

RFP # 1

**REQUEST FOR PROPOSALS
FOR
ENERGY SERVICES AGREEMENT**

December 8, 2025

**Prepared
By**

**Vallejo City Unified
School District**

665 Walnut Ave., Vallejo, CA 94592-1177.

**Ruben Fernandez
Assistant Superintendent of Business and Operations**

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Vallejo City Unified School District of Vallejo, California ("District"), acting by and through its governing board, will receive proposals for the award of an energy services agreement up to, but not later than 2 p.m. on **December 8, 2025**.

Energy Services Agreement

RFP # 1

All proposals must be delivered to the District Office, located at **665 Walnut Ave, Vallejo CA 94592** no later than 2 p.m. on **December 8, 2025**.

Each proposal must conform to the requirements in this Request for Proposal. Copies of the RFP are now on file and may be obtained at the District Office located at the above address or downloaded from the District's website on the current bids webpage, under [Energy Services Agreement RFP](#).

The District reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals.

Vallejo City Unified School District

Assistant Superintendent of Business and Operations

**REQUEST FOR
PROPOSAL**

Energy Services Agreement

The Vallejo City Unified School District ("District") is issuing this Request For Proposals ("RFP"), inviting statements of qualifications and proposals ("Proposals") from experienced energy services companies ("ESCOs") to assist the District in completing energy efficiency projects related to the District's goal of implementing energy efficient buildings ("Project").

The ESCO should be able to (1) perform an ASHRAE Level 2 energy audit; (2) propose specific energy projects as a result of the audit; (3) assist with reviewing electrical and gas usage data, completing benchmarking processes, submitting an energy expenditure plan(s); and (4) perform turnkey implementation of select projects or assist the District in finding experienced contractors to implement the projects.

Attached as Exhibit A is a list of school sites and District buildings for the energy audit along with square footage of each.

RESPONSE DEADLINE FOR PROPOSALS:

December 8, 2025 @ 2 p.m.

**Deliver two original signed proposals to the District Office at
665 Walnut Ave, Vallejo, CA 94592
and send one electronic copy to Vemes@vcusd.org**

All requests for further information must be submitted to **Ruben Fernandez
Assistant Superintendent of Business and Operations, at the District Office no later than
November 21 2025, by **9 a.m.****

I. PROCESS

The District intends to select a qualified ESCO for the development and implementation of an energy services program ("Project") from a review of Proposals received on December 10, 2025. At the District's discretion, interviews will be scheduled with selected ESCOs. The District reserves the right to reject any or all Proposals.

The selected ESCO will complete an audit of District's energy usage; recommend installations or improvements to reduce energy usage; and implement one or more of the recommendations selected by the District.

II. PROJECT GOALS

The District's ultimate goal is to redirect financial savings realized from improved energy efficient buildings towards other upgrades and programs that enhance student learning. The selected ESCO will support the District's goal by proposing energy services that accomplish the following:

- Achieve persistent long-term cost savings through reduced energy use and related operating cost savings
- Upgrade older and/or inefficient systems
- Improve utilization of technology to achieve optimum performance and savings
- Minimize financial and technical risk to the District
- Provide training to employees on maintenance and repair of equipment and controls
- Educate and train students, staff, and the community about energy conservation and efficiency

III. MINIMUM REQUIREMENTS

ESCOs must meet the following minimum requirements to participate in the District's RFP process:

- Demonstrate ASHRAE Level 2 energy audit, Investment Grade Audit capability by references of previous clients within the last five (5) years—preferably K-12 school districts.
- Have successfully implemented at least three (3) energy services projects for the public sector, preferably K-12 school districts, in the last five (5) years.
- Not have pending or recent litigation in the past five (5) years associated with an energy savings project.
- Be licensed in the State of California to design and construct any project listed in the ESCO's Proposal (e.g., Contractor's License Class B – General Contracting) and possess the requisite design licensing and engineering qualifications. Any such licenses must be in good standing at the time of Proposal submission.
- Be able to meet any applicable bonding, insurance, and criminal records check requirements.

