



ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS

PROPOSITION 39 ENERGY CONSERVATION AND ENERGY EFFICIENCY SERVICES:

LED Lighting Retrofit Project

Acton-Agua Dulce Unified School District
32248 Crown Valley Rd.
Acton, CA 93510
(661) 269-0750

Attn: Lynn David, Assistant Superintendent Business Services

SEALED SUBMITTALS MUST BE RECEIVED BY MARCH 11, 2019 AT 9:00 A.M.

Acton-Agua Dulce Unified School District
PROP. 39 ENERGY CONSERVATION AND ENERGY EFFICIENCY SERVICES
LED Lighting Retrofit Project
Request for Proposals

PROJECT

Acton-Agua Dulce Unified School District (“District”) is requesting proposals from qualified lighting contractors (“Contractor”) with experience working in K-12 educational settings. The District has receiving funding from Proposition 39, and a previous energy audit has identified several lighting retrofit opportunities that exist within the District. The project contemplates the complete retrofit and installation of LED lamps at High Desert Middle school and Meadowlark Elementary School. The school sites are occupied and the installation of the LED lighting systems will be performed so as to avoid any disruption to the schools. The District has contracted with The R Group to act as its Project Manager for the project.

The selected Contractor will work with the Project Manager, make presentations as required to the Board, prepare final documents, gather and submit verification data consistent with Prop 39 and any Southern California Edison (“SCE”) rebate requirements, complete construction and installation, obtain required permits, and project close out.

It is the intent of this Request for Proposals (RFP) to establish the project approach, specifications and work-scope, schedule and terms and conditions governing the selection process. Proposals shall be firm for ninety (90) days from the date of their opening. All Proposals must meet or exceed all the specifications contained herein. Two (2) signed copies of the Proposal should be addressed to the attention of:

Lynn David, Assistant Superintendent Business Services
Acton-Agua Dulce Unified School District
32248 Crown Valley Rd.
Acton, CA 93510
(661) 269-0750

Project required completion date is June 28, 2019

PROCUREMENT

The project must conform to all requirements of California Government Code 4217, Title 24, California Division of State Architect (DSA) and all the parameters laid out in the Proposition 39 guidelines. In addition, the District will utilize the best value criteria as the basis for award. Best value criteria, as set forth in the law, includes objective criteria related to price, features, functions and life-cycle costs.

The District will evaluate proposals to determine the Firm best qualified consistent with the evaluation criteria set forth, below. The District intends to use the authority granted by

Government Code sections 4217.10, et seq. as the basis for any contract award that may result from this RFP.

SCOPE OF WORK

The scope of the project will include the following

Project Implementation

1. Identify existing lighting levels and uniformity.
2. Purchase and install qualified luminaires as per the performance criteria outlined in the LED Lighting Specification, see Exhibit 1, and in the quantities and locations identified in the contract documents, see Exhibit 2.
3. Provide all necessary equipment, hardware, adapters, and any other materials necessary for a quality installation. Ensure installation quality, compliance with project schedule and proper disposal and/or recycling of old luminaires.
4. Maintain existing lighting controls when possible, upgrade if necessary.
5. Contractor shall warrant all labor and replace defective LED luminaires and parts thereof for a period of one year from the date of project acceptance. The warranty for the luminaires shall be no less than five (5) years.
6. Manage deliveries and staging of material to site including any secured storage considerations.
7. Prepare and manage appropriate waste disposal facility and facilitate proper disposal of waste material including old luminaires. All excess property for this job shall be coordinated with the campus for either disposal or salvaging.
8. The District shall meet on a weekly basis with contractor to review installation, work safety, public safety and waste material handling procedures and requirements.
9. Inspect final work and correct any "punch list" items.
10. The Contractor shall test and commission all LED lights outlined in the plans to ensure that they work as per the performance specifications.
11. Train District personnel in all aspects of routine operation, maintenance, and safety of the LED lighting luminaires installed.
12. The contractor will be responsible cleaning of all prismatic lenses where applicable.
13. All work shall be performed under written contract, which shall be in a form provided by and acceptable to the District.

Post Installation Activities Including Administration

1. Following District acceptance, produce final project reporting to the District including a final as-built of the all the LED lighting luminaries in PDF and hardcopy.
2. Assist the District and it's consultant in the preparation of all documentation including validation of the cost associated with the Project, and final review of all energy savings and construction cost estimates.

