

**BLACK OAK MINE UNIFIED SCHOOL  
DISTRICT**

**REQUEST FOR PROPOSALS  
for  
ENERGY CONSERVATION SERVICES**

**RFP # 02 – 2019/20 Extension**

**Return Proposals To:  
Black Oak Mine Unified School District  
6540 Wentworth Springs Road  
Georgetown, CA 95634  
530-333-8300**

**Proposals Due:  
March 8, 2020 at 2:00 PM**  
*Proposals received after this date and time will not be accepted.*

BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
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**I. RFP PROCESS**

The Black Oak Mine Unified School District ("District") invites proposals from qualified firms to provide services for the design, development, and implementation of a district-wide infrastructure modernization program that will result in energy utility savings consistent with the provisions of Government Code section 4217.10 *et. seq.*

In general, the firm selected as a result of this process ("Firm") will provide a proposal for district-wide energy conservation measures ("ECMs"), and will work collaboratively with the District and its consultants to facilitate the successful completion of those ECMs.

This RFP is solely a solicitation for responses. Neither this RFP, nor any response to this RFP shall be deemed or construed to: (i) create any contractual relationship between District and any Firm; (ii) create any obligation to District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim for reimbursement for costs associated with submittal of any Proposal. The District reserves the right to reject any or all proposals.

**II. TENTATIVE RFP SCHEDULE**

The District reserves the right to amend this schedule.

Issue RFP	February 8, 2021
Deadline for Submitting Questions	February 22, 2021
Proposal Deadline	March 8, 2021
Award of Contract	April 2021 Board Meeting

Proposers shall submit one (1) original and two (2) copies of their proposal to the District Office at 6540 Wentworth Springs Road, Georgetown, CA 95634 by no later than March 8, 2021, at 2:00 PM.

**III. PROJECT GOALS**

The District's ultimate goal is to realize financial savings by modernizing existing District infrastructure with energy conservation and efficiency measures that accomplishes the following:

- Achieves persistent long-term savings through reduced energy usage and related operating cost savings.
- Upgrades old and/or inefficient systems.
- Meets any and all legal requirements including State and Federal Reports.
- Maintains consistent and reasonable levels of occupant comfort.
- Maintains building functionality and compatibility with existing equipment.
- Improves utilization of technology to achieve optimum performance and savings.
- Minimizes financial and technical risk to the District.
- Provides training to employees on maintenance and repair of equipment and controls.
- Provides comprehensive funding solutions.

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**IV. SCOPE OF WORK**

Upon award, the successful Firm will be required to perform site walks at District facilities to evaluate existing facility infrastructure and thereafter, design, develop, and implement specific improvements as part of an energy master plan for the District.

The successful Firm will evaluate and propose applicable energy conservation measures including but not limited to:

- Heating Ventilation & Air Conditioning (HVAC) system optimization, retrofit, upgrade or replacement.
- Interior and exterior lighting retrofit or replacement.
- Building Automation System (BAS) installation, upgrade, or expansion leveraging existing technology.
- Building envelope upgrades.
- Solar photovoltaic systems.
- Other infrastructure improvements.
- Other training, remote monitoring services, and on-going support services that will ensure objectives or program are met over the term of the agreement.

All proposed ECM's must be provided on a turn-key basis including all necessary permits, engineering, Division of the State Architect (DSA) requirements, delivery, installation, commissioning, training, warranty service, and compliance with any applicable funding requirements.

**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.

Section Tabs

Proposals should be divided by tab sections according to items in the index. This will assist the evaluation team in identifying items and information submitted with the proposal.

Signature Verification

To be considered for award, each proposal must be signed by a legally authorized representative of your company.

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 your firm's own risk and relief cannot be secured on the plea of error.

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**VI. PROPOSAL SUBMISSION REQUIREMENTS**

Proposers shall submit one (1) original and two (2) copies of their proposal. It is critical that all responses follow the same format to allow for equal and fair evaluation of each response. Responses should be limited to thirty-five (35) pages (not including table of contents, cover letter, or M&V report) and include the following:

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 respondent's interest and qualifications in providing the services as outlined in the RFP. Please describe how the respondent meets the minimum requirements as described in Section III of the RFP.

