

REQUEST FOR BIDS (RFB)

WI Net Zero Schools Pilot Program: Comprehensive Energy Plans for 10 Wisconsin Schools

Date of Issue: October 11, 2024

Bid Due: October 21, 2024 at 2pm CST

Issued By: Midwest Renewable Energy Association

RFB Point of Contact: Evonne Waugh, Program Manager
Midwest Renewable Energy Association
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INTRODUCTION

Midwest Renewable Energy Association (MREA) is seeking qualified firms to submit an RFB for the WI Net Zero Schools Pilot Program as described below:

ABOUT THIS RFB

The intent of this RFB is to select a firm to provide energy efficiency assessments and priority efficiency and electrification recommendations for 10 Wisconsin schools as outlined in Exhibit A – Scope of Work. The project funding is provided by the Public Service Commission of Wisconsin Office of Energy Innovation through a grant agreement ([see PSC REF#:492478](#)). Contractors must comply with State of Wisconsin Affirmative Action requirements.

QUESTIONS RELATED TO RFB

Questions, including requests for explanations of the meaning or interpretations of the provisions of the RFP, shall be submitted in writing (via email) to the RFB Point of Contact Evonne Waugh at evonne@midwestrenew.org by on or before 10/17/2024 at 2:00pm CST.

PROPOSAL DUE DATE AND SUBMITTAL

Proposals must be received no later than 10/21/2024 at midnight CST. Proposals must be submitted to the FRB Point of Contact Evonne Waugh at evonne@midwestrenew.org. We will confirm receipt via an emailed response within two business days.

In order to maintain the fairness and integrity of the selection process, proposals must conform to the requirements of this RFB. All communications shall be through the RFP Point of Contact listed on the RFP Cover Sheet. Communications with other members of the MREA staff for the purpose of unfairly influencing the outcome of this RFB may be cause for the proposal to be rejected and disqualified from further consideration.

SELECTION PROCEDURE

The selection of the contractor will be made by a selection committee composed of MREA staff who are responsible for selecting a contractor to satisfy the scope of work and in compliance with grant terms and conditions. During the evaluation process, the selection committee has the right to require any clarification they need in order to understand the bidder’s approach. MREA will execute a master service agreement with the selected contractor including grant terms and conditions (available upon request).

TIMELINE

RFB Announced	October 11, 2024
RFB Questions Due/Posted	October 17, 2024, by 2PM CST
RFB Proposals Due	October 21, 2024, by Midnight CST
Expected Firm Selection	October 25, 2024
Project Term	November 1, 2024, to September 30, 2025

PROPOSING FIRM REQUIREMENTS

Proposing firms are responsible for carefully reading all the terms and conditions contained in this RFB and for following the instructions given. Proposals that do not contain all the information requested may be rejected as non-responsive. Proposing firms must review the entire RFB to ensure that all required information is included in their proposal.

PROPOSING FIRM QUALIFICATIONS

Proposing firms must meet the minimum qualifications described in this section to participate. The determination of whether a proposing firm meets the minimum qualifications will be based on the complete proposal.

Required:

- Has a demonstrated history of conducting energy efficiency assessments and recommendations for schools or similar institutions in Wisconsin.
- Bids must not exceed \$54,325 for completion of project activities.
- Bids must include a minimum of \$9,375 of matching contribution per the grant agreement.
- Contractors must comply with applicable WI state contractor affirmative action plan requirements.

Additional Points Awarded To:

- Installation firms where the primary place of business located in Wisconsin.
- Installation firms that demonstrate competencies in evaluating the costs and benefits of building electrification including HVAC and on-site solar energy and energy storage development.

PROPOSAL SCORING & EVALUATION

The Selection Committee shall evaluate each proposal based on the categories outlined below. Proposal ranking will be the central evaluation in determining successful applicants and final award. All Proposers will be notified of the outcome of the selection.

CONDITIONS AND RESERVATIONS

MREA and the Selection Committee are not obligated as a result of the submission of a Proposal to enter into an agreement with any Proposer and have no financial obligation to any Proposer arising from this RFB.

The Contract will conform to the terms and conditions of the grant agreement.

MREA reserves all rights regarding this RFB, including, without limitation, the right to:

- Amend, delay or cancel the RFB without liability if the team finds it is in the best interest of the project to do so. In the event it becomes necessary to amend any part of this RFB, notice will be provided in the same manner as notice of the original solicitation.
- Reject any or all Proposals received upon finding that it is in the best interest of the project to do so.
- Waive any minor informality or non-conformance with the provisions or procedures of the RFB, and seek clarification of any Proposal, if required.
- Reject any bid that fails substantially to comply with requirements.
- Negotiate and/or amend the Scope of Work to serve the best interest of the project.