SCHEDULE

Date	Event
February 25, 2019	RFP Issued
February 28, 2019	Mandatory job walk: 3:00 High Desert, then Meadowlark
March 7, 2019	Deadline for questions and information requests
March 11, 2019	RFP Due Date
March 18, 2019	Announcement of Award
March 28, 2019	Board approval

QUALIFICATIONS

Acton-Agua Dulce Unified School District may award a contract to the Contractor that, in its sole opinion, is the most capable of providing the range of services described in this RFP, 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:

- California K-12 references 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 complete the work
- Credentialed, trained, and knowledgeable staff
- Competent management support at all levels
- Ability to effectively communicate with the school sites, administration, staff, students, and community as needed

Acton-Agua Dulce Unified School District reserves the right to investigate the qualifications of all Contractors 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 described energy efficiency project.

PREVAILING WAGE RATES AND COMPLIANCE WITH SENATE BILL 854

This project is subject to the California Prevailing Wage law, at Labor Code sections 1720, et seq. The successful respondent and all contractors and subcontractors thereto shall fully comply

with all requirements thereof, and all related requirements of California law. Applicable prevailing wage determinations shall be available upon request at the District office.

SUBMITAL REQUIREMENTS

Address the following items as completely as possible; response to each item is mandatory:

1. COVER LETTER/LETTER OF INTEREST

Cover letter must include name of firm, address, telephone and fax numbers, and name of Principal to contact. Letter must be signed by representative of the firm with authorization to bind the firm by contract.

2. PROJECT PROPOSAL

Identify the project schedule (timeline), itemized budget, current and potential measures identified (on the Expenditure Plan Project Summary), product quantity, energy efficiency measures, product life-cycle/warranty, maintenance and support provided and demand savings. Any measures requested but not included in the proposal should be itemized separately in the proposal and clearly marked as not included. State the overall cost to provide and install the LED lighting systems.

3. DESCRIPTION OF FIRM

- a) History, number of years in business in California, staff size
- b) Location of office which will perform the work
- c) Size of staff if applicable one person Contractors/firms may submit

4. RELEVANT EXPERIENCE

- a) List relevant K-12 and or Community College projects where your firm has provided similar services and include:
 - i. Project name, type and location Ex: Classroom / Kitchen/ Library / Administration / Laboratory
 - ii. Year completed
 - iii. Project size and construction cost
- b) List client names, contact person, and phone number for relevant project information.

5. FIRM TRACK RECORD

- a) Has your firm ever been let go by a client or replaced by another firm during any related project? If so, explain in detail.
- b) Does your firm have any current or pending litigation on any projects? If so, please describe.
- c) Has your firm defaulted on a contract within the past five (5) years or declared bankruptcy, or been placed in receivership within the past five (5) years?
- d) 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 progress 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 separate attachment to the response to this RFP.

SUBMITTAL INFORMATION

Deadline for submission of three (3) copies of your submittal is 9:00 AM, March 11, 2019. Submittals received after the deadline may be returned. 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 "RFP for Acton-Agua Dulce Unified School District-LED Lighting Retrofits" to the following location:

Acton-Agua Dulce Unified School District
32248 Crown Valley Rd.
Acton, CA 93510
(661) 269-0750

Attn: Lynn David, Assistant Superintendent Business Services

Questions or clarifications may be submitted in writing to Lynn David at the address listed above or e-mailed to ldavid@aadusd.k12.ca.us.

SUBMITTAL EVALUATION PROCESS

The Acton-Agua Dulce Unified School District Board will manage the selection process, review and evaluate the Proposals and make a recommendation regarding the selection of a successful Contractor. The committee shall be comprised of individuals with experience, knowledge and program responsibility for the products and services of this Project.

Selection will include an assessment of the Firms' proven ability to apply their experience and technical expertise to:

- Complete this energy savings project in an efficient and skilled manner.
- Provide quality components per contract documents.
- Collect, document and assemble in the approved format, all pre and post monitoring and verification data as required of a Prop 39 and SCE energy savings project.

District reserves the right to conduct interviews as part of the procurement process.

CRITERIA EXPLANATION WEIGHT

- 1. Merit of Submittal (10pts)**
General thoroughness and responsiveness of the submittal.
- 2. Knowledge and Expertise of Personnel/Firm (25 pts)**

Contractor's demonstrated experience in completing projects of a similar type.
Capability of personnel/firm; demonstrated experience of Provider's team; firm's qualifications.

