

**Anniston City Schools  
Anniston, AL**

**Request for Proposals on Qualifications**

**District-Wide Energy Conservation Program**

Anniston City Schools is hereby requesting proposals from qualified companies experienced in providing innovative, self-funded solutions for implementation of Energy Efficiency Improvements within a District Wide Energy Conservation Program. The scope of work will include turnkey, performance-based contracting services to make needed upgrades to the Anniston City Schools' facilities and infrastructure with the intent to reduce utility consumption, and operating costs while enhancing operational efficiencies and funding opportunities.

The intent of this Request for Proposal (RFP/Q) is to solicit qualification proposals from interested parties that describe their capabilities to identify, design, install, maintain, monitor and arrange financing of a large-scale, comprehensive energy-conservation program which includes the services listed in this proposal.

Respondents may pick up the RFP/Q Specification Packet at the Administration Office located at 4804 McClellan Blvd, Anniston, AL 36206. Proposals shall be due 10:00 A.M. on Wednesday, 04/07/2021. Additional information pertaining to this solicitation can be obtained via email by contacting Ms. Ann Battle, at [battlea@anniston.k12.al.us](mailto:battlea@anniston.k12.al.us).

# ANNISTON CITY SCHOOLS

## REQUEST FOR PROPOSAL ON QUALIFICATIONS FOR A DISTRICT-WIDE ENERGY CONSERVATION SERVICES PROGRAM

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## **I. PURPOSE OF SOLICITATION**

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The intent of this Request for Proposal on Qualifications (RFP/Q) is to solicit qualification proposals from Energy Services Companies (ESCOs). For the purpose of this RFP/Q, "ESCO" refers to any company that is qualified to provide a turnkey energy conservation program that includes all services listed in this RFP/Q. Responses to this RFP/Q shall describe the ESCO's capability to identify the need for, design, install, maintain, monitor, and arrange the financing of a large-scale, comprehensive energy-conservation program that includes the services listed herein. ANNISTON CITY SCHOOLS CITY SCHOOLS intends to select an ESCO and award contract(s) to perform cost-effective energy conservation retrofits.

Please note that responses to this RFP/Q must be received on **Wednesday, April 7, 2021 at 10:00 AM** at the address below. Five (5) paper copies of the response must be sealed and delivered to:

**Anniston City Schools  
4804 McClellan Blvd  
Anniston, AL 36206**

**Re: Proposal on Qualifications for a Comprehensive Energy Conservation Services Program**

**ATTN: Ann Battle**

ANNISTON CITY SCHOOLS reserves the right to reject any and all responses resulting from this RFP/Q. Late responses will not be accepted and will be returned to the submitting company unopened. **ANNISTON CITY SCHOOLS is not is not liable for any cost incurred by any person or firm responding to this RFP/Q.**

ANNISTON CITY SCHOOLS reserves the right to reject as non-responsive any proposals that do not contain the required criteria included in Appendix A of this RFP/Q. Additionally, ANNISTON CITY SCHOOLS reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP/Q.

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

Ms. Ann Battle  
Email: [battlea@anniston.k12.al.us](mailto:battlea@anniston.k12.al.us)

All questions will be answered by email to all bidders.

Prospective respondents must limit their contact regarding this RFP/Q to Ann Battle. Communications by Firms, its agents, employees, and/or representatives with any employee, agent, or representative of ANNISTON CITY SCHOOLS or Anniston City School Board, other than Ms. Ann Battle, regarding its proposal or intention to submit a proposal in response to this RFP will be considered inappropriate communications. If any such inappropriate communications are deemed to hinder, influence and/or alter the competitive proposal process, ANNISTON CITY SCHOOLS, in an effort to ensure a fair and equitable review and selection process, reserves the right to decline consideration of the offender's sealed proposal.

## **II. BACKGROUND**

### **ANNISTON CITY SCHOOLS FACILITIES:**

ANNISTON CITY SCHOOLS proposes to address gas, water, and electric utility uses in all of its facilities for this conservation program. Additionally, ANNISTON CITY SCHOOLS intends to upgrade outdated and obsolete building equipment and perform property improvements through the program.

ANNISTON CITY SCHOOLS anticipates a major reduction in annual utility costs through the implementation of this energy conservation program. The ESCO will provide a written guarantee of all utility reductions with monthly cost savings tracking and reporting and provide financing options for the project. The contract life of the program is expected not to exceed 20 years. ANNISTON CITY SCHOOLS intends to structure the program's implementation schedule in a manner to minimize the programs financed capital needs.

