



SCOPE OF WORK  
(Document # JSD-001)

April 22, 2019

Jenkintown School District - ESCO

<b>THE STONE HOUSE GROUP</b> BUILDING STEWARDSHIP	PROJECT:	JSD – ESCO
	DOCUMENT:	JSD-001
	DATE:	04/22/19

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## 1. PROPOSAL GUIDELINES

### 1.1. PURPOSE OF SOLICITATION

Background: The intent of this Request for Proposals (RFP) is to solicit proposals from Energy Services Companies (ESCOs). Jenkintown School District is requesting proposals from Energy Services Companies (ESCOs) for the implementation of Facility and Energy Efficiency Improvements on a Performance Contracting basis that is in accordance with Pennsylvania Act 77 of 2004, Act 39 of 2010 and Act 163 of 2016, the Guaranteed Energy Savings Act.

For the purpose of this RFP, "ESCO" refers to any company that is qualified to provide a turnkey energy conservation program that includes all services listed in this RFP. Responses to this RFP shall describe the ESCO's capability to identify the need for, design, install, maintain, and monitor a comprehensive energy conservation program.

Jenkintown School District intends to use this RFP to qualify and select a firm to conduct an Investment Grade Audit and award contract(s) to perform cost-effective energy conservation retrofits.

### 1.2. DEADLINE

Proposals must be delivered in fully completed packages to Jenkintown School District (JSD). Please do NOT submit binders, folders, or any additional information other than the required Attachments list in this document. Before the deadline of May 7, 2019 at 12 PM, submit one (1) electronic copy on USB drive and three (3) paper copies of your proposal in a sealed opaque envelope to:

Jenkintown School District  
Attn: Zorian Dubenko  
Re: Proposal Enclosed - Guaranteed Energy Savings Contract  
325 Highland Ave  
Jenkintown, PA 19046  
[dubenkoz@jenkintown.org](mailto:dubenkoz@jenkintown.org)

SEND OTHER RELATED CORRESPONDENCE TO:

James Waechter, The Stone House Group  
E-mail: [waechter@theshg.com](mailto:waechter@theshg.com)

The person designated above shall be the only contact for all inquiries regarding any aspect of this Request for Proposal process and its requirements. Do not contact any other JSD employee regarding this RFP unless specifically indicated or instructed to do so in writing by the person designated above. If any Respondent attempts any unauthorized communication, JSD may, in its sole discretion, reject that Respondent's Proposal.

Please Note:

Jenkintown School District reserves the right to reject as non-responsive any responses which do not

contain the information requested in Section VII and Appendix A of this RFP.

- Additionally, Jenkintown School District reserves the right to reject as non-responsive any responses which are not organized and formatted as described in this RFP.
- Jenkintown 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.
- Jenkintown School District is not liable for any cost incurred by any person or firm responding to this RFP.

### 1.3. QUESTIONS

All questions must be submitted no later than 5:00 pm on May 2, 2019 and will be answered by e-mail to all interested firms not later than 5:00 pm on May 3, 2019. Contact with any District Administrator or Director other than listed below will be grounds for removal from possible selection. Any and all questions regarding this RFP and the program it represents must be submitted in writing to the party listed above.

#### ANTICIPATED SCHEDULE


The following are approximate dates for this project. Be advised that The Stone House Group and Jenkintown School District reserve the right to modify this schedule to accommodate Jenkintown School District’s operational usage. Initial project schedule is attached for reference. Final schedule is to be mutually agreed upon between The Stone House Group, Jenkintown School District, and the selected Subcontractor.

#### RFP SCHEDULE:

Release of RFP:	April 23, 2019
Mandatory Walk-thru:	May 1, 2019
Start Time	12:00 PM
Location:	District Office, 285 West Avenue, Jenkintown, PA 19046
Last Day for Questions:	May 2, 2019, 5:00 PM
Due Date of Proposals:	May 7, 2019 12:00 PM
Interviews	May 9-10, 2019

#### ANTICIPATED PROJECT SCHEDULE:

Authorization to Proceed with Audit:	May 21, 2019
Submit ESCo Contract and Report:	June 10, 2019
Approval of ESCo Contract:	June 17, 2019
Anticipated Commencement:	June 18, 2019
Project/Scope Completion:	August 19, 2019

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## 2. PROJECT SUMMARY & OVERVIEW

The Stone House Group has been contracted by Jenkintown School District to perform a Technical Assessment and Level 1 Energy Audit with the intent of improving comfort by upgrading the District's Building Automation System (BAS) and simultaneously reducing energy consumption. The reports that have been completed provide a review of Jenkintown School District's facilities and identified several opportunities to reduce their energy consumption while upgrading some of their older infrastructure. The intent of this RFP is to secure an ESCo partner who will be able to execute the scope of work detailed herein using select subcontractors. It must be noted that proposals will not only be evaluated on anticipated pricing but also on the contractors' ability to work with The Stone House Group and Jenkintown School District to deliver high quality solutions in a timely manner.