3. Overall Project Cost (25 pts)

4. Record of Past Performance and Experience (40 pts)

References; quality of past projects; demonstrated ability to complete work tasks within project timelines and budget; quality of submitted work samples.

Acton-Agua Dulce Unified School District reserves the right to:

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

A Selection Committee, as deemed necessary, will be formed to evaluate the submittals. Composition and creation of this committee, should one be formed, is at the sole discretion of the District. The Selection Committee may review the submittals for format to ensure conformance with the requirements of the RFP and may select finalist to interview with the committee as part of the evaluation process. District does not guarantee that an interview will take place, thus reserving the right to select a Provider based solely on the information provided in the submittals received in response to the RFP. Should an interview take place, the key personnel responsible for fulfilling the requirements of the project shall be required to be present for the interview. District will take all steps necessary to ensure that any discussions and interviews conducted in connection to this RFP will be done in a fair and impartial manner.

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

ADDITIONAL INSTRUCTIONS TO BIDDERS

1. Contractor is responsible for providing all materials, labor and necessary equipment to complete the work according to the specifications provided and best practices. Finally, payment will be available after a walk-through ensures completeness and functionality to the District satisfaction.
2. Upon award of contract, Contractor shall submit appropriate documents of insurance (certificates of accord); workers compensation, automobile insurance, property damage and public liabilities, personal injury, etc., and shall hold the school district blameless in

any incident involving the contractor, his employees, his/her equipment, and vehicles as set forth in the contract documents.

3. Bidders shall visit the site areas and familiarize themselves with the scope of the project. A mandatory pre-bid meeting and project walk-through will be held on February 28, 2019.
4. Following award of the contract, work may commence on or after March 30, 2019. All work must be completed on or before June 28, 2019.
5. The contractor shall clean their job area daily and dispose of all trash and debris leaving the area broom clean. District dumpsters will not to be used for contractor's trash.
6. It is the responsibility of the contractor / bidders to field verify all existing conditions.

Exhibit 1: Energy Expenditure Plan - Performance Specifications & Quantities and Locations (Attached to LED Lighting Retrofit RFP file)

Exhibit 2: LED Lighting Retrofit - Sample Short Form Agreement Documents (Separate file on website or hardcopy by written request)



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION
Proposition 39 Program
Energy Expenditure Plan Report

APPLICATION APPROVED

Submission

ID: **5372**

Submission Option: _____

Tier: 3

Expenditure Plans this Fiscal Year: 2017-18

Multiple-Year (bundled) Award Expenditure Plan

Energy Planning Reservation Information

Did you request Energy Planning Funds? (if no, move on to next section)

Yes

Budget for Screening and Energy Audits: \$2,140.00

Budget for Proposition 39 Program Assistance: \$13,913.00

Budget for Energy Manager: \$31,475.00

Budget for Training Totals: \$47,528.00

Totals:

Amount Spent for Screening and Audits:

Amount Spent for Program Assistance: \$16,475.00

Amount Spent for Energy Manager:

Amount Spent for Training: \$16,475.00

Totals:

Energy Manager and Training

Are you hiring an Energy Manager with Funds Requested in this Expenditure Plan? Yes No

Are you using Proposition 39 funds for energy related training costs? Yes No

Amount Requesting for Energy Manager:

Amount Requesting for Training:

Summary of Schools/Sites

Estimated Totals: Total Project Cost \$223,746.00 Proposition 39 Share \$223,746.00

Summation is for 2 Schools

Job Creation Benefits Estimation

Type of Project Budget Estimated Direct Job-Years Created

Energy Efficiency \$223,746.00 1.25

Renewable Generation _____

Distributed Energy _____

Total: 1.25

Please list any state-certified apprenticeship programs being used:

Will this project be subject to a community benefits agreement, community workforce agreement, or other mechanism that defines project co-benefits?

