REQUEST FOR QUALIFICATIONS

Energy Conservation & Energy Efficiency Services
Victor Valley Community College District
PROPOSITION 39

RFQ: F-270

Proposal Due Date: July 30, 2014
4:00 p.m.

Victor Valley Community College District
18422 Bear Valley Road
Victorville, CA 92395
# TABLE OF CONTENTS

1.0 INTRODUCTION  

1.1 Purpose of Request ................................................................. 3  

1.2 Background ............................................................................. 3  

1.3 Victor Valley Community College District ................................. 3  

1.4 Qualifications .......................................................................... 4  

1.5 Services Requested ................................................................. 4  

1.6 Proposals .................................................................................. 5  

1.7 Request for Information (RFI) ..................................................... 5  

2.0 TERMS AND CONDITIONS  

2.1 Schedule of Events ................................................................. 5  

2.2 Acceptance ............................................................................. 6  

2.3 Award of Contract .................................................................. 7  

2.4 Proposal Submittal Requirements ................................................. 7  

2.5 Response Format and Comments ............................................... 8  

2.6 Evaluation of Proposals ............................................................ 9  


REQUEST FOR QUALIFICATIONS
FOR

SELECTION OF ENERGY CONSERVATION & ENERGY EFFICIENCY SERVICES – PROPOSITION 39

1. INTRODUCTION

1.1 PURPOSE OF REQUEST

The Victor Valley Community College District (District), Office of Facilities Construction and Contracts, on behalf of the Board of Trustees, is seeking submittals of qualifications (SOQ) from interested firms, partnerships, corporations, associations, or professional organizations capable of providing a “turn-key” (application through project close out) solution, which would include designing and implementing energy conservation, energy efficiency, and energy related capital improvement services as described within this Request for Qualifications (RFQ). The District expects major reduction in annual utility costs through the implementation of these services. It is the District’s intent to enter into an agreement with the successful firm to conduct all services required for the maximum use of available Proposition 39 funds. This includes support in developing bidding, and awarding contract(s) to implement cost-effective energy retrofits.

1.2 BACKGROUND

The Victor Valley Community College District’s (VVCCD) Main Campus consists of 252 acres, 42 buildings, with 423,473 assignable square feet of space. The District’s Regional Public Safety Training Center (RPSTC) is located in Apple Valley, CA with 38,850 assignable square feet of space. Over the past 5 years VVCCD has installed a One-Megawatt CPV system, two separate 250kW solar covered parking systems, completed a campus-wide lighting retrofit, installed a new Energy Management System (EMS), tied multiple buildings into a central plant, replaced boilers, installed Variable Drives (VFD) and installed energy efficient motors at various facilities. VVCCD was awarded the 2013 Board of Governors Energy and Sustainability Award for District Leadership and Comprehensive Sustainability Program.

Additional information is available on the District web site (http://www.vvc.edu).

1.3 VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

Victor Valley Community College District (VVCCD) has served its communities for 50 years. VVCCD is the primary source of training for many of the highest demand industries in the High Desert and the most accessible path for local students to pursue degree programs.

VVCCD was created by a vote of the public in 1960, when voters enthusiastically approved the creation of a new community college district to educate local students. The first classes at the college were held in 1961 on the campus of Victor Valley High
School and included a small student body of only 500 students and a 15-member faculty and staff. Construction began in 1963 on the present campus, which encompasses 253 acres.

In 1965, the new Victor Valley Community College campus opened its doors to students. Throughout the years VVCCD’s educational programs have expanded based on vital and evolving curricula. Many new facilities have been added to accommodate a consistent growth in student body. A campus that once served 500 students, now serves nearly 14,000 credit students each semester.

1.4 QUALIFICATIONS

VVCCD may award a contract to the Energy Services Company (Provider) that, in its sole opinion, is the most capable of providing the range of services described in the RFQ, and in the long-term best interest of the District. To be considered for this project a Provider must demonstrate knowledge and experience in similar projects including the following:

- Adequate financial resources to support the range of alternatives anticipated
- California K-12, Community College, or UC system reference that can attest to the quality of the Provider’s past work
- An established record of technical performance on typical projects within California
- A proven record of on-time and on-budget performance
- Excellent safety record
- Established records of the Provider’s ability to perform the work
- Credentialled, trained, and knowledgeable staff
- Competent management support at all levels
- Ability to effectively communicate with the VVCCD Board of Trustees, administration, staff, students, and community as needed
- Experience completing all of the necessary state applications to procure Proposition 39 funding

VVCCD reserves the right to investigate the qualification of all Providers under consideration and to confirm any part of the information furnished, or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of the possible energy design-build services.

