Grizzly Challenge Charter School



**REQUEST FOR QUALIFICATIONS**

**FOR**

**DESIGN/BUILD OF PROPOSITION 39 ENERGY EFFICIENCY**

**PROJECTS**

**REQUEST FOR QUALIFICATIONS SUBMITTAL DEADLINE**

April 25, 2016 12:00 p.m.

**SUBMIT TO**

Grizzly Challenge Charter School

Attention: Paul Piette

Camp San Luis Obispo Bldg 721

San Luis Obispo CA 93405

805-782-6882

ppiette@mygya.com

NOTICE IS HEREBY GIVEN that the Grizzly Challenge Charter Schoolacting by and through its Governing Board, is soliciting and issuing this Request for Qualifications (RFQ) and will receive up to, but no later than April 25, 2016 12:00 p.m.statementsof qualifications from interested, established and experienced Firms for Design Build services.

This solicitation is intended to establish a qualified contractor with whom Grizzly Challenge Charter Schoolwill enter into a Design/Build Contract. The selected contactor shall be a qualified provider of services for assessment, development, planning, and installation of potential Proposition 39 energy saving projects within the Grizzly Challenge Charter School

# BACKGROUND & OBJECTIVES

The Grizzly Challenge Charter School (GYA)is a public school located in San Luis ObispoCounty, California andserves 230 students.

The District was allocated approximately$103,960for the fiscal year 2013-2014 and anticipates allocation of $259,912 over the next five (5) years collectively.

The District intends to contract with Firms that have all of the following:

* Extensive experience in the successful development of energy efficiency measures and clean energy systems; including design specification, project finance development, project construction and oversight, operations, maintenance and asset management;
* Experience working with school districts in regard to energy program development;
* Experience in securing any and all necessary project financing, as well as credits and incentives available through Federal, State, local and Utility Company programs;
* Experience in working with the California Division of State Architect (DSA) in regard to energy project plan approvals;
* Knowledge and understanding of applicable California Building and Electrical Codes;
* Ability to provide timely, effective communication and support to the District through multiple means;

The GYAintends to use the responses that it receives to assist in the selection of one or more Firms for District’s potential energy projects. The District will evaluate each Firm based on the information set forth in the Response submitted, together with other information available to the District from any other sources. In addition to any other criteria specified in this RFQ, the evaluation criteria will include, among others, the Firm’s experience, qualifications and ability to meet District criteria and project costs range, the Firm’s ability to develop a rapport and working relationship with District personnel.

District will have the discretion to select one or more Firms after receipt of Responses; the District also reserves the right to not select any Firm. GYAmay request that one or more Firms participate in an interview process or the District may implement a combination of these and/or other methods for selection.

This RFQ is solely a solicitation for Responses. Neither this RFQ, nor any Response to this RFQ shall be deemed or construed to: (i) create any contractual relationship between District and any Firm; (ii) create any obligation for District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim for reimbursement for costs associated with submittal of any Response.

If the District selects a Firm for District’s potential energy projects, the District shall have the right to negotiate any and all of the final terms and conditions of any agreement with the Firm and nothing in this RFQ or any Response shall be deemed or construed as a limitation of such rights.

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:

* 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
* To reduce the cost of developing energy projects by investing in multiple systems
* 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
* To enhance the economic value of District assets by developing the assets in a manner that supports District goals
* To educate students and community about the benefits of energy conservation and renewable energy generation
* To improve environmental quality in the San Luis Obispoarea

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# CONTENT OF RESPONSES

Responses shall be typewritten, tailored to the requirements of this RFQ and demonstrate the capability to meet the District’s needs. Responses shall not exceed 35 pages (with no less than 11-point font size) inclusive of all attachments, appendix, resumes and supporting documents.

Firms are to provide 3 copies of the response and one electronic copy on CD or USB/Flash Drive in PDF format submitted in a sealed envelope with the words “Request For Qualifications For Design/Build Energy Efficiency And Proposition 39” clearly marked on the outside, no later than April 25, 2016 12:00 p.m. to the following address:

Grizzly Challenge Charter School

Attention: Paul Piette

Camp San Luis Obispo Bldg 721

San Luis Obispo CA 93405

RFQs received later than the aforementioned date and time will be returned to Vendor unopened. Facsimile (FAX) copies or e-mailed RFQ will not be accepted.

All questions are to be directed to Paul Piette, Principal, via e-mail: ppiette@mygya.com no later than Time/Date.

The District reserves the right to accept or reject any or all RFQs, to select a qualified vendor with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing proposals. Responses received from this RFQ will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations and approval of the Board.

Each Firm shall be solely responsible for ensuring that its Response is received by the District prior to the deadline specified in this RFQ. The District will not be required to consider any Response received by the District after the submittal deadline specified in this RFQ.