Apprenticeship Information Budget Estimated Apprenticeship Job-Years Created _____

Other Trainee Position Title Budget Estimated Other Trainee Jobs Created _____

Self-Certifications

- Yes The LEA followed the Proposition 39 Guidelines regarding Eligible Energy Project Prioritization Considerations.
- Yes The LEA followed the guidelines regarding Sequencing of Facility Improvements
- Yes The LEA commits to use the funds for the eligible energy project(s) approved in its energy expenditure plan.
- Yes The LEA commits that the information included in the application is true and correct based to the best of the LEA's knowledge.
- Yes The LEA commits that all California Environmental Quality Act (CEQA) requirements are completed.
- Yes The LEA will obtain DSA project approval as applicable pursuant to California Code Regulations, Title 14.
- Yes The LEA acknowledges that the expenditures are subject to financial audit requirements
- Yes The LEA commits to complying with all reporting requirements.

Authorized Representative: Lynn David

Date: 2/24/2018

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Applicant Information

Local Education Agency Name: Action-Agua Dulce Unified

LEA CDS Code: 197530900000000

Mailing Address: 32248 North Crown Valley Road

City: Action

Zip Code: 93510-2620

LEA Authorized Representative

Name: Lynn David

Title: Director/Principal

Phone: 6612690310

Email: ldavid@aadusd.k12.ca.us

Project Manager

Name: Terrence Redd

Title: Energy Program Manager

Phone: 3238644242

Email: tkredd@thergroupplc.com



Site Information

Project Start Date: 7/15/2018
 Completion Date: 11/15/2018
 Local Education Agency: Acton-Agua Dulce Unified
 LEA CDS Code: 19753090000000

School or Site Information

School/Site Name: Meadowlark Elementary
 School/Site CDS Code: 19753096115679
 School/Site Mailing Address: 3015 West Sacramento Avenue
 City: Acton
 Zip Code: 93510-2434

Energy Efficiency Project Summary

Measure Savings Source: Combination Calculator and Audit
 Proposition 39 Share to be used for Measure Implementation (\$): \$187,002.00

Benchmarking

Square Footage of School/Site: 31,922
 Average Peak Demand (kW): 122
 Total Annual Electric Use (kWh): 313,297
 Total Annual Electric Charges (\$): \$59,211.21
 Total Annual Gas Use (therms): 4,042
 Total Annual Gas Charges (\$): \$3,899.49
 Total Annual Propane Use (gals):
 Total Annual Propane Charges (\$):
 Total Annual Fuel Oil Use (gals):
 Total Annual Fuel Oil Charges (\$):
 Energy Bill Fiscal Year: 2016-17
 Electric Utility: Southern California Edison
 Energy Bill Account #: 3-014-0956-28
 Gas Utility: Southern California Gas
 Gas Utility Account #: 021 864 9499 9

Reminder: If the School/Site includes leased facilities, please include Building Owner Certification in backup documentation.

Energy Use Intensity Calculator			
Electricity	Natural Gas	Other Fuels	
3.82 W/SF	.13 Therms/SF		Gals/SF
9.81 kWh/SF	\$.12 Cost/SF		Cost/SF
\$1.85 Cost/SF			
Energy Costs/SF/Year:	\$1.98	Energy Use(kbtu)/SF/Year:	117.83

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Energy Efficiency Measure	Description	Demand Savings (kW)	Annual Electric Savings	Annual Nat. Gas Savings	Annual Fuel Oil Savings	Annual Energy Cost Savings (\$)	Measure Cost (\$)	Rebates and Grants (\$)	EEM SIR
Lighting: Retrofit Interior Lamps to LED	Retrofit 1756 lamps in 2-lamp fixture of 32w Fluorescent T8/electronic ballast	8	46,995	(267)		\$8,609.00	\$59,433.00		2.41
HVAC: Packaged/Split System AC/Heat Pump/VRF	Replace eight rooftop packaged AC units (41-tons) with higher efficiency units		25,387	(125)		\$4,602.00	\$127,569.00		.88
Energy Efficiency Narrative Description									
Replacement of all 32W T8 4ft tube lamps in 2-lamp fixtures throughout entire campus, with LED T8 4ft lamps/Replacement of 37-tons of Air Conditioning (~7 Rooftop Units) with higher Energy Efficiency Rating									
Site Project Summary									
Total Demand Savings	8		Total Annual Fuel Oil Savings		\$187,002.00				
Total Annual Electric Savings	72,382		Total Annual Cost Savings		\$13,211.00		Savings-to-investment Ratio (SIR) 1.37		
Total Annual Natural Gas Savings	(392)		Total Project Cost		\$187,002.00		Total Cost Paid Under PPA		
Total Annual Propane Savings			Total Rebates						