

**BERRYESSA UNION SCHOOL DISTRICT
PURCHASING DEPARTMENT**

1376 Piedmont Road
San Jose, CA 95132
(408) 923-1871 (ph)
(408) 926-8329 (fax)



Pathway to the Future

REQUEST FOR QUALIFICATIONS

RFQ 01-2017-18

**DESIGN-BUILD ENERGY EFFICIENCY SERVICES
FOR PROP 39 PROJECTS**

DUE: Before 1:00 p.m. on May 18, 2018

**REQUEST FOR QUALIFICATIONS
BERRYESSA UNION SCHOOL DISTRICT**

DUE DATE: MAY 18, 2017 BEFORE 1:00PM

**RFQ 01-2017-18
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DESIGN-BUILD ENERGY EFFICIENCY SERVICES FOR
PROP 39 PROJECTS**

NOTICE IS HEREBY GIVEN that the Berryessa Union School District of Santa Clara County, State of California, acting by and through its Governing Board, hereafter referred to as the "District", will receive under sealed cover BEFORE 1:00 P.M. (Pacific Daylight time), on May 18, 2018, qualification statements from firms that provide Design-Build Energy Efficiency Services for Prop 39 projects. The Request for Qualifications (RFQ) is located on the District's website at www.berryessa.k12.ca.us click on the quick link Request for Proposals where a proposal package and instructions can be found and are ready to download.

Proposals shall be received at: Purchasing Department
Berryessa Union School District
1376 Piedmont Road
San Jose, CA 95132

The intent of this RFQ is to solicit Statements of Qualification from firms that can provide Design-Build Energy Efficiency services for Prop 39 projects.

The School District reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities in the proposals or in the proposal process. No proposers may withdraw their proposal for a period of 90 days after the date set for the opening of proposals or after approval by the Governing Board of the Berryessa Union School District

For all questions please contact: Bonny Gregorius, Purchasing and Contracts Manager
Berryessa Union School District
Phone: 408 -923-1871
Fax: 408-926-8329
Email: bgregorius@busd.net

For the Governing Board
Berryessa Union School District
Bonny Gregorius
Purchasing and Contracts Manager

PROJECT SUMMARY

The Governing Board (“Board”) of the Berryessa Union School District (“District”) is seeking a qualified contractor with whom the District will enter into a Design-Build Contract for Prop 39 Energy Efficiency Projects. The selected contractor(s) will facilitate the cost-effective development and delivery of energy efficient projects for District facilities and shall be free from conflicts of interest arising from relationships with potential suppliers, financiers, or owners of related projects and products. (“Provider”).

Responses to this Request for Qualifications (“RFQ”) will be reviewed by District staff and interviews may be scheduled and conducted by the District, at the District’s sole discretion. Following a comprehensive review of the responses, and any interviews (if desired by District), staff will make a recommendation to the Board for selection of one or more Providers, and authorization to negotiate and execute one or more contracts for the contemplated services.

Selection of a Provider will be made on the basis of the best interests of the District and the Provider’s qualifications, as well as factors including, but not limited to, Provider’s fee and other price requirements, Provider’s services and experience, the adequacy of the Provider’s suggested services, and the ability of the Provider to achieve the District’s energy efficiency and cost saving goals. The District reserves the right to reject any or all proposals, or waive any irregularities in any of the proposals submitted pursuant to this RFQ.

DISTRICT BACKGROUND INFORMATION

Berryessa Union School District is a public K-8 school district operating ten elementary and three middle schools. The District is located in the sloping northeastern foothills of the Silicon Valley in San Jose, California. The District serves a community of approximately 45,000 homes and has approximately 7,300 students enrolled in Kindergarten thru Eighth Grade. Challenging educational programs and a strong commitment to excellence produce high pupil achievement. As such, we are constantly striving to fill District needs in the most cost-effective manner to obtain the best combination of product, quality, price, and service.

This Request for Qualifications does not commit the Berryessa Union School District to award a contract, to pay for any costs incurred in the preparation of a proposal, or to procure or contract the services or supplies. The Berryessa Union School District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Qualifications if it is in the best interest of the Berryessa Union School District.

