

**Yosemite-Wawona Elementary Charter School**

**REQUEST FOR QUALIFICATIONS  
FOR  
PLANNING AND IMPLEMENTING PROPOSITION 39 ENERGY  
EFFICIENCY AND CLEAN ENERGY PROJECTS**

**REQUEST FOR QUALIFICATIONS SUBMITTAL DEADLINE  
January 23, 2018 3:00 PM**

**SUBMIT TO**

**Yosemite-Wawona Elementary Charter School  
Attention: John Kemmerer  
PO Box 2068  
Yosemite National Park, CA 95389  
(209) 375-6383  
[admin@yosemitewawonacharter.org](mailto:admin@yosemitewawonacharter.org)**

NOTICE IS HEREBY GIVEN that the Yosemite-Wawona Elementary Charter School (**Y-WECS**) acting by and through its Governing Board, is soliciting and issuing this Request for Qualifications (RFQ) and will receive up to, but no later than 01/23/2018, 3:00 pm statements of qualifications from interested, established and experienced Firms for Design Build services.

This solicitation is intended to establish a qualified contractor with whom **Y-WECS** will enter into a Planning and Implementing Contract. The selected contractor shall be a qualified provider of services for assessment, development, planning, and installation of potential Proposition 39 energy saving projects within the Y-WECS.

## 1. BACKGROUND & OBJECTIVES

**Y-WECS** is a public school district located in **Mariposa** County, California and serves **26** students at **1** existing school, approximately **4646** square feet of buildings.

The District will continue the existing programs and anticipates extending energy programs at existing facilities in conjunction with potential funding and guidelines from Proposition 39. The District anticipates allocation of approximately **\$45,000** in total funding for Proposition 39.

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 the District in meeting project milestones.

The District intends 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. Y-WECS may 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 **Wawona** area

## 2. 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 [2] hard 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 "RESPONSE TO REQUEST FOR QUALIFICATIONS FOR PLANNING AND IMPLEMENTING PROPOSITION 39 ENERGY EFFICIENCY AND CLEAN ENERGY PROJECTS" clearly marked on the outside, no later than **3:00 pm on 01/23/2018**, to the following address:

**Yosemite-Wawona Elementary Charter School**

**Attention: John Kemmerer**

**PO BOX 2068**

**Yosemite Natl Park, CA 95389**

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

In order to control information disseminated regarding this Request for Qualifications, vendors interested in submitting responses are directed **not** to make personal contact with members of the Y-WECS Board of Trustees. Failure to do so, may result in the revocation of the submitted proposal from review.

All questions are to be directed to John Kemmerer, Y-WECS Buildings and Grounds Coordinator , via e-mail: [admin@yosemitewawonacharter.org](mailto:admin@yosemitewawonacharter.org) no later than 3:00 pm on 1/16/2018.

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, and tabbed/marked in the same order set forth below:

### **A. COVER LETTER**

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

### **B. 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

### **C. 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.

### **D. TECHNICAL CAPABILITIES AND QUALIFICATIONS**

Demonstrate capabilities and qualifications for the firm to perform the planning and implementing energy efficiency and clean energy projects. Include ability to manage and self-perform any trades, as well as methodology to recruit subcontracts.

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

### **E. PROJECT EXPERIENCE**

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

### **F. PERSONNEL & PROJECT MANAGEMENT**

- Provide an organizational chart listing the key personnel that will be assigned to work on this project.
- Provide a resume of relevant experience for all key personnel.

- Outline the project management process the firm will utilize for this project.

**G. LICENSE AND INSURANCE INFORMATION**

Specify and provide proof of all applicable licenses and any certificates that qualify your firm for this 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.

**H. FEE SCHEDULE AND REIMBURSIBLE EXPENSES**

Describe, in detail, the method and process for determining fees and costs for providing the services.

**3. 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.

<b>RFQ Published:</b>	<b>1/08/2018</b>
<b>Mandatory Site Walk:</b>	<b>01/16/2018 9:30 am -11:30 am</b> Y-WECS Campus 7925 Chilnualna Falls Rd Yosemite Natl Park (Wawona), CA 95389 Located inside Yosemite National Park in Wawona. Once in Wawona take Chilnualna Falls Rd for and the school is located on the left, past the stables. There is a playground next to the building.
<b>Request for Information (RFI) Due:</b>	<b>01/17/2018 3:00 pm</b>
<b>RFI Responses:</b>	<b>01/19/2018 3:00 pm</b>
<b>Submittal Deadline:</b>	<b>01/23/2018 3:00 pm</b>

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.

#### **4. 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.