Respondents to this Request for Qualifications (RFP/Q) shall identify their experience and qualification to design, install and manage a major energy conservation project that involve energy conservation measure (ECM) retrofits which address the following building components and applications: lighting, space heating, ventilation, air-conditioning, envelope, heat recovery, energy management systems, environmental system controls, motors, domestic water heating, fuel switching, air distribution systems and water consumption systems. ANNISTON CITY SCHOOLS is also interested in the respondents' qualifications and experience related to programs designed to train building occupants and maintenance workers in energy conservation awareness.

### **III. SERVICES REQUESTED**

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For this RFP/Q, ANNISTON CITY SCHOOLS is interested in Energy Services Companies for the identification, engineering, design, installation, training, maintenance and financing of approved ECMs for all of its facilities. ANNISTON CITY SCHOOLS has the option to contract all or some of the services listed above.

If ANNISTON CITY SCHOOLS contracts project financing through the ESCO, payment for the contracted services will be indexed to measure reductions in annual energy costs or consumption and will not begin until after the project is operational and generating savings. Financing shall be in such a manner as to ensure that all costs are paid for from only the utility savings associated with the energy conservation program. Operational savings will be strictly scrutinized as part of annual savings. The ESCO must make available a program that guarantees the energy savings of the energy conservation services financed. The ESCO's demonstrated ability to provide this guarantee will be an evaluation criterion.

All equipment provided by the ESCO for this program shall have a history of successful operating experience in similar installations and shall be in new and unused condition. This equipment shall be state-of-the-art with readily available replacement parts. All equipment used for this program shall be approved by ANNISTON CITY SCHOOLS prior to installation.

## **IV. SELECTION PROCESS**

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### **Proposal Evaluation**

Interested ESCOs responding to this RFP/Q with a proposal must provide the information required to complete the forms included in Appendix A. ANNISTON CITY SCHOOLS will evaluate submittals and choose the most highly qualified ESCO.

### **Engineering Proposal**

Upon completion of the proposal evaluation, ANNISTON CITY SCHOOLS and the ESCO will design a Letter of Agreement which, when approved by ANNISTON CITY SCHOOLS, will allow the ESCO to proceed with the energy analysis, feasibility study, conceptual engineering design and permitting plan for a district-wide energy conservation program.

Upon acceptance of the Letter of Agreement by the Anniston City Board of Education, ANNISTON CITY SCHOOLS and the ESCO will sign the agreement, thereby requiring the ESCO to proceed. If during this phase, it is determined that the program options identified by the ESCO do not fall within mutually agreed upon acceptable financing requirements and project scope, the Letter of Agreement will be terminated with no financial liability to ANNISTON CITY SCHOOLS. Shall it be determined that the project's feasibility is within the agreed-upon financing parameters and project scope and ANNISTON CITY SCHOOLS terminates the Letter of Agreement for any reason, then ANNISTON CITY SCHOOLS agrees to compensate the ESCO a mutually-agreed upon amount for the engineering design and permitting effort incurred through termination. That amount will be stated in the Letter of Agreement.

### **Negotiating and Signing of Contract**

Upon the determination that the project is feasible and acceptable to ANNISTON CITY SCHOOLS, an Energy Services Agreement (ESA) will be drawn up between ANNISTON CITY SCHOOLS and the ESCO. All engineering, design and permitting cost incurred by the ESCO under the Letter of Agreement will be incorporated into the ESA. Upon acceptance of the ESA by the Anniston City Board of Education, the ESA will be signed and the program will commence. It is anticipated that the ESA will be presented to the School Board on or before April 30, 2021.

## V. SCHEDULE OF EVENTS

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

|                |  |
|----------------|--|
| March 26, 2021 | Re-Release of RFP/Q                      |
| April 7, 2021  | Proposal received – 10:00 A.M.           |
| TBD            | Vendor selected                          |
| TBD            | Investment Grade Audit contract approved |

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

Please note that responses to this RFP/Q must be received on Wednesday, April 7, 2021, by 10:00 A.M. at the address below. Five (5) paper copies of the response must be sealed and delivered to:

**Anniston City Schools  
4804 McClellan Blvd  
Anniston, AL 36206**

**Re: Proposal on Qualifications for a Comprehensive Energy Conservation Services Program**

**ATTN: Ms. Ann Battle**

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ANNISTON CITY SCHOOLS reserves the right to reject, as non-responsive, any proposal that does not contain the required criteria. Additionally, ANNISTON CITY SCHOOLS reserves the right to reject, as non-responsive, any proposals which are not organized and formatted as described in this RFP/Q.

