local time, October 23, 2025** (the "Due Date".) No oral, telephonic, or facsimile proposals will be considered.
2. RCS will not consider or accept any late Bids received after the Due Date specified within the RFP. It is the sole responsibility of the Bidder to ensure their proposal is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFP. Bidders shall plan ample time to respond to all requirements and input all requirements. RCS is not responsible for any delivery delays.

Qualification of Bidder

1. The Owner reserves the right to request qualification information from any bidder before issuing documents, receiving bids or awarding a contract. The Owner may, at its sole discretion, accept or reject bidders as qualified. The right to waive any informalities in qualification materials is reserved by the Owner. The Bidder, in submitting his/her bid, agrees to accept the decision of the Owner as final.
2. The submitters shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

Sole Bidder

1. It is the Owner's intent that this Request for proposals, permits competition. It shall be the bidder's responsibility to advise the Owner, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Proposal, to a single source. Owner shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.
2. If only one bid is received in response to this invitation to bid, a cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.
3. The Owner reserves the right to cancel the bid, or reschedule the bid opening, if there is only one bid received. The decision by the Owner will be final.

Addenda

1. Each bidder shall ascertain prior to submitting their bid that they have received all addenda issued.
2. Addenda notices will be sent to all who are known by the Owner to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.

Bid Bond

1. Bid Bond: Bidders must submit with its Bid, bid security in the form of a Bid Bond issued by a qualified surety or certified check in an amount of five percent (5%) of the Bid ("Bid Security"). Failure to include this Bid Security with Bidder's Bid will result in the rejection of your Bid. If a Bid Bond is posted by a Bidder, it shall be from a Treasury Surety licensed to do business in the State of Michigan, and the attorney-in-fact who executes the Bid Bond on behalf of the Bidder shall attach a certified, current copy of its power of attorney. In the event a certified check is submitted, it shall be made payable to "Rochester Community Schools" The School District shall not be liable for any interest earned thereon. The Bid Security shall be forfeited as liquidated damages, and not as a penalty, if the Bidder withdraws its Bid after the Due Date for submission of Bids or, upon acceptance of its Bid by the School District, Bidder fails to execute the form of Contract acceptable to the School District, substantially evidencing and incorporating this RFP and its Bid and fails to provide the required Performance Bond and/or Payment Bond, if any, and the required insurance certificates, within fifteen (15) days of an award of a Contract to the Bidder.
2. The proposed bonding company of the bidder shall be acceptable to the Owner. The Owner shall be listed as obligated on the bond.

Sales Tax

1. Owner is exempt from all taxes. A tax exemption certificate will be issued upon request.

Method of Ordering

1. Issuance of a written purchase order by the Purchasing Department is the method of ordering product or services. All vendor invoices and packing/delivery tickets must include the purchase order number.

Payment

1. Payment to be made from Vendor's invoice, and a copy of the signed delivery invoices, submitted to cover items received and accepted during the billing period. Invoices must contain the bid number under which the contract is awarded.
2. Pricing shall be F.O.B. delivered to RCS at 52585 Dequindre Road, Rochester MI 48307, unloaded, and installed.

Familial Relationship Disclosure

1. All bidders shall provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder or any employee of the bidder, and any member of the Board of Education of the school district, or the Superintendent of the school district. The District will not consider a bid proposal that does not include this sworn and notarized statement.

Iran Economic Sanctions Act

1. Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act.

Withdrawal or Revision of Bid Proposals

1. A bid may not be modified, withdrawn or cancelled by the bidder for ninety (90) calendar days following the time and date designated for the opening of bids, and bidder so agrees in submitting his/her bid.

Acceptance and Rejection of Bid Proposals

1. Low bid price is not always the determining factor in the awarding of the bid. Other factors considered may include, but not be limited to, the following: delivery and/or completion time, judged quality of product, past performance, inventory availability, financial stability, and references.
2. The Owner shall have the right to waive any informality or irregularity in any bid received and to accept bids which, in their judgment, are in their own best interest.
3. The Owner shall have the right to accept or reject alternates in any order or combination and to determine the apparent low bidder on this basis.

Post-Bid Information

1. After the bids are received, tabulated, and evaluated by the Owner, the apparent lowest qualified bidder(s) shall meet with the Owner at a post-bid meeting if requested by Owner.
2. The Owner reserves the right to request additional information from bidders for evaluation criteria as needed.

FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of Rochester Community Schools Board of Education, the Superintendent and/or any Rochester Community Schools Administrator.

