

Request for Proposals

In Preparation for a Guaranteed Energy Savings Contract

Issued by:

MSD of Wayne Township (MSDWT)
Board of Trustees
Indianapolis, Indiana

OVERVIEW

The MSD of Wayne Township (MSDWT) Board of Trustees of Indianapolis, Indiana is seeking the submission of proposals from qualified and interested firms capable of providing comprehensive energy management, analysis and planning and related work for the replacement of chillers at up to six school facilities, and energy-related capital improvement services for any or all of its school buildings in response of this Request for Proposals (RFP). All energy and energy-related capital improvements will be developed with a guaranteed savings plan to demonstrate and verify reductions in its Operating Fund for the buildings in accordance with the Indiana Code 36-1-12.5, Guaranteed Energy Savings Contracts and Energy Efficiency Programs.

PROJECT SCOPE

The goal of the MSDWT is to reduce energy consumption and costs, while improving the infrastructure, and minimizing the operational and maintenance costs across the entire energy and operations infrastructure. The MSDWT Board of School Trustees is considering energy-related capital improvement services including HVAC equipment, solar photovoltaic and alternative energy projects, preventive maintenance, and infrastructure improvements at any or all of its facilities at its Indianapolis school campuses.

It will be the responsibility of the selected firm to develop cost-effective energy and infrastructure improvement solutions for MSDWT at a later time. Potential energy efficiency measures are partially described in IC 36-1-12.5-1.

PROPOSALS OF THE FIRM

The Board of Trustees will seek proposals from qualified providers and may award a contract to the firm that, in its sole opinion, is in the best interest of MSDWT. To be considered for this project, a Qualified Provider must demonstrate knowledge and experience in similar projects from the following:

- Registered as a qualified provider for guaranteed energy savings contracts in the State of Indiana (“Qualified Provider”).
- Adequate financial resources to support the range of project scopes anticipated.
- References that can attest to the quality of the Qualified Provider’s past work.
- A proven track record of completed projects by the responding firm.
- An established record of technical performance on energy related projects.
- The responding firm must provide a resume of its engineer(s) for the MSDWT project who is under the firm’s direct employment and supervision. Provide the Registered Professional Engineer (P.E.) number in the State of Indiana.
- A proven record of on-time and on-budget performance.
- Trained and knowledgeable staff.
- Competent management support at all levels.
- Ability to work in a dynamic, fluid, and progressive environment.
- Ability to effectively communicate with MSDWT and its representatives, as necessary.
- Demonstrated ability and proof of providing internal, self-performed preventive maintenance and repairs of its equipment with its own trained service workforce.

The MSDWT reserves the right to investigate the qualifications of all Qualified Providers under consideration and to confirm any part of the information furnished by a Qualified Provider, or to require other evidence of managerial, financial or technical capabilities that are considered necessary for the successful performance of the contract.

The intent of this RFP is to obtain proposals from Qualified Providers to develop a qualifying project, negotiate scope and pricing, and implement a future Guaranteed Energy Savings Contract, all in accordance with Ind. Code 36-1-12.5.

SCOPE AND LOCATIONS OF PROJECT

MSDWT is looking for qualified contractors to implement chiller analysis and replacement at the following sites

- Chapel Glen Elementary
 - 701 Lansdowne Rd., Indianapolis, IN 46234

- Garden City Elementary
 - 4901 Rockville Rd., Indianapolis, IN 46224
- Maplewood Elementary
 - 1643 S. Dunlap Ave., Indianapolis, IN 46241
- Chapel Hill 7th & 8th Grade Center
 - 7320 W. 10th St., Indianapolis, IN 46214
- Lynhurst 7th & 8th Grade Center
 - 2805 S. Lynhurst Dr., Indianapolis, IN 46241
- Ben Davis Ninth Grade Center
 - 1150 N. Girls School Rd., Indianapolis, IN 46214

And solar photovoltaic, alternative energy, preventative maintenance, and infrastructure improvements district-wide at the locations below:

- MSD of Washington Township Corporation Office
 - 1220 S. High School Rd., Indianapolis, IN 46241
- Bridgeport Elementary
 - 9035 W. Morris St., Indianapolis, IN 46231
- Chapel Glen Elementary
 - 701 Lansdowne Rd., Indianapolis, IN 46234
- Chapelwood Elementary
 - 1129 N. Girls School Rd., Indianapolis, IN 46214
- Garden City Elementary
 - 4901 Rockville Rd., Indianapolis, IN 46224
- Maplewood Elementary
 - 1643 S. Dunlap Ave., Indianapolis, IN 46241
- McClelland Elementary
 - 6740 W. Morris St., Indianapolis, IN 46241
- North Wayne Elementary
 - 6950 W. 34th St., Indianapolis, IN 46214
- Rhoades Elementary
 - 502 S. Auburn St., Indianapolis, IN 46241
- Robey Elementary
 - 8700 W. 30th St., Indianapolis, IN 46234
- Stout Field Elementary
 - 3820 W. Bradbury Ave., Indianapolis, IN 46241
- Westlake Elementary
 - 271 N. Sigsbee St., Indianapolis, IN 46214
- Chapel Hill 7th & 8th Grade Center
 - 7320 W. 10th St., Indianapolis, IN 46214
- Lynhurst 7th & 8th Grade Center
 - 2805 S. Lynhurst Dr., Indianapolis, IN 46241
- Ben Davis Ninth Grade Center