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## **VI. SELECTION CRITERIA**

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Qualification of all business entities that respond to this solicitation, including any subcontractors to be used, will be evaluated using the following selection criteria. (Percentage weighting among categories of selection criteria is noted.)

### **Business and Financial Qualifications (20% maximum)**

- Business unit dedicated to providing guaranteed energy savings programs.
- Business unit dedicated to ensuring project performance
- Years in business
- Affiliation with energy and/or business organizations (including ISO certification and EPA or DOE affiliations)
- Demonstrable ability to bond savings through a third-party surety
- Financial viability of entity proposed to provide technical and financial guarantees
- Financing capability and lines of credit

ESCO will provide financial statements including income statement, balance sheets and statements of changes for three (3) most recently completed fiscal years.

The ESCOs will provide information documenting the source(s) of proposed financing.

### **Personnel Qualifications (20% maximum)**

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

### **Project Management Plan (20% maximum)**

- Comprehensiveness and rationale of project management plan, based on:
  - Approach to project management, including staffing and contractor-oversight
  - Ability to successfully complete projects on time and to customer satisfaction.
- Method employed to establish baseline energy use in individual buildings and facility-wide
- Method of measurement and verification used to demonstrate energy use reduction and cost savings as guaranteed

### **Prior Project Performance (40% maximum)**

- Experience with energy conservation projects in the southeastern part of the US of a similar size and type to that proposed for ANNISTON CITY SCHOOLS.
- Experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of ECMs, design, installation, operation, training, financing, savings verification, etc.)
- Performance on prior projects, including data on projecting, achieving, documenting, and verifying energy savings in order to ascertain accuracy of projections
- References from prior and current customers. Must submit at least three K-12 references from the last five years.

## VII. RESPONSE FORMAT AND COMMENTS

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The responses to this Request for Proposal on Qualifications will consist of nine (9) 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. Additional forms (as detailed below) are provided in Appendix A. For areas that do not require a form, the ESCO shall provide specific information directly addressing the information requested in that section. ANNISTON CITY SCHOOLS may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided by any ESCO. Any additional information not specifically requested in this RFP/Q 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. Responses must be paginated, with page numbers appearing in the lower right-hand corner of each page and must include a table of contents.

### **Section 1: Cover Letter**

The ESCO'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 and fax numbers 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 of the person(s) authorized to conduct final contract negotiations on behalf of the ESCO.

### **Section 2: Introduction**

#### **Table of Contents**

The ESCO's proposal should include a Table of Contents referencing each information section of this RFP/Q. The Table of Contents should be further subdivided to describe information included within each section of the proposal.

#### **Executive Summary**

The ESCO will provide an Executive Summary highlighting the ESCO's unique qualifications and capabilities for this project.

#### **Statement of Responsibility**

**The respondent must be the Prime Contractor.** The Prime Contractor will be responsible for all work and subcontractors involved in the project. The Prime Contractor will submit a list of all participants in the project prior to the actual contract negotiations. If some or all of the participants are not known at this stage, a selection strategy shall be identified noting which participants have not been selected. A statement of responsibility must be provided, using **FORM B** in the Appendix.

### **Section 3: Personnel**

- Provide a graphical representation (organizational chart) of the participants listed in the ESCO'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. Attach resumes of all individuals who will have a role in the project.
- A list of key personnel and their responsibilities for the duration of the project contract terms should be listed. Include in this list the number of years each individual has been in the industry. Attach resumes of individuals who will have a role in the project.

#### **Section 4: Project Management**

Describe respondent's approach to project management, including: coordination with subcontractors, division of responsibility among project staff, and interaction with ANNISTON CITY SCHOOLS representatives. Include a sample of any contracts and/or agreements between the respondent and subcontractor(s) that would be used in this project in an appendix.

#### **Section 5: Energy Savings**

- Describe the method used to establish projected savings.
- Describe how you adapt your analysis to specific projects.
- Describe the method used to calculate cost savings.
- Describe the methods used in measurement and verification (M&V) of project savings.
- Describe monitoring and support methods used after installation to guarantee ongoing savings.