Tab 1: Firm Background and Financial Capacity

- Provide general information on the respondent including: a brief history of the firm, key differentiating factors and areas of expertise, length of time performing services, and location of California offices.
- Confirm accreditation by the National Association of Energy Services Companies (NAESCO) or included on the U.S. Department of Energy's (DOE) Qualified List of Energy Service Companies.
- Provide a statement of the respondent's financial capacity and capability to perform to the terms of this solicitation request.
- Provide proof of insurance showing coverage and limits in place at time of response. Minimum of \$1 Million in liability coverage required.
- Firm's Claims and All Litigation History: Indicate whether, in the preceding five years, the Firm has filed any claims and/or lawsuits against any public agencies or if any public agency has filed any claims and/or lawsuits against the Firm in connection with any projects or contracts of such public agencies and, if yes, identify the public agency and describe the nature and the outcome of such claim and lawsuit. Failure by a Firm to disclose any such claims and/or litigation may result in a determination that the Firm is ineligible to propose on, contract for, or perform any work in connection with District projects.

Tab 2: Project Team & Management Structure

- Provide a list of the personnel to be used on this project and describe their qualifications and experience with projects of a similar size and scope.
- Describe the management structure of the responding firm and include an organization chart.

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Tab 3: Past Energy Project Experiences & References

- Identify a minimum of five (5) references that are California K-12 districts for which the respondent provided turn-key responsibility of similar energy performance contracting services.
  - Describe the scope of work of the project indicating start/completion date, services and equipment provided, project size, total project savings, and funding sources.
  - Submit an actual M&V report utilizing International Performance Measurement & Verification Protocol (IPMVP) Option C for one of the five (5) references.
- Explain Firm experience in the successful development of large commercial or public energy programs, energy efficiency measures and clean systems including: design specification, construction oversight, operations, maintenance and management.
- Explain Firm experience working with school districts for energy efficiency programs.
- Explain Firm experience in securing any and all necessary project financing, as well as credits and incentives available through Federal, State, local and Utility Company programs.
- Knowledge and understanding of applicable California Building Codes.

Tab 4: Project Approach

- Provide a description of the respondent's approach to performing audits, and identifying improvement measures.
- Provide a description of the respondent's approach to managing the project implementation and procedures for minimizing occupant disruptions.
- Describe the steps taken by the respondent during and after the turnover process to ensure successful project implementation.
- Describe training program available for District employees.
- Describe ability to provide timely, effective communication and support to the District through multiple means.

Tab 5: Savings

- Describe the respondent's approach to projecting and proving energy savings.
- Describe the methodology, formulas, and reporting of the savings and the associated IPMVP option used to quantify savings.
- Provide a description of monitoring services after installation to ensure continued savings.

Tab 6: Additional Benefits and Value Added Elements

- Please describe any additional benefits that may result from ECM implementation and the respondent's added value elements in providing products/services for energy projects.

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**VII. PROPOSAL EVALUATION CRITERIA**

The District will evaluate all proposals to determine the best firm that will be able to meet the needs of the District. The District shall be the sole judge of the qualifications and services to be offered and its decision shall be final.

The District makes no representation that participation in the RFP process will lead to an award of a contract or any agreement whatsoever.

**VIII. DISTRICT CONTACT**

Questions that may arise should be directed to the attention of:

Kassidy Salters  
Chief Business Officer  
(530) 333-8300 Ext. 1008  
ksalters@bomusd.org

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**PRICING PROPOSAL FORM**

The undersigned respondent, having familiarized himself with the terms and conditions of the proposed documents, hereby proposes and agrees to perform the work to be done and to provide all labor and materials necessary to perform the work.

Name of Firm: \_\_\_\_\_

**MARKUP FEES:** If selected, the above respondent will assess the following overhead and profit markup percentages:

Overhead % \_\_\_\_\_ Profit % \_\_\_\_\_

**CERTIFICATION BY PROPOSER:**

I hereby certify that I am able to commit the firm to the proposal submitted.

Company \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If Firm is a corporation, the legal name of the corporation shall be set forth together with the signature of authorized officers or agents and the document shall bear the corporate seal. If a bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contract on behalf of the partnership. If bidder is an individual, his signature shall be placed above.