1.5 SERVICES REQUESTED

VVCCD is interested in the identification, engineering, design, installation, training, maintenance, and funding of approved Energy Conservation Measures for all its facilities utilizing Proposition 39 funding. Upon selection, the Provider shall perform Energy Audits as required by Proposition 39 guidelines of the specified facilities. The following technologies and/or energy management approaches serve as examples of solutions to be considered under this RFQ:

- Energy management and control systems
- Lighting replacements and retrofits
- Motion sensors
- Day lighting
• HVAC replacements/upgrades/modifications/commissioning
• Variable speed drives
• High efficiency motors
• Alternative energy sources, such as photovoltaic

Other energy conservation measures proposed by Provider may also be considered. All equipment provided by the Provider for this program shall have a history of successful operating experience in similar installations and shall be in new, unused condition. This equipment shall be current technology with readily available replacement parts. All equipment/fixtures used for this program shall be approved by VVCCD prior to installation.

1.6 PROPOSALS

Sealed responses to this RFQ must be clearly marked "VVCCD Proposition 39 RFQ F-270 Energy Conservation Services". Responses must be addressed to Stephen Garcia, Director of Facilities Construction and Contracts and mailed or otherwise delivered to the attention of Michelle Messer, RFQ Coordinator, at the office of Facilities Construction located in the Administration Building #10 on the Victor Valley College campus.

Victor Valley College
Michelle Messer, RFQ Coordinator
Facilities Construction
18422 Bear Valley Road
Victorville, CA 92395

1.7 REQUESTS FOR INFORMATION (RFI)

Requests for Information concerning the RFQ must be in writing and may be submitted via e-mail (preferred) or by fax no later than the date shown below. Please direct all questions to Stephen Garcia, Director of Facilities and CC his assistant, Michelle Messer, if sending questions via e-mail as follows:

Steve.Garcia@vvc.edu
Michelle.Messer@vvc.edu
Fax: (760) 243-2781

Following the RFI deadline, all questions and answers will be summarized and posted on the District’s website (www.vvc.edu/offices/facilities) within five days after the RFI deadline under the Information for Contractors section.

2 TERMS AND CONDITIONS

2.1 SCHEDULE OF EVENTS

A. RFQ advertised and posted on VVCC Website June 20, 2014
This RFQ is available in its entirety in electronic form at the VVCC website www.vvc.edu/offices/facilities (use RFQ # F-270). It can also be obtained by submitting a written request to the RFQ Coordinator, Michelle Messer at Victor Valley Community College, at the address reflected on the cover page.

B. Request for Information (RFI) Deadline July 16, 2014, 4:00 p.m.

C. Deadline to answer written inquiries July 21, 2014, 4:00 p.m.

It is anticipated that responses to inquires received by the required time and date will be provided by the close of business on June 21, 2014, 4:00 p.m., and will posted on the District’s website (www.vvc.edu/offices/facilities). Should more time be needed by the District to answer / respond to RFIs, this information will also be posted on the above website.

E. Deadline for Receipt of Proposal July 30, 2014, 4:00 p.m.

Deadline for submission is 4:00 p.m., Wednesday, July 30, 2014. SOQs received after the deadline will not be opened. Each proposer shall submit one (1) signed original response. Three (3) additional copies of the proposal should be provided along with a CD or thumb drive containing the Proposal in electronic format (MS Word or pdf). Submittals shall contain no more than thirty (30) pages single-sided or fifteen (15) pages double sided, excluding the proposal form, front and back covers and tabs. Product cut sheets included as an Appendix will not be counted in the 30 page limit. Submittals containing more than the stated page limitation may not be considered.

All submittals become the sole property of VVCCD and the content will be held confidential until the selection of the firm is made. Any proprietary information must be designated clearly and should be bound separately and labeled with the words “PROPRIETARY INFORMATION”. An entire submittal marked as such will not be accepted.

NOTE: Victor Valley Community College reserves the right to deviate from the dates above.

2.2 ACCEPTANCE

PROPOSALS SHALL NOT BE OPENED PUBLICLY

Upon review and approval of the evaluation committee's recommendation for award, Victor Valley Community College District will issue a "Notice of Intent to Award" letter to the apparent successful Proposer.

The College will also notify all unsuccessful Proposers as to the outcome of the evaluation process.
2.3 AWARD OF CONTRACT

A. The Contract will be awarded to the most responsible and responsive proposer whose proposal, conforming to the Request, will be most advantageous to the District for an initial contract period of two years.

