

Request for Proposals

Summary

Moorhead Area Public Schools (MAPS) requests proposals to evaluate qualified providers for the development and implementation of energy efficiency projects under a guaranteed energy savings contract. This Request for Proposal (RFP) will provide a competitive means in which to select a qualified provider to develop and implement improvements in accordance with Minnesota Statute §123B.65.

Date Issued: July 27, 2023
Service Requested: Energy Efficiency Project
RFP Closing Date/Time: August 14, 2023 at 12:00 PM
RFP: Located on the MAPS website at www.moorheadschoools.org/rfp.
RFP Contact: Steve Moore, Executive Director of Operations & Emergency Management

Bids must be sealed and delivered to the attention of:
Steve Moore, Executive Director of Operations & Emergency Management
Moorhead Area Public Schools
1313 30th Avenue South
Moorhead, MN 56560

All late bids will be rejected.

All bids must be signed by a duly authorized representative of the firm.

All unsigned bids will automatically be rejected.

Special Note: This request for bids does not obligate Moorhead Area Public Schools (MAPS) to award a contract. MAPS reserves the right to cancel this RFP if it is considered to be in its best interest. Bids must be clear and concise. Bids that are difficult to follow or that do not conform to the RFP format or bidding specifications may be rejected. Bidders must include all of the required information called for in this RFP. MAPS reserves the right to reject a bid if required information is not provided or is not organized as directed. MAPS also reserves the right to issue addenda regarding this RFP by posting notice of the addenda on the MAPS website at www.moorheadschoools.org/rfp. For this RFP, posting on the captioned website constitutes written notification of the addenda to each respondent. Respondents should check the site daily and are expected to review the information on the site carefully before submitting a final bid.

Sealed bids will be received until 12:00 PM on August 14, 2023 and will be publicly opened, read, and tabulated on August 14, 2023 at 2:00 PM at the MAPS Operations Center. A recommendation to enter into an agreement with the lowest responsible bidder will be presented to the School Board at the August 28, 2023, board meeting.

The Moorhead Area Public Schools would like to thank you for your interest and looks forward to your response.

**MOORHEAD AREA PUBLIC SCHOOL DISTRICT
MOORHEAD, MINNESOTA**

GUARANTEED ENERGY SAVINGS PROJECT

REQUEST FOR PROPOSALS

**QUALIFIED ENERGY SERVICE COMPANIES
under Minnesota State Statute §123B.65**

**QUALIFICATION
for
DISTRICT OWNED FACILITIES**

PROPOSALS DUE:

**12:00 PM, local time
Monday, August 14, 2023**

SECTION 1 – EXECUTIVE SUMMARY

Objective:

Moorhead Area Public Schools (MAPS) requests proposals to evaluate qualified providers for the development and implementation of energy efficiency projects under a guaranteed energy savings contract. This Request for Proposal (RFP) will provide a competitive means in which to select a qualified provider to develop and implement improvements in accordance with Minnesota Statute §123B.65.

MAPS will receive proposals for the Request for Proposals (RFP) for:

Qualified provider under Minnesota Statute §123B.65.

Until: 12:00 PM, local time, Monday, August 14, 2023

Submittal Point of Contact will be:

