



# **Sacramento City Unified School District**

**Business Services**

**Contracts Office**

5735 47th Avenue • Sacramento, CA 95824

(916) 643-2464

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*José L. Banda, Superintendent*

*Gerardo Castillo, Chief Business Officer*

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## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

**For**

## **ENERGY CONSERVATION & CLEAN ENERGY CONTRACTOR SERVICES**

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Request for Qualifications Issued: January 13, 2017

Deadline for Submittal of Qualifications: February 14, 2017

# Request for Statement of Qualifications for Energy Conservation & Clean Energy Contractor Services

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## I. OVERVIEW

### Introduction

The Sacramento City Unified School District (“District”) is seeking statements of qualifications from firms that can provide consulting services related to energy conservation and clean energy. The District intends to establish a pool of qualified third party Responders with whom the District will solicit individual energy service project responses from. The selected Responder(s) will facilitate the cost-effective development of energy projects for District’s facilities and shall be free from conflicts of interest arising from financial relationships with potential suppliers, constructors, financiers, or owners of related projects or products.

### Background

The Sacramento City Unified School District is an urban district with an enrollment exceeding 43,000 students in 77 pre-K through Adult schools. The District covers 75 square miles. Its buildings comprise over 5 million square feet of traditional school buildings, portable classrooms, and administrative offices. The District is governed by an elected board of seven members who serve four-year terms, and is staffed by over 3,000 teaching, support, and administrative employees.

## II. GENERAL INSTRUCTIONS

Interested firms are invited to submit one (1) original signed proposal, four (4) additional hard copies, and one (1) digital copy (flash drive) in write protected PDF format.

The proposal shall be submitted in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Tuesday, February 14, 2017 to the following address:

Sacramento City Unified School District  
Contracts Office  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words “RFQ for Energy Conservation Services”. It is the firm’s sole responsibility to ensure that their response is received prior to the scheduled closing time for receipt of statements of qualifications. No corrected or resubmitted proposals will be accepted after the deadline. Faxed responses are not appropriate for submission and will not be accepted or considered.

This Request for Statement of Qualifications does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for

Statement of Qualifications. The District further reserves the right to accept the response that it considered to be in their best interest.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFQ.

No business entity, including any agent of such entity, shall directly or indirectly contact any District Board of Education member immediately before or during the RFQ process of any project on which the business entity intends to or has submitted a RFQ. Any vendor violating this policy shall be deemed disqualified from the RFQ. Should such contact come to light after the RFQ is awarded and the entity was deemed the successful Responder, the Board reserves the right to cancel any contract awarded, in which case, the vendor shall be liable for any damage incurred by the district. The Board shall exercise its best judgment for the benefit of the district in making a decision whether to proceed or not, depending on all of the facts and circumstances.

### **Requests for Information**

Questions related to this RFQ should be submitted in writing to Kimberly Teague, Contract Specialist, at [kimt@scusd.edu](mailto:kimt@scusd.edu) no later than Wednesday, January 25, 2017. Specify “RFQ for Energy Conservation Services” in the subject line. Responses to all questions received will be posted on the Districts website, <http://www.scusd.edu/rfp>.

## **III. SCOPE OF SERVICES**

The District will continue its existing programs and anticipates extending energy programs at existing facilities in conjunction with potential funding and guidelines from Proposition 39. The District anticipates allocation of \$7 million over the life of Proposition 39.

Given the potential magnitude of the District’s energy program, the District intends to contract with Responders that have, among other qualifications, all of the following:

- A. Extensive experience in the successful development of large commercial or public energy programs, energy efficiency measures and clean systems; including, design specification, construction oversight, operations, maintenance and management;
- B. Experience working with school districts in regard to energy efficiency programs;
- C. Experience in securing any and all necessary project financing, as well as credits and incentives available through Federal, State, local and Utility Company programs;
- D. Experience in working with the California Division of State Architect (DSA) in regard to plan approvals;
- E. Knowledge and understanding of applicable California Building Codes;

- F. Ability to provide timely, effective communication and support to the District through multiple means.

#### **IV. DISTRICT GOALS AND OBJECTIVES**

The District intends to achieve the following goals and objectives through, and in connection with, the implementation of energy programs and installation of energy efficiency measures and clean systems at District facilities:

- A. To identify alternatives for financing (other than potential Prop 39 funding, if applicable), designing, and implementing energy programs, and installing energy efficiency measures and clean energy systems that will reduce costs and maximize the net economic benefit to District.
- B. To reduce the cost of developing energy projects by investing in multiple systems.
- C. To facilitate the investment in energy projects by industries and businesses within the region, to increase energy diversity and to reduce dependence on fossil fuels.
- D. To enhance the economic value of District assets by developing the assets in a manner that supports District goals.
- E. To provide structures aesthetically compatible with District facilities and surrounding neighborhoods.

#### **V. CONTENTS FOR PROPOSALS**

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondent's qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important.

The proposals shall be organized in the format listed below and shall be limited to thirty (30) pages (excluding attachments and appendices) on 8 1/2" x 11" paper with all responses bound with tabs separating each section. Respondents shall read each item carefully and answer accurately to ensure compliance with District requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

##### **A. Cover Letter**

A signed letter of interest (no more than one page) stating the Responder's interest and qualifications in providing the services as outlined in the RFQ. Please describe how the Responder meets the minimum requirements as described in this RFQ.

