



UPPER LAKE UNIFIED SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

PROPOSITION 39/4217 ENERGY CONSERVATION AND ENERGY EFFICIENCY SERVICES

OWNER

UPPER LAKE UNIFIED SCHOOL DISTRICT
675 Clover Valley Road
Upper Lake, CA 95485

SEALED SUBMITTALS MUST BE RECEIVED BY APRIL 11th, 2019

**UPPER LAKE UNIFIED SCHOOL DISTRICT
PROPOSITION 39 ENERGY CONSERVATION AND ENERGY EFFICIENCY SERVICES
REQUEST FOR QUALIFICATIONS**

ALL CONTACT REGARDING THIS REQUEST FOR QUALIFICATIONS MUST BE MADE TO MICHAEL KAUBLE AT mkauble@ulusd.org AND RECEIVED BY APRIL 11TH, 2019 4:00PM

OVERVIEW

Upper Lake Unified School District (ULUSD) seeks submittal of qualifications from interested firms capable of designing, installing and implementing energy conservation, and other energy related capital improvement services as described within this Request for Qualifications (RFQ). ULUSD expects major reduction in annual utility costs through the implementation of these services. It is our intent to enter into an agreement with the successful firm to conduct a District-Wide Energy Conservation/Efficiency Audit, and award contract(s) to implement cost-effective energy retrofits.

SCHEDULE

Date	Event
March 12 th , 2019	RFQ Issued
March 26 th , 2019	Deadlines for questions and information requests
April 11 th , 2019	RFQ Due Date
April 12 th , 2019	Vendor Selection
April 16 th , 2019	Board Approval

BACKGROUND

Upper Lake Unified School District is a small school district with approximately 900 students. It is home to three school sites. At Upper Lake Elementary Schools our students range from kindergarten through 5th grade. At Upper Lake Middle School our students range from 6th-8th grade. At Upper Lake High School our students range from 9th-12th grade. A list of sites is attached in Appendix A.

QUALIFICATIONS

ULUSD may award a contract to the Energy Services Company (Provider) that, in its sole opinion, is the most capable of providing the range of services described in the RFQ, and in the long-term best interest of the District. To be considered for this project a provider must demonstrate knowledge and experience in similar projects:

- Adequate financial resources to support the range of alternatives anticipated
- California K-12 references that can attest to the quality of the Provider's past work
- An established record of technical performance on typical projects within California
- A proven record of on-time and on-budget performance
- Excellent safety record
- Established records of the Provider's ability to complete the work
- Credentialed, trained, and knowledgeable staff
- Competent management support at all levels

- Support Local to Lake County or surrounding counties Sonoma and Mendocino
- Ability to effectively communicate with ULUSD Board, administration, staff, students, and community as needed
- NAESCO Certified
- ICP Certified

ULUSD reserves the right to investigate the qualifications of all Providers under consideration and to confirm any part of the information furnished, or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of the possible energy design-build services.

SERVICES REQUESTED

ULUSD is interested in the identification, engineering, design, installation, training, maintenance, and financing of approved Energy Projects for all its facilities. If ULUSD contracts project financing through the Provider, financing shall be structured so that costs are paid by the utility cost savings and/or Proposition 39 funding associated with the energy conservation program. The District will choose the amount financed, if any.

Upon selection, the Provider shall perform an Investment Grade Energy Audit of the specified facilities. The audit must be of acceptable quality to ULUSD's Governing Board and meet Proposition 39 mandated requirements.

ULUSD shall have 45 working days in which to accept the energy audit or to request changes or additions to it. Changes or additions will be negotiated in good faith. If the parties cannot agree to the content of the audit within 60 working days from the date the request for change is made, the Governing Board, at its sole discretion, may cancel negotiations with the Provider, terminate the contract, and enter into negotiations with other Providers.

The following technologies and/or energy management approaches serve as examples of solutions to be considered under this RFQ:

- Lighting replacements and retrofits
- HVAC Control Systems
- HVAC Unit Replacements
- Modernization Projects

Other Energy Projects proposed by Provider will also be considered. All equipment provided by the Provider for this program shall have a history of successful operating experience in similar installations and shall be in new, unused condition. This equipment shall be current technology with readily available non-proprietary replacement parts. All equipment used for this program shall be approved by ULUSD prior to installation.

SUBMITTAL REQUIREMENTS

The submitting firms must have demonstrated technical and managerial capability across a broad range of energy, analysis, design, construction, funding, operations, and maintenance areas. ULUSD will consider the following background and experience factors in the evaluation of all submittals.

Address the following items as completely as possible; response to each item is mandatory:

