

Knights Ferry Elementary School District



REQUEST FOR PROPOSAL FOR THE IMPLEMENTATION OF ENERGY EFFICIENCY MEASURES FUNDED BY THE CLEAN ENERGY JOBS ACT - PROPOSITION 39

REQUEST FOR PROPOSAL SUBMITTAL DEADLINE
January 29, 2016 at 4:00 p.m.

SUBMIT TO

Knights Ferry Elementary School District
Attention: Dr. Janet Skulina
P.O. Box 840
Knights Ferry, CA 95361
209-881-3382
jskulina@stancoe.org

NOTICE IS HEREBY GIVEN that the Knights Ferry Elementary School District (**Knights Ferry**) acting by and through its Governing Board, is soliciting and issuing this Request for Proposal (RFP) and will receive up to, but no later than **January 29, 2016** proposals from interested, established and experienced Firms for the implementation of Energy Efficiency Measures, as identified in the District's approved Proposition 39 Energy Expenditure Plan ("Firms").

This solicitation is intended to establish a qualified contractor with whom District will enter into a Contract. The selected contractor will perform the implementation of energy projects for District's facilities and shall be free from conflicts of interest arising from relationships with potential suppliers, constructors, financiers, or owners of related projects or products.

BACKGROUND & OBJECTIVES

The **Knights Ferry Elementary School District KFESD** is a **public** school district located in **Stanislaus** County, California and serves **97** students at **1** existing school. The school site also serves as the Administrative Offices and Support Buildings. **KFESD** total area includes **7** acres (ground property) and approximately **11,616** square feet of buildings.

The District will continue the existing programs and anticipates extending energy programs at existing facilities in conjunction with funding and guidelines from Proposition 39. The District was allocated approximately **\$30,000** for the fiscal year 2013-2014 and anticipates allocation of **\$75,000** over the next five (5) years collectively, the "Initial Projects").

The District intends to contract with Firms that have all of the following:

- Extensive experience in the successful implementation of energy efficiency measures and clean energy systems; including, design specification, construction oversight, operations, maintenance and asset management;
- Experience working with school districts in regard to energy project implementation;
- Experience in working with the California Division of State Architect (DSA) in regard to energy project plan approvals;
- Knowledge and understanding of applicable California Building, Mechanical and Electrical Codes;
- Ability to provide timely, effective communication and support to the District through multiple means;

The District intends to use the responses that it receives to assist in possible selection of one or more Firms for District's Proposition 39 approved and funded energy projects, based on "best value" selection protocol. The District will evaluate each Firm based on the information set forth in the Response submitted, together with other information available to the District from any other sources. In addition to any other criteria specified in this RFP, the evaluation criteria will include, among others, the Firm's experience, qualifications and ability to meet District criteria and project costs range, the Firm's ability to develop a rapport and working relationship with District personnel.

District will have the discretion to select one or more Firms after receipt of Responses; the District also reserves the right to not select any Firm. **KFESD** may request that one or more Firms participate in an interview process or the District may implement a combination of these and/or other methods for selection.

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 for 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 Response.

If the District selects a Firm for the implementation of the District's energy projects, the District shall have the right to negotiate any and all of the final terms and conditions of any agreement with the Firm and nothing in this RFP or any Response shall be deemed or construed as a limitation of such rights.

The District intends to achieve the following goals and objectives through, and in connection with, the implementation of energy programs and installation of energy efficiency measures and clean systems at District facilities:

- To reduce the consumption of energy, through the implementation of energy projects as identified in the District's approved Proposition 39 Energy Expenditure Plan and/or Master Energy Plan
- To facilitate the investment in energy projects by industries and businesses within the region, to increase energy diversity and to reduce dependence on fossil fuels
- To enhance the economic value of District assets by developing the assets in a manner that supports District goals
- To educate students and the surrounding community about the benefits of energy conservation and renewable energy generation
- To improve environmental quality in the **Knights Ferry** area

CONTENT OF RESPONSES

Responses shall be typewritten, tailored to the requirements of this RFP and demonstrate the capability to meet the District's needs. Responses shall not exceed 20 pages (with no less than 11-point font size) inclusive of all attachments, appendix, resumes and supporting documents. Include Project Proposal and DIR Compliance document.

