



DOWNINGTOWN AREA SCHOOL DISTRICT

540 Trestle Place, Downingtown, PA 19335, phone 610.269.8460, fax 855.329.3273, www.dasd.org

ROBERT J. O'DONNELL, Ed.D. SUPERINTENDENT

August 7, 2025

Downingtown Area School District
540 Trestle Place
Downingtown, PA 19335
Telephone: (610) 269 - 8460

Dear Vendors:

Downingtown Area School District invites sealed proposals for Energy Conservation Services, in accordance with the provisions in the Request for Qualifications, Terms and Conditions, Instructions to Proposers, as set forth herein and Pennsylvania State Law.

Proposals must be identified as a sealed proposal in accordance with the Terms and Conditions for submitting proposals. Please provide (3) hard copies and (1) electronic copy via USB flash drive. Proposals will be received by the District until August 21st. Only names of companies submitting will be read at that time. Proposals shall be shown only to personnel having a legitimate interest in them or people assisting in the evaluation.

Downingtown Area School District will not be responsible for the pre-opening of, post-opening of, or failure to open a proposal not properly addressed or identified.

Your cooperation and assistance are appreciated.

Sincerely,

A handwritten signature in black ink that reads 'Kelly Harper'. The signature is written in a cursive style with a long horizontal line extending from the end.

Mr. Kelly Harper
Director of Facilities, Planning and Management
kharp@dasd.org
540 Trestle Place
Downingtown, PA 19335
Telephone: (610) 269 – 8460 x11801

NOTICE TO PARTICIPANTS

REQUEST FOR QUALIFICATIONS FOR THE PURPOSE OF PROVIDING A PERFORMANCE BASED ENERGY/OPERATING COST REDUCTION PROGRAM UNDER THE GUIDELINES OF PENNSYLVANIA'S GUARANTEED ENERGY SAVINGS ACT 29/57/77/39/163 AS AMENDED.

INTRODUCTION

Downingtown Area School District wishes to invite qualified providers (Performance Contractors) to submit proposals for providing energy conservation measures through a guaranteed energy savings contract.

PROJECT GOALS

1. Improve comfort conditions
2. Reduce energy and operating costs
3. Upgrade old and inefficient systems
4. Enhance personnel development and training
5. Improve utilization of technology
6. Develop a long-term plan for preventive maintenance
7. Removal of financial and technical risk from the district

There are no plans and specifications. For this contract, the performance contractor selected for final negotiations will be required to demonstrate how they will implement and achieve the project goals.

Please review these qualifications. Downingtown Area School District will not reimburse any performance contractor for any costs associated with developing a proposal.

The selected performance contractor will initiate, at minimum, the following steps in preparation of the technical/financial proposal;

- Analyze utility consumption rate structures
- Analyze facility operational costs as they relate to the program
- Survey identified facilities to evaluate HVAC equipment, building usage, operating costs, and facility improvement needs
- Discuss options within the scope of services with the District
- Engineer the solutions to implement and meet project goals
- Formulate program costs and calculate program guarantee savings
- Arrange for financing as needed, provided that the District reserves the right to secure project financing on its own
- Finalize proposal with complete detail including the Scope of Work, all associated costs and the "Guarantee of Energy and/or Operational Savings"
- Enter into a mutually acceptable contract that integrates these provisions

INSTRUCTIONS TO PROPOSERS

TERMS OF CONTRACT

The Term of the Contract will cover a twenty (20) year period.

TYPE OF CONTRACT

This will be a fixed price contract.

ASSIGNMENT

It is mutually understood and agreed that the successful proposer shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his right, title, or interest therein, or his power to execute such purchase order to contract to any other person, company or corporation without the previous written consent of the District.

PERFORMANCE INTERFERENCE

Contractor shall notify the District immediately of any occurrence or conditions that interfere with the full performance of the contract and confirm it in writing within twenty-four (24) hours.

SAFETY STANDARDS

All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Pennsylvania Industrial Commission, the National Electrical Code, the National Fire Protection Association Standards and the Administrative Code, and any applicable Local, State or Federal codes, regulations or ordinances.

LICENSES

Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the businesses conducted by the Contractor.

PERMITS

Contractor shall be responsible for obtaining any and all permits required to perform this installation. The installation shall be in complete compliance with the local municipality, Building Codes, Fire Codes and State Fire Marshall Codes.

PAYMENT BOND

The successful proposer will be required to submit a statutory Payment Bond equal to 100% of the contract.