1. Describe your firm's approach to manage the Energy Projects.
2. Describe your firm's safety program. Include proof of your firm's safety Experience Modification Rating (EMR) or equivalent.
3. Describe your firm's approach to developing a scope of work for the project. How are the various components of a project prioritized and evaluated?
4. Describe in detail your firm's methodology for calculating energy cost savings.
5. Describe your firm's experience with various project delivery methods. Address the areas that are self-performed, sub-contracted, team delivered, etc. The following areas must be addressed: design, engineering, procurement, and installation.
6. Describe the qualifications and relevant energy project experience of the Provider, its team, and its staff. Include a clear description of your firm's proposed team with names, resumes, and project responsibilities.
7. Describe your firm's financial capacity to handle the project. Include company bond rating, bond limits, and evidence of insurability.
8. Describe your firm's expertise in applying/securing funding for energy conservation/efficiency/generation infrastructure improvements for CA K-12 clients, including but not limited to:
 - a. Third party funding, including but not limited to state, federal, and utility funds, grants, rebates, incentives, etc.
 - b. Financing options, procurement options, etc.
9. Describe any unique capabilities of the Provider that would be useful to the specific needs of the district/project.
10. Provide a description of your firm's commitment to and experience with obtaining OPSC Project Closure status, as well as experience with DSA, for public school projects.
11. Provide names and contact information for five (5) Energy Project Design/Build references for projects in California public schools in which your firm was the Prime Contractor. Provide a brief description of the work performed for these clients.
12. Provide a brief description of your firm's ability to provide remote monitoring of equipment and utility meters. Describe your firm's stance on open platform vs. proprietary technology for EMS and controls-related systems.
13. Is or has your firm been a party to suits, claims, or similar actions related to:
 - a. Construction claims relating to performance or delay
 - b. OSHA, labor relations, or similar issues affecting the progress of the work
 - c. California State Contractor License suspensions or code violations
 - d. If "yes" to any of the above, provide a summary and current status of the issue under separate attachment to the response to this RFQ.

SUBMITTAL EVALUATION PROCESS

Providers will be evaluated and preference given to those that illustrate demonstrated range of services, innovative approaches, technical and contractual solutions, additional services, and flexibility developing and implementing successful projects.

ULUSD will address the following criteria in evaluation of submittals in order to gauge the ability of the Provider. The same general criteria will be used to judge both the submittal and the interview, should ULUSD choose to conduct interviews with Providers.

Criteria Explanation Weight

- 1. Merit of Submittal (5pts)**
General thoroughness and responsiveness of the submittal.
- 2. Knowledge and Expertise of Personnel/Firm (25 pts)**
Capability of personnel/firm; demonstrated experience of Provider's team; firm's qualifications.
- 3. Understanding of Project and Technical Approach (25 pts)**
Knowledge of project requirements; comprehensiveness of approach; responsiveness to specific concerns in the RFQ; flexibility to accommodate needs of ULUSD; ability to communicate effectively with District staff and related parties.
- 4. Record of Past Performance and Experience (40 pts)**
References; quality of past projects; demonstrated ability to complete work tasks within project timelines and budget; quality of submitted work samples.
- 5. Local Support (5pts)**
Ability to support project with labor local to Lake County

ULUSD reserves the right to:

- Reject any or all submittals at its sole discretion.
- Cancel the Request for Qualifications (RFQ).
- Modify any requirements contained within the RFQ and request a revised submission from all providers.
- Establish other evaluation criteria determined to be in the best interest of ULUSD.
- Contract with any of the firms responding to this RFQ based solely upon its judgment of the qualifications and capabilities of the firm.

A Selection Committee, as deemed necessary, will be formed to evaluate the submittals. Composition and creation of this committee, should one be formed, is at the sole discretion of ULUSD. The Selection Committee may review the submittals for format to ensure conformance with the requirements of the RFQ and may select finalist to interview with the committee as part of the evaluation process. ULUSD does not guarantee that an interview will take place, thus reserving the right to select a Provider based

solely on the information provided in the submittals received in response to the RFQ. Should and interview take place, the key personnel responsible for fulfilling the requirements of the project shall be required to be present for the interview. ULUSD will take all steps necessary to ensure that any discussions and interviews conducted in connection to this RFQ will be done in a fair and impartial manner.

This RFQ does not commit ULUSD to negotiate a contract. ULUSD will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFQ.

SUBMITTAL FORMAT AND COMMENTS

The submittal should be prepared in a way that provides a straightforward and concise description of the respondent's capabilities to satisfy the requirements of the project. Emphasis should be placed on completeness and clarity of content. All submittal requirements listed above should be addressed in full.

The Provider shall describe any relationships with manufacturers of proposed energy equipment, including those manufactured by the respondent or listed subcontractors. The Provider shall describe any relationships with the organizations providing training, if not provided by the Provider.

Content shall be tabbed and numbered per the items included in the Submittal Requirements.

SUBMITTAL INFORMATION

Deadline for submission of three (3) copies of your submittal is 4:00PM, APRIL 11, 2019. Submittals received after the deadline may be returned. All submittals become the sole property of ULUSD and the content will be held confidential until the selection of a firm is made. Any proprietary information must be designated clearly and should be bound separately and labeled with words "PROPRIETARY INFORMATION". An entire submittal marked as such will not be accepted.

Submit sealed submittals clearly marked "RFQ FOR PROPOSITION 39 ENERGY CONSERVATION AND ENERGY EFFICIENCY SERVICES" to the following location:

**Upper Lake Unified School District
Attention: Michael Kauble, Chief Business Official
675 Clover Valley Road
Upper Lake, CA 95485**

Questions or clarifications may be submitted via e-mail to Michael Kauble at mkauble@ulusd.org
Questions must be received no later than MARCH 26TH, 2019

Appendix A: List of Upper Lake Unified School District Sites

SITE	ADDRESS	SQUARE FOOTAGE
Upper Lake Elementary School	679 2 nd Street, Upper Lake, CA 95485	
Upper Lake Middle School	725 Old Lucerne Road, Upper Lake, CA 95485	
Upper Lake High School	675 Clover Valley Road, Upper Lake, CA 95485	