IV. SCOPE OF WORK

Upon award, the selected ESCO will be required to perform site walks at District facilities to evaluate facility infrastructure improvements as part of an energy master plan for the District.

The selected ESCO will audit and evaluate the District's energy usage, propose energy conservation measures ("ECMs"), and install such measures as District determines to be appropriate. The scope of work will include the following, depending on results of the audit:

- Detailed analysis of energy consumption to quantify base loads, seasonal variation, and effective energy costs (ASHRAE Level 2 energy audit, Investment Grade Audit)
- Evaluation of lighting, air quality, temperature, ventilation, humidity, and other conditions that may affect energy performance
- Evaluation of Heating Ventilation & Air Conditioning ("HVAC") system, HVAC optimization, retrofit, upgrade, or replacement
- Interior and exterior lighting retrofit or replacement
- Building envelope upgrades
- Other infrastructure improvements
- Other training, remote monitoring services, and on-going support services that will ensure objectives of program are met over the term of the contract
- Work with District management/staff to explore potential problem areas, and clarify financial and non-financial goals of the Project

All proposed ECMs must be provided on a turnkey basis, including all necessary permits, engineering, Division of the State Architect ("DSA") approvals, requirements, delivery, installation, commissioning, training, and warranty service.

V. **PROPOSAL INSTRUCTIONS**

Ink or Typewritten

All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the Proposal.

Signature Verification

To be considered for award, each Proposal must be signed by a legally authorized representative of the ESCO.

Formation of Contract

A signed Proposal, a signed and dated Purchase Order from the District, and an energy services agreement containing the Project specifications, cost, and projected energy savings shall constitute the contract documents. Should the ESCO require the District to enter into an additional contract, a copy of that contract must be included with your Proposal.

Informed Respondent

It will be your responsibility to be fully informed as to the conditions, requirements, and specifications before submitting Proposals. Failure to do so will be at the ESCO's own risk.

Confidentiality

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals submitted in response to this RFP shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either the District and the successful ESCO have completed negotiations and entered into a contract or the District has rejected all Proposals. District will have no liability to the ESCO or any other party as a result of any public disclosure of any Proposal or the contract.

VI. **PROPOSAL SUBMISSION REQUIREMENTS**

Two (2) originals (hard copies) and one (1) electronic copy of the Proposal shall be submitted in the format described below. The originals shall be submitted in a three (3) ring loose-leaf binder or report cover. The electronic copy shall be submitted to **Vemes@vcusd.org**. It is critical that the Proposal follow the format outlined below. Proposals should be limited to thirty (30) pages (not including table of contents, cover letter, sample contracts/agreements, or M&V report) and include the following:

SECTION TABS

Proposals should be divided by tab sections according to items in the table of contents. This will assist the District's evaluating team in identifying items and information submitted with the Proposal.

TABLE OF CONTENTS

The table of contents of the Proposal should include a clear and complete identification of the

materials submitted by tab section and page number.

COVER LETTER

A signed letter of interest (no more than two (2) pages), stating the ESCO's interest and qualifications in providing the services as outlined in the RFP. **Please describe how the ESCO meets the minimum requirements as described in Section III of this RFP and a general outline of its proposed services for the Project.** The cover letter should be signed by an ESCO official designated to conduct contract negotiations.

Tab 1: Background, Financial Capacity and Management Structure

Provide general information about the ESCO, including: a brief history of the ESCO, length of time performing services, location of main office, telephone number, contact name, local resources.

Provide a statement of the ESCO's financial capacity and capability to perform to the terms of this RFP. Provide three (3) years of audited financials.

List the members of the Project team and their qualifications. Please list for each team member, his or her core competency; identify key partners, and subcontractors, if known. Describe the management structure of the ESCO and include an organizational chart.

Tab 2: Energy Project References

Provide detailed project history for three (3) public sector clients, preferably K-12 school districts, that the respondent has contracted with for similar energy services in the last five (5) years. Include the following:

- client's name, address, telephone number, and contact person
- description of the scope of work
- start/completion date
- services and equipment provided
- energy savings guarantee amount
- project cost
- funding description
- contract term
- additional benefits to the client
- identify if an ASHRAE Level 2 energy audit, Investment Grade Audit, was completed as part of the project

Tab 3: Project Approach

- a) Provide a description of the ESCO's approach to performing audits and identifying improvement measures.
- b) Provide a description of the ESCO's approach to managing the Project and procedures for minimizing occupant disruptions.
- c) Provide a description of monitoring services after installation to ensure continued savings.
- d) Describe training program available for District employees.

