

**REQUEST FOR PROPOSAL**  
**for**  
**GUARANTEED ENERGY SAVINGS CONTRACT**

***By***  
***MSD Wayne Township***

**ADDENDUM**  
**TRANSPORTATION CENTER SOLAR**  
**GUARANTEED ENERGY SAVINGS CONTRACT**  
**2022/2023 TIMELINE**

<b><u>Date</u></b>	<b><u>Action Item</u></b>
Dec. 9, 2022	RFP is advertised in two local papers.
Dec. 16, 2022	RFP is advertised a second time in two local papers (min 7 days after 1 <sup>st</sup> advertisement)
Dec. 20, 2022	Deadline for questions from respondents to be received by MSD Wayne Township. Respondents are to email questions to Barry Gardner, <a href="mailto:barry.gardner@wayne.k12.in.us">barry.gardner@wayne.k12.in.us</a> by 2 PM Eastern time
Jan. 5, 2023	MSD Wayne Township will respond publicly to all questions via our public notification website ( <a href="https://district.wayne.k12.in.us/public-notices/">https://district.wayne.k12.in.us/public-notices/</a> ) by 2PM Eastern time
Jan. 24, 2023	Proposals are received by 2PM Eastern time at the MSD Wayne Township Education Center (1220 S. High School Rd Indianapolis, IN 46142) or electronically at <a href="mailto:barry.gardner@wayne.k12.in.us">barry.gardner@wayne.k12.in.us</a> Due to the ongoing construction at the education center, electronic submission is preferred
Feb. 6, 2023	MSD Wayne Township School Board selects the best Qualified Provider as recommended by the Administration

**RFP FOR GUARANTEED ENERGY SAVINGS CONTRACT (ADVERTISEMENT FOR THE PAPER)**

## **Request for Proposal Guaranteed Energy Savings Contract**

Notice is hereby given that **MSD Wayne Township** shall receive proposals for a Guaranteed Energy Savings Contract until **January 24, 2023 @ 2PM** local time at the **MSD Wayne Township Office**. Proposals will be in accordance with I.C. 36-1-12.5 and the Request for Proposals (RFP) guidelines. For more information contact **Barry Gardner**, [barry.gardner@wayne.k12.in.us](mailto:barry.gardner@wayne.k12.in.us) Address: **1220 S. High School Rd. Indianapolis, IN 46241**

Please note this updated advertisement for Request for Proposal for a Guaranteed Energy Savings Contract contains an updated email address and new timeline.

The Qualified Provider to whom the work is awarded shall conform to the wages determined for this project. All Proposals must contain the content and, in the format, described within the RFP.

The Board reserves the right to terminate this project prior to bid being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

### **SECTION I. - OVERVIEW**

**MSD Wayne Township** requests proposals for the implementation of energy conservation measures at **MSD Wayne Township Schools** on a performance contracting basis. The Board will make their own energy conservation decisions and financing selections. The Owner's objectives in issuing this Request for Proposal (RFP) is to provide a competitive means in which to select a single Qualified Provider to perform the implementation of a Guaranteed Energy Savings Contract (GES). The contract shall follow I.C. 36-1-12.5 and RFP guidelines. Qualified Providers must Email Barry Gardner at [barry.gardner@wayne.k12.in.us](mailto:barry.gardner@wayne.k12.in.us) the RFP Response. The cost of preparing a response to this RFP, including site visits and engineering analysis will not be reimbursed by the Owner.

Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

## **SECTION II. - QUALIFICATIONS**

### **Table of Contents**

- Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

### **Executive Summary**

- Responses shall include a concise review stating the respondent's understanding of the project contained on no more than three pages.