BID FORMAT AND EVALUATION CRITERIA

Please create project proposals in 8½” x 11” document size using a minimum 12-point font size. Proposals should be submitted as one PDF file and not exceed 3 pages.

Bid Checklist:

- 1. Point of Contact and Project Team
- 2. Cost Estimate
- 3. Firm Profile
- 4. Qualifications of Project Team
- 5. Business Practices
- 6. Completed Proposing Firm Qualification Statement (Exhibit B)

Bid Content

I. Point of Contact and Project Team

- a. Identify the main point of contact name, title, and contact information.
- b. Identify project team members by name, title, and brief description of project responsibility.

II. Cost Estimate

- a. Include total bid price identifying estimated hours and \$/hour not to exceed a total price of \$54,325.
- b. Include a minimum match contribution comprising donated labor or other direct costs of at least \$9,375.

III. Proposing Firm Profile

- a. Describe the demonstrated experience of the firm in providing energy efficiency audits and recommendations to school or similar institutions.
- b. Provide a statement describing the firm's capability to complete the project per the project timeline. Include a discussion of the firm's financial stability, number of employees, and length of time in business.

IX. Qualifications of the Project Team

- a. Identify key personnel for this project including roles, experience, licenses, and related credentials.
- b. Identify any subcontractors you plan to use, along with their value to the project, and provide background information on size, experience, management, licensing, and subcontracting agreement.

V. Business Practices

- a. Describe the firm's approach to client communication.
- b. Describe the process of the energy efficiency audit and recommendations.
- c. Detail the information included in client report.
- d. Provide a related project profile and client reference.

EXHIBIT A SCOPE OF WORK

The goal of the project is to create comprehensive energy plans for 10 Wisconsin schools. The Contractor responsibilities include completing the following objective for the 10 schools listed below.

Schools: County (Municipality)

Brown (Green Bay), Rock (Beloit), Iowa (Mineral Point), Iowa (Dodgeville), Menominee (Menominee Indian Reservation Nontrust Land), Menominee (Menominee Indian Reservation Trust Land), Iowa (Linden), Iowa (Mifflin), Iowa (Waldwick), Iowa (Ridgeway), Lafayette (Kendall), Lafayette (Fayette), Lafayette (Willow Springs)

Objective 1: Benchmark energy use.

Collect utility data, building square footage, and operational data to produce an Energy Star Portfolio Manager benchmark of performance for each school. Accompanying narrative explaining how benchmarking is a key to track energy performance before, during, and after implementing a net zero pathway.

Objective 2: Recommend & describe the energy audit process & resources.

Provide a concise and easy-to-understand description of energy audits that covers who is involved, timelines, and what each step entails. Provide example school building energy audit results that outline the energy, carbon, and monetary savings as well as the non-energy benefits of implementing energy efficiency products.

Objective 3: Provide low-and no-cost energy-saving recommendations.

Report benefits of energy-saving upgrades such as improved indoor comfort control, equipment integration with renewable energy and smart/microgrid technology, as well as improved air and water quality in the community. Provide a list of actions that schools can implement immediately to reap energy savings.

Objective 4: Outline electrification & renewable energy strategies for school buildings.

Provide concise and simple descriptions of available equipment and technology used in school building electrification, microgrid resiliency, and renewable energy. These will include heat pump, geothermal, solar, thermal and battery energy storage, smart building controls and grid-and energy storage-interactive technology. Support schools in preliminary design, pricing, and financial modeling of on-site solar installation, facilitating request for information from contractors as interested. Identify options for schools to procure off-site renewable energy investments including programs offered by their incumbent utility.

Objective 5: Support education & outreach activities.

Participate in virtual educational activities regarding energy efficiency and electrification of schools as requested by MREA.

Objective 6: Net Zero Pathway Plan.

Provide technical review of plans and support MREA, as requested, to facilitate discussions regarding the final report.

EXHIBIT B
PROPOSING FIRM QUALIFICATION STATEMENT

Proposing Firm Qualification Statement:

I have read the entire contents of the RFB, and certify that Proposing Firm has the ability and capital to provide the service in the manner described and to perform the required work satisfactorily.

Proposing Firm declares the following legal status in submitting this proposal:

- () A corporation organized and existing under the laws of the State of _____
- () A partnership
- () An individual doing business as _____
- () Other (describe)

Company Name FEIN

Address City/State/Zip Code

Proposer's Signature Name & Title