

WYOMING AREA SCHOOL DISTRICT

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

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

01/13/2023

TABLE OF CONTENTS

I. Purpose of Solicitation

II. Requested Services

III. Selection Process

Proposal Evaluation
Final Contract

IV. Schedule

V. Evaluation Criteria

Proposal Presentation
Personnel Qualifications
Services and Approach
Project Experience
Business and Financial Qualifications
Fee

VI. Format of Response

Section 1 - Cover Letter
Section 2 - Executive Summary
Section 3 - Personnel
Section 4 - Services and Approach
Section 5 - Project References
Section 6 - Financial Information
Section 7 - Fees

Appendix for Additional Information

I. PURPOSE OF SOLICITATION

The intent of this Request for Proposal (RFP) is to solicit proposals from Energy Services Providers (ESP). For the purpose of this RFP, "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 RFP 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. **Wyoming Area 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 RFP must be received electronically on **February 3, 2023** by **12:00PM** to **Amy Ragantesi at aragantesi@wyomingarea.org**

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

Wyoming Area School District reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP. Additionally, **Wyoming Area School District** reserves the right to reject as non-responsive any proposals, which are not organized and formatted as described in this RFP.

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

Amy Ragantesi
252 Memorial Street
Exeter, PA 18643
570-655-3733
aragantesi@wyomingarea.org

All questions will be answered by email to all responders.

II. REQUESTED SERVICES

Wyoming Area School District proposes to address Heating/Ventilation/Air-Conditioning, Building Envelope, Life Safety Systems and Low Voltage, Plumbing, Security, and other facility renovations and modifications at the following locations, to include athletic facilities and other owned properties:

Wyoming Area Secondary Center
252 Memorial Street, Exeter PA 18643
Wyoming Area Kindergarten Center
50 Penn Avenue, Exeter PA 18643
Wyoming Area Primary Center
55 Tenth Street, Wyoming PA 18644
Wyoming Area Intermediate Center
100 Montgomery Avenue, West Pittston PA 18643

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. **Wyoming Area School District** anticipates a reduction in annual utility costs through the implementation of the energy efficiency measures identified in the audit.

Respondents to this RFP 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. **Wyoming Area 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.

This project may use funding from the American Rescue Plan (ARP) and Elementary and Secondary School Emergency Relief (ESSER) funding sources. The project portions that use such funds shall be subject to appropriate wage rates and contract conditions applicable to the use of those funds.

The following is a description of the proposed project scopes that is requested to be funded in full or in part from Federal ESSER funds: Heating/Ventilation/Air Conditioning Improvements to enhance Air Quality at the Wyoming Area Secondary Center.

III. SELECTION PROCESS

Proposal Evaluation

Interested ESPs responding to this RFP must provide the information required. **Wyoming Area School District** will evaluate submittals and choose the most highly qualified ESP. **Wyoming Area School District** may require oral presentations of the responses by the most qualified responders as determined by **Wyoming Area School District**. The determination and selection of the most qualified ESP shall be the sole discretion of **Wyoming Area School District**.

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 RFP:

01/13/2023	Release of RFP
02/03/2023	Proposal received – 12:00PM
02/07/2023	Administration Presents recommendation for Board Approval

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

Wyoming Area School District reserves the right to reject any and all responses resulting from this RFP. Late responses will not be accepted and will be returned to the submitting company unopened.

Wyoming Area School District reserves the right to reject, as non-responsive, any proposal that does not contain the information. Additionally, **Wyoming Area School District** reserves the right to reject, as non-responsive, any proposals that are not organized and formatted as described in this RFP.

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.

Proposal Presentation

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

Personnel Qualifications

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

Services and Approach

- The respondents 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

- Experience with energy conservation projects of a similar size and type to that proposed for **Wyoming Area 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

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

Fee

- Respondents should include a fee to conduct an Investment Grade Audit.

VI. FORMAT OF RESPONSE

The responses to this RFP will consist of seven (7) 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. **Wyoming Area 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 RFP 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 proposal will include a cover letter at the beginning of the proposal. The cover letter shall provide a summary of the information presented in the proposal, 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 qualifications, certifications, and capabilities for this project.

➤ **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 proposal 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 **Wyoming Area School District** representatives.

➤ **Section 5: Project References**

Provide information on 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.

➤ **Section 7: Fees**

The ESP shall provide a fee to complete and deliver an Investment Grade Audit (IGA) for the Wyoming Area Secondary Center HVAC and Building Envelop Enhancements, including incidental architectural repairs and modifications.

➤ **Appendix: Additional Information**

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