

JANUARY 31, 2020



*Request for Qualifications
for
Comprehensive Energy Efficiency Improvements*

Contact: *Michael Jette*
Superintendent of
Schools
1 Highlander Court
Litchfield, NH 03052

RFQ for Energy Performance Contracting Services

REQUEST FOR QUALIFICATIONS

ENERGY SAVINGS PERFORMANCE CONTRACT

QUALIFICATION SUBMISSION DEADLINE: 4:00 PM EST, February 14, 2020

Interested Parties shall submit four (4) duplicate copies of their qualifications in accordance with this request to:

Michael Jette
Superintendent of Schools
Litchfield School District
1 Highlander Court
Litchfield, NH 03052

Questions regarding submissions should be directed to Michael Jette:

mjette@litchfieldsd.org

Pursuant to the New Hampshire Revised Statutes Title 21-I: 19d Energy Performance Contracting, Litchfield School District requests qualifications from interested parties for an Energy Savings Performance Contracting project or projects. The selected energy services company will be responsible for completion of all aspects of the design and the work under a single contract. The contract shall include guarantees of performance as required by Title I, Chapter 21-I, section 21-I: 19d. The selected firm must procure payment and performance bonds in the full amount of the contract. It is anticipated that the project may include energy conservation projects at all Litchfield School District affiliated facilities.

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Article I Qualifications

Interested Parties (“Contractors”) should submit qualifications in accordance with the following:

- a. Demonstrated expertise and experience in assessment, engineering and design of energy efficient equipment and systems which will reduce energy consumption and costs associated with the HVAC systems, upgrade of school boiler/heating systems, building envelope, the domestic hot water systems, lighting alternative (green) heating systems, automation and other energy using systems.
- b. Demonstrated expertise and experience in maintenance of HVAC mechanical equipment and installed systems, retrofit of existing systems, training of existing school department personnel in the operation and maintenance of existing and new equipment installed under the project.
- c. Demonstrated expertise and experience with delivering projects under performance contracts subject to section 21-I: 19d of Chapter 21-I of the New Hampshire Revised Statutes.
- d. Demonstrated expertise and experience with record-keeping requirements
- e. Demonstrated expertise and experience with prior project integration.
- f. Satisfactory evidence of bonding capacity.
- g. Contractor’s client reference for contact by the Litchfield School District.
- h. Client references for Contractors major subcontractors and client or professional references for Contractors key employees that Contractor proposes to utilize for the project, and demonstrated record or those persons working together on past projects.

Please submit any other information that you consider helpful to the Litchfield School Committee in making its decision including, but not limited to, expertise/experience of your firm for the purpose of serving as an expert witness with respect to claims related to contracted work described in this request.

Article II Scope of Work

The scope of work is subject to modification at any time at the sole discretion of the Litchfield School Committee and may include any or all of the following:

- a. Complete energy audits
- b. Capital Infrastructure improvements and long-range Capital project planning.
- c. Monitoring of energy costs
- d. Financing for the project
- e. Expertise and experience with integration to prior project done by the Litchfield School District
- f. Support with available funding grants and utility rebates
- g. A written guarantee that total program costs will be offset through existing budgets and/or additional revenues generated by the project.

The Litchfield School District may alter or amend the scope of work at its sole discretion prior to executing a contract with the Contractor. Once a contract is executed, the scope of work may be amended in accordance with the contract documents.

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Article III Special Contract Terms and Negotiations

The following are special contract terms and conditions that will be an integral part of the subsequent contracts and are deemed mandatory and non-negotiable:

- a. Payment for audit – If an energy performance contract is not developed after the audit has been accepted, the Litchfield School District agrees to pay the cost of the audit as stated in the submitted proposal or as negotiated in the subsequent Letter of Intent.
- b. Annual Savings Estimates – The utility and operational and maintenance cost savings for all measures must be estimated for each year during the contract period.
- c. Contract Term – The desired contract term is limited to 20 years.
- d. Annual Guarantee Cost Savings – A written annual guarantee will be provided for the first three years of the contract, such that the sum of utility cost savings and operation and maintenance cost savings will equal or exceed the calculated annual savings and the amount of the annual payment. A guarantee may be required for a longer period up to the end of the contract term, however, the Litchfield School District reserves the option to eliminate the guarantee at any time after the third year.
- e. Modifications or Withdrawal of Proposal – Any proposal may be withdrawn or modified by written request of the Applicant, provided that such request is received by the Litchfield School District at the above address prior to the date and time set for receipt of proposals.
- f. Cost of Proposal Preparation – The cost of preparing responses to this RFQ, including site visits or analyses will not be reimbursed.
- g. Litchfield School District Rights – the Litchfield School District reserves the right to reject any and all proposals if it is deemed to be in the best interests of the Litchfield School District to do so.
- h. Interviews – The project evaluation team will interview selected Contractors. The interview provides the opportunity for the Contractor to address questions and to more fully describe how its approach to this project satisfies the evaluation criteria. Contractor representatives at the interview should include individuals who will be key points of contact and have major responsibility for contract negotiation engineering and design, construction management and follow-up monitoring.

Article IV Miscellaneous

The selection of a candidate does not obligate the Litchfield School District to enter into a contract, provided however that any contract entered into between the Litchfield School District and a selected candidate shall be in a form entirely satisfactory to the Litchfield School Committee in its sole discretion. The Litchfield School District reserves the right to accept or reject any candidate on the basis of the qualifications submitted in the sole discretion of the Litchfield School District administration and to exercise its judgment in evaluating qualifications. The Litchfield School District reserves the right to request additional information from any candidate in sole discretion.

Candidates acknowledge that the Litchfield School District is a public entity, and any requests or agreements to maintain confidentiality of any proprietary information shall be limited to the extent required by public records and preservation laws.

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