

Request for Qualifications

In Preparation for a Guaranteed Energy Savings Contract

Issued by:

Brownsburg Community School Corporation (BCSC)

Board of Trustees

Brownsburg, Indiana

OVERVIEW

The Brownsburg Community School Corporation (BCSC) Board of Trustees of Brownsburg, Indiana is seeking the submission of qualifications from qualified and interested firms capable of providing comprehensive energy management and energy-related capital improvement services for any or all of its school buildings in response of this Request for Qualifications (RFQ). 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 BCSC 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 BCSC Board of School Trustees is considering energy-related capital improvement services including solar photovoltaic, HVAC equipment, and alternative energy projects, preventive maintenance, and infrastructure improvements at any or all of its facilities at its Brownsburg school campuses.

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

QUALIFICATIONS OF THE FIRM

The Board of Trustees will seek qualifications and budget pricing from qualified providers and may award a contract to the firm that, in its sole opinion, is most capable of providing the range of services described and anticipated by this RFQ, and in the long-term best interest of BCSC. To be considered for this project, a Qualified Provider must demonstrate knowledge and experience in similar projects from the following:

- Registered as a Qualified Energy Services provider in the State of Indiana.
- Adequate financial resources to support the range of project scopes anticipated.
- References that can attest to the quality of the Qualified Providers past work.
- A proven track record of completed projects by the responding firm. The Qualified Provider must demonstrate minimal proof of having completed a minimum of ten (10) Indiana Public Guaranteed Energy Savings K-12 School projects within the State of Indiana before December 31, 2025. Each of the previous ten (10) submitted project references must demonstrate a past experience with the local utility's process as the electric utility service provider.
- An established record of technical performance on energy related projects.
- The responding firm must provide a resume of its engineer(s) for the BCSC 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 BCSC and its representatives, as necessary.
- Demonstrated ability and proof of providing internal, self-performed preventive maintenance and repairs of its solar array with its own trained service workforce.
- Demonstrated ability and proof of providing internal, self-performed electrical and racking installation for solar.

The BCSC reserves the right to investigate the qualifications of all 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 RFQ is to select a firm to develop future qualifying projects, 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

BCSC is looking for qualified contractors to implement solar photovoltaic at the following locations:

- Brownsburg High School
 - 1000 South Odell St., Brownsburg, IN 46112
- Brownsburg West Middle School
 - 1555 South Odell St., Brownsburg, IN 46112
- Brown Elementary School
 - 340 South Stadium Dr., Brownsburg, IN 46112
- White Lick Elementary School
 - 1400 South Odell St., Brownsburg, IN 46112
- Brownsburg Administration Building
 - 310 Stadium Dr., Brownsburg, IN 46112
- Brownsburg Transportation Center
 - 7556 Airport Rd., Brownsburg, IN 46112

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

- Brownsburg High School
 - 1000 South Odell St., Brownsburg, IN 46112
- Brownsburg East Middle School
 - 1250 East Airport Rd., Brownsburg, IN 46112
- Brownsburg West Middle School
 - 1555 South Odell St., Brownsburg, IN 46112
- Brownsburg Early Childhood Center
 - 111 Eastern Ave., Brownsburg, IN 46112
- Brown Elementary School
 - 340 South Stadium Dr., Brownsburg, IN 46112
- Cardinal Elementary School
 - 3590 South Hornaday Rd., Brownsburg, IN 46112
- Crossroads Elementary School
 - 4153 East Northfield Dr., Brownsburg, IN 46112
- Delaware Trail Elementary School
 - 3680 South Hornaday Dr., Brownsburg, IN 46112
- Eagle Elementary School
 - 555 Sycamore St., Brownsburg, IN 46112
- Lincoln Elementary School
 - 4807 Bulldog Way, Brownsburg, IN 46112
- Reagan Elementary School
 - 4845 Bulldog Way, Brownsburg, IN 46112
- White Lick Elementary School
 - 1400 South Odell St., Brownsburg, IN 46112

- Harris Academy
 - 725 South Green St., Brownsburg, IN 46112
- Brownsburg Administration Building
 - 310 Stadium Dr., Brownsburg, IN 46112
- Brownsburg Transportation Center
 - 7556 Airport Rd., Brownsburg, IN 46112
- Any and all Ancillary Buildings, Structures, and Properties owned by BCSC