### **Company Qualifications Company**

#### **Profile:**

- Provide general information on the responding firm including company name, address, telephone number, and evidence of Qualified Provider status under I.C. 36-1-12.5, contact person for this project.
- Where is the company's local office located?
- How many years has the company/parent or subsidiary operated in Indiana performing Guaranteed Energy Savings Projects as the Lead?
- How many years has your company been involved in providing guaranteed savings contracts?
- Do you have a Solar Service and Facility Management department and if so, how many service professionals do you currently employ? List the contracts you currently service/manage and names of references. Companies that self-perform Solar Services & Facility Management in Indiana will receive a higher score.
- Please document and verify current customers that your firm has installed Solar Canopy Solutions as part of your ESC Contract? (what was the contract value?). Those Firms demonstrating Completed positive projects will receive a higher score.
- An Up to-date letter of Bond capacity and ability to complete the project showing aggregate project bonding amount.
- When was the responding firm's first energy project installed in State of Indiana? Who was the customer? How big was the project and details?

#### **Project Team:**

- List the personnel employed by the Qualified Provider involved in this project. Include a resume on each person listing name, title, education, experience, work history and responsibilities on this project. Identify specifically the type of work performed by each person and for how long.
- Legal Grievances: The Qualified Provider shall describe in detail any federal investigations, failures to complete, or legal litigation related to the company or any of its construction projects, over the past 10 years.

#### **References:**

- Past performance is a critical component in the selection process of this project. Therefore, each Qualified Provider must include a *summary* of **5 Indiana** guaranteed savings contracts they have worked on as an individual working for an energy savings company or as the company currently submitting this request for proposals. Include the following detailed information on the (5) guaranteed savings contracts.
- Contact, telephone number
- Description of scope of work
- Start & completion date of the installation phase of the project
- Annual guaranteed and actual energy savings Certifications:
- I.C. 36-1-12.5 requires that Qualified Providers submit with their proposal certification from the Indiana Department of Public Works that they and their subcontractors (for all subcontracts in excess of \$150,000) are certified to perform the work included in their proposal. This statute also requires that each Qualified Provider be a Certified Professional Services company that employs a minimum of one full-time employee registered in the State of Indiana as a Professional Engineer.
- Include a copy of the certification(s) from the Indiana Department of Public Works that proves the Qualified Provider is a Certified Professional Services Company.
- Include the names and PE numbers for all fulltime employees who are professional engineers registered in the State of Indiana.

#### Insurance Certificate

- The Qualified Provider shall include a certificate of insurance in the proposal indicating its insurance coverage, and the Qualified Provider shall maintain such insurance in full force and effect at all times until the Work has been completed, in the following minimum amounts:

<u>COVERAGES</u>	<u>LIMITS OF LIABILITY</u>
General Liability	\$5,000,000
General Aggregate	\$1,000,000
Product & Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Workman's Compensation	\$500,000
Umbrella Policy in addition to individual coverage	\$5,000,000

## Engineering Approach

- Each Qualified Provider shall provide the information requested below regarding the engineering services they will provide if selected to implement the project:
- In-house engineering staff: provide resumes on professional engineers registered in the State of Indiana who are direct employees of the Qualified provider who will perform engineering services on this project.
- Engineering Approach include a detailed explanation of how engineering services will be implemented. This explanation should include the specific engineering services, timeline and external forces that could affect this approach.
- Each Qualified provider shall provide any completed drawings associated with each ECM as part of their submittal. Any advanced work effort that can assist on advancing the project timeline shall be considered favorably in the selection. Qualified Providers providing detailed engineering Solar Canopy designs and one- line drawings will receive higher scores.

## Technical Approach

- Each proposal should contain the following information about the respondent's scope of work.

### Needs, Solutions & Price:

- Include a "Needs, Solutions & Price" section explaining current facility needs, the proposed solutions the Qualified Provider recommends, and the associated price for that solution. The Qualified Provider needs to demonstrate a clear understanding of the existing conditions of the facilities.
- MSD Wayne Township is interested in the following Energy Conservation Measures:
  - **One Central Solar Canopy Site at the new Transportation Center That feeds Solar Power to the sites listed below** ○ **Two EV Charging Stations, totaling 4 bus chargers**

### Construction Approach:

- Include a detailed explanation of how construction services will be implemented. This explanation should include the people, specific construction services, timeline, and any external forces that could affect this project.