Jenkintown School District is a school district in Montgomery County, Pennsylvania. The school district serves the borough of Jenkintown, a suburb of about 4,500 people that is 10 miles from Philadelphia. Jenkintown is a very small district in between the Abington and Cheltenham school districts. The district features one elementary (K-6), and one middle/high school (7-12), both connected by a "link" and all on the same street. The link between the schools contains the administrator offices, community room, cafeteria, and band room.


For this RFP, Jenkintown School District is interested in Energy Services Companies (ESCOs) for the identification, engineering, design, installation, training, and maintenance of approved Energy Conservation Measures (ECMs), including a BAS upgrade and related HVAC improvements in a fixed cost scenario for the Jenkintown School District buildings.

All ECMs considered shall be proven, commercially available and result in verifiable energy savings.

All equipment provided by the ESCO for this program shall meet the technical requirements of this REP, have a history of successful operating experience in similar installations, and shall be in new and unused condition. This equipment shall be of the newest generation with readily available replacement parts. All equipment used for this program shall be approved by Jenkintown School District prior to installation.

The School District is seeking firms to come up with competitive and creative ideas to improve efficiencies and lower costs in either a single-phased or multi-phased project contract approach in accordance with PA Act-39. Final ECMs may also include the training of facility staff with respect to routine maintenance and operation of all improvements. ECMs must result in a guaranteed minimum energy savings exceeding the total payments to the ESCO based upon documented energy and cost reductions. Any stipulated energy and/or operational cost savings that may be attributed to this project will be rigorously reviewed and, if agreed to, will be limited to those that can be thoroughly documented and verified by the ESCO and approved by the Jenkintown School District.

We look forward to working with each of our selected vendors on this diverse project, and we thank you in advance for your time and efforts.

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### 3. SELECTION PROCESS

#### 3.1. PROPOSAL EVALUATION

Interested ESCOs responding to this RFP with a response must provide the information requested in Section VII and Appendix A. Jenkintown School District will evaluate submittals and choose an ESCO who meets the requirements of this RFP to develop an Investment Grade Audit. Jenkintown School District has already completed a contract with The Stone House Group for an ASHRAE Level 1 Energy Audit. To the extent possible, the Investment Grade Audit should use the findings from this Level 1 study to avoid duplication of efforts.

##### 3.1.1. ENGINEERING PROPOSAL

Upon completion of the response evaluation, Jenkintown School District will select an ESCO to conduct an Investment Grade Audit. The IGA (Investment Grade Audit) will allow the ESCO to proceed with the energy analysis, feasibility study, conceptual engineering design and permitting plan for an energy conservation program related to the BAS upgrade and related HVAC improvements.

The Jenkintown School District reserves the right to reject at any time any and all proposals received, or to negotiate separately with any and all competing ESCOs. The Jenkintown School District is not liable for any cost or expenses incurred by ESCOs in the preparation of their written responses or for attendance at any conferences and meetings related to this RFP. Any cost or expense incurred by ESCOs in performing any analysis associated with this RFP shall be borne by the ESCO.

The ESCO will develop a program that meets Jenkintown School District's requirements.

#### 3.2. AWARD OF CONTRACT

Upon completion of the Investment Grade Audit and the determination that the project is feasible and acceptable to Jenkintown School District, the recommended ESCO will present its final financial proposal identifying the fixed cost for each ECM and all subcontractors and suppliers to be used, and the parties will negotiate an Agreement incorporating all engineering, design and permitting cost incurred by the ESCO under the Investment Grade Audit. The ESCO will prepare a report to be made available for public inspection prior to the award. The report shall (1) summarize the estimates for costs of installation, maintenance, repairs, (2) summarize estimates of the amounts by which energy or operating costs will be reduced, and (3) list the contractors and subcontractors that the ESCO will use with respect to the ECMs.

Following appropriate advertisement and availability for public inspection of the report, the ESCO Agreement will be presented to the Board of School Directors at a public meeting for approval. The Agreement must comply with all applicable laws and regulations, including, but not limited to the Pennsylvania Prevailing Wage Act, the Steel Products Procurement Act, and the Pennsylvania Public School Code.