OBJECTIVES

BUSD (The District) is implementing CEC approved ECAA-Loan and Prop-39 lighting projects. The ECAA-Loan scope amounts to approx. \$900,000 in lighting work at three school sites, referred to as Phase I, which needs to be completed during the Summer 2018 construction window. Phase II, under Prop-39 funding, represents approx. \$1.75M in scope at 7 school sites and will be implemented during the summer of 2019.

The District seeks a qualified electrical/lighting contractor to complete the Phase I lighting retrofit work, with the option of pursuing Phase II based on contractor performance and Client satisfaction under Phase I. The District reserves the flexibility to choose more than one contractor for Phase I and/or Phase II.

PHASE I PROJECTS

Although a defined scope of work will be provided, it is expected that the installing contractor will use a design-build process to complete the lighting and lighting controls upgrades.

The projects are located at the following 3 schools:

- Cherrywood Elementary School – 2550 Greengate Dr., San Jose, CA 95132
- Piedmont Middle School – 955 Piedmont Rd., San Jose, CA 95132
- Sierramont Middle School – 3155 Kimlee Dr., San Jose, CA 95132

General Description of Scope of Work

Interior and Exterior Lighting Retrofit work includes:

- Interior LED lighting fixture replacements for recessed and surface-mount linear fluorescent fixtures
- Interior LED recessed can fixture replacements for CFL and incandescent fixtures
- Interior LED screw-in lamp replacements for PAR halogen and incandescent lamps
- Interior LED strip replacements for linear fluorescent strip fixtures
- Exterior LED fixture (and controls) replacement for HID lamps and ballasts
- Ballast and Lamp upgrades (TBD)
- Controls (occupancy, photocell sensors, and dimming drivers) where applicable

Verification of details

The pre-defined Scope of Work will include a design build guideline (DBG) document detailing technical specifications for proposed interior and exterior fixtures and fixture quantities. Prior to the start of construction, the selected contractor will be provided a walk-through opportunity at each site to thoroughly investigate and confirm conditions which may impact the work. The contractor shall assume responsibility for accurate counts of all lighting components, including interior sensors (Occupancy and photocell) required to successfully complete the lighting retrofit and meet the necessary building and safety codes.

Project Timing and Milestones

This project has a very tight schedule. The expectation is this project needs to be completed by the beginning of the 2018-2019 Calendar School Year. Leeway will be provided for scope measures which do not impact school and student activities. The basic timeline and milestones under this project are as follows:

Milestone/Action	Approx. Date
Release of RFQ	Friday, May 4, 2018
RFIs Due from Respondents	Friday, May 11, 2018
RFI Answers Due back to Respondents	Monday, May 14, 2018
Statement of Qualifications Due	Friday, May 18, 2018
Short List of Contractors – Notifications Made and DBGs released to Short List Contractors	Monday, May 21, 2018
Interviews Conducted	Tuesday May 22, 2018
Contractor Selection Made/Announced	Wednesday, May 23, 2018
Job Walk of Facilities	Thursday, May 24, 2018
Project Negotiations on Scope and Price	Week of May 28 thru June 1
Board Approval	Tuesday, June 19, 2018
Project Mobilization	ASAP/TBD
Project Completion	End of August 2018 (Exact Date TBD)

Installation Reporting Requirements

As required by CEC Project guidelines, the contractor shall provide an installation report to the District including pre- and post-installation foot-candle measurements in at least three (sample) locations in each interior room type at desk level (30 inches above the floor): these readings shall be provided in a table format. Documentation indicating component numbers, and manufacturer information and cut-sheets shall be included in the installation report.

Commissioning and Title 24 Acceptance Testing

The contractor shall perform Title 24 Acceptance Testing in accordance with 2016 Title 24 Part 6, Lighting control acceptance and testing requirements for only those areas in which scope of works requires the installation of lighting control devices/equipment when permits are required.

Closeout Documents

Contractor shall meet all the requirements of the General Conditions for closeout, contractor shall provide the District following document precedent to closeout:

- Foot-candle measurement table
- Disposal manifest for all lighting fixtures
- List of manufacturers with contact information and parts reordering information for all products installed
- Project certification and/or product warranty certificates
- Maintenance and operations data

ADMINISTRATIVE INFORMATION

District Contact:

For purchasing and legal questions please contact:

Bonny Gregorius, Purchasing and Contracts Manager
Berryessa Union School District
Phone: 408-923-1871
Fax: 408-926-8329
Email: bgregorius@busd.net

NOTE: All email inquiries shall include "RFQ-01-2017-18 Design Build Energy Efficiency" in the Subject Line.

