
REQUEST FOR QUALIFICATION

FOR

**ENERGY SAVINGS PERFORMANCE CONTRACTING
SERVICES**

Leland School District

**408 E. 4th St.,
Leland, MS 38756**

January 27, 2023

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1.0 Overview and Background

The Leland School District is seeking an Energy Services Provider (ESPs) to develop an Energy Savings Performance Contract (EPC) in accordance with school district officials.

The primary intent of this selection process is four-fold:

- To maximize the energy efficiency of the Facilities within the School District
- To minimize the effect of rising energy costs
- To create the best learning environment possible for the students of Leland School District
- To reduce maintenance and equipment costs within the School District

The Leland School District is looking for energy savings measures on all aspects of the facilities within the District. These include but are not limited to, Lighting, HVAC Controls and Equipment, Water, Natural Gas, Windows and Doors, and Kitchen Equipment. Each ESP responding to this RFQ will explain any and all possible savings that may be achieved.

ESPs wishing to be selected must be pre-qualified to provide Energy Savings Performance Contracting (EPC) services by the Mississippi Development Authority (MDA) Energy and Natural Resources Division.

2.0 Response Submittal and Selection Process

2.1 POLICIES

- 2.1.1** All submittals shall become the property of the Leland School District and will not be returned.
- 2.1.2** The actual extent of services required under any contract as a result of this solicitation is not known.
- 2.1.3** No individual firm is assured of obtaining any work as a result of selection.

2.2 SUBMITTAL INSTRUCTIONS

- 2.2.1** All submittals shall become the property of the School District and will not be returned.
- 2.2.2** Late submittals shall not be evaluated. (See Submittal Schedule, herein)

2.2.3 The School District reserves the right to reject any or all responses on the basis of failing to adhere to these guidelines or for failure to disclose requested information.

2.2.4 The School District shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.

2.2.5 Communications Regarding This RFQ

Questions and requests for clarification on this Request for Qualification must be submitted *in writing* following the instructions posted in the Notice. No verbal inquiries will be addressed.

Communication with other School District officials, the Selection Committee, or others associated with the School District and public facilities regarding this Request for Qualification is prohibited.

2.3 SUBMITTAL FORMAT

2.3.1 Questions and Request for Clarifications will be submitted in writing through email and addressed to Dr. Nehru Brown, nehrubrown@lelandk12.org. All inquiries must be received by the date shown in the Submittal Schedule.

2.3.2 Prepare submissions to respond to the items in the **ESP Response to Request for Qualification (Appendix A)**. Include all documents as specified and, in the order, requested.

2.3.3 Responses may be submitted by email in .pdf format to: nehrubrown@lelandk12.org. Security protection of the .pdf files is allowed, but printing shall be enabled.

2.3.4 Responses may be placed on a USB drive or printed and bound (8 copies) and delivered to:

408 E. 4th St.
Leland, MS 38756
Attn: Dr. Nehru Brown

Responses must be received no later than March 10, 2023, as shown in the Submittal Schedule.

SUBMITTAL SCHEDULE

The following schedule has been established for this Request for Proposals.
Note that this schedule may be subject to change.

	TASK	DATE/TIME
1.	RFQ Published	February 2, 2023
2.	Prospective ESP's written inquiry deadline	February 23, 2023
3.	Responses to Inquiries	February 24, 2023
4.	Onsite Inspections	February 6 – February 24, 2023
5.	Prospective ESP's Written Response Deadline	February 27, 2023 @ 2:00 P.M.
6.	Qualification Review Period	February 27 – March 1, 2023
7.	Interviews (if required)	March 2 – March 6, 2023
8.	Notice of Intent to Award	On or Before March 10, 2023
9.	ESP Contracts	TBD

2.4 SELECTION PROCESS

2.4.1 Qualification.

A Selection Committee will review and score written responses. The Committee may schedule oral interviews with one or more responding companies to gain clarification as needed.

2.4.2 Base Agreement ESP Contract

The successful company will enter into a **Base Agreement ESP Contract** with the School District in order to gain final approval/selection. The ESP shall engage in good faith efforts to promote the School District and shall adhere to its guidelines, requirements, and provisions. The **Base Agreement ESP Contract** will include obligations of each party during the project development phase and any and all cost to perform an energy audit and develop the project.