Firms are to provide **3** copies of the response and one electronic copy on CD or USB/Flash Drive in PDF format submitted in a sealed envelope with the words "Request For Proposal For The Implementation of Energy Efficiency Measures (Proposition 39)" clearly marked on the outside, no later than **January 29, 2016 at 4:00 pm** to the following address:

Knights Ferry Elementary School District
Attention: **Dr. Janet Skulina**
P.O. Box 840
Knights Ferry, CA 95361

RFPs received later than the aforementioned date and time will be returned to Vendor unopened. Facsimile (FAX) copies or e-mailed RFP will not be accepted.

In order to control information disseminated regarding this Request for Proposal, vendors interested in submitting responses are directed not to make personal contact with members of the Board of Trustees. Failure to do so, may result in the revocation of the submitted proposal from review.

All questions are to be directed to Dr. Janet Skulina, Superintendent via e-mail: jskulina@stancoe.org no later than **January 25th, 2016**.

The District reserves the right to accept or reject any or all RFPs, to select a qualified contractor with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing proposals. Responses received from this RFP will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations and approval of the Board.

Each Firm shall be solely responsible for ensuring that its Response is received by the District prior to the deadline specified in this RFP. The District will not be required to consider any Response received by the District after the submittal deadline specified in this RFP.

All responses are to be organized with a table of contents that is tabbed/marked in the same order set forth below:

COVER LETTER

Provide an opening introduction to your firm. Not to exceed one page.

EXECUTIVE SUMMARY

Provide an overview describing the unique capabilities, accomplishments and highlights of firm. Not to exceed two pages.

Indicate the person that will provide the district with additional information as well as the person who will negotiate on behalf of the firm (if different). Include their name, title, address, telephone number, and e-mail address.

The summary should include a brief overview of the methodology the Firm will use to develop a comprehensive energy conservation plan for the District.

Also specify the firms:

- Legal name and address of Firm's principal place of business,
- Firm's legal form of entity (sole proprietorship, partnership, corporation, joint venture, etcetera) and State of incorporation or other organization. If Firm is a joint venture or partnership, identify all members of the joint venture or partnership, roles and responsibilities, (3) three examples of previous engagements the parties.
- Number of years Firm has been engaged in energy projects
- Evidence that Firm is authorized to conduct business in the State of California
- If company is a subsidiary or affiliate of another company or companies, identify such other company or companies

METHODOLOGY

Provide in detail the firms methodology to implement the district's energy expenditure plan. Include the process of developing a schedule and sequence of implementation, training classified staff, Proposition 39 tracking/reporting, and maintenance and verification process.

TECHNICAL CAPABILITIES AND QUALIFICATIONS

Demonstrate capabilities and qualifications for the firm to perform the implementation of the project. Include ability to construction manage, self-perform any trades as well as methodology to recruit subcontracts.

PROJECT EXPERIENCE

- Provide at least five projects relative to K-12 Energy Efficiency Project Implementation Experience. Provide experience with utility company programs. Include Project Date, Type, Location, Contact Name, Title, Phone and Project Details.
- Include (1) one letter of reference for any of the trades associated with this RFP.
- Provide a description of your understanding and experience working on Prevailing Wage Projects.

PERSONNEL & PROJECT MANAGEMENT

- Provide an organizational chart with the key positions that will be assigned to work on this project.
- Specify key personnel, role and attach a resume of relative experience.
- Outline the project management process the firm will utilize for this project.

LICENSE AND INSURANCE INFORMATION

Specify and provide proof of all licenses and any certificates that qualify your firm for this project including, but not limited to, California State License Board, Disabled Veteran Business Enterprise and Minority Owned Business.

Provide sample Certificate(s) of Insurance of contractors: General Liability, Workers Compensation and Auto Insurance.

Provide completed Department of Industrial Relations Compliance Form – provided in Appendix A.

FEE SCHEDULE AND REIMBURSEABLE EXPENSES

Describe in detail the method and process for determining fees and costs for providing the Services, including, without limitation, an itemization of fees and costs. Provide completed Bid Proposal which includes a Labor & Material breakdown for the following Scope of Work:

Location:

ITEM #	DESCRIPTION	QUANTITY
ECM 1	Replace incandescent lights with compact fluorescent light	14
ECM 4	Convert Incandescent exit signs to LED	2
ECM 6	Convert T-12 fluorescent fixture to LED lams (w / ballast)	370
ECM 9	Replace exterior HPS lamps with LED lamps	2
ECM 12	Replace old heat pump with high efficiency pump	1

Location:

ITEM #	DESCRIPTION	QUANTITY

**ECM = Energy Conservation Measure*

ADDITIONAL INFORMATION

The District anticipates that the schedule of events in connection with this RFP will be as set forth below. However, District reserves the right, in its sole discretion and at any time prior to entering into an agreement for a District energy project, to alter its anticipated schedule as related to this RFP or any project.