The following are the bidder’s familial relationship(s) with Rochester Community Schools:

Bidder/Contractor Employee Name Related to:

1 _____

2 _____

(Attach additional pages if necessary to disclose all familial relationships.)

There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Rochester Community Schools Board of Education, Superintendent, or Administration.

Bidder: (Company Name)

By:

(Signature)

(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____ County, _____ on this _____ day of _____, 20____.

SS:

(Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____

Certification of Compliance – IRAN ECONOMIC SANCTIONS ACT
(MICHIGAN PUBLIC ACT NO. 517 OF 2012)

The undersigned, the owner or authorized officer of the Below named Bidder (the "Bidder"), pursuant to the compliance certification requirement provided in the Rochester Community Schools' (the "School District") Request for Bid, hereby certifies, represents and warrants that the Bidder (Including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a contract as a result of the aforementioned RFB, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any service under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more the \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for bid for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

ATTACHMENT A:
Summary of Utility Usage Data



ROCHESTER COMMUNITY SCHOOLS

SUMMARY OF UTILITY USAGE DATA (Electric & Natural Gas) - Most Recent 12 Month Period

INSTRUCTIONAL	ADDRESS	YEAR BUILT / RENOVATED	BLDG. SQUARE FOOTAGE	Energy Cost (\$)	Energy Cost Intensity (\$/ft²)	Electricity Use - Grid Purchase (kWh)	Electricity (Grid Purchase) Cost (\$)	Natural Gas Use (therms)	Natural Gas Cost (\$)	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
ELEMENTARY											
Baldwin	4325 Bannister Rd	1926/1993	68,276	\$69,574.49	\$1.02	373,574	\$51,949.27	22,714	\$17,625.23	51.9	87.2
Brewster	1535 Brewster Rd	1980/2020	69,013	\$47,768.00	\$0.69	239,460	\$35,030.45	16,403	\$12,737.55	35.6	58.1
Brooklands	490 E Auburn Rd	1993	71,877	\$94,105.30	\$1.31	604,144	\$82,387.34	14,708	\$11,717.96	49.1	101.8
Delta Kelly	3880 Adams Rd	2002	83,564	\$105,645.27	\$1.26	654,355	\$81,731.27	30,666	\$23,914.00	63.4	113.3
Hamlin	270 W Hamlin Rd	1933/1993	74,408	\$67,870.69	\$0.91	363,448	\$50,724.53	21,878	\$17,146.17	46.1	77.5
Hampton	530 Hampton Circle	1993/2018	84,227	\$85,456.87	\$1.01	559,626	\$71,704.15	17,224	\$13,752.72	43.1	84.9
Hugger	5050 Sheldon Rd	1988/2017	68,340	\$67,909.49	\$0.99	342,551	\$49,640.82	23,369	\$18,268.66	51.3	83.8
Long Meadow	450 Allston Dr	1967/2002	80,600	\$100,903.63	\$1.25	672,764	\$83,686.90	22,190	\$17,216.73	56	108.7
McGregor	1101 First St	1961/2002	76,335	\$116,229.11	\$1.52	746,648	\$90,708.37	33,731	\$25,520.74	77.6	139.8
Meadow Brook	2350 Munster Rd	1957/2004	73,406	\$103,871.14	\$1.42	684,414	\$84,503.94	25,789	\$19,367.19	66.9	126
Musson	3500 Dutton Rd	1989/2017	68,340	\$61,143.99	\$0.89	323,517	\$46,998.19	18,000	\$14,145.80	42.5	72.9
North Hill	1385 Mahaffey Ave	1955/2002/2019	80,802	\$97,196.32	\$1.20	681,232	\$83,802.58	16,341	\$13,393.74	49	101.8
University Hills	600 Croydon Rd	1971/2020	69,958	\$62,281.31	\$0.89	319,460	\$45,714.21	21,513	\$16,567.10	46.3	75.9
TOTAL ELEMENTARY			969,146	\$1,079,955.61	\$1.1 (Average)	6,565,192	\$858,582.02	284,527	\$221,373.59	52.22 (Average)	94.75 (Average)