The successful ESCO shall be required to provide payment and performance bonds in the amount of 100% of the total contract amount. ESCO who is selected as the project contractor under this RFP will be considered the prime contractor. The ESCO will be required to assume full responsibility for delivery of all services for each facility under the final contract. Furthermore, the selected ESCO will be the sole point of contact concerning all contractual matters for the duration of the contract term. Upon completion of the improvements, the ESCO will provide a guaranty that the energy and cost

savings realized by the School District over no more than a 20 year period will exceed the amount paid by the District under the Agreement.

The Jenkintown School District reserves the right of final approval over the scope of work and all end-use conditions. Only District-reviewed and approved equipment and modifications will be permitted by Jenkintown School District. The ESCO must carry the level of insurance required by the Jenkintown School District for both the construction and operations phases. All drawings, reports and materials prepared by the ESCO in performance of the contract shall become the property of the Jenkintown School District and shall be delivered to them as needed and no later than the ESCO's final application for payment. The ESCO must secure all necessary licenses and permits and comply with all federal and state laws with respect to this project. All work completed under this contract must be in compliance with all building codes and appropriate accreditation, certification and licensing standards. All drawings will be stamped by a Pennsylvania licensed engineer. payments for the improvements will be based upon an agreed upon Schedule of Values and be paid proportionally to the work properly performed by the close of the preceding month, subject to retainage of 10% until the Project is 50% completed, at which time the retainage will decrease to 5%. ESCOs will be required to guarantee energy and cost savings on an annual basis. Annual reconciliation of the achieved savings will be required.

#### **4. SELECTION CRITERIA**

Proposals of all business entities that respond to this solicitation will be evaluated using the following selection criteria.

##### Organization & Supplemental Information

- Submission conforms to the requirements of this solicitation.
- Supplemental information is pertinent to the goals and objectives of this procurement.

##### Personnel Qualifications

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

##### Project Plan

- Comprehensiveness and rationale of the ESCO's project management plan.
- 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
- Explain your engineering methodology of selecting equipment
- Your financial plan demonstrates your ability to help meet our needs and goals

##### Prior Project Performance

- Experience with implementing the project plan you are recommending for Jenkintown School District.
- Experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of ECMs, design, installation, operation, training, savings verification, etc.)
- References from prior and current clients.

Business and Financial Qualifications

- Business unit dedicated to providing guaranteed energy savings programs.
- Business unit dedicated to ensuring project performance
- Years in business
- Financial viability of entity proposed to provide technical and financial guaranties
- NAESCO Accreditation
- ESCO corporate headquarters must reside within the United States

Fee Proposal

Provide fixed fees or % of construction fee for the base scope of work for:

- Investment Grade Audit (Fixed Fee)
- Preconstruction Project Management
- General Conditions of Construction
- Commissioning
- Project Closeout



## 5. RESPONSE FORMAT AND COMMENTS

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. Jenkintown School District reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the Owner is that all responses follow the same format in order to evaluate each respondent fairly.

Each Respondent will provide the Owner three (3) copies of the RFP response and one (1) electronic copy.

A) TABLE OF CONTENTS:

- 1) Responses shall include a Table of Contents properly indicating the appropriate sections.

B) EXECUTIVE SUMMARY:

- 1) Responses shall include a concise abstract of no more than three (3) pages stating the respondent's understanding of the owner's goals and objectives. The ESCO's submission should identify unique qualifications and capabilities for this project that satisfy these goals and objectives.

C) COMPANY BACKGROUND:

- 1) Company Information/ History of Organization
- 2) Provide verification of corporate headquarters residing within the 50 United States
- 3) Provide NAESCO accreditation
- 4) Project Organization Chart
- 5) Resumes of Individuals that will be working on the Jenkintown School District project
- 6) Contractor Profile Form - Appendix A, Form A

D) COMPANY EXPERIENCE:

- 1) Provide a minimum of at least 5 references of Energy Savings Programs your organization has completed. All References will be contacted. Provide the owner's name, address, telephone number and contact person for each reference. Only references for projects which are complete through the installation of all equipment and systems are acceptable.
- 2) Provide Case Studies of at least 5 projects you have completed. Case Study information shall include project costs, scope of work, and savings associated with the project.