3.0 *Scope of Work*

3.1 **ENERGY SAVINGS PERFORMANCE CONTRACT PROJECT PHASES**

3.1.1 **Investment Grade Audit and Project Development**

The ESP in accordance with the Leland School District will execute the **Investment Grade Audit and Project Proposal Contract**. This contract sets specific expectations and provides a detailed process for both the ESP and the Institution. The contract also defines the deliverables to the Institution and establishes the basis for the Energy Savings Performance Contract to follow. It incorporates current state statutes and directives that directly relate to performance contracting:

The investment grade audit will identify and evaluate cost-saving measures and define the proposed project scope, cost, savings and cash-flow over the proposed contract term. A project proposal will present aggregated measures that can be financed through guaranteed savings if needed.

3.1.2 **Energy Savings Performance Contract Implementation**

Upon satisfactory completion of the Investment Grade Audit, the Institution will have the option to execute an **Energy Savings Performance Contract or Energy Services Contract** with the ESP to implement the recommended project. The Energy Contract will define the final agreed upon scope of work and all its associated costs and mutual responsibilities between the ESP and the School District, as well as improvement measures, the equipment and labor costs associated with them, and all guaranteed energy and maintenance cost savings. The ESP will solicit financing companies on behalf of the School District if the need arises. In this event, a separate financing agreement will be developed including ESP payment schedules and lender financing terms and schedules.

Upon execution of the Energy Savings Performance Contract, the ESP proceeds to final design, construction, and commissioning of the improvement measures.

3.1.3 **Performance Period**

The Energy Savings Performance Contract Performance Period begins upon construction completion and acceptance by the School District. The Energy Savings Performance Contract will include a number of services the ESP will provide during the length of the contract including

but not limited to measurement and verification of savings, the savings guarantee, staff training, and, possibly, contract maintenance services.

3.2 RESPONSIBILITIES OF ALL PARTIES

The **Base Agreement ESP Contract** will outline the responsibilities and services to be provided by the ESP and by the School District.

4.0 Site Information

4.1 Utility Companies

- 4.1.1 Natural Gas – Atmos Energy**
- 4.1.2 Electricity –Leland Light and Water**
- 4.1.3 Water –Leland Light and Water**

4.2 Facilities

4.2.1 Edna M. Scott Elementary

402 East Third Street
Leland, MS 38756

This facility is 72,295 square ft. consisting of classrooms, administrative offices, a library, a cafeteria, multi-purpose room, and an auditorium.

4.2.2 Leland High School

404 3rd Street
Leland, MS 38756

Leland High School is a 56,252 square ft. facility. It consists of classrooms, administrative offices, a gymnasium, library, computer labs, testing labs, and band hall. The school has multiple buildings.

4.2.3 Leland School Park

200 Milam Street
Leland, MS 38756

Leland School Park is a 80,000 square ft. facility that consists of classrooms, a cafeteria, administrative offices, a gymnasium, and a library.

4.2.4 Leland Career and Technical Center

South Deer Creek Drive
Leland, MS 38756

Leland Career and Technical Center is a 39,885 square ft. facility which consists of classrooms, administrative offices, and trade shops.

4.2.5 Other Facilities

Athletic Complex -The athletic complex consists of a football field, restrooms, concession stand, and ticket booth.

Central Office -The Central Office houses the superintendent's office, Accounts Payable and Receivable offices, and various other District Offices.

Appendix A: ESP Response to Request for Qualification

All Responses should include the following information or documents.

- I. **Cover Sheet**
On Company Letterhead, should include Date, RFQ#, Company Name, Address, Contact #
- II. **Executive Summary**
- III. **Company Profile**
Include Federal ID #, MS Contractors License #, year of inception, company type, etc.
- IV. **Financial Stability**
Show bonding and insurance amounts.
- V. **Experience and Qualifications**
Provide information that emphasizes your company's experience and expertise in the types of buildings related to this project.
- VI. **Employee Experience and Qualifications**
Provide current resumes of management level employees who are expected to work on the project; List possible subcontractors on this project.
- VII. **Project Management and Coordination**
Show the organization chart (by name as available) for implementing and managing the proposed project, including the responsibilities of each individual shown and the lines of authority within the overall organization. Identify portions of the effort, if any, that are proposed to be subcontracted and provide the same information for subcontractor organization and personnel.
- VIII. **Site Specific Approach**
Explain the steps taken to compile information needed to complete an energy audit and develop a final project. What information will be needed and what are the building systems you would recommend exploring for upgrade to conserve energy dollars. Give details on upgrades and adds that would fit your company's strategy as well as best fit the needs of the School District.
- IX. **Best Value**
Briefly describe how your approach to performance contracting delivers best value for the investment. Describe any utility rebates or other financial incentives or grants you can potentially provide and/or facilitate.