Steve Moore

Executive Director of Operations and Emergency Management

Moorhead Area Public Schools - ISD 152

Operations Center

1313 30th Avenue South

Moorhead, MN 56560

smoore@moorheadschoools.org

General Program Components Desired

1. It is the desire of MAPS to select a provider that can provide a range of professional services to identify, develop and implement a comprehensive list of energy efficiency and facility improvements for Moorhead Area Public School Staff to consider. MAPS seeks to maximize operational savings and related improvements. Within the framework of available financing, these facility improvements will be provided and financed through a performance-based contract under which MAPSs: a) incurs no initial capital costs, b) achieves significant long-term savings, c) achieves a guarantee for energy savings, and operations and maintenance (O&M) savings, d) obtains consistent levels of occupant comfort and building functionality, and e) captures ancillary benefits that may accrue as a direct result of such energy-related professional services and facility improvements. However, Moorhead Area Public School will ultimately select specific energy efficiency and facility improvement projects from the Respondent's comprehensive list of identified projects, which will comprise the final project scope of work. The project substantial completion deadline is anticipated twelve months from contract execution, August 30, 2024.
2. Provide a more comfortable building environment for building occupants. This may include the repair, renovation, or replacement of existing heating, ventilation, air conditioning, environmental control systems, lighting systems, building envelope, miscellaneous deferred maintenance improvements, and water-consuming equipment. MAPS is also requesting that other needed facility improvements regardless of whether or not those projects generate energy and operational savings be investigated during the comprehensive facility audit upon qualified provider selection or as directed.

3. Provide a project which will have one (1) contract between MAPS and the Respondent. MAPS will not have separate contracts with a subcontractor as part the guaranteed energy efficiency project.
4. Provide a sample Financing Plan. The Financing Plan should include a sample selection matrix and cash flow analysis that includes the method of project financing debt service, projected interest rate and term of the financing agreement discussed later in the proposal format requirements section. (See requirements below).
5. The Respondent must include, as part of the program, a written guarantee of energy and operational savings for a period of up to fifteen (15) years per Minnesota Statute §123B.65. The energy and operational savings guarantee must be a first party guarantee from the Respondent.
6. Respondent must be a current NAESCO member and certified as an Energy Service Provider (ESP).
7. In addition, the Respondent will be required, as part of the energy services agreement, to include an annual energy and operational savings measurement and verification (M&V) report with cost savings and ECM reconciliation.

General Scope

1. At a minimum, the energy services company, ESCO, shall be capable of providing an investment-grade technical audit, the project development plan, all project management, all construction management, all site supervision, and sub-contractor procurement using its key personnel.
2. Qualified ESCOs must be able to:
 - a. Provide an investment-grade Technical Energy Audit to identify energy and water conservation opportunities at the district facilities and prepare the corresponding project development plan.
 - b. Design, construct, and install capital improvements that reduce the consumption and related costs of energy and water use at its facilities.
 - c. Measure and verify the operation of the improvements; and
3. Guarantee the energy savings at the facilities identified in the ESCO's services/work.
4. The ESCO shall identify proposed major subcontractors and sub-consultants and their respective roles in providing project services.

SECTION 2 - PROPOSAL FORMAT

Format Requirements. The proposal submitted must be in compliance with the following rules:

1. Deliver RFP submission via - digital, emailed.
2. Be submitted in the form and within the limitations stated in the Invitation to Submit Proposals.
3. Contain primary text and headings in not less than 10-point type (with smaller text acceptable in notes, graphs, requested tables, and images).

4. Be limited to twenty (20) pages, nominal 8.5" x 11" size. Pages used for a cover letter (which may not exceed two pages), , resumes, case studies, and project list not included in the page limit and are to be assembled in an Appendix.
5. Respondent shall be submitted proposals in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Each proposal must include the following information (below).
6. MAPS reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

A. EXPERIENCE AND QUALIFICATIONS

FIRM'S PROFILE

Firm background

1. Identify the submitting Proposer.
2. Identify the name and title of the person authorized by the Proposer to contractually obligate the Proposer.
3. Identify the name, title and telephone number of the person authorized to negotiate the Contract on behalf of the Proposer.
4. Bear the signature of the person authorized to obligate the Proposer contractually.
5. Proposer shall provide Firm History and Current Capabilities:
6. Respondents shall provide a description of any previous experience your firm or members of your firm have had working with MAPS. Include specific experiences along with the outcome of the previous working relationship with MAPS.
7. Explicitly indicate acceptance of the requirements in this request for proposal.
8. Proposals must contain a statement that the Proposer agrees to be bound by and will comply with the provisions of Minnesota State Statute 123B.65.
9. If Proposer is a partnership or joint venture, information must be provided for each partner or joint venture, and each partner or joint venture must sign the proposal and any contracts on behalf of both itself and the Proposer, and each will be jointly and severally liable.