All responses are to be organized with a table of contents that is tabbed/marked in the same order set forth below:

## COVER LETTER

Provide an opening introduction to your firm. Not to exceed one page.

## EXECUTIVE SUMMARY

Provide an overview describing the unique capabilities, accomplishments and highlights of firm that are specific to Proposition 39 projects. Not to exceed two pages.

Indicate the person that will provide the district with additional information as well as the person who will negotiate on behalf of the firm (if different). Include their name, title, address, telephone number, and e-mail address.

The summary should include a brief overview of the methodology the Firm will use to develop a comprehensive Master Energy Plan for the District.

Also specify the firms:

* Legal name and address of Firm’s principal place of business,
* Firm’s legal form of entity (sole proprietorship, partnership, corporation, joint venture, etcetera) and State of incorporation or other organization. If Firm is a joint venture or partnership, identify all members of the joint venture or partnership, roles and responsibilities, (3) three examples of previous engagements.
* Number of years Firm has been engaged in energy projects
* Evidence that Firm 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

## METHODOLOGY

Provide in detail the firms methodology to develop the district’s master energy conservation plan. Include the process of benchmarking, investment grade audit, whether or not a health & safety component is included, savings methodology, leveraging additional money for projects, developing priority list of projects, training classified staff, Proposition 39 tracking/reporting, and the maintenance and verification process.

## TECHNICAL CAPABILITIES AND QUALIFICATIONS

Demonstrate capabilities and qualifications for the firm to perform the Design/Build project. Include ability to manage and self-perform any trades, as well as methodology to recruit subcontracts.

* List any self-performed energy efficiency trades and applicable CSLB numbers
* List any sub-contracted energy efficiency trades

## PROJECT EXPERIENCE

* Provide at least five projects relative to School District Energy Efficiency Experience. Provide experience with utility company programs. Include Project Date, Type, Location, Contact Name, Title, Phone and Project Details.
* Include (1) one letter of reference for any of the project experiences provided.
* Include (1) Multi-site Master Energy Plan
* Include (1) Energy Expenditure Plan (EEP) that has been approved by the California Energy Commission

## PERSONNEL & PROJECT MANAGEMENT

* Provide an organizational chart with the key positions that will be assigned to work on this project.
* Specify key personnel, role and attach a resume of relative experience.
* Outline the project management process the design/build firm will utilize for this project.

## LICENSE AND INSURANCE INFORMATION

Specify and provide proof of all licenses and any certificates that qualify your firm for this design/build project including, but not limited to, California State License Board, Disabled Veteran Business Enterprise and Minority Owned Business.

Provide sample Certificate(s) of Insurance of contractors: General Liability, Workers Compensation and Auto Insurance.

## FEE SCHEDULE AND REIMBURSIBLE EXPENSES

Describe, in detail, the method and process for determining fees and costs for providing the services, including, without limitation, an itemization of fees and costs.

# ADDITIONAL INFORMATION

The District anticipates that the schedule of events in connection with this RFQ will be as set forth below. However, District reserves the right, in its sole discretion and at any time prior to entering into an agreement for a District energy project, to alter its anticipated schedule as related to this RFQ or any project.

RFQ Published: April 11, 2016

Mandatory Pre-Submittal Meeting & Site Walk: April 18, 2016 - 11:30am

Request for Information (RFI) Due: April 19, 2016

RFI Responses: April 21, 2016

RFQ Responses Due: April 25, 2016

Recommendations to District Board: June 14, 2016

Contract Approval: June 30, 2016

The District in its discretion may, at any time, issue one or more addenda to this RFQ and the District will provide such addenda to each Firm that is known by the District to have received a copy of this RFQ. Each Firm is solely responsible for and must, in its Response, acknowledge each addendum that it has received. The District will send each addendum to the last known addresses of the Firms, but in no event shall the District be responsible or liable for any failure of a Firm to receive any such addendum.

The District may, upon applicable request, disclose any Response to the extent it is a public record in accordance with California law.

All Responses and other materials submitted in response to this RFQ shall become the property of the District. A Firm may at any time withdraw its Response by providing written request for withdrawal to the District. At any time prior to the deadline for submittal of Responses specified in this RFQ, a Firm may modify its Response by submitting the modified Response together with a written request to withdraw the original Response and replace it with the modified Response.

The contract(s) for each of the District’s energy projects will set forth additional provisions applicable to work on the project by the selected Firm, including, without limitation, requirements for: (i) compliance with District policies, such as those prohibiting use of alcohol and illegal drugs on District property; and (ii) fingerprinting and background checks in accordance with California Department of Justice (DOJ) procedures.

# EVALUATION, AWARD AND AGREEMENT

The District will determine which, if any, statements of qualifications are in the District’s overall best interest to accept. The District may request any or all respondents to participate in a presentation and/or interviews in regard to their qualifications.

The District reserves the right to conduct negotiations with any number of respondents, as determined by the District, for entering into contract agreements.