



Pasadena Unified School District

Office of Procurement & Contracts

351 So. Hudson Avenue, Room 102

Pasadena, CA 91101

Request for Statement of Qualifications

For

Energy Efficiency and Facilities Modernization Program

RFQ # 02-13/14

Issue date: January 30, 2014

RFI deadline: 2:00 pm (PST) February 11, 2014

Submittal deadline: 2:00 pm (PST) February 21, 2014

PASADENA UNIFIED SCHOOL DISTRICT

**REQUEST FOR QUALIFICATION – RFQ #02-13/14
ENERGY EFFICIENCY AND FACILITIES MODERNIZATION PROGRAM**

NOTICE IS HEREBY GIVEN that the Pasadena Unified School District (“District”) is issuing this Request for Statements of Qualifications (RFQ), to be received no later than 2:00 PM on Friday, February 21, 2014.

The District seeks statements of qualifications from interested, independent, established and experienced Energy Services Companies (“ESCOs”). The District intends to engage a qualified ESCO to facilitate the development of cost-effective energy projects for the District’s facilities. Qualified firms shall be free from conflicts of interest arising from financial relationships with potential suppliers, constructors, financiers, or owners of related projects or products.

To obtain a Request for Statement of Qualification package or for more information contact Christine Ward, Administrator, Procurement & Contract by email at ward.christine@pusd.us.

Christine Ward

Administrator, Procurement & Contracts
Pasadena Unified School District
626/396-3600 X88503

Ad dates: January 30, 2014
February 6, 2014

Sealed statements in sets of three (3) are due on or before:

**2:00 pm (PST), Friday, February 21, 2014
Procurement Services Department, Christine Ward
Pasadena Unified School District
351 So. Hudson Ave, Room 102
Pasadena, CA 91101**

Each firm shall be solely responsible for ensuring its statement is received by the District prior to the deadline specified. All responses received after the due date and time will not be accepted.

Request for information (RFI) is due no later than 2:00 pm (PST) on February 11, 2014. Please take the time to read all components of the RFQ to ensure questions are received on time as no late questions will be responded to. All questions should be sent to Christine Ward, Administrator, Procurement & Contract via email at: ward.christine@pusd.us.

Pasadena Unified School District

Request for Qualifications

for

**Energy
Efficiency and Facilities Modernization Program**

RFQ No. 02-13/14

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Date: January 30, 2014

Pasadena Unified School District

**REQUEST FOR QUALIFICATIONS for Energy Efficiency and Facilities
Modernization Program – RFQ #02-13/14**

I. INTRODUCTION

This solicitation is a Request for Qualifications (RFQ). The purpose is to solicit statements from Energy Services Companies (ESCOs) that describe their qualifications to identify, design, install, maintain, monitor and arrange financing of a comprehensive energy efficiency, renewable energy and facilities modernization program. This program includes the services listed in this request pursuant to the provisions of California law. For the purpose of this RFQ, “ESCO” refers to any entity that is qualified to provide an energy program that includes the services listed in this request and meets the California Energy Performance Contracting Requirements. The District intends to select the best qualified ESCO to perform the objectives stated within this document.

Qualified ESCOs interested in providing the specified services should respond in writing to the District no later than 2:00 pm (PST) on Friday, February 21, 2014. Final selection will be made in accordance with the policies and administrative directive of the District and other statutory provisions.

II. DISTRICT BACKGROUND

The District is located in Los Angeles County and serves the residents of the cities of Altadena, Pasadena, and Sierra Madre. The District currently operates sixteen (16) K-5 and K-6 elementary schools, three (3) K-8 schools, five (5) middle schools, four (4) high schools, and six (6) additional sites four (4) educational sites, one (1) district office, one (1) service center.

The District’s mission is to provide rigorous education in an environment that engages and empowers all children to become lifelong learners; our students will be thinking, literate, productive, responsible, and ethical, able to compete in and contribute to a diverse, democratic society. Currently, the District’s top focus areas are Energy Efficiency and the District seeks an energy partner that will help address these goals.

The District proposes to address as many energy efficiency, renewable energy opportunities and infrastructure upgrades as practical in its facilities. Therefore, the District intends to implement a design-build program that will provide sustained efficiencies and energy cost savings on a paid-from-savings basis. To the extent consistent with this intention, the District may upgrade outdated and

obsolete building equipment and perform operational improvements through the program.

The District anticipates major reductions in annual energy, utility and operational costs, through the implementation of this program. The ESCO will provide a written guarantee of energy production and facilitate financing for the project as requested.