B. APPROACH, KEY PERSONNEL, RELEVANT EXPERIENCE

1. Approach: Provide a description of how your firm will work with MAPS, to implement and provide ongoing services to ensure the success and best possible outcome of the project.
2. Key Personnel for Project
 - a. Describe the qualifications of proposed Project Team.
 - b. Provide an organizational chart (by name and title as available) for implementing and managing the project, including the responsibilities of each individual and show the lines of authority within the overall organization. Note team members that have registered Professional Engineer(s) in the State of Minnesota.

- c. Identify portions of the effort, if any, that are proposed to be subcontracted and provide the same information for subcontractor organization and personnel.
 - d. Include geographic location of nearest office to Agency including project-related capabilities of inter-office departments as these capabilities pertain to this project.
3. Related Experience on Similar Projects
- a. Provide a summary list of School District projects that your firm has managed within the past 10 years, including the implementation cost.
 - b. Recent Relevant Work: Provide details on five projects completed within the past five years, or currently under construction, which are related to K-12 energy savings. Include the project name, client, year of completion, and value.

C. TECHNICAL APPROACH

- 1. Describe the firm's development process and post-implementation services which would support this project and its guaranteed cost savings.
- 2. Provide a description of how the firm would develop and deliver a phased approach to the district's needs. (This section will include a graphical representation of the process along with a description of the sequence of steps)

D. FINANCIAL APPROACH AND GUARANTEE

- 1. Respondent must provide an example cashflow of energy conservation measures (ECMs) based on a potential ECMs. The cashflow must demonstrate on an annual basis:
 - a. Project Implementation Payments and Cost
 - b. Finance Rate and Term (for demonstration purposes)
 - c. Project Expenses
 - d. Project Costs
 - e. Utility Savings Rebates
 - f. Utility and O&M Savings
 - g. Budget effects of work implemented (Annual and Comprehensive Cost Savings)
- 2. Proposer must provide their ability to address rebates, grants, financing options while meeting a fifteen-year positive cash flow threshold.
- 3. Proposer must provide sample language which will be used to guarantee energy and operational costs savings to MAPS.
- 4. Proposer may detail ancillary project benefits which may include, but are not limited to hazardous materials disposal or recycling, improved occupant comfort or building functionality, improved indoor air quality, and any unique benefits that may be provided by technology upgrades.

E. PROJECT MANAGEMENT

- 1. Proposer must provide a description of project management services during this project.

2. Describe Proposer's Project Manager Responsibilities
3. Describe Proposer's equipment selection process, project scheduling methods, project progress reporting.

F. APPENDIX

Case Studies, Resumes, List of Successful Midwest Projects Completed

ATTACHMENT – PROPOSER’S STATEMENTS AND CERTIFICATIONS

Proposer's Name: _____

RFP Title: _____

PROPOSER STATEMENTS

Proposer's Offer. Proposer offers to provide the required services in accordance with the requirements of the Request for Proposals (RFP) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named Request for Proposals, and that, if this proposal is accepted, Proposer will execute a contract with the MAPSs to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Proposer accepts all terms and conditions of this Request for Proposals except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of 60 days from the date proposals are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Minnesota Government Data Practices Act (MGDPA), Minn. Stat. §13, and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend and indemnify the district for any costs associated with establishing a claimed exemption.

ADDENDA

Proposer has received and considered, in the accompanying proposal, the terms of the following addenda, if any:

The undersigned, by signature here, acknowledges, accepts, and certifies to the statements and certifications as stated above.

PROPOSER

_____	_____
Authorized signature	Proposer's legal name

_____	_____
Name of authorized signer	Address

Title

_____	_____
Date	Federal Tax ID number