B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

C. The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.

D. The RFQ, its addendums, and the proposal of the selected Contractor will become part of any contract initiated by the District.

F. In no event shall a proposer submit its own standard contract terms and conditions as a response to this RFQ. The terms of any contract may be negotiated as part of the negotiation process with the exception of contract provisions that are nonnegotiable.

G. A formal Contract may be signed by the successful proposer and Victor Valley Community College District to perform this service.

H. The District reserves the right to enter into discussions with any one or all of the proposers after proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the Request for Proposal, unless otherwise modified.

I. If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the contract within seven calendar days of delivery of it, the District may elect to cancel the award and award the contract to the next highest-ranked Proposer.

J. Award shall be made to the Proposer whose proposal, conforming to the RFQ, will be the most advantageous to the District after consideration of price and other factors.

K. The District intends to award to a single Proposer.

2.4 PROPOSAL SUBMITTAL REQUIREMENTS

The submitting firms must have demonstrated technical and managerial capability across a broad range of energy, analysis, design, construction, funding, operations, and maintenance areas. VVCCD will consider the following background and experience factors in the evaluation of all submittals.

1. Describe your firm’s approach to managing projects locally. If this project is to be managed and/or administered by a different office location, provide the location of the office(s), area of responsibility, and the division of duties.
2. Describe your firm’s safety program. Include proof of your firm’s safety Experience Modification Rating (EMR) or equivalent.
3. Describe your firm’s approach to developing a scope of work for the project. How are the various components of a project prioritized and evaluated?
4. Describe in detail your firm’s methodology for calculating energy cost saving.
5. Describe your firm’s experience with various project delivery methods. Address the areas that are self-performed, sub-contracted, team delivered, etc. The following areas must be addressed: design, engineering, procurement, and installation.
6. Provide a step-by-step description of typical project implementation and the specifications of a typical energy project.
7. Describe the qualifications and relevant energy project experience of the Provider, its team, and its staff. Include a clear description of your firm’s proposed team with names, resumes, and project responsibilities.
8. Describe your firm’s financial capacity to handle the project. Include company bond rating, bond limits, and evidence of insurability.
9. Describe your firm’s expertise in applying/securing funding for energy conservation/efficiency infrastructure improvements for CA K-12, Community College, UC system clients.
10. Describe any unique capabilities of the Provider that would be useful to the specific needs of the district/project.
11. Provide a description of your firm’s commitment to and experience with obtaining OPSC Project Closure stats, as well as experience with DSA, for public school projects.
12. Provide names and contact information for five (5) Energy Conservation Design/Build reference for projects in California public schools in which your firm was the Engineer of Record. Provide a brief description of the work performed for these clients.
13. Provide a brief description of your firm’s ability to provide remote monitoring of equipment and utility meter. Describe your firm’s stance on open platform vs. proprietary technology for EMS and control-related systems.
14. Is or has your firm been a party to suits, claims, or similar actions related to:
   a. Construction claims relating to performance or delay
   b. OSHA, labor relations, or similar issues affecting the process of the work
   c. California State Contractor License suspensions or code violations
   d. If “yes” to any of the above, provide a summary and current status of the issue under a separate attachment to the response to this RFQ.
15. Provide a draft scope of work and pricing for the Energy Audit.

2.5 RESPONSE FORMAT AND COMMENTS

A Statement of Qualifications (SOQ) should be prepared in a way that provides a straightforward and concise description of the respondent’s capabilities to satisfy the requirements of the project. Emphasis should be placed on completeness and clarity of content. All submittal requirements listed above should be addressed in full.
The Provider shall describe any relationships with manufacturers of proposed energy equipment, including those manufactured by the respondent or listed subcontractors. The Provider shall describe any relationships with the organizations providing training, if not provided by the Provider.

Responder shall furnish one original and 3 copies of the submittal. Content shall be tabbed and numbered per the items included in the Submittal Requirements. All SOQs will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists, or select a firm or firms to perform work based solely on the evaluation of the SOQ.

2.6 EVALUATION OF PROPOSALS
Providers will be evaluated and preference given to those that illustrate demonstrated range of services, innovative approaches, technical and contractual solutions, additional services, and flexibility developing and implementing successful projects.

VVCCD reserves the right to:
• Reject any or all submittals at its sole discretion.
• Cancel the Request for Qualifications (RFQ)
• Modify any requirements contained within the RFQ and request a revised submission from all Providers.
• Establish other evaluation criteria determined to be in the best interest of VVCCD.
• Contract with any of the firms responding to the RFQ based solely upon its judgment of the qualifications and capabilities of the firm.

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