III. SERVICES REQUESTED

The District requests the following services to be incorporated into a comprehensive program:

1. Energy efficiency
2. Design/Build Capabilities
3. Facilities and infrastructure upgrades
4. Funding solution that leverages multiple sources
5. Ongoing monitoring, verification and reporting
6. Performance guarantee

The District plans to complete energy-savings projects at existing facilities in accordance with potential funding and guidelines from Proposition 39 during an initial period of five (5) years. The District intends to structure the program's implementation schedule so as to minimize its financed capital needs and seeks the support of an ESCO in the development of its Energy Expenditure Plan towards the installation of cost-effective energy-savings projects consistent with proposition 39 guidelines.

ESCOs shall identify their experience and qualifications to perform analysis, design, engineering, preparation of engineering plans and specifications, installation, commissioning, monitoring and verification of savings for major energy projects.

ESCOs should demonstrate a tiered approach to reducing energy usage by implementing measures in this order:

1. Energy efficiency and energy conservation measures (ECMs)
2. Design/Build Projects
3. Nonrenewable projects

Such ECM components and applications may include lighting, space heating, ventilation, air-conditioning, building envelope, heat recovery, energy and water management systems, environmental system controls, motors, domestic water heating, fuel switching, air quality or other energy improvements or equipment including improvements and process equipment.

All equipment provided by the ESCO for this program will have a history of successful operation in similar installations and shall be in new and unused condition.

The District also requires a description of the ESCO's qualifications and experience related to training building occupants and maintenance workers in energy- and water-conservation awareness.

IV. PROCUREMENT PROCESS

The District proposes to engage in a two-step process that accomplishes the following:

1. Request for Qualifications (RFQ): Pre-qualifies energy project contractors based on several criteria including energy project history, team member qualifications, firm financial viability, and experience working with California school districts, and
2. Request for Proposals (RFP): Identifies and evaluates specific project(s) fees and cost, schedule, and other requirements associated with delivery of the project(s).

DISTRICT PUBLISHES RFQ

The RFQ or notice of availability of the RFQ will be published in accordance with state law. The RFQ details the requirements for response, deadlines, and directions for submittal in subsequent sections.

STATEMENT EVALUATION

Interested ESCOs responding to this RFQ with a statement of qualifications must provide all information requested herein. The District will evaluate submittals and choose the most highly qualified ESCO(s).

REQUEST FOR PROPOSAL

Upon completion of the RFQ evaluation, the District will select the best qualified ESCO(s) to move forward with step 2. Those ESCO(s) chosen to proceed to the RFP phase will be requested to submit a written proposal of project fees, cost and schedule for the projected services.

ESCO SELECTION

Upon completion of the RFQ/P evaluation, the District will select the best qualified ESCO. That ESCO will then proceed with the energy and operational savings analysis and assessment, and design an implementation plan for the Energy Program. The implementation plan must demonstrate, on a pro forma basis, that the cost to the District to implement the energy related improvements

will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of purchasing the energy improvements.

Once selected, the ESCO must outline the steps to be followed to reach project implementation, including any commitments the District needs to make to the ESCO prior to the detailed facilities assessment (i.e., contracts, letters of authorization, payments, etc.) and any costs the District may incur for such assessment if the District chooses not to pursue the energy program once the assessment has been completed.

PROPOSITION 39

The District intends to pursue Proposition 39 funding for a portion of the ECMs developed by the ESCO during the assessment phase of the program. Accordingly, following the assessment the ESCO will assist the District to follow the eight-step participation process outlined in the California Energy Commission’s Guidelines (including complying with the prioritization factors). The ESCO must also be prepared to assist the District to conduct a best-value process, in accordance with Public Resource Code §26235(c), for the Proposition 39 scope of work. Proposition 39 funds will only be awarded in the manner permitted by the Guidelines.

V. SCHEDULE OF EVENTS

Listed below are the dates and times by which stated actions must be taken or completed. If the District determines that it is necessary to change any of the dates and times, Addenda to this RFQ will be issued. All times are applicable local times for Pasadena, California.