Attachments:

Attachment A: List of School and Administrative Sites

Proposal Due Date:

Proposals must be submitted before 1:00 PM (Pacific Daylight time) on Friday May 18, 2018. See the "Submittal Requirements" section of this document for details.

I. SUBMITTAL REQUIREMENTS:

Please submit under sealed cover one (1) original and three (3) bound copies, and one (1) CD-ROM or appropriate USB Flash-Drive. Faxes or emails will not be accepted.

Submit documents before 1:00 PM (Pacific Daylight time) on Friday, May 18, 2018 to:

Bonny Gregorius, Purchasing and Contracts Manager
Berryessa Union School District
1376 Piedmont Road
San Jose, CA 95132

Phone: 408-923-1871
Fax: 408-926-8329
Email: bgregorius@busd.net

Telephone, electronic or facsimile proposals will not be considered. Proposals received after the time and date of closing will not be considered.

II. INTERVIEWS:

The District has set aside the following date to conduct interviews if needed:

Date: Tuesday May 22, 2018

Time: TBD

III. SUBMISSION EXPIRATION DATE:

All fees, prices and other information in any submission shall remain valid for 90 days from submission date to the District, and during such time the District may enter into a contract with any Provider on the basis of Provider's submission.

IV. FORMAT AND CONTENT OF RESPONSE

Each Provider's response to this RFQ should be clear, concise, complete, well organized, and demonstrate Provider's qualifications, ideas, and ability to work together with the District and any other consultants. An original and three (3) copies and one (1) USB drive of the response must be provided, with no more than 30 single-sided pages in total length excluding the work product sample described below. All Providers are requested to follow the order and format specified below. Please tab each section of the proposal to correspond to the numbers/headers shown below.

A. Response Cover. Include the RFQ's title and due date, the name, address, fax number, and the telephone number of responding firm (or firms if a response is submitted by a joint venture or association).

B. Table of Contents. Include complete and clear listings of headings and pages to allow easy reference to key information.

C. Body of Response. The following sections should be included in the order listed:

1. Cover Letter. The cover letter should be signed by a person with authority to act on behalf of and bind the Provider, and should indicate the Provider's interest in entering into a contract with the District for such services. The cover letter should also include general information about your firm, including at least the following:

- (a) number of employees;
- (b) years in business;
- (c) name(s) of owners(s);
- (d) home office location;
- (e) local office location (if different); and
- (f) proposed team members for services.

2. Qualifications Summary. Describe, in detail, your approach and methods for carrying out the services required by this RFQ. Specifically discuss your firm's unique qualifications for the services and potential projects, including successful prior similar experience with local government entities, especially school districts or county offices of education. Provide details, including, but not limited to, your firm's methods for energy auditing, benchmarking, facility assessment, strategy, planning, funding application (including, but not limited to Proposition 39 funding), permit and authorization acquisition, turn-key service approaches, commissioning of energy projects, and long and short term project implementation strategy.

In addition to the above, please include any qualifications and experience related to the following areas:

(a) Experience in analysis of energy efficiency measures, including, but not limited to, auditing, benchmarking, project cost estimating, short and long term strategic planning, program and project management, energy management, training, and knowledge of all requirements necessary to manage Proposition 39 assessments, applications and projects.

(b) Knowledge and understanding of Proposition 39, Senate Bill 73, Proposition 39: California Clean Energy Jobs Act – 2013 Program Implementation Guidelines, and all associated Proposition 39 handbook and application materials.

(c) Experience with the Division of the State Architect (DSA), the Office of Public School Construction (OPSC), the California Department of Education (CDE), and the California Energy Commission (CEC).

(d) Experience with applying for and securing grants and funding available for energy efficiency services and projects, including, but not limited to, any federal, state, local, or utility based program.

(e) Experience and success with assessing, planning and implementing energy efficiency projects for California public schools or other local government entities, including, but not limited to, the scoping, scheduling and budgeting of such projects.