- 1150 N. Girls School Rd., Indianapolis, IN 46214
- Ben Davis High School
 - 1200 N. Girls School Rd., Indianapolis, IN 46214
- Ben Davis University High School
 - 1155 S. High School Rd., Indianapolis, IN 46241
- Any and all Ancillary Buildings, Structures, and Properties owned by MSDWT

Scope will include replacement of chillers at up to six sites referenced above and may or may not include each of the following Energy Conservation Measure (ECMs) that will be decided by the school district at a later time. This is not an inclusive list:

- Solar Photovoltaics
- Battery Energy Storage Systems
- Microturbines
- LED Lighting
- Building Automation Controls
- HVAC
- Geothermal
- Utility Monitoring
- Design and Engineering Resources
- All permits, licensing, insurance, and bonding required for a project

SUBMITTAL REQUIREMENTS

The submitting Qualified Providers must have demonstrated technical and managerial capability across a broad range of energy, design, construction, operations and maintenance areas. MSDWT will consider the following background and experience factors in the evaluation of all responses.

Response Format:

Cover Page

Table of Contents

- Responses shall include a table of contents properly indicating the section and page numbers of the information included.

1. Executive Summary

- Responses shall include a concise abstract of **no more** than two (2) pages.

2. General

Include the following information on the Qualified Provider:

- Name of company (“Company”)
- Address
- Telephone Number
- Contact Person for this Project

3. Firm’s Qualifications and Management

- Number of Years Company Has Operated in Indiana
- Number of Years the Indiana-based office of the responding firm has performed guaranteed energy savings projects
- List the Lead Personnel employed by the responding firm involved in this project. Include a resume on each person listing education, experience, work history, and responsibilities on this project.
- An up-to-date Letter of Bondability showing the Company’s aggregate project bonding amount. All Qualified Providers must provide Proof of Bondability with their RFP response from the surety from whom they intend to purchase performance bonds. RFP responses failing to provide a Letter of Bondability as described herein will be rejected.
- Include a copy of the Company’s certificate of qualifications under Ind. Code 4-13.6-4.
- Provide a list of any Indiana Public K-12 guaranteed energy savings projects in which there was litigation as a result of construction as a qualified provider or as a subcontractor on a GESC K-12 project.

4. Engineering

Each Qualified Provider shall provide the information requested below regarding the engineering services they will provide if selected to implement this project:

- In-house Engineering Staff: Provide resumes on all professional engineers licensed under Ind. Code 25-31 who are under the direct employment and supervision of the Qualified Provider and include the license number of each such professional engineer employed by the Qualified Provider.
- In addition, list all other technical personnel who are direct employees of the Qualified Provider who will perform engineering services on this project. Specifically identify which engineers will be performing which engineering services.
- Engineering Approach: Include a detailed explanation of how engineering services will be implemented. This explanation should include the people, specific engineering services, timeline and external forces that could affect his approach.

5. Training and Support Services

- Explain Qualified Provider's plan for providing training and support services.
- Range of Services: Describe the range of services being offered by your firm, such as maintenance, training, follow-ups, auditing, etc.
- Provide an organizational chart and explain how you support and service your company's customer base with your internal service department.

6. Performance Assurance

- Explain how the Qualified Provider plans to address performance assurance.
- In-house Personnel: Include resumes on any Measurement and Verification Specialist and Measurement and Verification Supervisor in direct employment of the Qualified Provider.
- Organization: Describe the organization the Qualified Provider has in place to ensure successful performance over the twenty (20) year guarantee term.
- Baseline Methodology: Describe the methodology used to compute the energy baseline.
- Discuss energy measurement, verification protocol being used and conformance with International Performance Measurement and Verification Protocol (IPMVP).

7. Energy Conservation Measure (ECM) Disciplines

- Provide a comprehensive list of all Energy Conservation Measure (ECM) disciplines that the responding firm has a specialization in.

8. Project References

- Names and telephone numbers of at least three (3) guaranteed energy savings project references in the State of Indiana in which the responding firm was contracted to with a brief description of the work that was performed. These references shall be in operation for more than one (1) year.

9. Past GESC Projects & Guarantees

- Identify any Indiana guaranteed energy savings projects that falls within IC 36-1-12.5 with which the Qualified Provider failed to meet its performance guarantee or currently has a shortfall and potential remedy for any shortfall listed.

