

PENN CAMBRIA SCHOOL DISTRICT

**REQUEST FOR QUALIFICATIONS
FOR A GUARANTEED ENERGY SAVINGS PERFORMANCE
CONTRACT**

**IN ACCORDANCE WITH THE PROVISIONS OF
PENNSYLVANIA ACTS 163, 57, 77 AND 39,
TITLE 62**

1/15/2024

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I. PURPOSE OF SOLICITATION

The intent of this Request for Qualifications (RFQ) is to solicit qualification from Energy Services Providers (ESP). For the purpose of this RFQ, "ESP" refers to any company that is qualified to provide a guaranteed energy savings performance contract in accordance with Pennsylvania Acts 163, 57, 77 And 39, Title 62. Responses to this RFQ shall describe the ESP's capability to benchmark facilities, develop baseline performance data, identify energy efficiency measures, perform savings calculations, cost estimating, construction management, and all other services listed herein. Penn Cambria School District intends to select an ESP and award contract(s) to perform a guaranteed energy savings performance contract.

Please note that responses to this RFQ must be received on **Monday, February 5, 2024** by 1:00 p.m. All envelopes shall be properly sealed and appropriately marked on the outside of the envelope, "**GESA RFQ Response**". Please provide one (1) paper copy and one (1) electronic copy. Responses should be mailed/submitted to:

Penn Cambria School District
Mr. William W. Marshall, Superintendent
201 6th Street
Cresson, PA 16630

At time of receipt, the responses will be acknowledged, but will not be read aloud nor any information disclosed. Responses will be held in strict confidence until reviewed and a contractor selected. Upon review of responses and award of contract, responses will become public knowledge to anyone who submits a request.

Penn Cambria School District reserves the right to reject any and all responses resulting from this RFQ. Late responses will not be accepted and will be returned to the submitting company unopened. Penn Cambria School District is not liable for any cost incurred by any person or firm responding to this RFQ.

Penn Cambria School District reserves the right to reject as non-responsive any submissions that do not contain the information requested in this RFQ. Additionally, Penn Cambria School District reserves the right to reject as non-responsive any submissions, which are not organized and formatted as described in this RFQ.

For those firms interested in submitting responses, attention is directed to the Commonwealth of Pennsylvania's Guaranteed Energy Savings Act (62 Pa. CSA §§3751 et seq.). All proposed energy performance contracts and other financing arrangements proposed must be capable of being implemented under the laws and regulations of the Commonwealth of Pennsylvania.

Any and all questions regarding this RFQ and the program it represents must be submitted in writing to:

Scott Sherry
Director of Buildings & Grounds
Penn Cambria School District
(814) 886-8121
SherrySR@pcam.org

All questions will be answered by email to all responders.

II. REQUESTED SERVICES

Penn Cambria School District proposes to address the following but not limited to, energy and utility conservation upgrades within all district facilities, indoor air quality improvements, life-safety systems, building envelope, and lighting system improvements for some or all facilities in the district. For the purposes of flexibility for the district, the inclusive building list for this RFQ is:

Penn Cambria SD High School - 401 Linden Avenue, Cresson, PA 16630
Penn Cambria SD Middle School - 401 Division Street, Gallitzin, PA 16641
Penn Cambria SD Intermediate School - 376 Wood Street, Lilly, PA 15938
Penn Cambria SD Primary School - 400 Main Street, Lilly, PA 15938
Penn Cambria SD Pre-Primary School - 205 6th Street, Cresson, PA 16630

Other ancillary buildings owned by the District are hereby incorporated into this RFQ.

The ESP will provide a comprehensive building energy audit including all aspects of energy efficiency being considered, accurate savings and cost estimates, and recommended measurement and verification methods. The audit shall include benchmarking of facilities, analysis of utility rates, on-site observations, data logging, energy modeling, energy efficiency measure development and analysis, energy savings calculations, recommendations, and measurement and verification methods. Penn Cambria School District anticipates a reduction in annual utility costs through the implementation of the energy efficiency measures identified in the audit.

Respondents to this RFQ shall identify their experience and qualification to design and construct an energy conservation project and comprehensive facility renovation that involves energy efficiency measure (EEM) which address any of the following building components: lighting, space heating, ventilation, air conditioning, building envelope, direct digital controls and management systems, domestic water heating, air distribution systems, electrical systems and water consumption systems. Penn Cambria School District is also interested in the respondents' qualifications and experience related to facilities addition/renovation planning and construction management services, as well as the ability to manage/construct Architectural scopes of work, as allowable.

The ESP is responsible for all certification and documentation of personnel necessary to comply with the laws to perform work in in the state of Pennsylvania.

III. SELECTION PROCESS

Qualifications Evaluation

Interested ESPs responding to this RFQ must provide the information required. Penn Cambria School District will evaluate submittals and choose the most highly qualified ESP. Penn Cambria School District may require oral presentations of the responses by the most qualified responders as determined by Penn Cambria School District. The determination and selection of the most qualified ESP shall be the sole discretion of Penn Cambria School District. All proposals submitted are valid for acceptance by the District and may not be withdrawn for a period of ninety (90) days after the actual date of opening thereof.

Final Contract

Upon selection the ESP will design and develop specific scopes of work to meet the District's intent for this facility modernization project. The selected ESP shall competitively bid all scopes of work in coordination with the Owner's preferred vendors.