##### **B. Executive Summary**

Include an overview of the Response (not in excess of two pages) describing the highlights of Response and specifying the name, title, address, telephone number, and e-mail address of a single Responder representative to contact regarding the Response. The overview also should summarize how the Responder will develop a

comprehensive energy conservation and alternative-energy generation program to meet the needs and goals of the District.

### **C. Responder Information**

Specify or provide all of the following information:

- Legal name and address of Responder
- Name and address of the Responder's principal place of business
- Responder's legal form of entity (sole proprietorship, partnership, corporation, joint venture, etcetera) and State of incorporation or other organization. If Responder is a joint venture or partnership, identify all members of the joint venture or partnership and provide all information required pursuant to this Paragraph C for each member
- Responder's engagement model and fee structure (including process, scope, and commitment points)
- Number of years Responder has been engaged in energy projects
- Evidence that Responder is authorized to conduct business in the State of California
- If company is a subsidiary or affiliate of another company or companies, identify such other company or companies

### **D. Responder's Relevant Experience**

Provide all of the following information, as applicable. Please mark "N/A" only if such information/experience is non-existent:

- List all energy service agreements Responder negotiated on behalf of its clients (either in conjunction with a third-party investor or otherwise) during the last ten years and applicable to energy projects of California school districts, specifying for each the name of the school district, the date of the agreement, and the type and general scope of the project.
- List the energy conservation measures implemented in connection with past projects.
- Total cost in dollars of commercial energy projects installed by or through the Responder's efforts, as well as total cost of commercial energy projects financed through energy service agreements (including power purchase agreements) during the last three years, including a brief breakdown for each fiscal quarter during such period.
- Total capacity in kilowatt hours ("kWh") saved or generated of energy projects implemented or installed to date through projects developed by the Responder at K-12 public schools or reasonably equivalent commercial facilities.

### **E. Project References**

List all commercial energy projects in California K-12 school districts over the last five years that exceed \$250,000 in cost, including for each:

- Exact role Responder performed for project
- Type of project

- Location of project
- Customer name and contact information
- Date installed and date deemed operational
- Project cost (includes construction cost and all applicable soft costs)
- Kilowatt hours (“kWh”) produced or saved since project designed and/or installed
- Provide any known customer-satisfaction surveys relating to your completed projects, especially those from the public sector

## **F. Proposed Responder Team**

Provide all of the following information:

- Name of Responder’s proposed project manager and a description of such person’s experience as relevant to the District’s proposed energy projects.
- Names of team members who would be dedicated to the District’s energy projects.
- Roles and responsibilities of team members, including an organizational chart.
- Brief description of team’s ability to implement a successful energy program (history, performance of similar scope of services, etc.)
- History of past projects undertaken and completed by the team as a group or individually while employed by the Responder.
- Resumes for key members of the Responder’s proposed team, including key personnel of any subcontractors that Responder proposes to use.
- Describe each circumstance in which the Responder ever had a contract terminated for cause or convenience and include the reasons for termination.

## **G. Responder’s History**

Indicate whether there has been, within the preceding five years, any occurrence of the situations described below and, if yes, then describe in detail the circumstances surrounding each such situation and the outcome. Failure by a Responder to disclose any such situations may result in a determination that the Responder is ineligible to bid on, contract for, or perform any work in connection with any future District projects. Each Responder must disclose each:

- Debarment (of either the Responder or any of its principal officers or owners) by any Federal, State, county, municipal or other local agency
- Involvement as a party in any litigation, arbitration or mediation associated with an energy project (not including any action filed to validate a transaction)
- Any convictions of the Responder or any of its principal officers or owners for violation of any Federal or State antitrust law (by, e.g., bid rigging, collusion, or otherwise restricting competition between bidders) or other law relating to bidding or performance of public works
- Determination by a governmental or public authority, which became final or un-appealable, that the Responder or any of its principal officers or owners: (i) knowingly concealed any deficiency in the

performance of any contract or project; (ii) falsified any information or made deceptive or fraudulent statements in connection with any contract or project; or (iii) willfully disregarded applicable laws, regulations, rules or contractual requirements in connection with any contract or project.

#### **H. Responder's Claims and Litigation History**

Indicate whether, in the preceding five years, the Responder has filed any claims and/or lawsuits against any public agencies in connection with any contracts or projects of such public agencies and, if yes, identify the public agency and describe the nature and the outcome of such claim and lawsuit. Failure by a Responder to disclose any such claims and/or litigation may result in a determination that the Responder is ineligible to bid on, contract for, or perform any work in connection with District projects.

#### **I. Responder's Engagement Model and Fee Structure**

Including process, scope, and commitment points.

### **VI. SELECTION CRITERIA**

Firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

- A. Demonstrated understanding and responsiveness to the Request for Statement of Qualifications.
- B. Experience of firm and personnel named in the Statement of Qualifications.
- C. Past experience assisting California school districts with energy conservation services.
- D. Planning approach, including an understanding of the District.
- E. Oral interview (if applicable).
- F. References
- G. Fee Structure

### **VI. PROCESS FOR SELECTING FIRM**

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, selected firms will be notified as to place, time, date and purpose of the interview.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process.