10. No Change Orders-Guaranteed Maximum Price

- The guaranteed savings contract shall state that the Qualified Provider shall not submit any change orders to MSDWT for payments unless MSDWT requests a change in scope of the project after the contract is executed by MSDWT. The guaranteed savings contract shall be a guaranteed maximum price contract with no changes in the contract unless there is a change in the scope of the project requested by MSDWT.

Upon review of all responses to this RFP, the MSDWT may enter into a contract with the Qualified Provider that, in its sole opinion, is in the best interest of MSDWT. The MSDWT Board of School Trustees reserves the right to reject any and all RFP responses.

PROPOSALS EVALUATION PROCESS

The MSDWT may:

- Reject any or all proposals to this Requests for Proposals.
- Cancel the Request for Proposals.
- Approve or disapprove the use of a particular subcontractor.
- Modify any requirements contained within the RFP and request a revised submission from all Qualified Providers.
- Negotiate with any, all, or none of the Qualified Providers.
- Establish a short list of Qualified Providers eligible for interview after review of written proposals.
- Accept the written qualification and seek a proposal for a specific scope of Work, without negotiation, and issue a notice to proceed.
- Select a Qualified Provider based on the proposals submitted herein; MSDWT may subsequently negotiate scope and pricing consistent with IC 36-1-12.5
- Establish an added-value point system to use for selection.
 - Evaluate proposals based on technical approach, team qualifications, performance assurance, and overall value to the district.

Note: This RFP does not commit MSDWT to negotiate a guaranteed energy savings contract, nor does it obligate the above mentioned to pay for any cost incurred in the preparation and submission of the proposals or in anticipation of a contract. MSDWT reserves the right to contract with any of the firms responding to this RFP that, in MSDWT's sole opinion, is in the best interest of MSDWT.

SUBMISSION DEADLINE

Proposals must be submitted electronically and received no later than 2:00 pm local time on March 27th, 2026. To submit proposal, email to Mr. Steve Samuel, Assistant Superintendent of Finance & Operations, MSD of Wayne Township, at steve.samuel@wayne.k12.in.us.

Any proposals received after the deadline will **not** be evaluated.

All proposals become the sole and unrestricted property of the MSDWT Board of School Trustees.

REQUESTS FOR INFORMATION

Any requests for clarification or additional information regarding this RFP shall be submitted by email only to Mr. Steve Samuel at steve.samuel@wayne.k12.in.us

ECONOMY OF PROPOSALS

Proposals should be prepared simply and economically and give a straightforward and concise description of the Qualified Provider's capabilities to satisfy the requirements of the project. Special bindings, colored displays, etc. are not necessary. Emphasis should be placed on completeness and clarity of content.

other important information¹. MSDWT creates no obligation, expressed or implied, of any kind or description in issuing this request or receiving a response. Neither this request nor the response shall be construed as a legal offer.

2. MSDWT assumes no responsibility or liability for any expenses incurred by the selected or non-selected Qualified Provider, in connection with the preparation or delivery of a response or any action related to the process of completing and submitting a response to this RFP and in connection with any expenses incurred after the RFP and prior to MSDWT having entered into a GESC with the selected Qualified Provider.

3. MSDWT reserves the right: to reject any and all submissions; waive irregularities or informalities in all procedures related to this request or in any proposals; make inquiries of responding businesses and their references regarding qualifications or information submitted as part of their responses as deemed necessary; and request and receive such additional information as MSDWT deems necessary.

5. Responses to this RFP may be modified or withdrawn in writing or by e-mail notice received prior to the exact hour and date specified for receipt of the completed bid forms. Completed responses to this RFP may not be withdrawn after the due date for submission of the completed proposals and time has passed without the express written consent of MSDWT.

6. The selected Qualified Provider shall comply with the requirements of Ind. Code 36-1-12.5. A performance bond will be required to be provided by the selected Qualified Provider to guarantee the performance of the Qualified Provider as part of the GESC. The selected Qualified Provider shall perform at least 20% of the work under the GESC (measured in dollars of the total contract price) with its own workforce. The selected Qualified Provider shall as part of the GESC provide monitoring for the facility performance guarantee and service personnel under the Qualified Provider's direct employment and supervision for the duration of the GESC's guarantee.

7. Proposals shall be considered a public record and subject to disclosure under Indiana's public records laws. Should a responder to this RFP contend that its proposal includes information not subject to disclosure under Indiana's public records laws, responder shall clearly mark in its proposal such specific information as "proprietary and confidential" and further agrees that should any administrative or legal action be commenced against MSDWT including but not limited to complaints filed with the Indiana Public Access Counselor that relate to or arise out of MSDWT's production of the responder's proposal with the designated "proprietary and confidential" information redacted in response to any applicable public records requests, the responder agrees to defend, indemnify and hold MSDWT harmless from and against such actions including reasonable attorney fees.