Scope will include implementation of solar photovoltaic 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. BCSC 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
- Fax 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 RFQ response from the surety from whom they intend to purchase performance bonds. RFQ responses failing to provide a Letter of Bondability as described herein will be rejected.
- Include a copy of the certifications from the Indiana Department of Public Works that proves the responding firm is a Certified Design Professional Services Provider and Certified Contractor for projects in excess of \$150,000.00.
- Provide a list of any Indiana Public K-12 guaranteed energy savings projects in which there was a 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 this 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.
- Describe your firm's internal solar maintenance department and how you service your customers.
- 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. Measurement and Verification Specialists responsible for this project must reside in responding office, branch, or facility. Please list the address and location of these specialists.
- 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.
- Provide a comprehensive list of all installation disciplines the responding company will self-perform for this project and demonstrate your expertise in these areas.

8. Project References

- Names and telephone numbers of at least ten (10) guaranteed energy savings project references in the State of Indiana in which the responding firm has been contracted to install solar and alternative energy projects with a brief description of the work that was performed. These references will have been in operation for more than one (1) year.

9. Past GESC Projects & Guarantees

- Provide a reference list identifying any Indiana guaranteed energy savings projects that falls within IC 36-1-12.5 with which the Qualified Provider has a performance guarantee. Provide all savings information for each including any 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 BCSC for payments unless BCSC requests a change in scope of the

project after the contract is executed by BCSC. 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 BCSC.

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

QUALIFICATIONS EVALUATION PROCESS

BCSC 's evaluation and selection process requires that the appropriate specifications and terms of the RFQ be included in the Qualified Providers submission.

The BCSC may:

- Reject any or all proposal to this Requests for Qualifications.
- Cancel the Request for Qualifications.
- Approve or disapprove the use of a particular subcontractor.
- Modify any requirements contained within the RFQ 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 qualifications.
- 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; BCSC may subsequently negotiate scope and pricing consistent with IC 36-1-12.5
- Establish an added-value point system to use for selection.
- Establish other evaluation criteria determined to be in the best interest of the BCSC Board of School Trustees.

Note: This RFQ does not commit BCSC 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 qualifications or in anticipation of a contract. BCSC reserves the right to contract with any of the firms responding to this RFQ that, in BCSC's sole opinion, is in the best interest of BCSC.

SUBMISSION DEADLINE

Nine (9) original copies of this Request for Qualifications must be received no later than 2:00 pm local time on August 24th, 2026 to the following:

Addressed to:

The Brownsburg Community School Corporation
F.L. O'Neal Administration Building
310 Stadium Drive, Brownsburg, Indiana, 46112

Attn: Shane Hacker, Request for Qualifications for Guaranteed Energy Savings Contract

*Name and Return Address of the Vendor

Request for Qualifications may be either mailed or hand delivered. The BCSC Board of School Trustees is not responsible for late delivery caused by the Postal Service or private carriers. Any Request for Qualifications received after the deadline will **not** be evaluated.

All submittals become the sole and unrestricted property of the BCSC Board of School Trustees. The content of all submittals will be held confidential until the selection of a Qualified Provider is made. **Any "proprietary material" must be clearly marked.**

REQUESTS FOR INFORMATION

Any requests for clarification or additional information regarding this RFQ shall be submitted by email only to Mr. Shane Hacker at shacker@brownsburg.k12.in.us

ECONOMY OF QUALIFICATIONS

Qualifications 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.

PROPRIETARY MATERIAL

Any proprietary information in a submittal must be designated clearly and should be bound separately and labeled with the words "PROPRIETARY INFORMATION". Appropriate references to this information must appear in the body of the qualifications. An entire submittal marked "PROPRIETARY INFORMATION" will not be accepted.

Qualified Providers should be aware that the BCSC Board of School Trustees is required by law to make its records available for public inspection with certain exceptions. It is the School Board's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings or documentation. However, the Qualified Provider, by submission of materials marked "PROPRIETARY INFORMATION", acknowledges that the BCSC Board of School Trustees will have no obligation or liability to the Qualified Provider in the event that either must disclose these materials.