

CARPINTERIA UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS

PROPOSITION 39 ENERGY EFFICIENCY UPGRADES

OWNERS

**CARPINTERIA UNIFIED SCHOOL DISTRICT
1400 Linden Ave.
Carpinteria, CA 93013**

SEALED SUBMITTALS MUST BE RECEIVED BY DECEMBER 14, 2017 AT 4:00PM.

CARPINTERIA UNIFIED SCHOOL DISTRICT ENERGY EFFICIENCY UPGRADES PROJECT

OVERVIEW

Carpinteria Unified School District (“District”) seeks proposals from interested firms capable of implementing interior and exterior LED lighting retrofits/upgrades at various District school sites as outlined in the Scope of Work. It is the intent of the District to enter into an agreement with the successful responder to perform the work in a manner which will maximize, but not exceed, use of available Proposition 39 funds granted for all 5 Prop 39 Plan Years, which funds are anticipated to be available prior to contract award.

The chosen responder(s) will be invited to enter into an energy services agreement (Govt. Code §4217.12) with the District to perform all or a portion of the work described herein.

The District intends to award a contract on **January 9, 2018**, with work to commence on **January 29, 2018**.

BACKGROUND

The District provides public education services to students in the Carpinteria Valley, with district boundaries reaching south to the Ventura County line and north to the community of Summerland. The District, serving approximately 2300 K-12 students, has nine schools – one comprehensive high school, two small alternative high schools, one middle school, and four elementary schools. Eight of the nine schools are located within the Carpinteria city limits. One elementary school is located in Summerland. In addition, the District also provides early childhood programs to children 3 months to 4 years old.

The sites covered by this RFP are:

1. Carpinteria High School
2. Carpinteria Middle School

The District qualified for technical assistance services under the Bright Schools Program, who performed an energy audit at the two District schools, targeting energy conservation measures that will adhere to the Proposition 39 Five Year Plan guidelines. Based on the results of the audit, the Bright Schools Program, in conjunction with the District, prepared a Scope of Work for each of the two school sites.

SCOPE OF WORK

The Scope of Work is attached hereto. Responders can obtain an electronic copy of the Scope of Work (in Excel format) by request from David Weniger, Director of Facilities and Operations, dweniger@cusd.net, 805-684-4511.

The Scope of Work includes the removal of existing lighting fixtures and/or fixture components and the installation of proposed lighting, fixtures, retrofit kits and controls in accordance with the manufacturer's written instructions, industry standards, and all applicable building codes. Responder shall be responsible for coordinating all fixture types with mounting requirements and ceiling types, and provide for adjustments, exchanges and accessories required to match the fixture to the ceiling type.

Southern California Edison offers rebates for certain products required with Work Scope through its Midstream Point of Purchase Program. Responders are encouraged to procure products with available rebates to maximize cost savings.

The total amount of funding awarded to the District from Proposition 39 for Plan Years 1 through 5 is \$545,305. As such, the all-inclusive, lump sum contract price for the contemplated Energy Services Agreement shall not, in any circumstances, exceed this amount. All funding will be available to the District prior to contract award.

The District wishes to sequence the work as follows:

Work is to start at Carpinteria High School and be completed before starting the work at the Carpinteria Middle School. Contractor's working hours will begin after 3PM so as not to disrupt the school schedule.

SUBMITTAL INFORMATION

The deadline for submission of proposals is 4:00 PM, **December 14, 2017** ("Submittal Deadline"). Proposals received after the deadline will not be opened. All submittals become the sole property of the District and the content will be held confidential until the selection of a firm is made. Any proprietary information must be designated clearly and should be bound separately and labeled with words "PROPRIETARY INFORMATION". An entire submittal marked as such will not be accepted.

Submit sealed proposals clearly marked "CUSD Proposition 39 RFP Energy Efficiency Upgrades" to the following location:

Carpinteria Unified School District
Attention: David Weniger
Director of Facilities & Operations
1400 Linden Ave.
Carpinteria, CA 93013

Questions or clarification may be submitted via e-mail to dweniger@cusd.net. Questions must be received in writing no later than 4:00 p.m. on **November 27, 2017**. Questions and answers will be posted on the district website Measure U facilities page (<https://carpmeasureu.com/en/rfps-bids/>) on **December 6, 2017**. The intended contract award date is **January 9, 2018**.

Responder shall furnish one original and four copies of the submittal.
Content shall be tabbed and numbered per the item set forth in the Submittal Requirements.

SUBMITTAL REQUIREMENTS

The proposal must include the following sections:

1. **Transmittal Letter** – All submittals should include a transmittal letter signed by the principal who has the authority to negotiate with the District.
2. **Firm Identification** – The proposal should identify:
 - a. Name of legal entity and type of organization;
 - b. Name, address and telephone number of the individual who has the authority to represent and make legally binding commitments on behalf of the firm;
 - c. The identity of all key staff;
 - d. Describe the firm’s experience on other similar energy projects and provide at least three references
3. **Cost Proposal**- Provide a detailed cost proposal based on the Scope of Work outlined herein. To the extent the complete Scope of Work cannot be completed within the District’s maximum budget of \$545,305, the cost proposal should identify the portion of the Scope of Work proposed, with deference to the sequencing outlined herein.

The cost proposal should clearly state the cost of all services, including projected savings, paybacks and potential rebates. The cost proposal should include a detailed description of the materials or products to be used, including the identification of manufacturer for major cost items. The contractor pricing should reflect any available Southern California Edison Midstream Point of Purchase program rebates for lighting products specified herein.

4. **Proposed Implementation Schedule** – Provide a proposed implementation schedule and identify the responder’s availability for commencing the project on **January 29, 2018**. All projects receiving proposition 39 funding must be completed by May 31, 2018.

Except for school vacation periods or other limited exception, all work must be performed Monday through Friday, 3:00 p.m. – 11:00 p.m., with classroom doors closed during the work to prevent noise complaints in neighboring areas.

5. **Relationships with Manufacturers**— Responder shall describe any relationships with manufacturers of proposed energy equipment, including those manufactured by the respondent or listed subcontractors.

PROPOSAL EVALUATION PROCESS

The evaluation of Proposals received in response to this RFP will be conducted using the following criteria/point system:

Criterion	Scoring
Economic Benefit	40
Respondent background, experience, particularly with school districts	40
Approach to Project and Availability	20
TOTAL	100

Economic Benefit is based on the greatest financial net benefit, or savings, to the District as determined by the amount of energy offset by the installed systems and proposed cost of the systems.

The District reserves the right to conduct interviews with all or some responders.

Evaluation and interviews (if any) will be conducted by three members of the District’s facilities staff. District staff shall present the selected contractor with the proposed Energy Services Agreement, subject to approval by the District’s Governing Board.

OTHER INFORMATION

Prevailing Wage

Any responder awarded a contract from this RFP must comply with all prevailing wage and contractor registration requirements under the Labor Code. No contractor or subcontractor shall be qualified to bid on, be listed in the bid proposal, or engage in the performance of any contract for public work unless currently registered and qualified to perform public work as required by the Dept. of Industrial relations and Labor Code section 1771.1 et seq.

This project is subject to compliance monitoring and enforcement by the Dept. of Industrial Relations.

District Rights

District reserves the right to:

- Reject any or all submittals at its sole discretion
- Cancel the Request for Proposals
- Modify any requirements contained within the RFP and request a revised submission from all responders.
- Establish other evaluation criteria determined to be in the best interest of the District
- Contract with any of the firms responding to the RFP based solely upon its judgment of the qualifications and capabilities of the firm.

This RFP does not commit the District to negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP.