



**DAVIS JOINT UNIFIED SCHOOL DISTRICT**

**REQUEST FOR QUALIFICATIONS (“RFQ”)**  
**UTILITY EFFICIENCY SERVICES**

**August 7, 2019**

The Davis Joint Unified School District (“District”) is seeking Statements of Qualifications (“Responses”) from interested firms, partnerships, joint-ventures, corporations, associations, and/or individuals (“Firms”), to provide utility efficiency consulting services. Specifically, the District is seeking assistance with analyzing rate structures, usage patterns, service demands, and procurement strategies with the goal of increasing efficiency and reducing costs.

Firms interested in responding to this RFQ are requested to provide immediate notification of their intent to submit. Intent to submit and formal submittal in accordance with this RFQ shall be to:

David Burke, Director of Facilities  
Davis Joint Unified School District  
1919 5<sup>th</sup> Street  
Davis, CA 95616  
email: [dburke@djusd.net](mailto:dburke@djusd.net)

Interest notification and questions regarding this RFQ are to be directed to the above email address. Questions related to this RFQ will not be accepted unless they are submitted via email and are received by 4:00PM, August 16, 2019. Answers to all questions will be distributed via email to all Firms expressing an interest in submitting on this RFQ.

**All responses to this RFQ must be received by 4:00PM, August 23, 2019.** The submittal package should be no more than 20 pages (excluding cover letter, table of contents, dividers, and general brochures which may be submitted in addition to the page limit). Each printed double sided page is considered one page.

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. The Firm’s ability to develop a rapport and working relationship with the District personnel and team (other consultants) will be considered. The District will, at its own discretion, select one or more firms after receipt of the Responses; the District also reserves the right to not select any Firm. The District may also 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 the District and any Firm; (ii) create any obligation for the District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim of reimbursement for costs associated with the submittal of any Response.

## 1. GENERAL INFORMATION

The District intends to select Firms to the pool that best meet the District's needs to perform the services as described in this RFQ. The criteria on which the District makes its determination will be based on proven ability and experience as described herein, and on the District's needs.

The Firm(s) selected as a result of this process shall be responsible for the following general categories of work as determined by the District.

Utility Efficiency Analysis and Recommendations: Analyze rate structures, usage patterns, service demands, and procurement strategies and make specific recommendations to increase efficiency and reduce utility costs. The specific utilities to be reviewed are:

1. *Electricity*
2. *Natural gas*
3. *Domestic and irrigation water*
4. *Waste disposal (sewer and solid waste)*
5. *Recycling*
6. *Additional services or utilities may be included in the RFQ response at the Firm's discretion*

The District is not interested in receiving qualifications related to the installation of solar power infrastructure or staff consumption behavior analysis at this time.

The selected Firm(s) will not perform any design, inspections, or construction work as a general contractor or subcontractor, and shall not be allowed to self-perform any trade work, nor contract with affiliates to perform such work.

It is vital that the selected Firm(s) have the ability to work cooperatively and effectively with the Board, the Superintendent, District staff, the various school site planning committees, and the community. The District places great emphasis on facilitation and communication with all of these stakeholders. The Firm(s) retained by the District will be part of the District team and will be expected to operate in a team environment. The Firm(s) will work under the direction of the Director of Facilities.

## 2. REQUIRED INFORMATION

All materials submitted to the District in response to this RFQ shall remain the property of the District. Responses should be typewritten, concise, straightforward, and must address each requirement and question. The cover letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

### **3. REQUIRED RESPONSE FORMAT**

1. All materials submitted to the District in response to this RFQ shall remain the property of the District.
2. The submittal package shall be no more than 20 pages (excluding cover letter, table of contents, dividers, and general brochures which may be submitted in addition to the page limit). Each printed double sided page is considered one page.
3. Submit three (3) spiral bound hard copies of the materials. Three ring binders are not acceptable.
4. Submit one (1) electronic copy of the materials (thumb drive).

### **4. COVER LETTER**

Provide a cover letter introducing your firm and identify the unique qualifications of your firm.

### **5. FIRM INFORMATION**

Provide a brief history of your Firm. Identify legal form, ownership, and senior officials of company.

Describe number of years in business and types of business conducted. Identify proportion K-12 public school projects as part of overall business.

List all litigation arising from any K-12 public school programs on which your Firm provided services in the past five (5) years and were named as party(ies). Please include the following information for each litigation:

- State the issues in litigation, court information and docket number
- Names of parties
- Status/Outcome

### **6. EXPERIENCE**

Describe your experience with California public education clients. Include the scope of programs, description of services provided, and size of program. For each program referenced, provide to District name of Key Contact Person and Telephone Number.

### **7. PROPOSED STAFFING**

The selected Firm shall employ, at its expense, professionals properly skilled in the execution of the functions required. Provide a proposed organizational chart integrating District staff and identify key personnel you would assign to the District's Program and their roles including any sub-consultants anticipated. Key personnel may be contractually required to remain assigned to the District's projects unless said personnel cease to be employed by your Firm, or other arrangements are made with the District. For each identified individual, please provided a resume and describe/summarize his or her experience with public school programs.

## **8. PROPOSED METHODOLOGY AND CAPABILITIES**

1. Describe the Firm's technical capabilities and experience with:
  - A. Utility rate analysis
  - B. Written assessments and recommendations
  - C. Scheduling
  - D. Budgeting
  - E. Cost tracking
  - F. Document control
  - G. Production of data for public information websites.
2. Describe the Firm's quality control systems, including ability to monitor consultants.
3. Describe the Firm's approach to and experience with:
  - A. Implementation Plans
  - B. Cost analysis

## **9. GOVERNMENTAL AGENCY AND UTILITY AGENCY EXPERIENCE**

Respondent will be required to assist the District in working with various outside governmental agencies and utility providers. Respondent shall describe its experience with each of these agency types.

## **10. CLIENT REFERENCES**

Please provide at least five recent (past five years) clients for whom your Firm has provided work similar to what is being requested in this RFQ. Please include the name of the client, name of person to contact, telephone number, and identify the project. Demonstrated experience with K12 clients is highly desirable.

## **11. FIRM RATE SHEET AND FEE STRUCTURE**

Provide Firm rate sheet for the work described in this RFQ and/or specifically how the Firm's fee structure is determined. The District reserves the right to negotiate fees, services, terms, and form of agreement with the selected Firm. List applicable staffing rates and other anticipated costs and conditions.

## **12. SCHEDULE**

Cutoff date for written questions:	August 16, 2019, 4:00PM
Submittals due:	August 23, 2019, 4:00PM

## **13. SELECTION CRITERIA AND PROCEDURE**

The responses will be evaluated based on each Firm's qualifications, approach, methodology, and relevant experience with similar clients, and fee structure. The District will also evaluate the Firms based on their performance history, proposed team members assigned, knowledge of the various issues, technical capabilities, and overall responsiveness to this RFQ.

#### **14. FINAL DETERMINATION**

The District reserves the right to contract with Firm(s) responding to this Request for Qualifications for all or portions of the described scope of work, to reject any response as non-responsive, and not to contract with any Firm for the services described herein. The District makes no representation that participation in the Request for Qualifications process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFQ.

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of a contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of a contract with any member of the District (other than the identified contact on Page 1), Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact may be grounds for the disqualification of the Respondent submitting a RFQ Packet.

The awarding of a contract is at the sole discretion of the District.