### Project Management:

- Describe your firm's approach to managing the proposed project from contract award through the guaranteed phase. Include a resume of the project manager who will be responsible for the project. Include in your proposal an implementation plan, including completion dates, describing how the Qualified Provider intends to execute the project, based on a 2022 contract award.

### Contractor & Equipment Selection:

- Describe the process that the Provider utilized in obtaining their contractor and equipment selections and what criteria were used to make those selections.

- Please detail your procurement process for the key equipment components and list the lead times committed to by the vendors for each.

Site	Address		
New Transportation Center	TBD- near 700 N. H.S. Road		
New Bus Charging Stations at Transportation Center	TBD- near 700 N. H.S. Road		
Emergency Services Education Center	242 N. High School Rd., Indianapolis, IN 46214		
Conference Center	402 N High School Rd, Indianapolis, IN 46214		
Westlake ES	271 N Sigsbee St, Indianapolis, IN 46214		

Sites Fed by the Solar Canopy:

- Explain the Qualified Provider's plan for providing training and support services to the Owner. Describe the range of services being offered by your firm, such as maintenance, training, follow-ups, auditing, etc.
- The guaranteed savings contract shall state that the Qualified Provider shall not submit any change orders to the Owner for payment unless the Owner requests a change in the scope of the project after the contract is executed by the Owner, and the guaranteed savings contract shall be a guaranteed maximum price contract with no changes in the contract unless there is a change in the scope of the project requested by the Owner.

Past References:

- List 5 past job references for Guaranteed Energy Projects.
- Additional Information:
- Additional information about the Qualified Provider's technical approach to the project may be included in this section of the proposal.

**Performance Guarantee / Energy Calculations Energy**

Savings & Project Costs:

- At minimum an aggregate of energy projected savings/costs and assumptions shall be included in the proposal.

Performance & Payment Bond:

- The Qualified Provider must submit to the Owner a 100% Performance & Payment Bond following contract execution to insure the performance of the construction portion of the project. A subsequent Performance Bond shall be executed to insure the performance of the guaranteed energy savings.
- All Sub-Contractors in excess of \$50,000 shall be required to submit performance bonds.
- All Bonds will be renewed on an annual basis until contract completion.

Performance Guarantee Agreement:

- Each Qualified Provider must complete the energy savings, operational savings, and total savings amounts along with providing guarantee language that reflects the savings being guaranteed within the Qualified Provider's proposal and the savings verification methodology being proposed. Energy savings and operational savings shall be tracked separately and a shortfall in energy savings cannot be offset with excess operational savings. The Qualified Provider shall refund the Owner for any energy shortfall experienced during the guaranteed savings contract.

### **SECTION III. - EVALUATION CRITERIA**

Minimum Criteria:

- Certificate of Indiana Guaranteed Energy Savings Contract (GESCC) Provider
- Performance and Payment Bond
- Insurance Certificate
- Completed Proposal

The Owner intends to award a contract to the Qualified Provider offering the Best Value proposal. The Owner will likely reject any proposal that does NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Owner will score the Qualitative Proposals based on the criteria shown below. The calculation that shall be used to determine the Best Value proposal is the price for the scope of work offered by each Qualified Provider divided by the Qualitative Score assign to each proposal by the Committee to arrive at the lowest net price, or Best Value proposal.

Should a Responder to this RFP be unable to meet any of criteria set forth above the responder may explain the basis of such inability and may assign a cost savings to such inability for consideration by owner.

Proposals shall be evaluated on criteria weighted as follows:

Qualified Provider's Experience and Qualifications 20%  
 Proposed Project Development and Construction 15%  
 Proposed Project Management and Performance 15%  
 Financial Considerations: Costs, Savings & Guarantee 25%  
 Lead Times on Essential Equipment 25%