DATE / TIME	ACTION
January 30, 2014 February 6, 2014	Advertising of Request for Qualifications
January 30, 2014	Request for Qualifications documents released to potential ESCO energy partners
2:00 PM (PST) February 11, 2014	Deadline for Request for Information (RFI)
February 14, 2014	Deadline for District Response to RFI
2:00 PM (PST) February 21, 2014	Deadline for submittals
February 27-28, 2014	Interviews with top finalists
March 6, 2014	RFP issued to top finalists

March 10, 2014	Mandatory job walk
March 20-21, 2014	RFP submittals from top finalists due
March 27, 2014	Recommendation to Board of Education
March 28, 2014	Notice of Award issued to ESCO

(All dates are subject to change at Pasadena USD discretion)

Please note that responses to the RFQ must be received in a **sealed** package only and submitted on or before **2:00 PM (PST) Friday February 21, 2014**. The District requests a **30 page** response limit, excluding the appendix, be strictly adhered to. One (1) original and two (2) copies of the submittals must be sealed and delivered to:

Pasadena Unified School District
Office of Procurement & Contracts
Christine Ward, Administrator
351 So. Hudson Avenue, Room 102
Pasadena, CA 91101
(626) 396-3600 X88503
Re: RFQ # 02-13/14, Energy Efficiency and Facilities
Modernization Program

Late responses will not be accepted and will be returned unopened to the submitting ESCO. The District is not liable for any cost incurred by any ESCO responding to this RFQ. Faxed and emailed submittals will not be accepted.

Once submitted, the qualification statement and any supplementary documents become the property of the District.

The District reserves the right to reject, as non-responsive, any statements that do not contain the information requested in Section VII of this RFQ. Additionally, the District reserves the right to reject, as non-responsive, any statements that are not organized and formatted as described in this RFQ.

Please direct all questions regarding this RFQ and the program it represents to the District's Representative below. All questions should be sent via email only. Unless otherwise contacted directly by the District, ESCOs are prohibited from contacting anyone at the District other than this Representative during the selection process, and all questions will be answered simultaneously via addenda.

Christine J. Ward, Administrator, Procurement & Contracts
Pasadena Unified School District
351 So. Hudson Avenue, Room 102
Pasadena, CA 91101
Email: ward.christine@pusd.us

VI. EVALUATION CRITERIA

The District may award a contract to the ESCO that, in its sole opinion, is the most capable of providing the range of services described by this RFQ. To be considered for this opportunity, the ESCO must demonstrate capabilities to design and construct such a program.

Qualifications of all business entities that respond to this RFQ will be evaluated using the following criteria. While scoring the RFQ submittals, the District will be keeping the supporting points (marked a, b, c, etc.) in mind.

1. **ESCO's K-12 Energy Project Experience** [15 points]
 - a. Quantity and quality of K-12 energy projects in California
 - b. Proven track record of completing successful projects, particularly within a < 50 mile radius
 - c. Strength of K-12 references
2. **ESCO's Ability to Assist District to comply with the CEC's Eight-Step Process and additional requirements of Proposition 39 Program Guidelines** [15 points]
 - a. Clear plan and demonstrated ability to understand and apply the requirements laid out in the guidelines
3. **Safety Record and Ability to Safely Work on K-12 School Sites** [15 points]
 - a. Proven strategies and innovative solutions to reduce risk of incidents on construction sites and to minimize interference with normal school site operations
4. **Proposed Project Team's Experience** [15 points]
 - a. Overall experience in successfully completing K-12 energy projects
 - b. Breadth of capabilities to support successful implementation of project
5. **ESCO's Financial Strength and Stability** [15 points]
 - a. Overall financial strength of firm
6. **Educational Support Services** [15 points]
 - a. Capabilities to train and/or support an Energy Manager(s)
 - b. Ability to link energy project with classroom learning
7. **Additional Services** [10 points]
 - a. Track record of delivering additional services that support District goals

The District reserves the right to investigate the qualifications of all ESCOs 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.

VII. RESPONSE FORMAT AND CONTENTS

The responses to this Request for Qualifications will consist of specific areas that must be completed and returned in the order indicated below. The District may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any ESCO.

1. **COVER LETTER** (maximum of three pages)

Include a cover letter at the beginning of your submittal. In the cover letter, provide an overview of your firm's history and commitment to education; a summary of how your firm works with K-12 public school districts; highlights of unique offerings that your firm has developed for, and successfully provided to, K-12 district customers; and a description of how the proposed energy project can meet the District's proposed goals. Also, provide the names and contact information of persons at your firm authorized to provide any clarification required by the District.

2. **TABLE OF CONTENTS** (not included in page count)

3. **RFQ CONTENT** (maximum of 30 pages)

A. ESCO's K-12 Energy Project Experience

- i. Summary of your firm's K-12 experience in California.
- ii. Provide up to 10 case studies demonstrating your firm's K-12 energy project experience in California. Please provide the following information for each project listed:
 - i. District name and location
 - ii. Project size and scope
 - iii. Additional services (i.e. monitoring, guarantee)
 - iv. Historical performance of the project versus guarantee, if applicable
 - v. District reference(s), including phone and email address
- iii. Describe your experience working with California Division of State Architect and detail your approach to streamlining the approval process.
- iv. Provide a summary of all settled adverse claims, disputes, or lawsuits between a California K-12 public school district and any member of your firm during the five years preceding the

date of this RFQ, in which the claim, settlement, or judgment exceeds fifty thousand dollars (\$50,000).