Contractor must provide certification of insurance compliance within ten (10) days after notification of award.

Certification must include:

Name and Address of Insurance Company
Policy Number
Liability Coverage Amounts
Bid Number from Which the Award is Made

TELEPHONE, TELEGRAPH & FACSIMILE PROPOSALS

Telephone, telegraph and/or facsimile proposals will not be accepted.

EVALUATION PROCESS

Evaluation will be made by the Downingtown Area School District Administration. Downingtown Area School District will award to the Performance Contractor that it deems to be in the best interest of the District as per Pennsylvania Law. A Performance Contractor will be selected based on the Qualifications Proposal submitted to the District. Once that Performance Contractor is selected, negotiations will begin between the District and that Contractor regarding final scope and price.

ALL OR NOTHING AWARD

Downingtown Area School District reserves the right to make an "all or nothing" award for this proposal.

PROPOSAL MATERIALS

Proposals and other materials submitted shall become the property of the District. The District shall bear no cost for the proposal presentations on the part of the vendor.

NON-COLLUSION AFFIDAVIT

All proposers shall be required to submit a completed Non-Collusion Affidavit, Pennsylvania Antikickback Act- 10-20-93, with their proposal.

DISCRIMINATION PROHIBITED

The Successful bidder agrees:

That in hiring of employees for the performance of work under the contract, or any sub-contract hereunder, the contractor or subcontractor, shall not, by reason of race, creed or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment related;

That the contractor, or subcontractor, nor any person on his behalf, shall not in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, or color;

That there may be deducted from the amount payable to the contractor under his contract, a penalty of one hundred (\$100) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract.

COMPETENT WORKMEN

“The following Act of Legislature on Public School Code of 1949, Section 752,24 P.S. shall be considered a part of this specification: "All Contracts hereafter awarded and entered into by a School District shall contain a clause or stipulation requiring that no person shall be employed to do work, on such Contract except competent and first-class workmen and mechanics and no workman shall be regarded as competent and first class within the meaning of this act except those who are duly skilled in their respective branches of labor and who shall be paid no less than such rates of wages and for such hours work as shall be established and current rates of wages paid for such hours by employers of organized labor in doing similar work in the district where work is being done."

PA HUMAN RELATIONS ACT

The successful bidder agrees to comply with the provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et.seq), as amended, which prohibits discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability.

RIGHT TO REJECT

Downingtown Area School District reserves the right to reject any or all proposals and to waive any or all informalities in connection therewith at its discretion.

I. PURPOSE OF SOLICITATION

The intent of this Request for Qualifications (RFQ) is to solicit technical qualification proposals from Energy Service Companies (ESCOS) for the purpose of providing an energy conservation and building improvement program.

Please note that responses to this RFQ must be received on August 21st by 2:00PM, at the address below: Three copies of the response must be sealed and delivered to:

Downingtown Area School District
540 Trestle Place
Downingtown, PA 19335
Attn: Mr. Kelly Harper

Downingtown Area School District reserves the right to reject any and all responses as a result of this RFQ. Late responses will not be accepted and will be returned to the submitting company unopened. Downingtown Area School District will not be responsible for mail delays. Downingtown Area School District is not liable for any cost incurred by any person or firm responding to this RFQ.

Downingtown Area School District reserves the right to reject, as non-responsive, any proposals that do not contain the information requested. Additionally, the Downingtown Area School District reserves the right to reject, as non-responsive, any proposals that are not organized and formatted as described in this RFQ.

All disputes, claims and other matters pertaining to this RFQ or resulting contract are subject to provisions of Pennsylvania Law and the Downingtown Area School District Procurement Procedures.

The proposals will be made public after award except that certain information may remain confidential if clearly marked as such. Information that is to remain confidential must be marked Proprietary & Confidential on each page within the proposal where such information exists.

If an ESCO considers certain information in its proposal to be proprietary or a trade secret that should remain confidential and not be made public, the ESCO shall provide a written statement so advising Downingtown Area School District and indicating the nature of the information, and shall identify within its proposal, the information wherever it appears.