Tab 4: Savings

- a) Provide a copy of one energy savings projection.
- b) Describe the assumptions underlying the calculation of projected savings.
- c) Describe the ESCO's approach to calculating projected savings and proving the energy and operational savings.
- d) Describe the methodology, formulas, and reporting used to quantify savings.

Note: The base period for the savings projection will be the most recent consecutive twelve (12) month period at the time of award of contract.

Tab 5: Additional Benefits and Value Added Elements

Please describe any additional benefits that may result from ECM implementation including the potential greenhouse emissions reductions and the number of jobs created. Discuss the ESCO's value added elements in implementing this Project.

Tab 6: Price

Provide a pricing proposal for an Investment Grade Audit of District's energy usage, an ASHRAE Level 2 energy audit. Exhibit A includes all District building sites and square footage.

VII. PROPOSAL EVALUATION CRITERIA

The District will evaluate Proposals based on the scoring criteria outlined in this section. ESCOs which are not actively engaged in providing services of the nature in their Proposal or who cannot clearly demonstrate to the satisfaction of the District their ability to satisfactorily perform the work in accordance with the RFP requirements will not be considered. ESCOs who do not meet the minimum requirements will not be considered.

The District shall be the sole judge of the Proposals and its decision shall be final. Interviews may be conducted with ESCOs which submit Proposals determined to be reasonably acceptable of being selected for award:

Scoring Criteria

- a) **Background:** qualifications, experience, resources, financial strength. (10 points)
- b) **Project Team and Management Structure:** amount of work self-performed, strength of proposed team, trainers, and management structure. (15 points)
- c) **Project History and References:** relevant past project experience and information obtained from references. (25 points)
- d) **Project Approach:** approach to audits, savings monitoring, training, etc. (15 points)
- e) **Additional Benefits and Added Value:** additional benefits resulting from ECM implementation and respondent's value-added elements. (5 points)
- f) **Savings:** sample energy guarantee, past performance on guarantees, M&V practices, etc. (20 points)
- g) **Contracts:** sample contract terms and conditions, sample M&V agreement, pricing proposal for Investment Grade Audit. (10 points)

Total Maximum Point Valuation: 100

EXHIBIT A

District-Wide Sites and Square Footage

SITE	MAIN	PORTABLES	TOTAL sq. ft. per Site
Vallejo High School	X		253,836
Jesse Bethel High School	X		174,800
Hogan Middle School	X		149,500
Solano Widenmann	X		87,800
Dan Mini Elementary	X		39,100
Cooper Elementary	X		34,500
Highland Elementary	X		46,500
Cave Elementary	X		35,700
Penny Cook Elementary	X		48,600
Glen Cove Elementary	X		34,500
Patterson Elementary	X		41,100
Steffan Manor Elementary	X		49,600
Wardlaw Elementary	X		45,500
John Finney HS	X		19,400
Vallejo Charter K-8	X		39,700
Federal Terrace ES	X		48,500
Lincoln ES	X		22,100
		Total School= 17	
Ed/Nutritional Services			
Maintenance			
Transportation	X		
District Office			

TOTAL DISTRICT SQUARE FOOTAGE:

INFORMATION TO BIDDERS

TIMELINE:

Advertisement	November 7 and 14, 2025
Bid/Job Walk (Not Mandatory)	November 19, 2025 at 1:00 p.m.
Bid Question Deadline	November 21, 2025 at 9:00 a.m.
Bid Question Response/Addenda Deadline	November 25, 2025 at 9:00 a.m.
Bid Deadline and Opening	December 8, 2025 at 11:00 a.m.
Notice of Intent to Award Issued	December 10, 2025 at 11:00 a.m.
Board Approval/Award of Bid	December 17, 2025