E) GUARANTY APPROACH

- 1) Provide a detailed description of the type of financial guaranties that can be offered through your organization and what is typically used by your organization. Specifically, what methodologies, technologies, etc. are used to create baselines and overall savings objectives and reporting of the guarantee? What sorts of guaranties (IPMVP: A, 8, C, D) are offered by your company and what will you recommend to Jenkintown School District? Provide sample bonding form and bonding limits.
- 2) Provide one copy of a Customer Savings Report prepared by your firm from completed performance contracting project currently in repayment. (This may be under a separate cover).

F) SOLUTION DEVELOPMENT PROCESS

- 1) Responses shall include your organization's solution development process.

- 2) How will you audit the facilities and develop your solutions?
- 3) At what level will Jenkintown School District be involved in the selection of measures?
- 4) What is your process of forecasting future costs and how does that affect the guarantee?
- 5) How will your process integrate the previous work done by The Stone House Group?
- 6) Describe the process by which you would provide additional energy auditing beyond what SHG has already done. Provide a sample audit from a previous project.
- 7) Describe the process by which you will develop energy conservation measures (ECMs) and provide sample calculations.

G) PROJECT MANAGEMENT

- 1) Responses shall include your organizations approach to project management.
- 2) Specifically explain your ability to overcome obstacles and keep the project on- time.
- 3) Explain your methodology of communicating with the client.
- 4) How does your firm handle warranty issues?
- 5) Provide a description of the services to be performed by full-time employees of the ESCO (i.e. which services are self-performed vs. contracted).
- 6) Describe how subcontractors will be selected.
- 7) Describe your anticipated timeline for this specific project.
- 8) Explain how your plan for ECM implementation will be developed and carried out.
- 9) Describe what role system commissioning (Cx) will play in the process.
- 10) Explain how project closeout/turnover will be handled and provide samples of closeout reports and documentation to be provided.
- 11) Describe your M&V process that will be implemented to track savings after ECMs are complete. Provide samples of update/tracking reports.

H) LEGAL DOCUMENTS

- 1) Provide a sample contract for both the project and the annual guarantee.

I) ON-GOING SUPPORT AND SERVICES

- 1) What ongoing services can your firm provide? List no less than five (5) School District ESCO references within 100 miles of Jenkintown School District to indicate the service quality of the responding firm. In the event your firm doesn't provide ongoing services, how do you propose handling warranty issues or service needs? Each reference shall demonstrate local facility service and repair experience. Provide the owners name, address, telephone number, and contact person for each reference.
- 2) Customer Satisfaction: Describe the type of ongoing customer satisfaction reports available to the owner. Provide a sample report with owner's name, address, telephone number and contact person. The owner may be contacted to verify accuracies.
- 3) Environmental Services: Describe your ability to provide professional environmental services, specifically in regard to Indoor Air Quality and Energy Star Certification.
- 4) Training: Describe the type of training available to the Owner.

J) FINANCIAL PROPOSAL

- 1) Fee Proposal - Provide fixed fees or % of construction fee for the base scope of work for:
  - Investment Grade Audit (Fixed Fee)
  - Preconstruction Project Management
  - General Conditions of Construction

- Commissioning
- Project Closeout

## 6. APPENDIX A, FORM A

### Energy Contractor Profile Form

In paragraph format, please include the following information in the order it is requested (This attachment is not intended to be used as a form).

#### A. OVERVIEW OF FIRM

1. Firm Name, Business Address, City, State, District, Zip Code
2. Names and titles of two contact people
3. Outline your Company History
4. What is your firm's Core Business? (as described in Business Journals).
5. If your firm manufactures/distributes a product (such as chillers, HVAC equipment, facility controls, etc.) and such products are being recommended on this project, will you consider other manufacturers?
6. Describe a prior Guaranteed Energy Savings Program you have implemented and where this has occurred. Describe the evaluation and procurement process used. Were the subcontractor tabulation sheets shared with the Owner?
7. Provide any corporate background on misconduct. Provide a list of all projects nationally where there was a criminal investigation, indictment or a conviction relating to the conduct of a performance contract. This includes officers and representatives of the company as well as public officials connected with the project.
8. Provide an explanation if a dispute with a client has ever gone to arbitration or litigation over a Guaranteed Energy Savings Agreement. What was the outcome?
9. Federal Employee Identification Number
10. Are you willing to provide an on-site tour of your firm?

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**7. APPENDIX A, FORM C**

NON-DISCRIMINATION STATEMENT

The undersigned hereby certifies that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, familial status, or national origin. The undersigned shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, familial status, or national origin.

\_\_\_\_\_  
INTERESTED FIRM

\_\_\_\_\_  
TITLE