Please direct all questions regarding this RFQ and the program it represents to:

Mr. Kelly Harper
kharper@dasd.org
540 Trestle Place
Downingtown, PA 19335
Telephone: (610) 269 - 8460

II. GENERAL INFORMATION

- a. Downingtown Area School District anticipates a reduction in anticipated annual utility costs through the implementation of this energy conservation and asset modernization program. The successful ESCO will provide calculations and written verification of all utility cost reduction goals and provide all financing for the conservation measures. A base model for energy conservation shall be prepared based on the existing facility equipment (systems) and the historical utility billings.
- b. One hundred percent (100%) of all energy and operational savings shall be retained by the District.
- c. Reconciliation of guaranteed sums shall be on an annual basis, commencing one year from the date of total completion of program installation.
- d. ESCO shall provide the District with an annual energy audit and full descriptions of achievement of savings.
- e. ESCO's guarantee shall be a first party direct guarantee from the contractor to the District. A third-party guarantee, such as from a non-contractor insurance company, shall not be accepted.

- f. All equipment will have successful operating experience in similar installations and shall be in new and unused condition.
- g. Terms of agreement shall be for not more than a twenty (20) year term. Downingtown Area School District shall own all installed equipment at the end of the term. Said equipment shall be free and clear of all liens and encumbrances upon transfer of ownership to the District.
- h. ESCO shall provide training on all equipment installed as part of this contract
- i. The Downingtown Area School District may retain salvage rights to all equipment and material removed pursuant to this proposal.

III. SITES TO BE EVALUATED:

Building	Address 1	Address 2	Square Feet
Beaver Creek Elementary	601 Pennsylvania Avenue	Downingtown, PA 19335	83,543
Bradford Heights Elementary	1330 Romig Road	Downingtown, PA 19335	65,566
Brandywine Wallace Elementary	435 Dilworth Road	Downingtown, PA 19335	45,905
East Ward Elementary	435 Washington Avenue	Downingtown, PA 19335	74,300
Lionville Elementary	526 Uwchlan Avenue	Exton, PA 19341	84,405
Pickering Valley Elementary	121 Byers Road	Chester Springs, PA 19425	86,926
Springton Manor Elementary	400 Fairview Road	Glenmoore, PA 19343	87,782
Shamona Creek Elementary	501 Dorlan Mill Road	Downingtown, PA 19335	62,603
Uwchlan Hills Elementary	50 Peck Road	Downingtown, PA 19335	81,969
West Bradford Elementary	1475 Broad Run Road	Downingtown, PA 19335	82,443
Marsh Creek Sixth Grade Center	489 Dorlan Mill Road	Downingtown, PA 19335	149,288
Downingtown Middle School	115 Rock Raymond Road	Downingtown, PA 19335	158,861
Lionville Middle School	550 W. Uwchlan Avenue	Exton, PA 19341	158,861
Downingtown East High School	50 Devon Drive	Exton, PA 19341	273,576
Downingtown West High School	445 Manor Avenue	Downingtown, PA 19335	314,600
Stem Academy	335 Manor Avenue	Downingtown, PA 19335	152,500
Administrative Office	540 Trestle Place	Downingtown, PA 19335	38,500

IV. CUSTOMER POINT OF CONTACT

Contact Mr. Kelly Harper, Director of Facilities, Planning and Management, for information or questions regarding this request for qualifications.

Email : KHarper@DASD.org

Phone: 610-269-8460

V. PROJECT RESPONSE FORMAT

ENERGY SERVICE COMPANY QUALIFICATIONS AND APPROACH TO PROJECT

Please provide information for each of the following categories in each section. Please respond in the following format and begin each section on a different page. Failure to respond in the format provided could render a proposal as non-responsive and be rejected by the Downingtown Area School District.

Section 1. Executive Summary (not to exceed three pages)

Please provide a summary scope of services being offered by your firm.

Section 2. Corporate Information

Corporate Overview
Project Team Resumes

Section 3. Project References

Provide at least (10) PA K-12 Education Guaranteed Energy Savings Act Performance Contracting references. Provide contact name and address, project size in dollars, energy guarantee, and performance against the guarantee and a brief description of the project. Also include the installation time from contract execution until completion.

Section 4. Project Scope of Work Experience

Please provide an overview of the scope of the services offered by your firm.

Section 5. Financial Analysis

Describe your firm's ability to assist in procuring project financing.

Section 6. Project Implementation

Describe your firm's approach to construction and project management.
Describe your firm's ability to provide training and support services.

Section 7. Performance Monitoring and Verification

Please describe the methods utilized to compute baseline energy usage
Describe the methods utilized to adjust the baseline for such factors as
weather variance and facility use changes
Please describe your firm's provisions for ongoing monitoring and
reconciliation of financial guarantees

Section 8 Sample Contracts

Please provide sample contracts for all agreements that the customer must
execute as part of this process.