MIDDLE SCHOOLS											
Hart	6500 Sheldon Rd	1990	160,000	\$167,424.28	\$1.05	1,408,806	\$151,095.41	28,732	\$16,328.87	48	103
Reuther	1430 E Auburn Rd	1971/2007	124,145	\$214,521.36	\$1.73	1,613,876	\$177,757.74	49,132	\$36,763.62	83.9	165.8
Van Hoosen *	1339 N Adams Rd	1971/2007	124,145								
West	440 Old Perch Rd	1961/2002/2017	153,127	\$192,030.58	\$1.25	1,382,171	\$155,618.97	49,052	\$36,411.62	62.8	119.9
TOTAL MIDDLE SCHOOL			561,417	\$573,976.22	\$1.34 (Average)	4,404,853	\$484,472.12	126,916	\$89,504.11	64.9 (Average)	129.57 (Average)
HIGH SCHOOLS											
ACE High School (Schultz Center)	1440 John R Rd	1928/2006/2018	45,178	\$56,548.82	\$1.25	282,480	\$40,967.69	20,025	\$15,581.13	65.7	106.3
Adams *	3200 W Tienken Rd	1970/2000	316,502	\$593,551.59	\$1.35	4,628,187	\$473,892.97	204,567	\$119,658.63	82.3	149.1
Rochester High	1361 Walton Blvd.	1955/2002	325,060	\$420,703.06	\$1.29	3,151,479	\$342,120.90	121,607	\$78,582.16	70.5	131.9
Stoney Creek	6755 Sheldon Rd	2000	321,411	\$515,176.94	\$1.60	3,858,378	\$408,136.97	172,979	\$107,039.97	94.8	171.2
TOTAL HIGH SCHOOL			1,008,151	\$1,585,980.41	\$1.37 (Average)	11,920,525	\$1,265,118.53	519,178	\$320,861.89	78.33 (Average)	139.63 (Average)
PRE-K											
Caring Steps Children's Center *	3838 N Rochester Rd	1996	40,000	\$63,191.14	\$1.58	266,282	\$39,446.94	30,473	\$23,744.20	98.9	143.6
TOTAL PRE-K			40,000	\$63,191.14	\$1.58	266,282	\$39,446.94	30,473	\$23,744.20	98.9	143.6
Elementary School			969,146	\$1,079,955.61	\$1.1 (Average)	6,565,192	\$858,582.02	284,527	\$221,373.59	52.22 (Average)	94.75 (Average)
Middle School			561,417	\$573,976.22	\$1.34 (Average)	4,404,853	\$484,472.12	126,916	\$89,504.11	64.9 (Average)	129.57 (Average)
High School			1,008,151	\$1,585,980.41	\$1.37 (Average)	11,920,525	\$1,265,118.53	519,178	\$320,861.89	78.33 (Average)	139.63 (Average)
Pre-K			40,000	\$63,191.14	\$1.58	266,282	\$39,446.94	30,473	\$23,744.20	98.9	143.6
TOTAL INSTRUCTIONAL			2,578,714	\$3,303,103.38	\$1.42 (Average)	23,156,851	\$2,647,619.61	961,094	\$655,483.79	71.13 (Average)	125.62 (Average)
NON-INSTRUCTIONAL											
Administration Building	501 W University Dr	1882/1990	84,790	\$73,556.09	\$0.87	480,198	\$59,780.76	18,868	\$13,775.33	41.6	77.5
Bus Garage/Transportation	380 S Livernois	1957/2019	20,538	\$13,545.76	\$0.66	76,057	\$12,067.62	1,718	\$1,478.13	21	44.2
Facility Operations Center	1402 W Hamlin Rd	2006/2019	19,261	\$45,243.47	\$2.35	230,023	\$33,190.66	16,487	\$12,052.81	126.3	204
New Administration Building	52585 Dequinder Rd	1995	96,460	\$168,375.71	\$1.75	967,248	\$140,381.12	27,860	\$27,994.59	63.1	126.1
TOTAL NON-INSTRUCTIONAL			221,049	\$300,721.03	\$1.41 (Average)	1,753,525	\$245,420.16	64,932	\$55,300.86	63 (Average)	112.95 (Average)
TOTALS											
INSTRUCTIONAL			2,578,714	\$3,303,103.38	\$1.42 (Average)	23,156,851	\$2,647,619.61	961,094	\$655,483.79	71.13 (Average)	125.62 (Average)
NON-INSTRUCTIONAL			221,049	\$300,721.03	\$1.41 (Average)	1,753,525	\$245,420.16	64,932	\$55,300.86	63 (Average)	112.95 (Average)
GRAND TOTALS			2,799,763	\$3,603,824.41	\$1.43 (Average)	24,910,377	\$2,893,039.77	1,026,026	\$710,784.65	65.48 (Average)	118.83 (Average)

*Shared site: Adams & Van Hoosen
 *Site originally built in 1996. RCS Purchased in 2018.