IV. SCHEDULE

The following time frame is expected to be followed during the procurement period of this RFQ:

01/15/2024	Release of RFQ
02/05/2024	Qualifications Received 1:00 p.m.
02/13/2024	Administration Presents Recommendation for Board Approval
02/20/2024	Selection of ESP

This is a tentative schedule, and dates are subject to change.

V. EVALUATION CRITERIA

Qualification of all business entities that respond to this solicitation, including any subcontractors to be used, will be evaluated using the following selection criteria.

Qualifications Presentation

Preferences will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFQ and providing authoritative documentation of the respondent's financial condition and stability.

Personnel Qualifications (10 pts)

- Quality of personnel assigned to this project and degree of pertinent experience.

Services and Approach (33 pts)

- The respondent's approach to energy conservation projects shall be significant criteria for selection, respondents demonstrating innovative and cost effective approaches shall be strongly considered.
- The range of services offered shall also be an important consideration.
- Methodologies and technical approach will be evaluated for practicality and soundness.

Project Experience (33 pts)

- Experience with energy conservation projects of a similar size and type to that proposed for Penn Cambria School District. Experience taking responsibility for the full range of roles contemplated for this project (e.g. Energy Efficiency Measures, Program Management Services, Design Methodology, Construction Installation capabilities, estimating and scheduling services, and Construction Management.)
- References

Business and Financial Qualifications (10 pts)

- Business unit dedicated to providing energy savings programs.
- Affiliation with energy and/or business organizations
- Financial viability

Availability (10 pts)

- The respondent acknowledges that projects are expected to commence in a short time frame with some project work anticipated to start on or before Summer 2024.

Minority, Women, or Labor Surplus (4 pts)

- Status of respondent as a minority business, women's business enterprise, or labor surplus area firm.

VI. FORMAT OF RESPONSE

The responses to this Request for Qualifications will consist of six (6) specific information subject areas, which must be completed and returned in the order indicated below with each section divided and tabbed with the appropriate section title. Penn Cambria School District may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any ESP. Any additional information not specifically requested in this RFQ must be put in a separate Appendix at the end of the response. Additionally, all supplemental materials (brochures, product information sheets, etc.) not specifically tailored to this response must be placed in the Appendix.

➤ **Section 1: Cover Letter**

The ESP's response will include a cover letter at the beginning of the qualifications. The cover letter shall provide a summary of the information presented in the qualifications, names and telephone/email of persons authorized to provide any clarification required, and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. This cover letter shall also include the name and title of the person(s) authorized to conduct final contract negotiations on behalf of the ESP.

➤ **Section 2: Executive Summary**

The ESP will provide an Executive Summary highlighting the ESP's unique benefits and capabilities for this project. Additionally, please confirm that your firm is prequalified by the PA Department of General Services for each of the following:

- Contractor for the Commonwealth's Guaranteed Energy Savings Program
- Statewide Construction Management
- Statewide Commissioning Agent

Please confirm availability to begin project work as early as Summer 2024 and provide notice of any minority business, women's business enterprise, or labor surplus area firm status.

➤ **Section 3: Personnel**

Each ESP will attach a Project Staffing Plan, the proposed plan will include a description of proposed staffing showing the project organization, supervisory responsibilities and lines of authority. Identify the corporate affiliation for each staff member listed in the Project Staffing Plan. Attach resumes of all individuals who will have a role in the project.

Provide a graphical representation (organizational chart) of the participants listed in the ESP's qualifications and their responsibilities in the program. The chart is to be used to show the company and personnel responsible for each phase of the project, lines of authority, and relationships between prime contractor and subcontractors.

➤ **Section 4: Services and Approach**

Provide an overview of the ESP's approach to energy conservation projects and program management and the range of services provided directly by the ESP. Specifically address the following areas:

- *Services, Approach and EEM Experience*
Provide a description of the ESP's approach to energy efficiency improvements and identify specific energy efficiency measures that the ESP has had responsibility over including, design, implementation and measurement and verification. List all types of services provided by your firm.
- *Benchmarking and Energy Savings Verification*
Provide a description of the normal method used to establish benchmarks, baseline energy use and verification methods. Describe the method used to justify variances between the baseline consumption and actual annual consumption. Describe and justify the methods used in measurement and verification of project savings.
- *Cost and Savings Estimating and Bid Procurement Experience*
The ESP shall describe experience and accuracy of cost and savings estimating; provide examples of cost estimates, bid procurement experience and accuracy.
- *Building Commissioning Experience*
Describe respondent's experience and approach to building commissioning and/or retro-commissioning, including in-house expertise and project experience.

The ESP shall outline any training proposed as part of the project, including the subject, duration, and location of training. Respondent shall also describe the relationship with the organization providing training, if not provided by the prime contractor.
- *Program/Construction Management*
Describe respondent's experience and approach to project management, including: coordination with subcontractors, division of responsibility among project staff, and interaction with Penn Cambria School District representatives.

➤ **Section 5: Project References**

Provide information on five (5) related projects that the respondent has successfully implemented within the last five years. References shall include:

- Customer Name
- Name and Telephone Number of Contact
- Brief Description of the Project
- Project Beginning and Ending Dates
- Specific EEM's recommended

➤ **Section 6: Financial Information**

The ESP shall include the company's annual report, audited financial statements or equivalent showing information for the past three (3) complete financial year periods. If a bound document (such as an annual report) is included, it must be placed in the response's Appendix section.

Appendix: Additional Information

Respondents may attach any additional information that is not contained within the RFQ.