RFP Published:	January 15, 2016-website local
Mandatory Site Walk	January 25th, 8:30 am
Request for Information (RFI) Due:	January 25th, 2016
RFI Responses:	January 27th, 2016
Responses Due:	January 27th, 2016
Firm Presentations:	TBD
Contract Negotiations:	TBD
Recommendations to District Board:	February 10, 2016
Contract Approval:	TBD

The District in its discretion may, at any time, issue one or more addenda to this RFP and the District will provide such addenda to each Firm that is known by the District to have received a copy of this RFP. Each Firm is solely responsible for and must, in its Response, acknowledge each addendum that it has received. The District will send each addendum to the last known addresses of the Firms, but in no event shall the District be responsible or liable for any failure of a Firm to receive any such addendum.

The District may, upon applicable request, disclose any Response to the extent it is a public record in accordance with California law.

All Responses and other materials submitted in response to this RFP shall become the property of the District. A Firm may at any time withdraw its Response by providing written request for withdrawal to the District. At any time prior to the deadline for submittal of Responses specified in this RFP, a Firm may modify its Response by submitting the modified Response together with a written request to withdraw the original Response and replace it with the modified Response.

The contract(s) for each of the District's energy projects will set forth additional provisions applicable to work on the project by the selected Firm, including, without limitation, requirements for: (i) compliance with District policies, such as those prohibiting use of alcohol and illegal drugs on District property; and (ii) fingerprinting and background checks in accordance with California Department of Justice (DOJ) procedures.

EVALUATION, AWARD AND AGREEMENT

The District will determine which (if any) proposals are in the District's overall best interest to accept. The District may request any or all respondents to participate in a presentation and/or interviews in regard to their qualifications.

The District reserves the right to conduct negotiations with any number of respondents, as determined by the District, for entering into contract agreements.

APPENDIX A

Department of Industrial Relations - Public Works Projects Compliance Form

Pursuant to Labor Code § 1720 et. seq. this work is considered a "Public Work" and is subject to the payment of prevailing wages if the total project cost is over \$1,000. - Proof of a valid Contractor/Specialty license, DIR Registration, worker's compensation and liability insurance is required before work starts.

If selected, you will be required to enter certified payroll reports (electronically) into the Department of Industrial Relations (DIR) eCPR website located at: <https://apps.dir.ca.gov/ecpr/DAS/AltLogin>

Will Sub-Contractors be utilized: Yes No (if yes – the same information as listed below must be submitted, attach additional documents as necessary)

Please type or print legibly

Company Name: _____

Company Address: _____

Contractor's Lic. No.: _____ DIR Registration No.: _____ Tax ID: _____

Contact Name: _____ Phone No.: _____ E-mail address: _____

DIR Classification(s) of workers to be utilized:
Check all that apply:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Bricklayers | <input type="checkbox"/> Carpenters | <input type="checkbox"/> Carpet/Linoleum |
| <input type="checkbox"/> Cement Masons | <input type="checkbox"/> Drywall Finisher | <input type="checkbox"/> Drywall Lather | <input type="checkbox"/> Electrician |
| <input type="checkbox"/> Elevator Mechanic | <input type="checkbox"/> Glazier | <input type="checkbox"/> Iron Worker | <input type="checkbox"/> Laborer |
| <input type="checkbox"/> Landscape Maint. | <input type="checkbox"/> Operating Engineer | <input type="checkbox"/> Modular Furn. Installer | <input type="checkbox"/> Painter |
| <input type="checkbox"/> Pipe Trades/Plumber | <input type="checkbox"/> Plaster | <input type="checkbox"/> Roofers | <input type="checkbox"/> Sheetmetal/HVAC |
| <input type="checkbox"/> Sound/Communications | <input type="checkbox"/> Surveyors | <input type="checkbox"/> Teamster | <input type="checkbox"/> Telecom Technician |
| <input type="checkbox"/> Tile Workers | | | |

Classifications and wage rates can be found at: <http://www.dir.ca.gov/oprl/PWD/index.htm>
DIR Prevailing Wage Hot Line (415) 703-4774

Printed Name: _____

Signature of Authorized Person: _____ Date: _____

Important Notice: California new law (SB 854) provides that "A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5." Please go to <http://www.dir.ca.gov/Public-Works/PublicWorks.html> for more information and to register. This project is subject to monitoring by the Department of Industrial Relations