B. ESCO's Ability to Assist District to comply with the CEC's Eight-Step Process and additional requirements of Proposition 39 Program Guidelines

- i. For each of the steps outlined in the California Energy Commission's eight-step process to secure funds, detail what your firm will do in order to assist the District to meet each step and provide one example of where you have done that work in the past.
- ii. Explain what your firm will do in order to assist the District in using the best-value criteria described in Public Resources Code §26235(c) for the Proposition 39 scope of work.

C. Safety Record and Ability to Safely Work on K-12 School Sites

- i. Summarize your firm's safety record and provide your firm's OSHA safety rating.
 - i. Has your firm had any prior serious or willful violation of the California Occupational Safety and Health Act or the federal Occupational Safety and Health Act, settled against any member of your firm?
- ii. Describe your firm's safety practices for working on K-12 school sites.
- iii. Provide a list of steps your firm typically takes to minimize interference of construction on daily operation of school sites.
- iv. Provide any additional information that you feel demonstrates your firm's commitment to safe construction practices on K-12 school sites.

D. Proposed Project Team's Experience

- i. Provide an overview of the proposed project team for the District, including roles and responsibilities for each proposed team member.
- ii. Include an organizational chart showing the reporting structure of your team.
- iii. Include resumes for key team members in the appendix (not included in the page count).

E. ESCO's Financial Strength and Stability

- i. Summarize your firm's financial strength and stability and why this is important for the long-term success of a K-12 energy project.

- ii. Describe any instances in which your firm, or its owners, officers, or managing employees, defaulted on a construction contract?
- iii. Provide your insurance information, credit rating and bonding capacity.
- iv. Detail your firm's expertise in structuring a financial solution to fund the energy project and explain how you use a variety of funding sources to maximize program impact. Provide five examples of recent K-12 energy projects that your firm has structured a financing for and describe the solution and sources of funds.

F. Educational Support Services

- i. Explain your existing energy education program and demonstrate internal expertise to successfully deliver an educational program that uses the energy project to provide learning opportunities for students.
- ii. Describe your capabilities and past experience in hiring, training and/or supporting school district energy managers.
- iii. Provide three examples of your firm's experience in providing energy education programs to K-12 districts in California.

G. Additional Services

- i. Describe additional services that you can provide to the District that address needs related to broader district goals. For each service, provide two to three examples of how you have successfully deployed the service(s) in other California K-12 school districts. (maximum of three pages)

4. METHOD OF SELECTION

After reviewing the submittals, the District may choose to conduct interviews with qualified ESCOs. If the District chooses to conduct interviews, it will notify selected ESCOs after the submittal deadline to arrange a time. The criteria used to evaluate the submittals will be based on the ability for the ESCO to meet the qualifications set forth within this document. The 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 Firms.

5. ADDENDA TO RFQ

The District in its discretion may, at any time, issue one or more addenda to this RFQ and the District will provide such addenda to each ESCO that is known by the District to have received a copy of this RFQ. Each ESCO 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 ESCO, but in no event shall the District be responsible or liable for any failure of an ESCO to receive any such addendum.

6. NO GUARANTEE OF AWARD OF CONTRACT

The District reserves the right to reject any or all qualification submittals received as a result of this RFQ. This RFQ does not create any obligation whatsoever, either express or implied, for the District to award any contract to any ESCO or other party. The District, at all times, retains the sole and absolute right to select the ESCO that best meets the District's needs, or to not select any ESCO based on Responses to this RFQ. The award of any contract to an ESCO is subject to approval by the Governing Board of the District.

7. RESPONSIBILITY OF COSTS

Each ESCO shall be responsible for any and all costs that it incurs in connection with this RFQ, including but not limited to, costs associated with preparation and submission of a Response, and expenses associated with travel to any presentation, interview or other meeting. In no event will the District reimburse any ESCO for any such costs or expenses.

8. MODIFICATION OR WITHDRAWAL OF RESPONSE

An ESCO 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 RFQ, an ESCO 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.

9. INSURANCE REQUIREMENTS

The District will require that the selected ESCO have insurance in effect at all times during the term of this agreement and that the ESCO provide certificates of insurance endorsing the District, its agents and officers as an additional insured, and copies of policies as evidence that the insurance is in effect.