Providers may include any additional information they deems relevant for purposes of responding to this RFQ.

3. Financial Information. Provide the following financial information about your firm:

- A current report from any commercial credit rating service, such as Dunn and Bradstreet or Experian.
- A letter from an insurance company indicating ability to provide insurance along with applicable, maximum limits of coverage. Insurance coverage shall be to the reasonable satisfaction of the District.
- Provider's fee structure and/or pricing for all applicable services.

4. Work Product Sample. Provide a copy of recent work product for an energy efficiency project.

V. CRITERIA FOR SELECTION

District staff will carefully review all responses to this RFQ and shall recommend to the Board one or more Providers who are, in staff's opinion, best suited for the services. Selection shall be made on the basis of Providers' qualifications, on the responses given to this RFQ, on the information obtained in interviews, if any, and in furtherance of the best interests and energy efficiency and cost saving goals of the District.

Responses will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the selection process. However, to the extent that the responses are public records under California law, they must be released to members of the public if requested under applicable law.

VI. GENERAL INFORMATION

Amendments: The District reserves the right to cancel or revise this RFQ in part or in its entirety. If the District cancels or revises the RFQ, all respondents will be notified.

Inquiries: Any questions concerning this RFQ or the selection process may be directed to:

Bonny Gregorius, Purchasing and Contracts Manager
Berryessa Union School District
1376 Piedmont Road
San Jose, CA 95132

Phone: 408-923-1871
Fax: 408-926-8329
Email: bgregorius@busd.net

NOTE: All email inquiries shall include "RFQ-01-2017-18 Design Build Energy Efficiency" in the Subject Line.

Replies involving any substantive issues will be issued by addenda and emailed to all parties recorded by the District as having received the RFQ documents. Only questions answered by formal written addenda will be binding.

VII. SPECIAL CONDITIONS

Non-Discrimination: The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

Drug-Free Policy and Fingerprinting: Any Provider that enters into a contract with the District shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free Workplace Certificate.

Costs: Costs of preparing a proposal in response to this RFQ are solely the responsibility of each Provider.

Limitations: This RFQ does not commit the District to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFQ, or to procure or contract for work. The District reserves the right to waive any irregularities in the proposals received pursuant to this RFQ, or in the process outlined herein for selection of a Provider for the services.

VIII. SUBMISSION FORMAT

The following table describes the required format and content for the vendor proposal:

TAB NUMBER	CONTENTS
A	Response Cover
B	Table of Contents
C	Body of Response
C-1	Cover Letter
C-2	Qualifications Summary
C-3	Financial Information
C-4	Work Product Sample

Total pages not to exceed 30 pages, single sided on 8-1/2 x 11 white paper.

ATTACHMENT A

RFQ-01-2017-18 REQUEST FOR QUALIFICATIONS DESIGN-BUILD ENERGY EFFICIENCY SERVICES FOR PROP 39 PROJECTS

BERRYESSA UNION SCHOOL DISTRICT SITE LOCATION LIST

Berryessa Union School District

LOCATION	ADDRESS	CITY STATE ZIP
District Office	1376 Piedmont Rd	San Jose, CA 95132
Brooktree Elementary	1781 Olivetree Dr	San Jose, CA 95131
Cherrywood Elementary	2550 Greengate Dr	San Jose, CA 95132
Laneview Elementary	2095 Warmwood Ln	San Jose, CA 95132
Maintenance/Transportation Yard	935 Piedmont Rd	San Jose, CA 95132
Majestic Way Elementary	1855 Majestic Way	San Jose, CA 95132
Morrill Middle	1970 Morrill Ave	San Jose, CA 95132
Noble Elementary	3466 Grossmont Dr	San Jose, CA 95132
Northwood Elementary	2760 E. Trimble Rd	San Jose, CA 95132
Piedmont Middle	955 Piedmont Rd	San Jose, CA 95132
Ruskin Elementary	1401 Turlock Ln	San Jose, CA 95132
Sierramont Middle	3155 Kimlee Dr	San Jose, CA 95132
Summerdale Elementary	1100 Summerdale Dr	San Jose, CA 95132
Toyon Elementary	995 Bard St	San Jose, CA 95127
Vinci Park Elementary	1311 Vinci Park Way	San Jose, CA 95131