Include a sample guarantee contract in the Appendix to this response. Failure to include a sample contract will be viewed as unresponsive.

#### **Section 6: References**

Provide information on at least 5 performance contracts, similar in size and scope to the project proposed for ANNISTON CITY SCHOOLS that the respondent has successfully implemented within the last five years. Must include at least three K-12 references.

References shall include:

- Customer Name
- Name and Telephone Number of Contact
- Brief Description of the Project
- Project Beginning and Ending Dates
- Specific ECMs installed
- Project Cost and Savings
- Percent of Project Savings Resulting from Deemed or Stipulated Savings (Separate energy and non-energy savings. If savings other than energy were used, specify what these savings were, how they were calculated, and how they were guaranteed.)

#### **Section 7: Equipment & Training**

- Describe any relationships with manufacturers of energy equipment, including those manufactured by the respondent or listed subcontractors. Respondent should also demonstrate willingness to propose and ability to work with different makes of equipment should such equipment prove to be the optimal choice for ANNISTON CITY SCHOOLS.
- Outline any training proposed as part of the project, including the subject, duration, and location of training. Respondent should also describe the relationship with the organization providing training, if not provided by the prime contractor.

#### **Section 8: Project Non-Performance**

Provide a complete list of all projects that in the last 7 years with contract information that:

- Have past or pending lawsuits, arbitration or litigation regarding a performance-based contracting savings guarantee (list reasons); or
- Have been reimbursed for non-performance on guaranteed savings.

If your company been sued or fined by any local, state or federal entity related to ESCO work in the last 10 years, provide contract details and violation findings and resolutions.

**Section 9: Financial Information**

- Describe the financial soundness and stability of the ESCO and its ability to support the performance guarantee.
- Provide financial statements for the three most recently completed fiscal years in an appendix. Owner may, during the course of the evaluation process, request additional financial information to supplement and clarify the information provided.
- Describe your firm's capacity to issue payment and performance bonds. Provide a letter from surety company demonstrating the bonding capacity of the ESCO.
- Describe what resources your firm has available to assist the Anniston City Schools with financing and funding solutions. Provide three bank references that have provided financing for past projects.
- Provide a letter of recommendation from a financial institution.

## **APPENDIX A: PROPOSAL FORMS**

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## **FORM A: PROPOSAL CHECKLIST AND OUTLINE**

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### Section 1: Cover Letter

### Section 2: Introduction

- Proposal Table of Contents
- Executive Summary
- Statement of Responsibility

### Section 3: Personnel

- Project Staffing Plan
- Project Personnel Resumes
- Project Team Organizational Chart

### Section 4: Project Management

### Section 5: Energy Savings

- Baseline and Energy Calculations
- Sample Guarantee Contract
- Sample Reporting of Savings Tracking or Relevant Data

### Section 6: References

### Section 7: Equipment and Training

- Relationship with Manufacturers
- Training
- Customer Support

### Section 8: Project Non-Performance

### Section 9: Financial Information

- Appendix

**FORM B: STATEMENT OF RESPONSIBILIITY**

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**Prime Contractor (ESCO or Contractor):**

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please note possession of any license or registration pertinent to this project.)

Area of Responsibility: (Describe in detail duties and responsibilities applicable to this project.)

**FORM C: PROJECT STAFFING PLAN**

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**RESPONDENT:**

| AREA OF RESPONSIBILITY          | NAME | AFFILIATION |
|---------------------------------|------|-------------|
| OVERALL PROJECT MANAGEMENT      |      |             |
|                                 |      |             |
| BUILDING AUDITING               |      |             |
|                                 |      |             |
| BASELINE ENERGY USE DEVELOPMENT |      |             |
|                                 |      |             |
| ECM EVALUATION:                 |      |             |
| LIGHTING                        |      |             |
| HVAC                            |      |             |
| EMS                             |      |             |
| OTHER                           |      |             |
|                                 |      |             |
| ECM SAVINGS VERIFICATION        |      |             |
|                                 |      |             |
| ENERGY USAGE MONITORING         |      |             |
|                                 |      |             |
| ENERGY EVALUATION               |      |             |
|                                 |      |             |
| FINANCING                       |      |             |
|                                 |      |             |
| ANNUAL SAVINGS GUARANTEE        |      |             |
|                                 |      |             |
| FINANCIAL AFFILIATION           |      |             |
|                                 |      |             |
| SUBCONTRACTORS                  |      |             |